



**REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Wednesday, January 4, 2017  
Closed Session – 5:30 p.m.  
Open Session – 6:30 p.m.**

**City Council Chambers  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587**

**Please turn off your cell phones during the meeting**

**CLOSED SESSION – 5:30 P.M.**

1. **Call to Order**
2. **Roll Call:** Council Members Bonner, Ehrenkranz, Greene, Mayor Pro Tem Warren, Mayor Haggerty
3. **Public Comments** – Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to complete a “Speaker Request Form” available on the back counter. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. The City Council has adopted a time limitation of three (3) minutes per person. If you are commenting on the agenda item, your comments will be heard at the time that particular item is scheduled on the agenda. *Please note that if you are addressing the City Council on items NOT on the agenda, the Brown Act does not allow discussion of such items. Therefore, the City Council may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response.*
4. **Closed Session**
  - a. Pursuant to Government Code Section 54956.9(d)(1)  
Conference with Legal Counsel – Existing Litigation  
Case No. SWS1601308, *Marina vs City of Canyon Lake*
  - b. Pursuant to Govt. Code Section 54956.9 (d)(2)  
Conference with Legal Counsel – Potential Litigation – 4 cases
  - C. Return/Report from Closed Session

**OPEN SESSION – 6:30 P.M.**

1. **Call Open Session to Order**
2. **Invocation**  
**Flag Salute**
3. **Roll Call:** Council Members Bonner, Ehrenkranz, Greene, Mayor Pro Tem Warren, Mayor Haggerty
4. **Approval of City Council Agenda**
5. **Special Presentations and Proclamations:**
  - 5.1 **Chamber of Commerce Announcements**
6. **Public Comments** – Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to complete a “Speaker Request Form” available on the back counter. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. The City Council has adopted a time limitation of three (3) minutes per person. If you are commenting on the agenda item, your comments will be heard at the time that particular item is scheduled on the agenda. *Please note that if you are addressing the City Council on items NOT on the agenda, the Brown Act does not allow discussion of such items. Therefore, the City Council may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response.*
7. **Consent Calendar:**

All items listed on the Consent Calendar are considered to be routine matters, status reports or documents covering previous City Council action. The items listed on the Consent Calendar may be enacted in one motion. With the concurrence of the City Council, a Council Member may request that an item be removed for further discussion. Staff recommends approval of all items.

  - 7.1 **Waiver of Reading in Full of all Ordinances by Title Only**
  - 7.2 **Adoption of Resolution No. 2016-37, Approving Claims and Demands of the City **Pg. 5****
  - 7.3 **4 Claims Against the City by John Zaitz **Pg. 37****
8. **Pulled Consent Calendar Items**
9. **Schedule of Future Events:**
  - 9.1 Administration and Finance Committee Meeting

Canyon Lake City Council  
Agenda – January 4, 2017

- Tuesday, January 31, 2017 at 8:00 a.m., City Council Chambers
- 9.2 Public Safety Committee Meeting  
Wednesday, January 25, 2017 at 9:30 a.m., City Council Chambers
  - 9.3 Canyon Lake City Council Meeting  
Wednesday, February 1, 2017 at 6:30 p.m., City Council Chambers
  - 9.4 Water Committee Meeting  
Thursday, February 16, 2016 at 9:00 a.m., EVMWD
  - 9.5 Planning Committee Meeting  
Meeting Date To Be Determined
  - 9.6 Economic Development and Healthy Communities Meeting  
Meeting Date To Be Determined
  - 9.7 Veterans Committee Meeting  
Meeting Date To Be Determined
- 10. Public Hearing**
- 10.1 Public Hearing, second reading, and adoption of Ordinance No. 170; Repealing Ordinance No. 150 and Adopting the 2016 California Fire Code as Amended by the City of Canyon Lake **Pg. 47****
- 11. Business Items**
- 11.1 Update re possible one-year fire contract with Riverside County to place a two-person squad at Station 60 **Pg. 76****
  - 11.2 Discussion Regarding Process for Update and Possible Revision of complete Council Reimbursement Policies **Pg. 78****
  - 11.3 Discussion on Possible Cafeteria Benefit Increase for staff **Pg. 80****
- 12. City Manager Comments**
- 13. Committee and Council Reports/Comments**
- 13.1 Council Member Bonner
  - 13.2 Council Member Ehrenkranz
  - 13.3 Council Member Greene
  - 13.4 Mayor Pro Tem Warren
  - 13.5 Mayor Haggerty
- 14. Announcements**

The next regular City Council meeting is scheduled for **Wednesday, February 1, 2017 at 6:30 p.m. for open session**

**15. Closed Session**

- a. Pursuant to Government Code Section 54956.9(d)(1)  
Conference with Legal Counsel – Existing Litigation  
Case No. SWS1601308, *Marina vs City of Canyon Lake*
- b. Pursuant to Govt. Code Section 54956.9 (d)(2)  
Conference with Legal Counsel – Potential Litigation – 4 cases
- C. Return/Report from Closed Session

**16. Adjournment**

**VISION STATEMENT**

The vision of the City of Canyon Lake is to be a City that provides a quality of life that makes Canyon Lake the premier place to live in Southern California.

**ATTENTION RESIDENTS:**

Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at [www.cityofcanyonlake.org](http://www.cityofcanyonlake.org) once the agenda has been publicly posted. Any written materials relating to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting. It is the intention of the City of Canyon Lake to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or participant at this meeting, you will need special assistance beyond what is normally provided, the City of Canyon Lake will attempt to accommodate you in every reasonable manner. Please contact Ariel M. Hall, City Clerk, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

**January 4, 2017 City Council Meeting**

**STATE OF CALIFORNIA }  
COUNTY OF RIVERSIDE } SS. AFFIDAVIT OF POSTING  
CITY OF CANYON LAKE }**

**I, Stephanie N. Hunter, being duly sworn, depose and say that I am the duly appointed and qualified Office Specialist of the City of Canyon Lake and that on December 22, 2016 before the hour of 5:00 p.m., I caused the above notice to be posted as required by Resolution 2015-36 of the City Council of the City of Canyon Lake.**

**Stephanie N. Hunter  
Office Specialist**

**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Michelle Gomez, Accountant  
**DATE:** January 3, 2016  
**SUBJECT:** List of Demands

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**Recommendation:**

That the City Council adopts a resolution entitled: RESOLUTION NO. 2016-37

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF CANYON LAKE ALLOWING CERTAIN  
CLAIMS AND DEMANDS AS SET FORTH IN EXHIBIT A

**Background:**

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of December 14, 2016.

**Budget (or Fiscal) Impact:**

All claims and demands are paid from appropriated funds or authorized resources of the City and have been recorded in accordance with the City's policies.

**Attachments:**

Resolution  
List of Demands



**RESOLUTION NO. 2016-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ALLOWING CERTAIN CLAIMS  
AND DEMANDS AS SET FORTH IN EXHIBIT A**

The City Council of the City of Canyon Lake does hereby resolve as follows:

Demands are approved as shown on the Demand\Warrant Register of January 3rd, in the amount of  
\$240,018.38 as follows:

Payroll Earnings (Gross)	\$	39,005.80	(2nd Half of November & 1st Half of December)
Payroll Taxes - Employer	\$	645.08	(2nd Half of November & 1st Half of December)
On-line Retirement		4,067.29	(2nd Half of November & 1st Half of December)
On-line Health		732.92	(For the Month of December)
General		195,567.29	
<b>TOTAL</b>	<b>\$</b>	<b><u>240,018.38</u></b>	

PASSED, APPROVED AND ADOPTED this 3rd day of January 2017.

\_\_\_\_\_  
Mayor, Dawn Haggerty

ATTEST:

\_\_\_\_\_  
Stephanie Hunter, Office Specialist



**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2016 Through 12/31/2016

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22775	12/14/2...	Air Force 1	Complete Maintenance (Change of filters); 11/22/16	1,194.00	10	GENERAL
<b>Total</b> 22775	12/14/2...			1,194.00		
22776	12/14/2...	AMERICAN FORENSIC NURSES INC	Blood Draw, November 2016	80.00	10	GENERAL
<b>Total</b> 22776	12/14/2...			80.00		
22777	12/14/2...	Amy Blau	Refund of Deposit Balance for # CUP 16-11;11/29/16	425.00	10	GENERAL
<b>Total</b> 22777	12/14/2...			425.00		
22778	12/14/2...	Aprile DeAnne McKinnon	Tree Lighting Ceremony - Music/Microphone Sound System 12/8	150.00	10	GENERAL
<b>Total</b> 22778	12/14/2...			150.00		
22779	12/14/2...	CHARLES ABBOTT ASSOCIATES, INC.	Building & Safety - Permit/Plan Review; Nov 2016	3,407.19	10	GENERAL
22779	12/14/2...	CHARLES ABBOTT ASSOCIATES, INC.	Environmental Services (NPDES) for October 2016	3,315.00	10	GENERAL
<b>Total</b> 22779	12/14/2...			6,722.19		
22780	12/14/2...	Christopher McPeek	Christmas Tree & Labor for Lighting Service; 12/8/16	3,759.25	10	GENERAL
<b>Total</b> 22780	12/14/2...			3,759.25		
22781	12/14/2...	City Clerks Association of California	2017 Membership Renewal	185.00	10	GENERAL
<b>Total</b> 22781	12/14/2...			185.00		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2016 Through 12/31/2016

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22782	12/14/2...	CANYON LAKE PEST CONTROL, Steven E. Young	Quarterly Pests (Mice & Rats); November 2016	100.00	10	GENERAL
<b>Total 22782</b>	12/14/2...			100.00		
22783	12/14/2...	Control Pump	Landscape Pump Station - Irrigation Repairs; 12/1/16	540.00	20	GAS TAX
<b>Total 22783</b>	12/14/2...			540.00		
22784	12/14/2...	Corelogic Information Solutions, INC.	Data Base for Code Enforcement Cases; Nov 2016	28.50	10	GENERAL
<b>Total 22784</b>	12/14/2...			28.50		
22785	12/14/2...	Cota Cole LLP	Attorney Services (General); Nov 2016	3,863.46	10	GENERAL
22785	12/14/2...	Cota Cole LLP	Attorney Services for Marina Landscape Maint; Nov 2016	360.00	10	GENERAL
<b>Total 22785</b>	12/14/2...			4,223.46		
22786	12/14/2...	DATA TICKET	Code Enforcement Citation Processing, November 2016	100.00	10	GENERAL
<b>Total 22786</b>	12/14/2...			100.00		
22787	12/14/2...	Department of Justice Accounting Office	Blood Alcohol Analysis; November 2016	35.00	10	GENERAL
22787	12/14/2...	Department of Justice Accounting Office	Fingerprinting; November 2016	224.00	10	GENERAL
<b>Total 22787</b>	12/14/2...			259.00		
22788	12/14/2...	Jordan Ehrenkranz	Expense Report Council Member Ehrenkranz, 4/1/16 to 10/1/16	317.80	10	GENERAL

**City of Canyon Lake**  
**Check/Voucher Register - Council Report - Expenditures**  
**From 12/1/2016 Through 12/31/2016**

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
<b>Total</b> 22788	12/14/2...			317.80		
22789	12/14/2...	ELSINORE VALLEY MUNI WATER DIS	Water Bill for City Hall; Period: 10/24/16 to 11/22/16	106.95	10	GENERAL
22789	12/14/2...	ELSINORE VALLEY MUNI WATER DIS	Water Bill for Fire Station; Period: 10/27/16 to 11/28/16	216.73	10	GENERAL
22789	12/14/2...	ELSINORE VALLEY MUNI WATER DIS	Water Bill for Irrigation; Period: 10/27/16 to 11/28/16	592.31	20	GAS TAX
<b>Total</b> 22789	12/14/2...			915.99		
22790	12/14/2...	Executive Cleaning Services, LLC	Cleaning Services for December 2016	925.00	10	GENERAL
<b>Total</b> 22790	12/14/2...			925.00		
22791	12/14/2...	Fastsigns	Retro Fit Neon to LED Lighting & Repaint City Hall; 11/15/16	500.00	10	GENERAL
22791	12/14/2...	Fastsigns	Retro Fit Neon to LED Lighting & Repaint City Hall; 11/15/16	2,200.00	40	CAP. PROJ.
<b>Total</b> 22791	12/14/2...			2,700.00		
22792	12/14/2...	GOLDING PUBLICATIONS	500 Blank Stock for City License Cards; Invoice Date 12/2/16	51.84	10	GENERAL
<b>Total</b> 22792	12/14/2...			51.84		
22793	12/14/2...	Good Time Entertainment	DJ & Sound Equipment System Rental - Veterans Day 11/11/16	250.00	10	GENERAL
<b>Total</b> 22793	12/14/2...			250.00		

**City of Canyon Lake**  
**Check/Voucher Register - Council Report - Expenditures**  
**From 12/1/2016 Through 12/31/2016**

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22794	12/14/2...	LANCE, SOLL & LUNGHARD	2016 City Financial Audit - Fieldwork Performed; 11/30/16	9,325.00	10	GENERAL
<b>Total 22794</b>	12/14/2...			9,325.00		
22795	12/14/2...	Office & Ergonomic Solutions Inc.	New Desk for front of office, Invoice Date: 10/28/16	3,812.94	10	GENERAL
<b>Total 22795</b>	12/14/2...			3,812.94		
22796	12/14/2...	Pitney Bowes, Inc.	Monthly Digital Mailing System; Invoice Date: 11/15/16	67.18	10	GENERAL
<b>Total 22796</b>	12/14/2...			67.18		
22797	12/14/2...	RIV. CO. SHERIFF'S DEPT., Acctg & Fin	Law Enforcement Services (Contract Law) 10/13/16 to 11/9/16	114,151.66	10	GENERAL
<b>Total 22797</b>	12/14/2...			114,151.66		
22798	12/14/2...	SOUTHERN CALIFORNIA EDISON	Electricity Bill for Traffic Signals; 10/14/16 to 11/15/16	209.15	20	GAS TAX
22798	12/14/2...	SOUTHERN CALIFORNIA EDISON	Electricity Bill for Traffic Signals; 10/28/16 to 11/30/16	412.84	20	GAS TAX
<b>Total 22798</b>	12/14/2...			621.99		
22799	12/14/2...	State Water Resources Control Board	State Water Board Annual Permit Fee; Invoice Date 12/1/16	8,980.00	10	GENERAL
<b>Total 22799</b>	12/14/2...			8,980.00		
22800	12/14/2...	The Gas Company	Gas Bill; Billing Period: 10/26/16 to 11/29/16	39.28	10	GENERAL

**City of Canyon Lake**  
**Check/Voucher Register - Council Report - Expenditures**  
**From 12/1/2016 Through 12/31/2016**

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
<b>Total</b> 22800	12/14/2...			39.28		
22801	12/14/2...	TVC, Inc.	Remote System - Diagnosed City's Phone System; 11/21/16	95.00	10	GENERAL
<b>Total</b> 22801	12/14/2...			95.00		
22802	12/14/2...	U.S. Postage Service (Postage-By-Phone)	Postage Refill for November 2016	400.00	10	GENERAL
<b>Total</b> 22802	12/14/2...			400.00		
22803	12/14/2...	U. S. Bank	Veterans Day, Tree Lighting, Student of Month, 11/8 to 11/30	4,963.57	10	GENERAL
<b>Total</b> 22803	12/14/2...			4,963.57		
22804	12/14/2...	VERIZON CALIFORNIA	Ipads; Billing Period: 11/04/16 to 12/03/16	239.10	10	GENERAL
<b>Total</b> 22804	12/14/2...			239.10		
22805	12/14/2...	VERIZON CALIFORNIA	Cell Phone Bill; Billing Period: 11/4/16 to 12/3/16	332.99	10	GENERAL
<b>Total</b> 22805	12/14/2...			332.99		
22806	12/14/2...	Vivint Solar	Refund \$21.00 for Overpayment for License Renewal; 12/1/16	21.00	10	GENERAL
<b>Total</b> 22806	12/14/2...			21.00		
22807	12/14/2...	Walsh Marine Products, Inc.	Five Anchor's & Chains for Buoys (North Lake); 11/29/2016	1,103.75	10	GENERAL

**City of Canyon Lake**  
**Check/Voucher Register - Council Report - Expenditures**  
**From 12/1/2016 Through 12/31/2016**

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
<b>Total 22807</b>	12/14/2...			1,103.75		
22808	12/14/2...	Warbirds West Air Museum, Inc.	T-34 Formation Fly By for Veterans Day Celebration	600.00	10	GENERAL
<b>Total 22808</b>	12/14/2...			600.00		
22809	12/14/2...	XEROX	Copier Lease, November 2016	513.76	10	GENERAL
<b>Total 22809</b>	12/14/2...			513.76		
22810	12/21/2...	BIO-TOX LABORATORIES	Blood Testing Services, December 2016	198.00	10	GENERAL
<b>Total 22810</b>	12/21/2...			198.00		
22811	12/21/2...	Timothy Brown	Reimbursement for Internet & Cell to Brown, Nov 2016	100.00	10	GENERAL
22811	12/21/2...	Timothy Brown	Reimbursement for Internet & Cell to Brown, Oct 2016	179.34	10	GENERAL
22811	12/21/2...	Timothy Brown	Reimbursement for Internet & Cell to Brown, Sept 2016	98.31	10	GENERAL
<b>Total 22811</b>	12/21/2...			377.65		
22812	12/21/2...	CHARLES ABBOTT ASSOCIATES, INC.	Engineering & Planning Services, November 2016	5,888.25	10	GENERAL
22812	12/21/2...	CHARLES ABBOTT ASSOCIATES, INC.	Environmental Services for November 2016	72.50	10	GENERAL
22812	12/21/2...	CHARLES ABBOTT ASSOCIATES, INC.	Engineering Services (Gas Tax); November 2016	15,023.81	20	GAS TAX
<b>Total 22812</b>	12/21/2...			20,984.56		
22813	12/21/2...	DATA TICKET	Monthly Citations for November 2016	100.00	10	GENERAL

**City of Canyon Lake**  
**Check/Voucher Register - Council Report - Expenditures**  
**From 12/1/2016 Through 12/31/2016**

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
<b>Total 22813</b>	12/21/2...			100.00		
22814	12/21/2...	EnviroSupply & Service	Buffer pH & Aqua Solutions, Invoice Date: 12/1/16	62.52	10	GENERAL
<b>Total 22814</b>	12/21/2...			62.52		
22815	12/21/2...	Frontier	Fios Internet, Billing Period: 12/10/16 to 1/9/17	147.50	10	GENERAL
22815	12/21/2...	Frontier	Phones; Billing Period: 12/10/16 to 1/9/17	63.84	10	GENERAL
22815	12/21/2...	Frontier	Phones; Billing Period: 12/13/16 to 1/12/17	340.51	10	GENERAL
<b>Total 22815</b>	12/21/2...			551.85		
22816	12/21/2...	Dawn Haggerty	Reimbursement for Internet & Cell to Haggerty, Dec 2016	100.00	10	GENERAL
22816	12/21/2...	Dawn Haggerty	Reimbursement for Internet & Cell to Haggerty, Oct 2016	100.00	10	GENERAL
<b>Total 22816</b>	12/21/2...			200.00		
22817	12/21/2...	K Graphics	Notice of Violation Forms for Special Enforcement; 12/10/16	711.72	10	GENERAL
22817	12/21/2...	K Graphics	Notice to Tow Forms for Special Enforcement, 12/10/16	623.14	10	GENERAL
<b>Total 22817</b>	12/21/2...			1,334.86		
22818	12/21/2...	Riverside County Division / LCC	Division Meeting (Ehrenkranz, Haggerty & Zaitz); 11/14/16	200.00	10	GENERAL
<b>Total 22818</b>	12/21/2...			200.00		

**City of Canyon Lake**  
**Check/Voucher Register - Council Report - Expenditures**  
**From 12/1/2016 Through 12/31/2016**

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22819	12/21/2...	Maureen Kane & Associates, Inc.	Technical Training for Clerks (TTC) Series 300, 3/14/17	1,550.00	10	GENERAL
<b>Total</b> 22819	12/21/2...			1,550.00		
22820	12/21/2...	SOUTHERN CALIFORNIA EDISON	Electricity Bill for City Hall; 11/15/16 to 12/15/16	710.24	10	GENERAL
22820	12/21/2...	SOUTHERN CALIFORNIA EDISON	Electricity Bill for Fire Station; 11/15/16 to 12/15/16	120.31	10	GENERAL
22820	12/21/2...	SOUTHERN CALIFORNIA EDISON	Electricity Bill for Pump Station; 11/8/16 to 12/9/16	262.99	20	GAS TAX
22820	12/21/2...	SOUTHERN CALIFORNIA EDISON	Electricity Bill for Traffic Signals; 10/20/16 to 11/19/16	13.05	20	GAS TAX
22820	12/21/2...	SOUTHERN CALIFORNIA EDISON	Electricity Bill for Traffic Signals; 11/15/16 to 12/15/16	199.59	20	GAS TAX
<b>Total</b> 22820	12/21/2...			1,306.18		
22821	12/21/2...	Special District Risk Management Authority	Dental Insurance for December 2016	198.79	10	GENERAL
<b>Total</b> 22821	12/21/2...			198.79		
22822	12/21/2...	Sparkletts	Water Service, December 2016	27.61	10	GENERAL
<b>Total</b> 22822	12/21/2...			27.61		
22823	12/21/2...	Tyco Integrated Security LLC	Alarm System; 1/1/17 to 3/31/17	181.02	10	GENERAL
<b>Total</b> 22823	12/21/2...			181.02		
22824	12/21/2...	JOHN ZAITZ	Reimbursement for Internet & Cell to Zaitz, Nov 2016	100.00	10	GENERAL
<b>Total</b> 22824	12/21/2...			100.00		

**City of Canyon Lake**  
**Check/Voucher Register - Council Report - Expenditures**  
**From 12/1/2016 Through 12/31/2016**

<u>Check Numb...</u>	<u>Matching Docum... Date</u>	<u>Vendor Name</u>	<u>Transaction Description</u>	<u>Check Amount</u>	<u>Fund Code</u>	<u>Fund Short Title</u>
Report Total				195,567.29		

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
BIO-TOX	Blood Testing Services, December 2016	198.00
Brown T	Reimbursement for Internet & Cell to Brown, Nov 2016	100.00
	Reimbursement for Internet & Cell to Brown, Oct 2016	179.34
	Reimbursement for Internet & Cell to Brown, Sept 2016	98.31
CHARLES ABBOTT	Environmental Services for November 2016	72.50
	Engineering & Planning Services, November 2016	5,888.25
	Engineering Services (Gas Tax); November 2016	15,023.81
DATA TICKET	Monthly Citations for November 2016	100.00
Enviro	Buffer pH & Aqua Solutions, Invoice Date: 12/1/16	62.52
Frontier	Fios Internet, Billing Period: 12/10/16 to 1/9/17	147.50
	Phones; Billing Period: 12/13/16 to 1/12/17	221.67
	Phones; Billing Period: 12/13/16 to 1/12/17	118.84
	Phones; Billing Period: 12/10/16 to 1/9/17	63.84
Haggerty	Reimbursement for Internet & Cell to Haggerty, Dec 2016	100.00
	Reimbursement for Internet & Cell to Haggerty, Oct 2016	100.00
K Graphics	Notice to Tow Forms for Special Enforcement, 12/10/16	623.14
	Notice of Violation Forms for Special Enforcement; 12/10/16	711.72
LCC, Riv. Co. Div.	Division Meeting (Ehrenkranz, Haggerty & Zaitz); 11/14/16	200.00
Maureen Kane & Associates, Inc.	Technical Training for Clerks (TTC) Series 300, 3/14/17	1,550.00
SCE	Electricity Bill for Traffic Signals; 11/15/16 to 12/15/16	199.59
	Electricity Bill for Pump Station; 11/8/16 to 12/9/16	262.99
	Electricity Bill for City Hall; 11/15/16 to 12/15/16	710.24
	Electricity Bill for Fire Station; 11/15/16 to 12/15/16	120.31
	Electricity Bill for Traffic Signals; 10/20/16 to 11/19/16	13.05
SDRMA	Dental Insurance for December 2016	198.79
Sparkletts	Water Service, December 2016	27.61
TYCO - ADT	Alarm System; 1/1/17 to 3/31/17	181.02
ZAITZ	Reimbursement for Internet & Cell to Zaitz, Nov 2016	100.00
Report Total		27,373.04

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
BIO-TOX	Blood Testing Services, December 2016	<u>198.00</u>
Report Total		<u><u>198.00</u></u>

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
Air Force 1	Complete Maintenance (Change of filters); 11/22/16	1,194.00
AMERICAN FORENSIC	Blood Draw, November 2016	80.00
Amy Blau	Refund of Deposit Balance for # CUP 16-11;11/29/16	425.00
Aprile McKinnon	Tree Lighting Ceremony - Music/Microphone Sound System 12/8	150.00
CHARLES ABBOTT	Building & Safety - Permit/Plan Review; Nov 2016	3,407.19
	Environmental Services (NPDES) for October 2016	3,315.00
Christopher McPeek	Christmas Tree & Labor for Lighting Service; 12/8/16	3,759.25
City Clerks Association of Cali	2017 Membership Renewal	185.00
CL PEST	Quarterly Pests (Mice & Rats); November 2016	100.00
Control Pump	Landscape Pump Station - Irrigation Repairs; 12/1/16	540.00
Corelogic	Data Base for Code Enforcement Cases; Nov 2016	28.50
Cota Cole	Attorney Services (General); Nov 2016	3,863.46
	Attorney Services for Marina Landscape Maint; Nov 2016	360.00
DATA TICKET	Code Enforcement Citation Processing, November 2016	100.00
Department of Justice	Blood Alcohol Analysis; November 2016	35.00
	Fingerprinting; November 2016	224.00
Ehrenkranz	Expense Report Council Member Ehrenkranz, 4/1/16 to 10/1/16	317.80
EVMWD	Water Bill for City Hall; Period: 10/24/16 to 11/22/16	106.95
	Water Bill for Fire Station; Period: 10/27/16 to 11/28/16	216.73
	Water Bill for Irrigation; Period: 10/27/16 to 11/28/16	592.31
Executive Cleaning Services, LLC	Cleaning Services for December 2016	925.00
Fastsigns	Retro Fit Neon to LED Lighting & Repaint City Hall; 11/15/16	2,200.00
	Retro Fit Neon to LED Lighting & Repaint City Hall; 11/15/16	500.00
GOLDING	500 Blank Stock for City License Cards; Invoice Date 12/2/16	51.84
Good Time	DJ & Sound Equipment System Rental - Veterans Day 11/11/16	250.00
LANCE, SOLL	2016 City Financial Audit - Fieldwork Performed; 11/30/16	9,325.00
Office & Ergonomic Pitney Bowes	New Desk for front of office, Invoice Date: 10/28/16	3,812.94
	Monthly Digital Mailing System; Invoice Date: 11/15/16	67.18

Date: 12/14/16  
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Page: 1

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
Riv Co Sheriff Acctg	Law Enforcement Services (Contract Law) 10/13/16 to 11/9/16	114,151.66
SCE	Electricity Bill for Traffic Signals; 10/14/16 to 11/15/16	209.15
	Electricity Bill for Traffic Signals; 10/28/16 to 11/30/16	412.84
SWRCB	State Water Board Annual Permit Fee; Invoice Date 12/1/16	8,980.00
The Gas Co	Gas Bill; Billing Period: 10/26/16 to 11/29/16	39.28
TVC, Inc.	Remote System - Diagnosed City's Phone System; 11/21/16	95.00
U.S. Postage Service	Postage Refill for November 2016	400.00
US Bank	Veterans Day, Tree Lighting, Student of Month, 11/8 to 11/30	4,963.57
VERIZON	Cell Phone Bill; Billing Period: 11/4/16 to 12/3/16	332.99
	Ipads; Billing Period: 11/04/16 to 12/03/16	239.10
Vivint Solar	Refund \$21.00 for Overpayment for License Renewal; 12/1/16	21.00
Walsh Marine Products, Inc.	Five Anchor's & Chains for Buoys (North Lake); 11/29/2016	1,103.75
Warbirds	T-34 Formation Fly By for Veterans Day Celebration	600.00
XEROX	Copier Lease, November 2016	513.76
Report Total		168,194.25

Code	Earning	Hours	Amount	Deduction	Code	Tax	Code	Amount	Taxable	Code	Tax	Code	Amount	Taxable	Amount
8	125CO	125 Cash	1176.25	PTAXF Pre-Tax P.	CA	California SI	CA	464.61	17158.60	CA	CA Edu & Tl	CA	722.02	0.00	0.00
4	Comp	Comp Tin	161.50	PTXPE Pre-Tax P.	CASDI	CA SDI - Err	491.43	16168.66	17158.60	CASUI	California SI	CASUI	145.53	0.00	0.00
3	Reg	Regular	16292.39	FITW Federal Incoi	FITW	Federal Incoi		17158.60	17158.60	MED-R	Medicare - E	MED-R	1819.04	262.66	262.66
	Vac	Vacation	484.50	MED Medicare	MED	Medicare		18114.64	18114.64				262.66	18114.64	18114.64
	Total Earnings	349.00	18114.64	Total Deductions			956.04						2949.25		262.66

*Aaron Palmer*  
 Aaron Palmer, City Manager

*12/14/16*  
 Date

BIZ Payroll  
 one: (800) 815-3023 Fax: (877) 282-3016  
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Report Total	1	Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Code	Amount	Taxable	Amount
Employees	0	Reg	Regular	29.00	812.00		CA	California SI	812.00	CA	CA Edu & Tl	CA	10.56	0.00	0.00
Female	0						CASDI	CA SDI - Err	812.00	CASUI	California SI	CASUI	7.30	0.00	0.00
Male	0						FITW	Federal Incoi	812.00	MED-R	Medicare - E	MED-R	88.41	11.77	11.77
							MED	Medicare	812.00				11.77	812.00	812.00
							Total Earnings	29.00	812.00	Total Deductions	0.00	Total Employer Taxes	118.04	Total Employee Taxes	11.77

*Aaron Palmer*  
 Aaron Palmer, City Manager

*12/15/16*  
 Date

CBIZ Payroll  
 Phone: (800) 815-3023 Fax: (877) 282-3016  
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Home Profile **Reporting** Person Information Education Other Organizations

Manage Reports Billing and Payments Payroll Schedule Member Requests Health Reconciliation Retirement Appointment Reconciliation

**Common Tasks**  **Name:** City of Canyon Lake **CalPERS ID:** 3813045770

**Menu**  **Payment Request Acceptance**

Billing and Payments

Super Funded Accounts

Rate Plan Details

Payment Accounts

**Your request for payment has been accepted.**

- **Please print this page for your records.**
- If you need to contact us with questions regarding this payment, please have your Payment Confirmation Number for faster access.
- Your payment will be reflected in your CalPERS account once the payment has been received by CalPERS.
- Your payment account may take longer to post, depending upon your Financial Institution. Once your payment is processed, CalPERS will send a confirmation email to the email address in your profile.

**Payment Setup Total**  
**Total Payment Amount:** \$732.92

**Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1000790874	12/07/2016	100000014865118	Employer Billing, Health - Medical	EFT - Debit	122234149	\$732.92

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*OK to pay 12/8/16 fj*

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Home Profile Reporting Person Information Education Other Organizations

Manage Reports Billing and Payments Payroll Schedule Member Requests Health Reconciliation Retirement Appointment Reconciliation

**Common Tasks** **Name:** City of Canyon Lake **CalPERS ID:** 3813045770

**Menu** **Payment Request Acceptance**

- Billing and Payments
- Super Funded Accounts
- Rate Plan Details
- Payment Accounts

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**Payment Setup Total**  
**Total Payment Amount:** \$2,039.84

**Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1000790886	12/08/2016	100000014777932	Employer Contribution, Classic, 1684, CalPERS, 2016/2017	EFT - Debit	122234149	\$1,012.32
1000790887	12/08/2016	100000014780751	Employer Contribution, PEPRA New, 26189, CalPERS, 2016/2017	EFT - Debit	122234149	\$1,027.52

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*OK to pay 12/8/16*



Home Profile **Reporting** Person Information Education Other Organizations

Manage Reports Billing and Payments Payroll Schedule Member Requests Health Reconciliation Retirement Appointment Reconciliation

**Common Tasks**

**Name:** City of Canyon Lake **CalPERS ID:** 3813045770

**Menu**

**Payment Request Acceptance**

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- Your payment account may take longer to post, depending upon your Financial Institution. Once your payment is processed, CalPERS will send a confirmation email to the email address in your profile.

**Payment Setup Total**

**Total Payment Amount:** \$2,027.45

**Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1000796066	12/21/2016	100000014777932	Employer Contribution, Classic, 1684, CalPERS, 2016/2017	EFT - Debit	122234149	\$1,020.61
1000796067	12/21/2016	100000014780751	Employer Contribution, PEPPRA New, 26189, CalPERS, 2016/2017	EFT - Debit	122234149	\$1,006.84

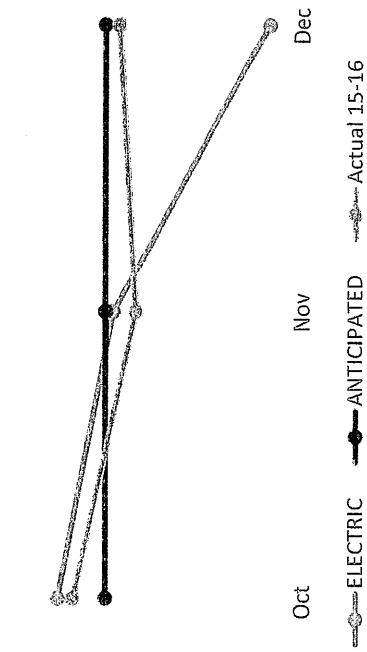
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City of Canyon Lake  
Utility Taxed Summary by Service Period  
FY 2016/2017

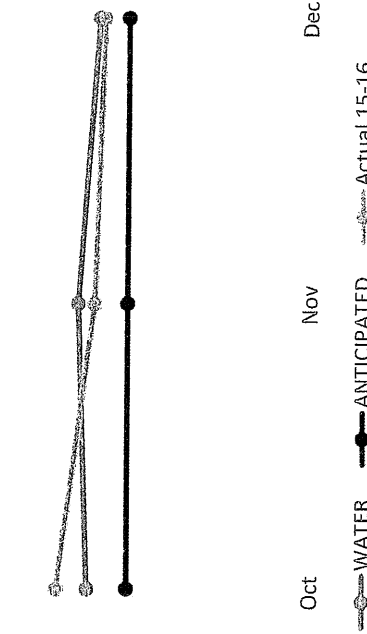
	July	August	September	October	November	December	January	February	March	April	May	June
<b>Electric</b>												
Constellation New Energy, Inc	36,714.31	52,178.67	50,282.04	37,673.58	11.06							
Southern California Edison												
<b>Water</b>												
EMWD	2,009.30	2,142.91	2,388.57	2,027.05	2,070.02							
EMWWD	23,651.96	26,106.08	23,927.75	25,648.46	22,808.20							
<b>Solid Waste</b>												
CR&R	883.74	813.90	994.72									
CR&R Tax Roll												
<b>Sewer</b>												
<b>Gas</b>												
The Gas Company	111.44	114.54	111.98	105.77								
Xoom Energy, LLC	3.60	3.25	2.91	4.04								
<b>Telecom</b>												
AT&T Corp	52.86	56.16	56.22	61.96	55.97							
CenturyLink Communications Company, LLC	0.68	0.72	0.72	0.67	0.63							
Compliance Solutions, Inc - GreatCall, Inc. dba Jitterbug	56.41	68.12	64.47	74.91	66.93							
Compliance Solutions, Inc - Nextiva, Inc.	25.72	25.67	25.35	25.48	25.48							
Compliance Solutions, Inc - Ready Wireless	0.91	3.12	3.72	2.11	2.10							
Compliance Solutions, Inc. - Spectral, Inc.	-	-	-	-	-							
Constellation New Energy, Inc	-	31.46	14.08	14.67								
Cricket Wireless LLC	15.30	11.32	11.33	16.38								
Fish Wireless, LLC c/o Avalara, Inc. (FKA Extra Services)	1.12	1.12	-	-								
Frontier California Inc. (Split)	3,155.99	3,018.81	3,005.69	2,861.68								
Frontier Communications of America	472.98	350.31	287.57	432.77								
Granite Telecommunications LLC	1.27	-	-	-	-							
Google North America Inc. c/o Avalara, Inc.	-	-	5.31	1.17	1.19							
iWireless	-	-	-	-	-							
InReach, Inc. c/o Avalara, Inc. (FKA Extra Services)	0.10	0.09	0.09	0.09	0.20							
Level 3 Communications LLC	1.58	2.47	2.29	2.54	2.17							
Los Angeles SVSA United Partnership	3,962.58	4,002.22	3,850.81	3,811.78								
MCI Communications Services, Inc.	14.28	16.06	16.14	10.57								
Metro PCS California, LLC	42.63	38.96	40.94	39.28	41.51							
New Cellular Wireless PCS LLC	3,318.47	3,370.96	3,232.52	3,226.78	3,173.50							
Pacific Bell Telephone Company - AT&T	5.01	5.18	5.26	5.19								
OnStar LLC	15.80	14.67	15.48	15.69								
Spok, Inc.	-	-	-	-	-							
Sprint Communications	2.06	1.63	1.09	1.72								
Sprint Spectrum	48.80	50.85	50.62	42.15								
Sprint Telephony PCS, LP Wireless Post Paid	2,183.51	2,116.91	1,968.60	2,069.09								
Sprint Telephony PCS, LP CA Prepaid Wireless MTS Surcharge												
Star2star Communications	-	4.25	7.70	7.70								
T-Mobile West	1,159.66	1,231.11	1,251.52	1,194.33	1,264.25							
TWC Digital Phone LLC												
U.S. Telepacific Corp.	97.44	95.62	90.20	89.98								
Utility Telecom Group, LLC	22.28	22.10	22.15	22.25	22.58							
Utility Telephone, Inc.												
Verizon Long Distance, LLC												
Virgin Mobile USA, LP	133.83	118.51	125.49	129.67								
Vonage American c/o Extra Services, Inc.	40.04	59.19	58.61	49.23	51.63							
Vonage Business Solutions, Inc. c/o Extra Services, Inc.	6.04	6.52	6.45	5.93	6.79							
<b>Video Users</b>												
Frontier California Inc. (Split)	4,006.40	3,849.82	3,825.60	3,501.71								
Verizon California, Inc.												
Time Warner Cable Info Services (CA) LLC	1,310.48	1,202.90	1,218.69	1,292.27	1,441.87							
Time Warner Cable Business LLC	33.95	33.95	33.95	33.95	33.72							
<b>Total</b>	\$ 83,562.53	\$ 101,170.43	\$ 97,506.63	\$ 84,502.10	\$ 31,079.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,210.37

### ELECTRIC

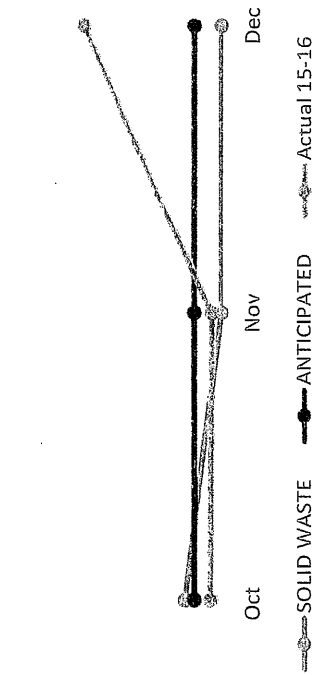


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### WATER

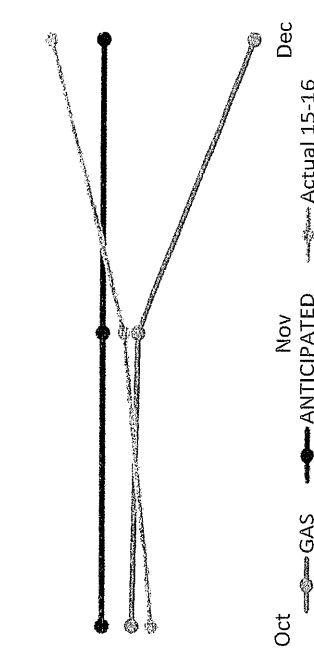


### SOLID WASTE CR&R

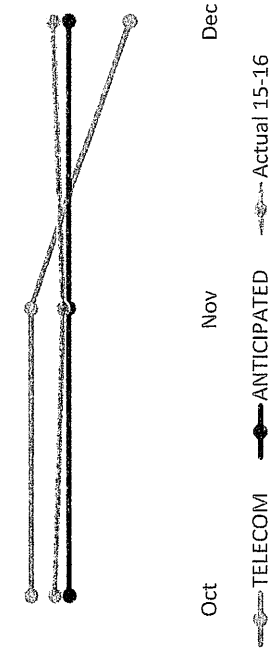


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### GAS

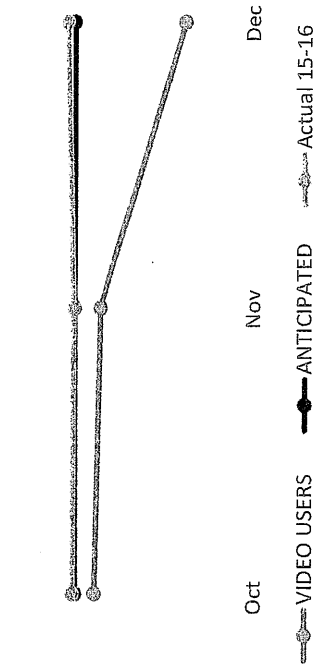


### TELECOM



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### VIDEO



# CITIZENSTRUST™

RECEIVED

DEC 19 2016

*Rms*

CITY OF CANYON LAKE  
31516 RAILROAD CANYON RD  
CANYON LAKE CA 92587

STATEMENT FOR THE PERIOD FROM 11/01/2016 TO 11/30/2016  
ACCOUNT 1035003119

THIS IS YOUR REPORT OF INVESTMENTS AND TRANSACTIONS FOR THE PERIOD. INCLUDED IN THE REPORT ARE

- \* PORTFOLIO: SUMMARY GRAPHICAL DISPLAY WITH MARKET VALUE & PERCENT
- \* ACTIVITY SUMMARY: MARKET VALUE WITH TRANSACTION SUMMARY
- \* PORTFOLIO STATEMENT: A LISTING OF COST AND MARKET VALUE OF ASSETS HELD IN THE PORTFOLIO

COST BASIS APPLICABLE FOR CALCULATING CAPITAL GAINS AND LOSSES.  
MARKET VALUE IS THE CURRENT VALUE OF EACH ASSET FOR MOST STOCKS AND BONDS.  
MARKETS ARE THE CLOSING PRICES ON THE LAST TRADING DAY OF THE PERIOD.

- \* TRANSACTION STATEMENT: A COMPLETE LISTING FOR THE PERIOD GROUPED BY TRANSACTION TYPE.
- \* DISCLOSURES: CITIZENS BUSINESS BANK MAY RECEIVE RESEARCH AND OTHER BENEFITS FROM BROKER DEALERS WHICH MAY BE CONSIDERED COMPENSATION TO US. UPON REQUEST WE WILL DISCLOSE DETAILS OF ANY COMPENSATION RECEIVED.
- \* TO TRUST BENEFICIARIES: UNDER SECTION 17200 OF CALIFORNIA PROBATE CODE, YOU MAY PETITION THE COURT TO OBTAIN A COURT REVIEW OF THE ACCOUNT AND THE ACTS OF THE TRUSTEE. CLAIMS AGAINST THE TRUSTEE FOR BREACH OF TRUST MUST BE MADE WITHIN THREE YEARS FROM THE DATE OF RECEIPT OF AN ACCOUNTING OR OTHER REPORT DISCLOSING FACTS GIVING RISE TO THE CLAIM.

# CITIZENSTRUST™ Account Summary Statement




Statement Period: Nov 01, 2016 Through Nov 30, 2016

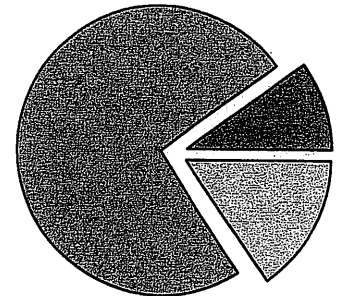


CITY OF CANYON LAKE  
31516 RAILROAD CANYON RD  
CANYON LAKE, CA 92587

Account Name:	CITY OF CANYON LAKE CITIZENS BUSINESS BANK
Account Number:	1035003119
Your Relationship Manager Is:	ROBERT SWAN
Phone:	909-483-4390

## Investment Portfolio Summary

Market Value As Of	11/01/2016	11/30/2016	% Of Account
 CASH & CASH EQUIVALENTS	169,064.53	263,075.95	10.1%
 FIXED INCOME	2,052,767.27	1,930,784.05	74.3%
 MISCELLANEOUS	410,239.50	404,764.60	15.6%
<b>Total</b>	<b>2,632,071.30</b>	<b>2,598,624.60</b>	<b>100.0%</b>



## Activity Summary

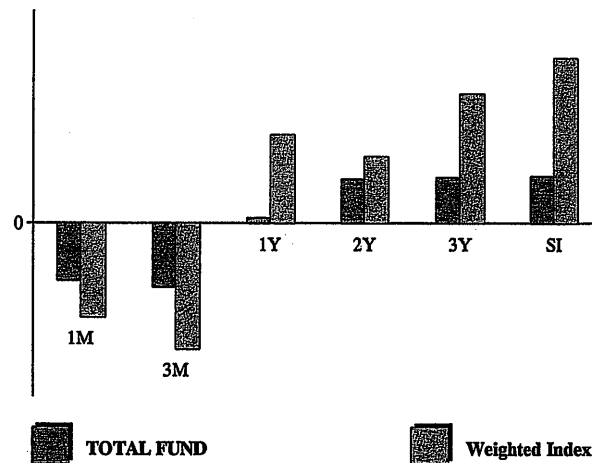
	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
Beginning Market Value	2,632,071.30	2,598,295.06		
Income	829.99	41,509.86	Long Term	0.00
Asset Activity	94,028.43	133,155.93	Short Term	94.18-
Fees	847.00-	9,180.33-	Total Gains / Losses	94.18-
Cash Management	94,011.42-	165,485.46-		13,899.37-
Change In Market Value	33,446.70-	329.54		
Ending Market Value	2,598,624.60	2,598,624.60		

Statement Period: Nov 01, 2016 Through Nov 30, 2016

## Performance Summary - Total Returns

	Market Value	1 Month	3 Months	1 Year	2 Years	3 Years	Since Inception 03/01/2010
<b>TOTAL FUND</b>	2,598,417	1.14-	1.27-	0.10	0.87	0.91	0.93
Return On Indexes Weighted Index		1.88-	2.52-	1.76	1.33	2.58	3.30
Return On Indexes Fixed GT (95% FX / 5% C)		0.86-	0.89-	1.05	0.96	1.05	1.60

### Return Comparison



PAST RESULTS ARE NOT INDICATIVE OF FUTURE INVESTMENT RESULTS. FUND DATA IS ON A TRADE DATE BASIS. PERFORMANCE RESULTS ARE GROSS OF MANAGEMENT FEES. RETURNS FOR PERIODS LONGER THAN ONE YEAR ARE ANNUALIZED. MARKET VALUE DOES NOT INCLUDE ACCRUED INCOME.

Statement Period: Nov 01, 2016 Through Nov 30, 2016

## Portfolio Statement

Quantity	Description	Market Value	Cost Basis
<b>Cash &amp; Cash Equivalents</b>			
Cash Equivalents			
Citizens Business Bank Mmkt Fund			
263,075.950	CBBMMKFM1 CITIZENS BUSINESS BANK CBB-CITIZENSTRUST SWEEP ACCOUNT	263,075.95	263,075.95
	Total Citizens Business Bank Mmkt Fund	263,075.95	263,075.95
Total	Cash Equivalents	263,075.95	263,075.95
<b>Total</b>	<b>Cash &amp; Cash Equivalents</b>	<b>263,075.95</b>	<b>263,075.95</b>
<b>Fixed Income</b>			
Taxable			
75,000.000	05531FAU7 BB&T CORPORATION DTD 06/29/15 CALL 2.625% 06/29/2020-2020	75,607.50	75,502.70
100,000.000	24422ERE1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021	106,184.00	109,598.00
70,000.000	3130A1CE6 FEDERAL HOME LOAN DTD 03/27/14 2% 12/27/2019	70,885.50	70,920.50
100,000.000	3130A6NA1 FEDERAL HOME LOAN DTD 10/29/15 CALL 1.4% 10/29/2019-2016	98,576.00	100,000.00
50,000.000	3130A8EN9 FEDERAL HOME LOAN BANK DTD 06/14/16 CALL 1.64% 06/14/2021-2016	49,244.00	50,000.00
100,000.000	3130A8NT6 FEDERAL HOME LOAN DTD 07/13/16 CALL 1.48% 07/13/2021-2017	97,870.00	100,000.00
100,000.000	313380FB8 FEDERAL HOME LOAN BANK DTD 08/09/12 1.375% 09/13/2019	99,758.00	99,667.18
100,000.000	3133EFZ91 FEDERAL FARM CREDIT BANK DTD 04/12/16 CALL 1.62% 04/12/2021-2017	97,805.00	99,909.00
200,000.000	3134G9J40 FREDDIE MAC DTD 07/26/16 CALL 1% 04/26/2019-2017	198,300.00	200,000.00
50,000.000	3134GAHK3 FREDDIE MAC DTD 09/30/16 CALL 1.6% 09/30/2021-2016	49,348.00	49,967.50
50,000.000	3136G1C98 FANNIE MAE DTD 02/05/13 1.42% 02/05/2020	49,692.00	50,561.00

Statement Period: Nov 01, 2016 Through Nov 30, 2016

## Portfolio Statement ( Continued )

Quantity	Description	Market Value	Cost Basis
<b>Taxable</b>			
100,000.000	3136G3J30 FANNIE MAE DTD 07/28/16 CALL 1.6% 07/28/2021-2016	96,828.00	100,000.00
100,000.000	3136G3VG7 FANNIE MAE DTD 06/29/16 CALL 1.5% 09/29/2020-2016	97,899.00	100,000.00
100,000.000	3136G3XZ3 FANNIE MAE DTD 07/28/16 CALL 1.5% 07/28/2021-2016	96,499.00	100,000.00
100,000.000	3136G4EV1 FANNIE MAE DTD 10/28/16 CALL 1.625% 10/28/2021-2017	97,361.00	99,959.00
93,607.600	31398R7H2 FANNIE MAE SERIES 2010-M4 DTD 07/01/10 3.819% 06/25/2020	98,632.05	100,160.13
75,000.000	36962G5W0 GENERAL ELECTRIC CAP CORP DTD 04/27/2012 2.3% 04/27/2017	75,370.50	78,075.75
150,000.000	48126EAA5 JPMORGAN CHASE DTD 08/20/2012 2% 08/15/2017	150,676.50	149,340.00
200,000.000	69353REW4 PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021	197,374.00	203,794.00
25,000.000	713448BN7 PEPSICO INC DTD 01/14/10 4.5% 01/15/2020	26,874.00	28,169.00
<b>Total</b>	<b>Taxable</b>	<b>1,930,784.05</b>	<b>1,965,623.76</b>
<b>Total</b>	<b>Fixed Income</b>	<b>1,930,784.05</b>	<b>1,965,623.76</b>
<b>Miscellaneous</b>			
<b>Certificates Of Deposit</b>			
<b>Other Banks</b>			
100,000.000	02587DA99 AMERICAN EXPR CENTURION MEDIUM-TERM CD DTD 09/16/15 1.6% 09/17/2018	100,353.70	99,975.00
100,000.000	05580ACZ5 BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020	102,027.37	99,980.00
100,000.000	14042RAR2 CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020	102,037.31	99,615.00
100,000.000	29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020	100,346.22	100,000.00
	<b>Total Other Banks</b>	<b>404,764.60</b>	<b>399,570.00</b>
<b>Total</b>	<b>Certificates Of Deposit</b>	<b>404,764.60</b>	<b>399,570.00</b>

Statement Period: Nov 01, 2016 Through Nov 30, 2016

## Portfolio Statement ( Continued )

Quantity	Description	Market Value	Cost Basis
<b>Miscellaneous Sundry Assets Documents</b>			
1.000	DOC199647 INVESTMENT MANAGEMENT AGREEMENT CITY OF CANYON LAKE A/C# 1035003119	0.00	0.00
	<b>Total Documents</b>	0.00	0.00
<b>Total</b>	<b>Miscellaneous Sundry Assets</b>	0.00	0.00
<b>Total</b>	<b>Miscellaneous</b>	404,764.60	399,570.00
<b>Grand Total Assets</b>		<b>2,598,624.60</b>	<b>2,628,269.71</b>

## Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
<b>Balances Beginning Of Period</b>	0.00	2,628,380.90	2,638,878.24
Prior Accruals			6,806.94-
Unrealized Depreciation This Period			33,352.52-
Current Accruals			9,902.25
Asset Activity	94,028.43	94,122.61-	94,028.43
Cash Management	94,011.42-	94,011.42	94,011.42-
Fees	847.00-	0.00	847.00-
Income	829.99	0.00	829.99
Realized Gain/loss			94.18-
Non Cash Asset Changes		0.00	0.00
<b>Balances End Of Period</b>	0.00	2,628,269.71	2,608,526.85

## Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
11/01/16		<b>Beginning Balance</b>		0.00	2,628,380.90
<b>Income</b>					
Dividends					
11/01/16		CBBMMKFM1 CITIZENS BUSINESS BANK CBB-CITIZENSTRUST SWEEP ACCOUNT	DIVIDEND	58.17	
	<b>Total Dividends</b>			58.17	0.00
<b>Interest</b>					
11/16/16		29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020 31398R7H2	INTEREST RCVD	148.63	
11/25/16		FANNIE MAE SERIES 2010-M4 DTD 07/01/10 3.819% 06/25/2020	INTEREST RCVD	302.19	

Statement Period: Nov 01, 2016 Through Nov 30, 2016

## Transaction Statement ( Continued )

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
11/28/16		31398R7H2 FANNIE MAE SERIES 2010-M4 DTD 07/01/10 3.819% 06/25/2020	INTEREST RCVD	31.37	
11/29/16		313381BG9 FEDERAL HOME LOAN BANK DTD 11/28/2012 CALL .625% 11/28/2016-2013	INTEREST RCVD	289.63	
<b>Total Interest</b>				771.82	0.00
<b>Total Income</b>				829.99	0.00
<b>Asset Activity</b>					
<b>Assets Sold</b>					
11/25/16	1,345.500-	31398R7H2 FANNIE MAE SERIES 2010-M4 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT	1,345.50	1,439.68-
<b>Total Assets Sold</b>				1,345.50	1,439.68-
<b>Maturities</b>					
11/28/16	92,682.930-	313381BG9 FEDERAL HOME LOAN BANK DTD 11/28/2012 CALL .625% 11/28/2016-2013	MATURITY	92,682.93	92,682.93-
<b>Total Maturities</b>				92,682.93	92,682.93-
<b>Total Asset Activity</b>				94,028.43	94,122.61-
<b>Other Asset Activity</b>					
<b>Asset Receipt</b>					
11/25/16	0.003	313381BG9 FEDERAL HOME LOAN BANK DTD 11/28/2012 CALL .625% 11/28/2016-2013	SECURITY RCVD		
<b>Total Asset Receipt</b>				0.00	0.00
<b>Total Other Asset Activity</b>				0.00	0.00
<b>Fees</b>					
11/25/16		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 11/20/2016	DISBURSEMENT	847.00-	
<b>Total Fees</b>				847.00-	0.00
<b>Cash Management</b>					
11/30/16	94,011.420	CBBMMKFM1 NET CASH MANAGEMENT	NET CASH MGMT	94,011.42-	94,011.42
<b>Total Cash Management</b>				94,011.42-	94,011.42
11/30/16		<b>Ending Balance</b>		0.00	2,628,269.71

Statement Period: Nov 01, 2016 Through Nov 30, 2016

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## Disclosure

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CitizensTrust may receive research and other benefits from Brokers/Dealers which may be considered compensation. Upon request, we will disclose details of any compensation received. We have added an additional benchmark to your performance insert. Call for details.

**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Aaron Palmer, City Manager

**BY:** Elizabeth Martyn, City Attorney

**DATE:** January 4, 2017

**SUBJECT:** Four claims against City from Former Council Member John Zaitz

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**Recommendation**

Informational item only. This matter is being handled by the City's JPIA.

**Background**

At the November and December City Council meetings, former Council Member John Zaitz discussed the City's reimbursement policies/practices. Subsequently, on December 14<sup>th</sup> and December 17<sup>th</sup>, former Council Member John Zaitz submitted a total of 4 claims against the City. The first two claims are handwritten; the second two are typewritten and are being treated as amended claims.

The claims are for cell phone and home internet amounts above the amount reimbursed to Former Council Member Zaitz during his most recent time on the City Council pursuant to City Council reimbursement limits. It appears that Council member Zaitz claims the reimbursement caps were not properly adopted by former Councils. Another portion of the claim is for a printer he had purchased.

Staff has reviewed the claims and forwarded them to the City's risk management joint powers authority. We are informed that the JPIA will reject those claims that are over one year old as late claims and will reject the remaining claims from 12/14/2015 through 12/14/2016.

**Budget (or Fiscal) Impact**

There is no direct cost for rejecting the claims; however, if the City Council rejects the claims and Former Council Member Zaitz pursues other legal action, the City will be responsible for the cost of defending the City.

**Attachments**

1. 4 Claims against the City made by Former Council Member Zaitz



CLAIM FORM

A CLAIM SHALL BE PRESENTED BY THE CLAIMANT OR BY A PERSON ACTING ON HIS BEHALF. ANSWER ALL QUESTIONS. OMITTING INFORMATION MAY MAKE YOUR CLAIM LEGALLY INSUFFICIENT. PLEASE PRINT LEGIBLY ON THIS FORM—USE THE BACK IF YOU NEED ADDITIONAL SPACE.

1. List the complete name, postal address, and phone number of the claimant in the spaces provided below:  
Name (Please Print): JOHN ZAITZ  
Address: DRIVE  
CAI  
Phone: 951

2. List the postal address to which the person presenting the claim desires notices to be sent:  
DRIVE, CANYON LAKE

3. List the date, Place, and other circumstances of the occurrence of transaction which gave rise to the claim asserted:  
DATE: November-Dec PLACE: CANYON Lake  
Tell what happened - Give complete information:  
On November 2, 2016 the City Failed to establish an EXPENSE POLICY WITH ANY LIMITATIONS. City attorney said Expense is Reimbursable as long as there are receipts.

4. Give a general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim:  
The city owes my reasonable expense as indicated on the November and December Expense forms.

5. Give the name or names of the public employee or employees causing the injury, damage, or loss, if known:  
City Council

6. Show the amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed:  
NOVEMBER \$190.90  
December \$129.00  
\$319.90

Date: 12-13-16 Time: 3:50 PM.

Signature: [Handwritten Signature] Relation to Claimant: Spouse

Note: Effective July 1, 2003, in order to present a claim you must use this form. A claim may be returned to you if you do not use this form.



CLAIM FORM

A CLAIM SHALL BE PRESENTED BY THE CLAIMANT OR BY A PERSON ACTING ON HIS BEHALF. ANSWER ALL QUESTIONS. OMITTING INFORMATION MAY MAKE YOUR CLAIM LEGALLY INSUFFICIENT. PLEASE PRINT LEGIBLY ON THIS FORM—USE THE BACK IF YOU NEED ADDITIONAL SPACE.

1. List the complete name, postal address, and phone number of the claimant in the spaces provided below:

Name (Please Print): JOHN ZAITZ  
Address: Dr.  
Can.  
Phone 937

2. List the postal address to which the person presenting the claim desires notices to be sent:

Same as Above

3. List the date, Place, and other circumstances of the occurrence of transaction which gave rise to the claim asserted:

DATE: Feb 2015 - Dec 2016 PLACE: Canyon Lake  
Tell what happened - Give complete information:  
Failed to pay reasonable expenses.

4. Give a general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim:

Canyon Lake failed to pay reasonable expenses according to Government Code Sections 136514.5, 53235, C.L. Municipal Code. Each member of the Council shall receive reimbursement for such actual and necessary expenses incurred in the performance of official duties of the City.

5. Give the name or names of the public employee or employees causing the injury, damage, or loss, if known:

City Council

6. Show the amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed:

Underpayment monthly \$129.00  
February 2015 thru December 2015 = \$1,419  
January 2016 thru December 2016 = 1,548  
129  
\$3,096

Date: 12-13-16 Time: 4:15 PM

Signature: [Signature] Relation to Claimant: Spouse

Note: Effective July 1, 2003, in order to present a claim you must use this form. A claim may be returned to you if you do not use this form.



# CLAIM FORM

A CLAIM SHALL BE PRESENTED BY THE CLAIMANT OR BY A PERSON ACTING ON HIS BEHALF. ANSWER ALL QUESTIONS.

OMITTING INFORMATION MAY MAKE YOUR CLAIM LEGALLY INSUFFICIENT. PLEASE PRINT LEGIBLY ON THIS FORM-USE THE BACK IF YOU NEED ADDITIONAL SPACE.

1 List the complete name, postal address, and phone number of the claimant in the spaces provided below:

Name (Please Print): John Zaitz

Address: Canyon Lake CA, 92587

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

2 List the postal address to which the person presenting the claim desires notices to be sent:

30279 Clear Water Drive, Canyon Lake CA, 92587

3 List the date, Place and other circumstances of the occurrence of transaction which gave rise to the claim asserted:

DATE: Jan 2015 through Dec 2016 PLACE: Canyon Lake, Calif.

Tell what happened - Give complete information: The City has not reimbursed me for my actual and documented expenses for internet and phone.

4 Give a general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim:

The City of Canyon Lake does not have an Expense Policy that covers or restricts or limits the amount the city council can recover. The Cities Municipal Code states that "each council member of the Council shall receive reimbursement for such actual and necessary expenses incurred in the performance of official duties of the city. (effective 3-12/90) section 2.01.050 Seeking reimbursement according to expenses and for the cost of equipment of printer and phone.

5 Give the name or names of the public employee or employees causing the injury, damage, or loss, if know:  
The City Council. Failed to enact an Expense Policy as per its legal requirement but has established a policy or reimbursing a portion of the amount.

6 Show the amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed:

The amount owed at this time is undetermined based on a review of public records. The amount could be as high as \$3,000. The exact amount will be determined after a review of the records.

Date: 17-Dec-16

Time: 4:39 PM

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

Relation to Claimant: SAME

Note: Effective July 1, 2003, in order to present a claim you must use this form. A claim may be returned to you if you do not use this form.



# CLAIM FORM

A CLAIM SHALL BE PRESENTED BY THE CLAIMANT OR BY A PERSON ACTING ON HIS BEHALF. ANSWER ALL QUESTIONS.

OMITTING INFORMATION MAY MAKE YOUR CLAIM LEGALLY INSUFFICIENT. PLEASE PRINT LEGIBLY ON THIS FORM-USE THE BACK IF YOU NEED ADDITIONAL SPACE.

1 List the complete name, postal address, and phone number of the claimant in the spaces provided below:

Name (Please Print): John Zaitz  
Address: Canyon Lake CA, 92587  
Phone: \_\_\_\_\_

2 List the postal address to which the person presenting the claim desires notices to be sent:

30279 Clear Water Drive, Canyon Lake CA, 92587

3 List the date, Place and other circumstances of the occurrence of transaction which gave rise to the claim asserted:

DATE: Nov. thru Dec 2016 PLACE: Canyon Lake, Calif.  
Tell what happened - Give complete information: On Nov 2, 2016 the City Council failed to establish an EXPENSE POLICY. There were 3 requests to establish a policy. One failed by vote the other Motions did not receive a second the council requested it to be brought up again on December 14. There was no agenda item on the December calendar. In the November meeting the City Attorney said reasonable expenses can be reimbursed according to government code as long as there are receipts.

4 Give a general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim:

The City owes my reasonable expenses as indicated on the November and December 2016 Expense form submitted. That is the actual expense for my cell phone and internet expense. Both phone and internet address is included on the Business Card give to me by the city. It is necessary to print scan and copy document for research and review as part of the duties of a Council member. So printer is necessary. My broke so I need to replace it so that I could print out work documents.

5 Give the name or names of the public employee or employees causing the injury, damage, or loss, if know:  
The City Council. Failed to enact an Expense Policy so it opened up to what is reasonable with receipts.

6 Show the amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed:

<b>For November and December</b>	Internet should be \$79.00 not \$40.	Additional	\$ 78.00
	Cell Phone should be \$150. not \$60.00	Additional	\$ 180.00
	Printer		\$ 129.00
	<b>Total additional amount</b>		<b>\$ 387.00</b>

Date: 17-Dec-16 Time: 4:20 PM

Signature:  Relation to Claimant: SAME

Note: Effective July 1, 2003, in order to present a claim you must use this form. A claim may be returned to you if you do not use this form.



**City of Canyon Lake  
City Council  
Staff Report**

**TO: Mayor and City Council**

**FROM: Aaron Palmer, City Manager**

**BY: Kevin Reinertson, Deputy Fire Marshal**

**DATE: January 4, 2016**

**SUBJECT: Ordinance No. 170, Repealing Ordinance No. 150 and Adopting the 2016 California Fire Code as Amended by the City of Canyon Lake**

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**RECOMMENDATION**

1. Second reading, Public Hearing and Adoption of Ordinance No. 170 for the adoption of the 2016 California Fire Code; and

**BACKGROUND**

Every three years the State of California adopts a new California Fire Code, as part of the California Building Standards Code. The regulations adopted are identified as Title 24, Part 9 of the California Fire Code. The new regulations go into effect for local enforcement six months after the Commission adoption. The purpose of this Ordinance is to govern the safeguarding of life and property from fire, explosion hazards and hazardous conditions and to regulate the issuance of permits and collection of fees.

The Fire Code was last adopted by Council in January 2013 as Ordinance 150. Local jurisdictions are allowed to adopt the State and International Fire Codes in their entirety and make such amendments as necessary to properly protect the health, safety, and welfare of the existing and future residents and workers based upon climatic, geographic and topographic conditions unique to the jurisdiction.

Ordinance No. 170 was developed through a collaborative process in the County. The team focused on improving consistency in the application of the International and California State laws, while effectively addressing Riverside County's diverse and unique climatic, geographic and topographic conditions impacting the Fire Department's ability to effectively safeguard life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from hazardous conditions in the occupancy of buildings and premises in the City of Canyon Lake.

Upon review by Riverside County Fire Marshal James Frater, many of the ordinance changes were administrative modifications while the following building standards amendments were added:

Chapter 1 – Scope and Administration:

Section 101.4: This section is carried over from the previous Ordinance No. 150 (Section 8) and relocated to this section to resolve any conflict with the fire code provisions. Riverside County maintains its own severability clause and does not adopt the fire code text.

Section 102.5: This section is new to Ordinance No. 150 but does not have any change in regulatory effect. Current amendments are to the fire code not the residential code. The scope and application of the fire code needs to be expanded to apply to the fire sprinkler systems for accessory structures constructed under the 2016 California Residential Code (CRC) which are now permitted to exceed 3,000 square feet in area. This modification maintains the applicability of the 2016 California Fire Code (CFC) Section 903.2 amendment to those accessory structures greater than or equal to 3,600 square feet in area. This has no change in intent and maintains the protection offered.

Section 103.4: This section is new to resolve any conflict between state law and the fire code provisions.

Section 104.1.1: This section is carried over from the previous Ordinance No. 150 and renumbered. It is imperative that enforcement capability be disseminated to other law enforcement entities within the Riverside County area because of its vast topography and diversity. This gives the Riverside County Fire Department greater enforcement capabilities due to the presence of these other agencies across the County of Riverside.

Section 104.12: This section is carried over from the previous Ordinance No. 150 and grants authority to the Fire Chief, in cooperation with the Board of Supervisors, to close hazardous fire areas.

Section 108.1: This section is amended to identify the board of appeals and additional criteria is added for clarification and implementation. The modifications to this section are consistent with Health and Safety Code 17920.5 where no board of appeals exists. This section provides for the ability to create a Board of Appeals as needed.

Section 109.4: This section is carried over from the previous Ordinance No. 150 (Section 8) and relocated to this section to resolve any conflict with the fire code provisions. This section requires punishments and penalties for violations to be in accordance with City Ordinance and Health and Safety Code Sections 17995 through 17995.5.

Section 113.2: This section is carried over from the previous Ordinance No. 150 and relocated to the fees section of the fire code. This amendment is necessary to identify that fees are in accordance with City Ordinance and fee schedules.

Section 113.6: This section is carried over from the previous Ordinance No. 150 and relocated to the fees section of the fire code. This section is maintained in accordance with Health and Safety Code 13009 and 13009.1, and Government Code 53150, et seq. for cost recovery.

## Chapter 2 – Definitions:

Fire Chief: This definition is carried over from the previous Ordinance No. 150. This definition was added to designate that this term means the Fire Chief of Riverside County whenever the wording appears in the California Fire Code or this Ordinance. This is to distinguish obligatory authority to the Fire Chief or any of the designated representatives for fire prevention measures and declarations in enforcing this Ordinance

## Chapter 5 – Fire Service Features

Section 503.2.1: The section is added to provide consistency with current Riverside County Fire Department standards and access policy (FPS 06-05 rev 06/01/2011). This correlation of the fire code is necessary for minimum fire apparatus access widths for firefighter operations and consistency throughout the county. This modification does not supersede County road standards contained in Ord 460 where Ord 460 is more restrictive. This modification has no change in regulatory effect.

Section 503.2.2: This section is carried over from the previous Ordinance No. 150. This section is enhanced to specifically specify who has authority to designate Fire Lanes and modify minimum widths.

Section 503.6.1: The section is added to provide fire department and other emergency responders more rapid access to gated facilities. Underwriters Laboratory (UL) “determined that fires today are more dangerous and pose more risks than in the past. Fire propagation is faster, and time to flashover, escape times and collapse times are all shorter” (UL Fire Safety Journal Issue 1). The need for our first responders to be on scene sooner or without disruption will provide for greater occupant and firefighter safety, and assist in property protection.

Section 503.7: This section is carried over from the previous Ordinance No. 150. This section provides additional width for apparatus access roads where utilized for loading/unloading or passenger drop off/pick up to prevent interference with operational access needs.

Section 507.5.7: This section is carried over from the previous Ordinance No. 150. This section provides for the size and quantities of outlets for residential standard, super hydrant standard, and super hydrant enhanced fire hydrants and that they shall be required as determined by the Fire Code Official.

Section 507.5.8: This section is carried over from the previous Ordinance No. 150. The section provides direct reference to Riverside County Fire Department Std. 06-11 for specific requirements for the installation of blue reflective markers for fire hydrants.

Section 508.1, 508.1.3, and 508.1.6: These sections are carried over from the previous Ordinance No. 150. These sections have been amended to require fire command centers for structures larger than 300,000 square feet in size. To put into context, the Fire Command Center would be triggered when the buildings are approximately 2.5 times the typical Costco Warehouse store and approximately two times the size of a typical Walmart Supercenter. Large structures of this size pose numerous challenges to emergency responders due to the large amounts of fuel loads from the storage, manufacturing and/or processing of flammable/combustible commodities and other processes within the building. Challenges include wide distribution of smoke throughout the structure, difficulty for firefighters to locate and reach the fire and difficulty in search and evacuation of the public, employees and firefighters. These structures typically require numerous fire protection, early suppression and detection systems that may include, but are not limited to, fire pumps, multiple fire sprinkler systems, advanced fire alarm systems, smoke control systems, and refrigeration gas detection system(s). During a fire, the incident commander must have the ability to readily identify the status of the various suppression and detection systems and have access to other building information details that may include, but are not limited to, building floor plans, high-pile/rack storage details, smoke control/ventilation systems, fire sprinkler zoning details, mechanical refrigeration equipment and piping details, and hazardous materials data sheets along with quantities and storage/use locations. A fire command center provides a centralized location for the incident commander to review details about the building and the incident and to effectively coordinate emergency responders and suppression activities with increased efficiency and speed. The Riverside County Fire Department has experienced several incidents in buildings with and without Fire Command Centers. Incident Commanders found that having detailed information on built in fire protection systems and controls, building schematics and hazardous materials storage plans were vital towards mitigating the event. When this information was not available, firefighting personnel were forced to operate upon assumptions and much less information. In addition, this increased efficiency and speed results in facilities returning to operation more expeditiously after incidents or false alarms thereby reducing loss of revenue for the business.

Section 508.1.1 & 508.1.8: These sections are added to identify the approved location of the fire command center and to indicate signage requirements for the entrance door.

Section 509.2.1: This section is carried over from the previous Ordinance No. 150 and relocated to a more appropriate location in the code. This amendment encompasses other exterior fire protection water supply appliances such as Fire Department connections, and other exterior fire protection system control valves, or any other exterior fire protection system component that may require immediate access.

Section 606.10.1.2: This section is carried over from the previous Ordinance No. 150. This section specifies the location of manual crossover valves when manual operation is required by the Fire Code Official. The amendment specifies that the manual valves shall be located in an approved location immediately outside of the machinery room, in a secure metal box or equivalent and marked as Emergency Controls. This is to ensure that the valves are in readily accessible location(s) for access during an emergency.

Section 903.2: This section is carried over from the previous Ordinance No. 150 with modification.

Modifications have been made to provide certain exemptions including, but not limited to, agricultural and greenhouse Group U structures up to 5,500 square feet in area and specific shade structures.

The existing amendment provides a base square footage requirement for all new commercial, industrial, and residential occupancies other than one- and two-family dwellings. Though the amendment includes a reference to the requirement for one- and two-family dwellings, the authority for residential fire sprinkler requirements resides in Title 24, Part 2.5 [2016 California Residential Code].

Automatic sprinkler systems have been successfully used to protect industrial and commercial buildings and their occupants for more than 100 years. Historically the place which has offered the least amount of fire protection to occupants was and still is their own home. This was brought to light in 1973 by the Report of the National Commission on Fire Prevention and Control, *America Burning*. At the time of the report approximately 8,000 people died in structure fires every year in the United States. Nine out of ten of those victims died in their home.

However, the U.S. Fire Administration report “Fire in the United States 2004–2013 17th edition” reflects that nonresidential fire losses are costly. “National estimates of nonresidential building fires and losses, from 2004 to 2013, annually accounted for only 7 percent of fires, 2 percent of deaths, and 8 percent of injuries. These properties, however, accounted for a disproportionately large annual dollar loss, 21 percent. Trends in nonresidential buildings showed a 14 percent decrease in fires, a 9 percent increase in deaths, a 7 percent increase in injuries, and a 10 percent decrease in dollar loss from 2004 to 2013.”

The same report concluded “...that, overall, the fire problem in the U.S. continues to improve. Ten-year fire loss rates are down. It is likely that several factors continue to contribute to these trends:...” which includes; “fire sprinklers, which quickly combat incipient fires, especially in nonresidential and multifamily buildings, and fire codes, which have been strengthened.” Furthermore, the report reflects that The nonresidential building category includes industrial and commercial properties, institutions (such as hospitals, nursing homes and prisons), educational establishments (from preschool through university), mobile properties, and storage properties. On average, about 89 percent of nonresidential structure fires, 88 percent of deaths, 91 percent of injuries, and 92 percent of dollar losses reported to National Fire Incident Reporting System from 2004 to 2013 occurred in nonresidential buildings.

Aside from firefighter and explosion fatalities, there has never been a multiple loss of life in a fully sprinklered building due to fire or smoke. All fire protection features have a reliability factor. Walls and shafts can be breached by means of poke-throughs and building alterations. Exit doors can be blocked or locked.

The California Residential Code is requiring that all one and two family dwellings be protected by sprinklers. It is still imperative, based on the geographical, topographical, climatic diversity of Riverside County, to continue to protect all structures greater than 3,600 sq. ft. by Fire Sprinklers, to ensure faster suppression to those occupancies that would not normally be required to be protected

which would exhaust a number resources including water which climatically is so precious to our environment as a whole. It will provide for less run off into ground water due to suppression activities and less pollutants into the environment.

Mobile homes are a part of the American landscape. In 2007 alone, more than 95,000 manufactured homes were shipped nationwide. Manufactured housing also accounts for approximately 10 percent of the single-family structures in the United States. Despite the fact that we drive by them, respond to medical calls in them, and sometimes live in them, we often overlook mobile homes when it comes to training and prefire planning. However, as the deaths of two firefighters in Craigsville, West Virginia, showed, mobile homes can pose significant, and sometimes deadly, challenges. The burning mobile home is a less-than-stable platform, making search and possible rescue of occupants even more dangerous. The exterior walls are not as structurally sound when compared with those of most site-built homes. The narrow halls complicate search. If the first-due engine pulls up and the mobile home is burning from end to end, the firefighting strategy has already been decided. The fire must be knocked down in order to move in. If the home is in a mobile home park, again, protecting exposures is vital. Radiant heat can ignite the homes nearby. Fire sprinklers can prevent the flashover from occurring and in many cases put the fire out and save valuable resources in the process, such as water, personnel, and environmental cleanup, limited displacement into County shelter(s), and less inconvenience to the family. The mobile home, because of its construction, requires fast water.

The National Fire Protection Association reports in 2007-2011, 11,400 structure fires per year were reported in manufactured homes, with associated losses of; 206 civilian deaths, 434 civilian injuries, and \$179 million in direct damage per year nationally. The roof, for example, burns through more quickly than a typical residential roof and is not safe for firefighters. Mobile home fires can quickly grow out of control, because there's not as much wallboard and drywall, and there are fewer walls to keep the fire from spreading.

The record for automatic fire sprinklers is based on the simple fact that there has never been a multiple death of building occupants from a fire developing in a building protected by an automatic fire sprinkler system properly installed and maintained in accordance with nationally recognized standards (NFPA 13, 13D, 13R, and NFPA 25).

AWWA Research Foundation has published the following report: Impact of Fire Flow on Distribution System Water Quality, Design, and Operation. This report concludes the following:

“Water-efficient fire suppression technologies exist that use less water than conventional standards. In particular, the universal application of automatic sprinkler systems provides the most proven method for reducing loss of life and property due to fire, while at the same time providing faster response to the fire and requiring significantly less water than conventional fire-fighting techniques. It is recommended that the universal application of automatic fire sprinklers be adopted by local jurisdictions.”

Consider the benefits: a single firefighter using a normal 1-1/2” fire hose can be applying between 175-400 gallons of water per minute when attempting to extinguish a fire. On the other hand, a single

fire sprinkler will be flowing only 18- to 40- gallons of water per minute. This means that over a 5-minute period, the following quantities of water are used:

Fire-fighter with 1-1/2" hose:

175 gpm x 5 minutes = 875 gallons of water

400 gpm x 5 minutes = 2,000 gallons of water

Fire sprinkler system:

18 gpm x 5 minutes = 90 gallons of water

40 gpm x 5 minutes = 200 gallons of water

Section 903.3.5.3: This section is carried over from the previous Ordinance No. 150. The section limits all hydraulically calculated fire sprinkler systems to not exceed 90% of the water supply capacity. The 10% buffer in the hydraulic calculation is a common engineering business practice that gives some flexibility to account for system water pressures that may decrease as additional demands are placed on the water system from additional construction or as the system ages.

Section 3204.2.1: This section is carried over from the previous Ordinance No. 150. By requiring client leased or occupant owned warehouses to have a technical report completed by a fire protection engineer, it will minimize problems concerning commodity and sprinkler protection. By having an engineer complete a technical report for the proposed or existing building it will provide greater certainty that adequate protection for the commodities that are proposed will be sufficient. By not having adequate sprinkler protection, it could be detrimental to the building and could also cause loss of life in the event of a fire. Geographically this can be a significant problem due to the seismic activity that Riverside County experiences. The Engineer can assess the adequate protection for the correct commodity classifications, ensure the correct seismic provisions are in place for the type of system to be installed, and provide a professional assurance to a very volatile type of occupancy. It takes a vast number of resources to extinguish a fire of this type. By adding this requirement, it will ensure an added level of safety.

Section 4904.3: This section is carried over from the previous Ordinance No. 150. This section is required under State Law, Section 51178.5.

Modification has been made to correct the date of the State adopted and recommended Very High Fire Hazard Severity Zone map.

Table B105.2 of Appendix B: This amendment is carried over from the previous Ordinance No. 150. The amended text has been moved from the body of Section B-105.2 to a new table in the 2016 California Fire Code to properly correlate to the percentage reduction in fire flow for sprinkler systems. This allows the fire department to still have adequate fire flow mitigation with sprinkler protection and not jeopardize main distribution systems by inadequately under sizing them and have costly upgrades for future projects. With the geographical diversity that the County has it is important that this requirement be added to ensure adequate water in the event of a fire.

Section C103.1: This provision is carried over from the previous Ordinance No. 150 and modified to correlate with the new 2016 California Fire Code section number and text. This provision is to

clarify the additional location of fire hydrants to be at intersections. This requirement has been standard policy within Riverside County.

**BUDGET (OR FISCAL) IMPACT**

None

**ATTACHMENTS**

- Ordinance No. 170
- 2016 California Fire Code Summary Sheet

ORDINANCE NO. 170

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
CANYON LAKE ADOPTING THE 2016 CALIFORNIA FIRE CODE  
AS AMENDED AS CHAPTER 8.12 OF THE CANYON LAKE  
MUNICIPAL CODE AND REPEALING ORDINANCE NO. 150

The City Council of the City of Canyon Lake does ordain as follows:

Section 1. FINDINGS. The City Council finds as follows:

A. Every three years the State of California adopts a new California Fire Code, as part of the California Building Standards Code, which becomes effective 180 days after publication by the California Building Standards Commission.

B. That Code has been published and adopted, as amended, by the California Building Standards Commission into the California Code of Regulations as Title 24, Part 9, entitled the California Fire Code.

C. Under State law, the City of Canyon Lake may establish more restrictive standards reasonably necessary to provide fire protection for life and property because of local climatic, geological or topographical conditions.

D. The City of Canyon Lake may establish more restrictive standards reasonably necessary to provide fire protection for life and property because of local climatic, geological or topographical conditions.

1. Climatic Conditions:

a. Riverside County and the City of Canyon Lake is located in Southern California and covers a vast and varied geographic area. The base climate in western Riverside County consists of semi-arid Mediterranean weather patterns. Areas outside of the mountain terrain annually experience extended periods of high temperatures with little or no precipitation. Hot, dry winds, which may reach speeds of 70 M.P.H. or greater, are common to the area. Examples are: Santa Ana/ Foehn winds, afternoon surface-heating generated winds, and prevailing desert winds.

These climatic conditions cause extreme drying of vegetation and common building materials. Frequent periods of drought and low humidity add to the fire danger. This predisposes the area to large destructive fires (conflagration) which necessitates rapid identification, locating and extinguishment of all fires in the smallest stage possible. In addition to directly damaging or destroying buildings, these fires are also prone to disrupt utility services throughout the County. Obstacles generated by a

strong wind, such as fallen trees, street lights and utility poles, will greatly impact the response time to reach an incident scene. During these winds, the inability to use aerial type firefighting apparatus would further decrease our ability to stop fires in large buildings and place rescue personnel at increased risk of injury.

b. Although Riverside County and the City of Canyon Lake occasionally experiences periods of significant drought, the County can also experience periods of substantial rainfall. Annual rainfall varying from three (3) inches in Blythe to over thirty three (33) inches in Pine Cove. When Riverside County does experience heavy rain, or rain over a period of days or weeks, many areas of the County are subject to flooding. Runoff from rain drains either naturally into rivers, washes, and creeks or into flood control facilities. Flash flooding is also a common problem, especially in the Coachella Valley and the easterly portions of the county. Flash flooding is typically associated with short duration, high intensity precipitation events often associated with summer thunderstorms. Such events can occur even during a drought.

c. Water demand in southern California far exceeds the quantity supplied by natural precipitation; and although the population continues to grow, the already-taxed water supply does not. California is projected to increase in population by nearly 10 million over the next quarter of a century with 50 percent of that growth centered in Southern California. Due to storage capacities and consumption, and a limited amount of rainfall, future water allocation is not fully dependable. This necessitates the need for additional and on-site fire protection features. It would also leave tall buildings vulnerable to uncontrolled fires due to a lack of available water and an inability to pump sufficient quantities of available water to floors in a fire.

d. These dry climatic conditions and winds contribute to the rapid spread of even small fires originating in high-density housing or vegetation. These fires spread very quickly and create a need for increased levels of fire protection. The added protection of fire sprinkler systems and other fire protection features such as identification and notification will supplement normal fire department response by providing immediate protection for the building occupants and by containing and controlling the fire spread to the area of origin. Fire sprinkler systems will also reduce the use of water for firefighting by as much as 50 to 75 percent.

2. Topographical conditions

a. Natural: The topographical conditions of Riverside County varies from three hundred (300) feet below sea-level, flat desert communities, to mountains over ten thousand (10,000) feet in Alpine-like areas of the San

Bernardino Mountain Range. In between these areas, developable slopes of 25 percent and greater generally occur throughout the foothills. Riverside County extends from Orange County to the State of Arizona and is mixed with congested urban areas, rural lands and wild lands. A large number of sensitive habitats for various animal species and vegetation consist within large open space areas between major urban centers that impact building and structure location, which impedes emergency access and response. This variety in regions contributes to an increased emergency response time, which necessitates cooperation between local agencies.

b. Traffic and circulation congestion is an artificially created, obstructive topographical condition, which is common throughout Riverside County.

c. These topographical conditions combine to create a situation, which places fire department response time to fire occurrences at risk, and makes it necessary to provide automatic on-site fire-extinguishing systems and other protection measures to protect occupants and property.

### 3. Geological Conditions

Located within Riverside County are several known active and potentially active earthquake faults, including the San Andreas, San Jacinto, and Elsinore Fault. In the event of an earthquake, the location of the epicenter as well as the time of day and season of the year would have a profound effect on the number of deaths and casualties, as well as property damage.

The major form of direct damage from most earthquakes is damage to construction. Bridges are particularly vulnerable to collapse, and dam failure may generate major downstream flooding. Buildings vary in susceptibility, dependent upon construction and the types of soils on which they are built. Earthquakes destroy power and telephone lines; gas, sewer, or water mains; which, in turn, may set off fires and/or hinder firefighting or rescue efforts. The hazard of earthquakes varies from place to place, dependent upon the regional and local geology. Ground shaking may occur in areas 65 miles or more from the epicenter (the point on the ground surface above the focus). Ground shaking can change the mechanical properties of some fine grained, saturated soils, where upon they liquefy and act as a fluid (liquefaction).

a. Previous earthquakes in southern California have been accompanied by disruption of traffic flow and fires. A severe seismic event has the potential to negatively impact any rescue or fire suppression activities because it is likely to create obstacles similar to those indicated under the high wind section above. With the probability of strong aftershocks there

exists a need to provide increased protection for anyone on upper floors of buildings.

b. Road circulation features located throughout the County also make amendments reasonably necessary. Located through the County are major roadways, highways and flood control channels that create barriers and slow response times. Hills, slopes, street and storm drain design accompanies with occasional heavy rainfall, causes roadway flooding and landslides and at times may make an emergency access route impassable. There are areas in Riverside County that naturally have extended emergency response times that exceed the 5 minute goal.

California Health and Safety Code Sections 17958.7 and 18941.5 require that the modification or change be expressly marked and identified as to which each finding refers. Therefore the City Council finds that the following table sets forth the 2016 California Fire Code sections that have been modified and the associated local climatic, geological and/or topographical conditions described above supporting the modification.

2016 CODE SECTION	TITLE/SUBJECT	FINDINGS I, II, III
101.4	Severability	Administrative
102.5	Application of the residential code	I, II & III
103.4 and 103.4.1	Liability	Administrative
104.1.1	Authority of the Fire Chief and Fire Department	Administrative
104.12	Authority of the Fire Chief to close hazardous fire areas	Administrative
108.1	Board of Appeals established	Administrative
109.4	Violation and Penalties	Administrative
113.2	Fees	Administrative
113.6	Cost Recovery	Administrative
202	Fire Chief	Administrative
503.2.1	Dimensions	Administrative
503.2.2	Authority	Administrative
503.6.1	Automatic opener	Administrative
503.7	Loading areas and passenger drop-offs	Administrative
507.5.7	Fire hydrant size and outlets	I & III
507.5.8	Fire hydrant street marker	I, II & III
508.1, 508.1.1, 508.1.3, 508.1.6, 508.1.8	Fire command center	I, II & III
509.2.1	Minimum clearances	I & III
606.10.1.2	Manual operation	II & III
903.2	Where required (automatic sprinkler systems)	I, II & III
903.3.5.3	Hydraulically calculated systems	I & II
3204.2.1	Minimum requirements for client leased or occupant	I, II & III
4904.3	High Fire Hazard Severity Zone Maps	Administrative
App Ch B, Table B105.2	Buildings other than one- or two-family dwellings	I, II & III
App Ch C, C103.1	Fire hydrant location	I, II & III

E. The additional requirements included herein are necessary to properly

protect the health, safety and welfare of the residents and workers of Riverside County.

F. Revenue shortages make it difficult to locate additional fire stations and provide staffing sufficient to control fires in single and multi-story retail, commercial and industrial buildings, making enhanced built in protection necessary.

G. The purpose of this ordinance is to adopt the 2016 California Fire Code, California Code of Regulations, Title 24, Part 9, as amended, to govern the safeguarding of life and property from fire, explosion hazards and hazardous conditions and to regulate the issuance of permits and collection of fees.

H. This ordinance is adopted pursuant to Health and Safety Code Sections 17958 and 17958.7 which allow city and county adoption of modifications or changes to the California Fire Code that are reasonably necessary because of local climatic, geological and topographical conditions.

I. The sections of the California Fire Code may be referred to by the same number used in said published compilation preceded by the words “City of Canyon Lake Fire Code Section” or “California Fire Code Section” or “Fire Code Section.”

J. Notwithstanding the provisions of this ordinance, the City of Canyon Lake reserves the right to determine the extent and level of its fire services.

Section 2. Chapter 8.12 of the Canyon Lake Municipal Code is repealed in its entirety and readopted to read as follows:

Chapter 8.12  
Adoption of California Fire Code, as amended

Section

8.12.010	Scope and General Requirements.
8.12.020	Applicability.
8.12.030	Department of Fire Prevention.
8.12.040	General authority and responsibilities.
8.12.050	Board of Appeals.
8.12.060	Violations.
8.12.070	Fees.
8.12.080	Definitions.
8.12.090	Fire apparatus access roads.
8.12.100	Fire protection water supplies.
8.12.110	Fire command center.
8.12.120	Fire protection and utility equipment identification and location.
8.12.130	Mechanical refrigeration.
8.12.140	Automatic sprinkler systems.
8.12.150	Designation of high-piled storage areas.

- 8.12.160 Fire hazard severity zones.
- 8.12.170 Appendix B.
- 8.12.180 Appendix C.

### **8.12.010 SCOPE AND GENERAL REQUIREMENTS**

Except as stated in this Section or as amended below in this Ordinance, all of the provisions and appendices of the 2016 California Fire Code, inclusive of all of the inclusions and exclusions set for in each chapter's matrix, are hereby adopted and shall apply to the City of Canyon Lake. In addition, the following provisions that are excluded in the 2016 California Fire Code are hereby adopted – Chapter 1, Division II of the California Fire Code is hereby adopted, except that Section 103.2 and 108.3 are not adopted, and Chapters 3, 25, and Section 403.12, 503, 510.2, and 1103.2 are adopted.

Section 101.4 of the California Fire Code is deleted in its entirety and replaced with the following:

101.4 Severability. If any provision, clause, sentence or paragraph of this ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

### **8.12.020. APPLICABILITY**

Section 102.5 of the California Fire Code is amended as follows:

102.5 Application of residential code. Where structures are designed and constructed in accordance with the California Residential Code, the provisions of this code shall apply as follows:

1. Construction and design provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. Where interior or exterior systems or devices are installed, construction permits required by Section 105.7 of this code shall apply.
2. Administrative, operational and maintenance provisions of this code shall apply.
3. Automatic fire sprinkler system requirements of this code shall apply to detached accessory buildings 3,600 square feet or greater in accordance with Section 903.2. The provisions contained in Section 903.2.18 of the California Fire Code or Section R309.6 of the California Residential Code may be used for the design of the automatic fire sprinkler system for detached private garages.

### **8.12.030 DEPARTMENT OF FIRE PREVENTION**

Sections 103.4 and 103.4.1 of the California Fire Code are deleted in their entirety and replaced with the following:

103.4 Liability. Any liability against Riverside County or the City of Canyon Lake or any officer or employee for damages resulting from the discharge of their duties shall be as provided by law.

#### **8.12.040 GENERAL AUTHORITY AND RESPONSIBILITIES.**

Section 104.1.1 is added to Section 104.1 of the California Fire Code to read as follows:

##### 104.1.1 Authority of the Fire Chief and Fire Department.

1. The Fire Chief is authorized and directed to enforce all applicable State fire laws and provisions of this ordinance and to perform such duties as directed by the City Council.

2. The Fire Chief is authorized to administer, interpret and enforce this ordinance. Under the Fire Chief's direction, the Riverside County Fire Department is authorized to enforce ordinances of the City of Canyon Lake pertaining to the following:

- 2.1. The prevention of fires.
- 2.2. The suppression or extinguishment of dangerous or hazardous fires.
- 2.3. The storage, use and handling of hazardous materials.
- 2.4. The installation and maintenance of automatic, manual and other private fire alarm systems and fire extinguishing equipment.
- 2.5. The maintenance and regulation of fire escapes.
- 2.6. The maintenance of fire protection and the elimination of fire hazards on land, in buildings, structures and other property, including those under construction.
- 2.7. The maintenance of means of egress.
- 2.8. The investigation of the cause, origin and circumstances of fire and unauthorized releases of hazardous materials.

3. The following persons are hereby authorized to interpret and enforce the provisions of this ordinance and to make arrests and issue citations as authorized by law:

- 3.1. The Unit Chief, Peace Officers and Public Officers of the California Department of Forestry and Fire Protection.
- 3.2. The Fire Chief, Peace Officers and Public Officers of the Riverside County Fire Department.
- 3.3. The Riverside County Sheriff and any deputy sheriff.
- 3.4. The Police Chief and any police officer of any city served by the Riverside County Fire Department.
- 3.5. Officers of the California Highway Patrol.
- 3.6. Code Officers of the City of Canyon Lake Code Enforcement Department.
- 3.7. Peace Officers of the California Department of Parks and Recreation.
- 3.8. The law enforcement officer of the Federal Bureau of Land Management.

Section 104.12 is added to Section 104 of the California Fire Code to read as follows:

104.12 Authority of the Fire Chief to close hazardous fire areas. Except upon National Forest Land, the Fire Chief is authorized to determine and announce the closure of any hazardous fire area or portion thereof. Any closure by the Fire Chief for a period of more than fifteen (15) calendar days must be approved by the Riverside County Board of Supervisors and/or the City Council within fifteen (15) calendar days of the Fire Chief's original order of closure. Upon such closure, no person shall go in or be upon any hazardous fire area, except upon the public roadways and inhabited areas. During such closure, the Fire Chief shall erect and maintain at all entrances to the closed area sufficient signs giving notice of closure. This section shall not prohibit residents or owners of private property within any closed area, or their invitees, from going in or being upon their lands. This section shall not apply to any entry, in the course of duty, by a peace officer, duly authorized public officer or fire department personnel. For the purpose of this section, "hazardous fire area" shall mean public or private land that is covered with grass, grain, brush or forest and situated in a location that makes suppression difficult resulting in great damage. Such areas are designated on Hazardous Fire Area maps filed with the office of the Fire Chief.

#### **8.12.050 BOARD OF APPEALS**

Section 108.1 of the California Fire Code is deleted in its entirety and replaced with the following:

108.1 Board of appeals established. The Board of Appeals shall be the City Manager. If he or she determines an outside board is needed, he or she shall designate an outside hearing officer to hear the appeal. The Fire Chief shall be notified of any appeal and the Fire Chief or designee shall be in attendance at the appeal hearing. Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the Appeals Board.

#### **8.12.060 VIOLATIONS.**

Section 109.4 of the California Fire Code is deleted in its entirety and replaced with the following:

109.4 Violation and penalties. It shall be unlawful for any person, firm, corporation or association of persons to violate any provision of this ordinance, or to violate the provisions of any permit granted pursuant to this code or ordinance. Punishments and penalties for violations shall be in accordance with the City of Canyon Lake ordinances, fee schedule and Health and Safety Code Sections 17995 through 17995.5.

#### **8.12.070 FEES**

Section 113.2 of the California Fire Code is deleted in its entirety and replaced with the following:

113.2 Schedule of permit fees. Fees for services and permits shall be as set forth in the City of Canyon Lake fee schedule.

Section 113.6 is added to Section 113 of the California Fire Code to read as follows:

113.6 Cost recovery. Fire suppression, investigation, rescue or emergency medical costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1, as may be amended from time to time. Additionally, any person who negligently, intentionally or in violation of law causes an emergency response, including, but not limited to, a traffic accident, spill of toxic or flammable fluids or chemicals is liable for the costs of securing such emergency, including those costs pursuant to Government Code Section 53150, et seq, as may be amended from time to time. Any expense incurred by the Riverside County Fire Department for securing such emergency shall constitute a debt of such person and shall be collectable by Riverside County in the same manner as in the case of an obligation under contract, express or implied.

#### **8.12.080 DEFINITIONS.**

Section 202, definition of “Fire Chief” in the California Fire Code is deleted in its entirety and replaced with the following:

FIRE CHIEF. The Fire Chief of Riverside County or the Fire Chief’s designee.

#### **8.12.090 FIRE APPARATUS ACCESS ROADS.**

Section 503.2.1 of the California Fire Code is deleted in its entirety and replaced with the following:

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 24 feet (7315 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm). For additional requirements or alternatives see Riverside County Fire Department Standards and Policies, as may be amended from time to time.

Section 503.2.2 of the California Fire Code is deleted in its entirety and replaced with the following:

503.2.2 Authority. The fire code official shall be the only authority authorized to designate fire apparatus access roads and fire lanes and to modify the minimum fire lane access widths for fire or rescue operations.

Section 503.6.1 is added to Section 503.6 of the California Fire Code to read as follows:

503.6.1 Automatic opener. New motorized gates shall be provided with means to be automatically opened remotely by emergency vehicle in accordance with Riverside County Fire Department standards and Policies, as may be amended from time to time.

Exception: Gates serving individual one- and two-family dwelling parcels.

Section 503.7 is added to Section 503 of the California Fire Code to read as follows:

503.7 Loading areas and passenger drop-off areas. On private properties, where fire apparatus access roads are utilized for loading or unloading or utilized for passenger drop-off or pick-up, an additional eight (8) feet of width shall be added to the minimum required width for the fire apparatus access road.

### **8.12.100 FIRE PROTECTION WATER SUPPLIES**

Section 507.5.7 is added to Section 507 of the California Fire Code to read as follows:

507.5.7 Fire hydrant size and outlets. As determined by the fire code official, fire hydrant sizes and outlets shall be based on the following:

1. Residential Standard – one (1) four (4) inch outlet and one (1) two and half (2 ½) inch outlet.
2. Super Hydrant Standard – one (1) four (4) inch outlet and two (2) two and one half (2 ½) inch outlet.
3. Super Hydrant Enhanced – two (2) four (4) inch outlet and one (1) two and one half (2 ½) inch outlet.

Section 507.5.8 is added to Section 507 of the California Fire Code to read as follows:

507.5.8 Fire hydrant street marker. Fire hydrant locations shall be visually indicated in accordance with Riverside County Fire Department Technical Policy 06-11, as may be amended from time to time. Any hydrant marker damaged or removed during the course of street construction or repair shall be immediately replaced by the contractor, developer or person responsible for removal or damage.

### **8.12.110 FIRE COMMAND CENTER**

Section 508.1 of the California Fire Code is deleted in its entirety and replaced with the following:

508.1 General. Where required by other sections of this code and in all buildings classified as high-rise buildings by the California Building Code, in buildings greater than 300,000 square feet in area and in Group I-2 occupancies having occupied floors located more than 75 feet above the lowest level of fire department vehicle access, a fire command center for fire department operations shall be provided and comply with Sections 508.1.1 through 508.1.8.

Section 508.1.1 of the California Fire Code is deleted in its entirety and replaced with the following:

508.1.1 Location and access. The fire command center shall be located adjacent to the main lobby and shall be accessible from fire department vehicular access or as approved by the fire code official. The room shall have direct access from the building exterior at the lowest level of fire department access.

Section 508.1.3 of the California Fire Code is amended to add the following:

Exception: A fire command center solely required because a building is greater than 300,000 square feet in area shall be a minimum of 96 square feet (9 m<sup>2</sup>) with a minimum dimension of 8 feet (2438mm).

Section 508.1.6 of the California Fire Code is amended to add the following:

Exception: A fire command center solely required because a building is greater than 300,000 square feet in area shall comply with NFPA 72 and contain the features set forth in Section 508.1.6 subsections 5, 8, 10, 12, 13 and 14. The features set forth in Section 508.1.6 subsections 1, 2, 3, 4, 6, 7, 9, 11, 15, 16, 17, 18 and 19 shall be required when such building contains systems or functions related to these features.

Section 508.1.8 is added to Section 508 of the California Fire Code to read as follows:

508.1.8 Fire command center identification. The fire command center shall be identified by a permanent easily visible sign stating "Fire Dept. Command Center," located on the door to the fire command center.

### **8.12.120 FIRE PROTECTION AND UTILITY EQUIPMENT IDENTIFICATION AND LOCATION**

Section 509.2.1 of the California Fire Code is amended to add the following:

509.2.1 Minimum clearances. A 3-foot (914 mm) clear space shall be maintained around the circumference of exterior fire protection system control valves, or any other exterior fire protection system component that may require immediate access, except as otherwise required or approved.

### **8.12.130 MECHANICAL REFRIGERATION.**

Section 606.10.1.2 of the California Fire Code is deleted in its entirety and replaced with the following:

606.10.1.2 Manual operation. When required by the fire code official, automatic crossover valves shall be capable of manual operation. The manual valves shall be located in an approved location immediately outside of the machinery room in a secure metal box or equivalent and marked as Emergency Controls.

### **8.12.140 AUTOMATIC SPRINKLER SYSTEMS.**

Section 903.2 of the California Fire Code is deleted in its entirety and replaced with the following:

903.2 Where required. In all new buildings and structures which are 3,600 square feet or greater, an approved automatic sprinkler system shall be provided regardless of occupancy classification. Where the Sections 903.2.1 – 903.2.19 of the California Fire Code require more restrictive requirements than those listed below, the more restrictive requirement shall take precedence.

Exception: Unless required elsewhere in this code or the California Building Code, automatic fire sprinkler systems shall not be required for the following:

1. Detached Group U occupancies used for agricultural or livestock purposes, less than 5,500 square feet, and having setback distances of 50 feet or more from the property line and other buildings.
2. Detached non-combustible equestrian arena shade canopies that are open on all sides and used for riding only - no commercial, assembly or storage uses.
3. Detached fabric or non-combustible shade structures that are open on all sides and used to shade playground equipment, temporary storage of vehicles and dining areas with no cooking.
4. Detached Group U occupancy greenhouses less than 5,500 square feet.
5. Where determined by the Fire Chief that no major life safety hazard exists, and the fuel load does not pose a significant threat to firefighter safety or to other structures or property, automatic fire sprinklers may be exempted.

One- and two-family dwellings shall have an automatic fire sprinkler system regardless of square footage in accordance with the California Residential Code. Fire sprinkler systems shall be installed in mobilehomes, manufactured homes and multifamily manufactured homes with two dwelling units in accordance with Title 25 of the California Code of Regulations.

The following exceptions in the California Fire Code shall not be allowed:

- a. Exception in Section 903.2.3
- b. Exception 2 in Section 903.2.11.3

Section 903.3.5.3 is added to Section 903 of the California Fire Code to read as follows:

903.3.5.3 Hydraulically calculated systems. The design of hydraulically calculated fire sprinkler systems shall not exceed 90% of the water supply capacity.

#### **8.12.150 DESIGNATION OF HIGH-PILED STORAGE AREAS.**

Section is added to Section 3204.2 of the California Fire Code to read as follows:

3204.2.1 Minimum requirements for client leased or occupant owned warehouses. Designs of an automatic sprinkler system for client leased or occupant owned buildings containing high pile storage shall be based on the requirements of NFPA 13. The responsible fire protection engineer shall perform a survey of the building to determine commodity classification, storage configuration, building height and other information related to the development of an appropriate sprinkler system design. The fire protection engineer shall also make reasonable efforts to meet with the building owner or operator to understand seasonal or customer related fluctuations to the stored commodities, storage height, and configuration. The sprinkler design shall be based on the most demanding requirements determined through the onsite survey and discussions with the building owner or operator. The technical report shall describe the basis for determining the commodity and sprinkler design selection, how the commodities will be isolated or separated, and include referenced design document(s), including NFPA 13 or the current applicable factory mutual data sheets. If a specific fire test is used as the basis of design, a copy of the fire test report shall be provided at the time of plan review.

**8.12.160 FIRE HAZARD SEVERITY ZONES.**

Section 4904.3 is added to Section 4904 of the California Fire Code to read as follows:

4904.3 High Fire Hazard Severity Zone Maps. In accordance with Government Code Sections 51175 through 51189, Very High Fire Hazard Severity Zones are designated as shown on a map titled Very High Fire Hazard Severity Zones, dated December 24, 2009 and retained on file at the office of the Fire Chief, which supersedes other maps previously adopted designating high fire hazard areas.

**8.12.170 APPENDIX B.**

Table B105.2 of the California Fire Code is amended as follows:

**TABLE B105.2**

**REQUIRED FIRE-FLOW FOR BUILDINGS OTHER THAN ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES**

<b>AUTOMATIC SPRINKLER SYSTEM (Design Standard)</b>	<b>MINIMUM FIRE-FLOW (Gallons per minute)</b>	<b>FLOW DURATION (Hours)</b>
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2)
Section 903.3.1.1 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2)	Duration in Table B105.1(2) at the reduced flow rate
Section 903.3.1.2 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2)b	Duration in Table B105.1(2) at the reduced flow rate

For SI: 1 gallon per minute = 3.785 L/m.

- a. The reduced fire-flow shall be not less than 1,000 gallons per minute.
- b. The reduced fire-flow shall be not less than 1,500 gallons per minute.

**8.12.180 APPENDIX C.**

Section C103.1 of the California Fire Code is deleted in its entirety and replaced with the following:

C103.1 Hydrant spacing. Fire apparatus access roads and public streets providing required access to buildings in accordance with Section 503 of the California Fire Code shall be provided with one or more fire hydrants, as determined by Section C102.1. Where more than one fire hydrant is required, the distance between required fire hydrants shall be in accordance with Sections C103.2 and C103.3. Fire hydrants shall be provided at street intersections.

Section 3. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.

PASSED, APPROVED AND ADOPTED this 4<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Mayor

ATTEST:

Approved as to form:

\_\_\_\_\_  
Stephanie Hunter  
Office Specialist

\_\_\_\_\_  
Elizabeth Martyn  
City Attorney

City of Canyon Lake  
Ordinance No. 170

State of California )  
County of Riverside ) ss  
City of Canyon Lake )

I, Stephanie Hunter, Office Specialist of the City of Canyon Lake, do hereby certify that the foregoing Ordinance No. 170 was introduced at an adjourned meeting of the City Council held on the 14<sup>th</sup> day of December, 2016 and was duly adopted by the City Council of the City of Canyon Lake at a regular meeting thereof held on the 4th day of January, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Stephanie Hunter, Office Specialist



Riverside County Local Amendments Summary Sheet - Proposed Ordinance 787.8

2016 CODE SECTION (Ord. 787.8)	2013 Code Section (Ord. 787.7)	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	ACTION/RESULT	CONSTRUCTION COST IMPACT DUE TO NEW/MODIFIED LOCAL AMENDMENT
<b>101.4</b>	Section 8 of 787	<b>Severability</b>	Existing 787 section relocated to Chapter 1 of the CFC and replaces model code text.	No change	
<b>102.5</b>		<b>Application of the residential code</b>	This amendment is new to Ordinance 787 but does not have any change in regulatory effect. Scope of the residential code has been expanded in the 2016 edition to apply to accessory structures greater than 3,000 square feet in area, therefore this amendment is required to maintain applicability of fire sprinkler requirements to those structures over 3,600 square feet and maintain same level of safety as provided in Ordinance 787.7.	New. No change in regulatory effect.	None
<b>103.4 and 103.4.1</b>		<b>Liability</b>	This amendment is new to Ordinance 787 but does not have any change in regulatory effect. Modifies model code text to reference provisions as provided by law.	New. No change in regulatory effect.	None
<b>104.1.1</b>	104.3.2	<b>Authority of the Fire Chief &amp; Fire Dept</b>	Existing 787 section to specify the authority of the Fire Chief of Riverside County or authorized designee(s). Editorial modification and relocation to new section	Modification	None
<b>104.12</b>	104.12	<b>Authority of the Fire Chief</b>	Existing 787 section to specify the authority of the Fire Chief in regards to closure of hazardous areas, editorial change and added "hazardous fire area" definition.	Modification	None
<b>108.1</b>		<b>Board of appeals established</b>	New amendment to specify process. Administrative change.	New	None
<b>109.4</b>	Section 7 of 787	<b>Violation and Penalties</b>	Existing 787 section relocated to section 109.4.	No change	
<b>113.2</b>	104.2.1	<b>Fees</b>	Existing 787 section relocated to section 113.2.	No change	
<b>113.6</b>	103.4.2	<b>Cost Recovery</b>	Existing 787 section relocated to section 113.6	No change	
	202	<b>Board of Supervisors</b>	Existing 787 definition deleted. Riverside County Board of Supervisors spelled out where used.	Previous amendment not carried forward	

2016 California Fire Code (CFC)

DRAFT 10/11/13

Riverside County Local Amendments Summary Sheet - Proposed Ordinance 787.8

2016 CODE SECTION (Ord. 787.8)	2013 Code Section (Ord. 787.7)	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	ACTION/RESULT	CONSTRUCTION COST IMPACT DUE TO NEW/MODIFIED LOCAL AMENDMENT
	202	<b>Building Official</b>	Existing 787 definition deleted as definition is provided in fire code	Previous amendment not carried forward	
	202	<b>California Fire Code</b>	Existing 787 definition deleted as this is part of the California Code of Regulations. Additionally this is addressed in section 1.1 of the California Codes.	Previous amendment not carried forward	
	202	<b>California Residential Code</b>	Existing 787 definition deleted as this is part of the California Code of Regulations. Additionally this is addressed in section 1.1 of the California Codes.	Previous amendment not carried forward	
<b>202</b>	202	<b>Fire Chief</b>	Existing 787 definition for the Fire Chief of Riverside County	No change	
	202	<b>Fire Protection Engineer</b>	Existing 787 definition deleted. Fire Protection Engineer is defined by statute in the Business and Professions Code. BoPELS regulations define in Title 16, sec 404(t).	Previous amendment not carried forward	
	202	<b>Hazardous Fire Area</b>	Existing 787 definition deleted. Defining text added in section 104.12	Previous amendment not carried forward	
	202	<b>Sky Lanterns</b>	Existing 787 definition deleted. Sky lantern definition now included in model code	Previous amendment not carried forward	
	308.1.6.3	<b>Sky Lanterns</b>	Existing 787 amendment deleted. Sky lanterns now addressed in model code	Previous amendment not carried forward	
	404.2	<b>Fire Safety Evacuation Plans - where required</b>	Existing 787 amendment to include windowless buildings with occupant load of 50 or more deleted	Previous amendment not carried forward	
	503.1.1	<b>Fire Apparatus Access Roads</b>	Existing 787 exception 4 to allow exemption or modification of required fire apparatus access roads for photovoltaic facilities is now addressed by the model code	Previous amendment not carried forward	
<b>503.2.1</b>		<b>Dimensions</b>	New amendment to correlate fire code with existing Riverside County Fire Department standard of 24 feet wide fire apparatus access roads. This modification has no increase in regulatory effect.	New. No increase in regulatory effect.	None

Riverside County Local Amendments Summary Sheet - Proposed Ordinance 787.8

2016 CODE SECTION (Ord. 787.8)	2013 Code Section (Ord. 787.7)	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	ACTION/RESULT	CONSTRUCTION COST IMPACT DUE TO NEW/MODIFIED LOCAL AMENDMENT
<b>503.2.2</b>	503.2.2	<b>Authority</b>	Existing 787 amendment to be maintained.	No change	
	503.3	<b>Marking</b>	Existing 787 amendment deleted to remain with model code	Previous amendment not carried forward	
<b>503.6.1</b>		<b>Automatic opener</b>	New amendment to require the installation of automatic openers on new motorized gates with an exception for one and two family dwellings. Automatic openers will permit emergency response apparatus to open gates as they approach without needing to stop and utilize a key to open the gates resulting in potential to reduce emergency response times to the incident.	New	<b>Increase</b>
<b>503.7</b>	503.7	<b>Loading areas and passenger drop-offs</b>	Existing 787 amendment to be maintained.	No change	
	504.1	<b>Access to building openings and roofs</b>	Existing 787 amendment deleted to remain with model code	Previous amendment not carried forward	
<b>507.5.7</b>	507.5.7	<b>Fire hydrant size and outlets</b>	Existing 787 amendment to be maintained.	No change	
<b>507.5.8</b>	507.5.8	<b>Fire hydrant street marker</b>	Existing 787 amendment to be maintained with editorial change	Modification	None
<b>508.1, 508.1.3, 508.1.6</b>	508.1	<b>Fire command center</b>	Existing 787 amendment to be maintained. Modified to correlate with model code.	Modification	None
<b>508.1.1</b>		<b>Location and access</b>	New amendment to define the "approved" location for the fire command center.	New	None
<b>508.1.8</b>		<b>Fire command center identification</b>	New amendment to require that the door to the fire command center be labeled.	New	<b>Increase</b>
<b>509.2.1</b>	507.5.5	<b>Minimum clearances (prior title was clear space around hydrants)</b>	Existing 787 amendment relocated to section 509.2.1.	No change	

Riverside County Local Amendments Summary Sheet - Proposed Ordinance 787.8

2016 CODE SECTION (Ord. 787.8)	2013 Code Section (Ord. 787.7)	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	ACTION/RESULT	CONSTRUCTION COST IMPACT DUE TO NEW/MODIFIED LOCAL AMENDMENT
<b>606.10.1.2</b>	606.10.1.2	<b>Manual operation</b>	Existing 787 amendment to be maintained	No change	
<b>903.2</b>	903.2	<b>Where required (automatic sprinkler systems)</b>	Modified existing 787 amendment for fire sprinkler systems to correlate with the 2016 CFC and Health and Safety Code 13113. Existing 3,600sf threshold maintained. Modified to add exceptions for miscellaneous detached structures	Modification	Decrease in costs upon application of exceptions
<b>903.3.5.3</b>		<b>Hydraulically calculated systems</b>	Existing 787 amendment to be maintained	No change	
<b>3204.2.1</b>	3204.2.1	<b>Minimum requirements for client leased or occupant owned warehouses</b>	Existing 787 amendment to be maintained	No change	
<b>4904.3</b>	4904.3	<b>High Fire Hazard Severity Zone Maps</b>	Existing 787 amendment to reference Government Code Sections 51175 through 51189 for HFHSZ maps. Modified to update map date. No change in regulatory effect.	Modification	None
<b>B105.2</b>	B105.2	<b>Buildings other than one- or two-family dwellings</b>	Existing 787 amendment to be maintained. Reformatted to new code format. No change in regulatory effect.	Modification	None
<b>C103.1</b>	C102.1	<b>Fire hydrant location</b>	Existing 787 amendment relocated to section C103.1	No change	

**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Aaron Palmer, City Manager

**DATE:** January 4, 2017

**SUBJECT:** Fire Service Option with Riverside County Fire

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**Recommendation**

Discussion and direction to staff, as to the possible staffing models open to Riverside County Fire to re-open station 60.

**Background**

At the Riverside County Board of Supervisor meeting, on December 14, 2016, the Board approved at Fire Service option for the City of Canyon Lake. Recently, the Board of Supervisors approved a one year agreement with the City of Calimesa to keep their staffing at a two-person engine company status with Basic Life Support (BLS) services. The item approved by the County at the December 14<sup>th</sup> meeting was to extend the same options to the City of Canyon Lake that were agreed to for the City of Calimesa. Namely, an engine company of less than three people.

Staff is still in the process of receiving the details of the Calimesa agreement. Also, the City has not yet received a cost for services from County Fire. One item that is known, is that at the sixth month mark of the contract, the City must notify the County of their intention to increase staffing to a three person engine company if the City desires to extend the contract for fire service beyond one year.

Staff would like to have this discussion with the Council to see if they are open to such a one year agreement.

**Fiscal Impact**

Unknown at this time.

**Attachments**

None



**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Aaron Palmer, City Manager

**BY:** Ariel M. Hall, City Clerk

**DATE:** January 4, 2017

**SUBJECT:** Discussion regarding City reimbursement policy update

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**Recommendation**

It is recommended that the City Council discuss the City's reimbursement policies with no action needed.

**Background**

At the November and December City Council meetings, former Council Member John Zaitz questioned the City's reimbursement policies and practices followed by several. Formal tort claims made by Former Council Member Zaitz for additional compensation.

Whatever the merits of Councilmember Zaitz's request for additional compensation (or lack thereof), with new and returning Council members, as well as upcoming possible mid-year budget adjustments, staff has pointed out that the City may want to do a comprehensive review of all reimbursement policies and practices.

Staff is currently researching City history regarding reimbursements, and gathering information from other cities regarding their policies and procedures in order to provide the City Council with a comprehensive review and revision on the February or March City Council agenda. An update of the policies involves a comprehensive review of increased (or decreased) cost as well as changes in technology and information delivery

We suggest one of two possible approaches: a) the Mayor may appoint an ad hoc committee to make a recommendation to the Council; b) this matter may be referred to the Finance Committee.

**Budget (or Fiscal) Impact**

There is no cost for the review of the reimbursement policies/procedures; however, potential amendments to the reimbursement policies/procedures could impact the City's budget if the allowable reimbursement amounts are increased or decreased.

**Attachments**

None.



**City of Canyon Lake  
City Council  
Staff Report**

**TO: Honorable Mayor and Members of the City Council**

**FROM: Aaron Palmer, City Manager**

**DATE: January 4, 2017**

**SUBJECT: Increase of Employee Cafeteria Benefit Allowance**

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**Recommendation**

Increase the Employee Cafeteria Benefit allowance from \$806.29 per month to \$1,350 per month.

**Background**

At the August 3, 2016 Council meeting, the City Council discussed the possible increase to the employee cafeteria benefit allowance. After much discussion, this item was tabled and Council ask for this item to be brought back in January 2017.

**Fiscal Impact**

The City will see an annual increase of approximately \$26,100 in employee benefit costs due to the increase for FY 2016-2017. The funds for the increase to \$1,350 per month were included in the FY 2016-2017 annual budget and were approved by the Council. However, this funds have not been used since the Council has not approved a cafeteria allowance increase.

**Attachments**

1. August 3, 2016 Staff Report
2. Draft Cafeteria Policy
3. Cafeteria Plan Comparison



**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Aaron Palmer, City Manager

**BY:** Ariel M. Hall, City Clerk and Terry Shea, Accountant

**DATE:** August 3, 2016

**SUBJECT:** Consideration of Approving Amended Cafeteria Benefit Policy  
With Increased Cafeteria Benefit Contribution

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**Recommendation**

It is recommended that the City Council: Approve the amended Cafeteria Benefit Policy as proposed.

**Background**

To comply with the Internal Revenue Service Section 125 Plan requirements, the City must have a Cafeteria Benefit Policy. The original policy was adopted on October 1, 2014. The policy was aligned with the practices of the City for providing benefits for its employees, and additionally, contained legal requirements for the City to become compliant with Section 125.

The City Manager reviewed the City's Cafeteria Benefit Policy and is now suggesting an increase in the amount contributed to full-time employees from \$806.29 per month to \$1,350.00 per month. This increase would cover the basic HMO health plan for an employee and their dependents.

At the June 1, 2016 City Council Meeting, the City Council asked for additional information, comparing similar cities' contributions to the suggested amount in the amended Cafeteria Benefit Policy. A sheet comparing similar cities in the State, as well as cities in Riverside County was prepared by the City's Accountant for the City Council's review.

**Budget (or Fiscal) Impact**

The City will see an annual increase of approximately \$26,100 in employee benefit costs due to the increase.

**Attachments**

1. Proposed Cafeteria Benefit Policy
2. Comparison Sheet



# Cafeteria Plan Benefit Policy



**ADOPTED: DRAFT**

**TABLE OF CONTENTS**

- CHAPTER 1 – POLICIES AND PRACTICES..... 3**
  - SECTION 1 – PURPOSE ..... 3
  - SECTION 2 – ELIGIBLE INDIVIDUALs..... 3
  - SECTION 3 – CONTRIBUTIONS..... 3
  - SECTION 4 – ENROLLMENT/CHANGES/PLAN YEAR ..... 3
  
- CHAPTER 2 – QUALIFIED BENEFITS ..... 5**
  - SECTION 1 – HEALTH BENEFITS ..... 5
  - SECTION 2 – DENTAL BENEFITS ..... 5
  - SECTION 3 – VISION BENEFITS..... 5
  - SECTION 4 – LIFE INSURANCE BENEFITS ..... 5
  
- CHAPTER 3 – OTHER BENEFITS OFFERED..... 6**
  - SECTION 1 – DEFERRED COMPENSATION ..... 6
  - SECTION 2 – CASH OUT ..... 6
  
- CHAPTER 4 – DEFINITIONS..... 6**

## **CHAPTER 1 – POLICIES AND PRACTICES**

### **SECTION 1 – PURPOSE**

This Cafeteria Plan allows the City to make a set contribution to each full-time employee, or full-time employee in their probation period, each month. This contribution may be used to purchase benefits offered within this policy. Additionally, this plan will allow each employee to contribute pre-tax dollars to purchase additional, qualified, benefits beyond what can be purchased with the monthly contribution from the City.

### **SECTION 2 – ELIGIBLE INDIVIDUALS**

Full-time employees, full-time employees in their probation period, and part-time employees that work 1,000 hours or more in a single year will be eligible for coverage under this policy.

Employees that are eligible under this policy may elect to purchase eligible benefits for their spouse and/or qualified dependents.

### **SECTION 3 – CONTRIBUTIONS**

The City will make a monthly contribution of \$1,350.00 towards the benefits of full-time employees, and full-time employees in their probation period.

- a. Part-time employees who work 1,000 hours or more in a single year may elect to make pre-tax contributions to purchase eligible benefits under this policy.
- b. Full-time employees, or full-time employees in their probation period, may elect to make pre-tax contributions in addition to the City contribution to purchase eligible benefits under this policy.
- c. The maximum contribution that an eligible employee may make pre-tax for qualified benefits is \$1000.00 per month.

### **SECTION 4 – ENROLLMENT/CHANGES/PLAN YEAR**

All benefit selections made by an eligible employee are effective for the entire calendar year, January 1<sup>st</sup> to December 31<sup>st</sup>, unless the employee experiences an eligible change in status or other event as listed in this policy.

- a. Open Enrollment

All eligible employees will be notified annually of the open enrollment period. Typically, the open enrollment period will occur from the third Monday in September to the second Friday in October. Benefit options may be selected and/or changed during this period. Benefits selected during open enrollment will become effective January 1<sup>st</sup>.

b. Change in Status

All eligible employees may change their benefit selections during the plan year if they experience a change in status, and the change in benefits is consistent with the change in status. A selection change is consistent if that change is “on account of” and “corresponds with” a change in status event that affects eligibility for coverage. Change in status includes:

1. Change in marriage status
2. Change in number of dependents
3. Change in employment status
4. Changes in the eligibility of dependents
5. Changes in residence that directly affect coverage

c. Family and Medical Leave Act (FMLA)

Eligible employees who take unpaid FMLA leave may revoke their benefit selections during their unpaid leave. The eligible employee may reinstate their benefit selections on the same terms and conditions upon return from unpaid leave.

d. Judgment, Decree or Order

Eligible employees may revoke or change their benefit selections if a judgment, decree or order resulting from a divorce, legal separation, annulment, or change in legal custody requires health coverage for an eligible employee’s child.

e. Entitlement to Medicare or Medicaid

Eligible employees may revoke or change their benefit selections if the eligible employee, spouse, or other dependent becomes entitled to Medicare or Medicaid.

f. Significant Cost or Coverage Changes

1. Cost Changes

If the cost of an eligible employee’s selected Health, Dental, or Vision plan increase or decreases during the plan year by more than 20%, the eligible employee may change their selection, or make a corresponding change to any pre-tax contribution they are making.

## 2. Coverage Changes

If the plan coverage that an eligible employee has selected ceases or is significantly curtailed, the eligible employee may revoke their corresponding selection, and/or enroll in a similar plan.

Significantly curtailed means that there is an overall reduction in coverage provided by the plan. Loss of coverage means that there is a complete loss of coverage provided by the plan, such as an HMO ceasing to be available in the area that the eligible employee resides.

## **CHAPTER 2 – QUALIFIED BENEFITS**

### **SECTION 1 – HEALTH BENEFITS**

The City offers Health Maintenance Organization (HMO) Basic Health Plans, Preferred Provider Organization (PPO) Basic Health Plans, and Exclusive Provider Organization (EPO) Health Plans through the California Public Employee Retirement System (CalPERS) organization. Specific providers and rates may change from time to time. All employees will be notified of providers and rates each year during open enrollment.

### **SECTION 2 – DENTAL BENEFITS**

The City offers Dental Insurance benefits. Specific providers and rates may change from time to time. All employees will be notified of providers and rates each year during open enrollment.

### **SECTION 3 – VISION BENEFITS**

The City offers Vision Insurance benefits. Specific providers and rates may change from time to time. All employees will be notified of providers and rates each year during open enrollment.

### **SECTION 4 – LIFE INSURANCE BENEFITS**

The City offers Life Insurance benefits for the employee only. Dependents and spouses are not eligible for Life Insurance coverage under this policy. Specific providers and rates may change from time to time. All employees will be notified of providers and rates each year during open enrollment.

- a. Life Insurance coverage may not exceed \$50,000 to be eligible under this policy for pre-tax contributions.

## **CHAPTER 3 – OTHER BENEFITS OFFERED**

### **SECTION 1 – DEFERRED COMPENSATION**

The City offers a 457(b) Deferred Compensation Plan through Nationwide that employees may make tax-deferred contributions to, subject to rules and regulations pertaining to such plans.

### **SECTION 2 – CASH OUT**

If an eligible employee receives health insurance coverage through a source outside of the City's benefit plan, they may elect to receive the amount the employee would have paid equal to the current Kaiser single party rate, as taxable income. In order to take advantage of "cashing out" the City's contribution, the eligible employee MUST provide proof of health insurance coverage.

## **CHAPTER 4 – DEFINITIONS**

Eligible Employee	Any full-time employee, full-time employee in their probation period, or part-time employee that works 1,000 or more hours in the calendar year
Spouse	Any person that the eligible employee is lawfully married to
Qualified Dependent(s)	Any person that is legally the child, step-child, adopted child, or legally placed foster child of the eligible employee, up to the age of 26.

**City of Canyon Lake  
Cafeteria Plan Comparisons**

City	Population	Plan Amount	Plan
Los Alamitos	11,779	\$ 1,222.00	
Loma Linda	23,751	\$ 1,100.00	
Tiburon	9,200	\$ 1,429.00	
Santa Fe Springs	17,627	\$ 1,389.98	Adjust Per CPI every January max 3%
Palos Verdes Estates	13,730	\$ 1,252.00	Cap increased each year by half of the percentage increase of the City's combined annual medical insurance premium
La Palma	15,965	\$ 865.00	PEMHCA adjusted annually, plus fringe benefit amount
		\$ 706.00	Emp + 2
		\$ 516.00	Emp + 1
		\$ 350.00	Emp
Pacific Grove	15,388	\$ 350.00	Plus PEMHCA minimum
Auburn	13,818		80% of Emp + Family
Scotts Valley	11,928		PERS HMO Rate
Hillsborough	11,420		Bay Area Blue Shield Health Plan
Half Moon Bay	12,051	\$ 1,800.00	
Emeryville	10,570	\$ 1,654.15	PEMHCA minimum plus amount to cover 100% of costs up to the amounts listed
		\$ 1,272.41	Emp + 2
		\$ 636.21	Emp + 1
		\$ 636.21	Emp
Truckee	16,211	\$ 1,264.45	Increases each January 1 by the lesser of 10% or the average increase in costs
		\$ 1,064.80	Emp + 2
		\$ 695.75	Emp + 1
		\$ 1,100.00	Emp
Signal Hill	11,585	\$ 1,100.00	
Grass Valley	12,925	\$ 1,595.00	Effective 12/14 amount increased to 75% of the average percentage increase of the Anthem HMO & Blue Shield Net Value
		\$ 1,215.00	Emp + 2
		\$ 610.00	Emp + 1
		\$ 610.00	Emp
Avenal	13,159		100% for employees and up \$230 a month for dependents

Riverside County	Population	Plan Amount
Calimesa	8,353	\$ 800.00
Lake Elsinore	58,426	\$ 850.00
Hemet	82,253	\$ 1,028.81
Temecula	108,920	\$ 1,198.00
Banning	30,491	\$ 1,200.00
Wildomar	34,148	\$ 1,200.00
Norco	25,891	\$ 1,250.00
Murrietta	107,279	\$ 1,305.28
Jurupa Valley	98,885	\$ 1,400.00
Eastvale	60,663	\$ 1,500.00
Menifee	85,385	\$ 1,500.00
Beaumont	42,481	\$ 1,811.16

As of 1/1/14

Amount includes PEMHCA minimum, effective 7/1/12 adjusted annually by 50 percent of the increase in cost for the lowest Family

City pays 100% up to the family level, offers two insurances, Kaiser and Cigna HMO