



## CITY OF CANYON LAKE

### City Hall

31516 Railroad Canyon Road

Canyon Lake, CA 92587

Website: [www.cityofcanyonlake.org](http://www.cityofcanyonlake.org)

Mayor Vicki Warren

Mayor Pro Tem Larry Greene

Council Members:

Randy Bonner

Jordan Ehrenkranz

Dawn Haggerty

City Manager Aaron Palmer

City Attorney Elizabeth Martyn

Deputy City Clerk Ana V. Sauseda

## AGENDA

### Adjourned Regular Meeting of the Canyon Lake City Council

Wednesday, December 12, 2018

Closed Session 5:30 P.M.

Open Session 6:30 P.M.

### COUNCIL CHAMBER

#### CLOSED SESSION

#### CLOSED SESSION CALLED TO ORDER

ROLL CALL Councilmembers Bonner, Ehrenkranz, Haggerty, Mayor Pro Tem  
Greene, Mayor Warren

#### PUBLIC COMMENT

Limit 3 Minutes

*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.*

- A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 - 1 case

OPEN SESSION - 6:30 P.M.

**OPEN SESSION CALLED TO ORDER**

**INVOCATION** Dennis Pitts

**FLAG SALUTE**

**ROLL CALL** Councilmembers Bonner, Ehrenkranz, Haggerty, Mayor Pro Tem Greene, Mayor Warren

**APPROVAL OF CITY COUNCIL AGENDA**

**CEREMONIAL MATTERS** *Presentations, Awards, Proclamations, Announcements*

- Recognition – Nancy Horton for her service on EVMWD

**CITY CLERK ITEMS**

**CANVASS OF ELECTION**

- (1) Adoption of Resolution No. 2018-29, declaring the results of the General Municipal Election held on November 6, 2018.

**PRESENTATION TO OUTGOING COUNCIL MEMBERS**

- Presentation to Outgoing Council Members
- Comments by Outgoing Council Members

**CERTIFICATES OF ELECTION AND OATH OF OFFICE**

- Presentation of Certificates of Election
- Oath of Office to Newly Elected City Council Members
- Comments by Newly Elected City Council Members

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**RECESS FOR REFRESHMENTS**  
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**ROLL CALL** Councilmembers Bonner, Castillo, Ehrenkranz, Greene, Smith

**CITY COUNCIL REORGANIZATION**

- Selection of Mayor
- Selection of Mayor Pro Tem

**COMMITTEE ASSIGNMENTS**

- (2) Discussion & Possible Approval of Committee Assignments

**CEREMONIAL MATTERS** *Presentations, Awards, Proclamations, Announcements*

- Chamber of Commerce Announcement

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**PUBLIC COMMENT**

**Limit 3 Minutes**

*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.*

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**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.*

- (3) Waive Full Reading, Read all Ordinances by Title Only
- (4) Adoption of Resolution No. 2018-30, Approving Claims and Demands of the City
- (5) City Council Meeting Minutes
  - November 7, 2018 – Regular Meeting Minutes
  - November 15, 2018 – Special Meeting Minutes
- (6) Authorization for Services with Control Pump
- (7) Investment Alternatives
- (8) Approval of Interim Building and Safety, Engineering, and Public Works Services with Interwest

**PULLED CONSENT CALENDAR ITEMS:**

**SCHEDULE OF FUTURE EVENTS:**

**BUSINESS ITEMS**

- (9) Consideration and possible introduction of Ordinance No. 178 of the City of Canyon Lake, California, authorizing the implementation of a Community Choice Aggregation Program and First Amendment to the Western Community Energy Joint Powers Agreement

## PUBLIC HEARINGS

(10) Public Hearing and Adoption of Resolution No. 2018-31 - Commercial Solid Waste

TIME AND PLACE FIXED for A PUBLIC HEARING TO CONSIDER THE ADOPTION OF RESOLUTION NO. 2018-31 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE INCREASING AND SETTING AN ADDITIONAL COMMERCIAL SOLID WASTE COLLECTION RATE TO ADDRESS STATE LAW REQUIREMENTS FOR ORGANIC WASTE DIVERSION FOR THE 2018-2019 FISCAL YEAR.

- Public Hearing Opened
- Staff Presentation
- Questions to Staff by City Council
- Testimony by Proponents
- Testimony by Opponents
- Response by Proponents
- Public Hearing Closed
- Discussion by City Council
- Action by City Council – Adopt Resolution No. 2018-31

(11) Public Hearing and Adoption of Resolution No. 2018-32 – Fee Adjustment for City Fees

- Public Hearing Opened
- Staff Presentation
- Questions to Staff by City Council
- Testimony by Proponents
- Testimony by Opponents
- Response by Proponents
- Public Hearing Closed
- Discussion by City Council
- Action by City Council:
  - ADOPTION OF RESOLUTION NO. 2018-32 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED DEVELOPMENT PROCESSING FEES AND OTHER CITY RATES, CHARGES, AND USER FEES FOR VARIOUS GOVERNMENTAL SERVICES ALONG WITH AN ANNUAL CPI ESCALATOR;
  - ADOPTION OF RESOLUTION NO. 2018-32A - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED DEVELOPMENT PROCESSING FEES ALONG WITH A CPI ESCALATOR AND DECLARING THE URGENCY FOR THOSE FEES TO BE EFFECTIVE IMMEDIATELY; OR
  - ADOPTION OF RESOLUTION NO. 2018-32B - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED CITY RATES, CHARGES AND USER FEES FOR VARIOUS GOVERNMENTAL SERVICES ALONG WITH A CPI ESCALATOR

## CITY MANAGER COMMENTS

## COMMITTEE AND COUNCIL REPORTS/COMMENTS:

- Council Member Bonner
- Council Member Castillo
- Council Member Ehrenkranz
- Council Member Greene
- Council Member Smith

## ANNOUNCEMENTS

The next regular meeting will be **Wednesday, January 9, 2019 at 6:30 p.m. for Open Session**

## 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 Aaron Palmer, City Manager/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.

**December 12, 2018 Adjourned Regular City Council Meeting**

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

I, Ana V. Sauseda, being duly sworn, depose and say that I am the duly appointed and qualified Deputy City Clerk of the City of Canyon Lake and that on December 7, 2018 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.

Ana V. Sauseda  
Deputy City Clerk

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

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

**FROM:** Aaron Palmer, City Manager

**BY:** Ana V. Sauseda, Deputy City Clerk

**DATE:** December 12, 2018

**SUBJECT:** November 2018 Election Results

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**Recommendation**

It is recommended that the City Council: Approve Resolution No. 2018-29, reciting the facts of the General Municipal Election held on November 6, 2018, declaring the results and other such matters as provided by law.

**Background**

This year the General Municipal Election was held on November 6, 2018, for two City Council seats and a measure. The City consolidated with the Riverside County Registrar of Voters to conduct the election and canvass the returns. There were four candidates on the ballot: Kasey Castillo, Dawn Haggerty, Vicki Warren, and Jeremy Smith. The Riverside County Registrar of Voters provided the City Clerk’s Department with the Certificate of Results on December 6, 2018. There were a total of 6,834 voters registered in the City of Canyon Lake, 4918 voters cast a ballot, for a voter turn-out of 71.96%. The results are as follows:

City Council (Two Seats) –

<b>Kasey Castillo</b>	<b>2029 votes</b>
Dawn Haggerty	1079 votes
Vicki Warren	1362 votes
<b>Jeremy Smith</b>	<b>3045 votes</b>

Measure S –

<b>Yes</b>	<b>3507 votes</b>
No	1056 votes

**Budget (or Fiscal) Impact**

N/A

**Attachments**

1. Resolution No. 2018-29

# ATTACHMENT 1

**RESOLUTION NO. 2018-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, RECITING THE FACTS OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 6, 2018, DECLARING THE RESULTS AND SUCH MATTERS AS PROVIDED BY LAW**

**WHEREAS**, a General Municipal Election was held and conducted in the City of Canyon Lake, California, on November 6, 2018, as required by law; and

**WHEREAS**, notice of the election was given in time, form, and manner as provided by law; that voting precincts were properly established, election officers were appointed, all respects of the election held and conducted, votes were cast, received and canvassed, and that the returns were made and declared in the time, form, and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

**WHEREAS**, pursuant to Resolution No. 2018-12, adopted June 6, 2018 and Resolution No. 2018-22, adopted July 18, 2018, the Riverside County Registrar of Voters Office canvassed the returns of the election and has certified the results, attached hereto as “Attachment 1”.

**NOW THEREFORE THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES RESOLVE AND ORDERS AS FOLLOWS:**

Section 1. The total number of ballots cast in the precincts was 1,448 and the total number of Vote by Mail ballots cast was 3,470, for a complete total of 4,918 ballots cast in the City’s Election.

Section 2. The names of the persons voted for at the election for Member of the City Council were:

Kasey Castillo, Dawn Haggerty, Vicki Warren, and Jeremy Smith.

The Measure to be voted on was designated Measure S, entitled:

**CANYON LAKE PUBLIC SAFETY AND LOCAL CONTROL CONTINUATION MEASURE.** To continue life safety services/911 emergency response times; preserve local control; prevent cuts to sheriff’s deputies, firefighters/paramedics; keep Canyon Lake Fire Station open; and other essential City services, shall Ordinance No. 177 be adopted continuing the existing, voter-approved 3.95% utility users’ tax providing \$1,000,000 annually until ended by voters, continuing to require independent audits, all funds used for Canyon Lake, with no tax rate increase?

Section 3. The number of votes cast in each precinct, for each of the persons named above, and for or against Measure S, are listed in “Exhibit A” to this resolution.

Section 4. The City Council does declare and determine that Kasey Castillo and Jeremy Smith are elected as Members of the City Council for the full term of four years.

The required votes to approve Measure S have been cast and the Measure shall be deemed adopted and ratified.

Section 5. The City Clerk shall enter on the records of the City Council of the City of Canyon Lake, California, a statement of the results of the election.

Section 6. The City Clerk shall immediately make and deliver to each of the persons so elected a certificate of Election signed by the City Clerk; that the City Clerk shall also administer to each person elected the Oath of Office as prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the office of the City Clerk. Each and all of the persons so elected shall then be inducted into the respective office to which they have been elected.

Section 7. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book or original resolutions.

**PASSED, APPROVED AND ADOPTED** this 12<sup>th</sup> day of December, 2018.

Attest:

\_\_\_\_\_  
, Mayor

\_\_\_\_\_  
Ana V. Sauseda  
Deputy City Clerk

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

I, Ana V. Sauseda, Deputy City Clerk of the City of Canyon Lake, California, do hereby certify that the foregoing is a true and correct copy of the Resolution No. 2018-29 adopted by the City Council of the City of Canyon Lake, California, at an adjourned regular meeting held on the 12th day of December, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Ana V. Sauseda  
Deputy City Clerk

# Exhibit A

RIVERSIDE COUNTY Statement of Vote  
CONSOLIDATED GENERAL ELECTION

100085	NO PARTY PREFERENCE CITY COUNCIL MEMBER, CITY OF CANYON LAKE														
	Registration	Ballots Cast	Turnout (%)		KASEY CASTILLO	DAWN HAGGERTY	VICKI WARREN	JEREMY SMITH							
13000 CANYON LAKE	0	0	0.00		0	0	0	0							
13000 - Vote by Mail Reporting	0	0	0.00		0	0	0	0							
13004 CANYON LAKE	0	0	0.00		0	0	0	0							
13004 - Vote by Mail Reporting	0	0	0.00		0	0	0	0							
13005 CANYON LAKE	2521	509	20.19		214	90	127	286							
13005 - Vote by Mail Reporting	2521	1313	52.08		581	316	419	818							
13006 CANYON LAKE	1943	448	23.06		161	85	108	275							
13006 - Vote by Mail Reporting	1943	925	47.61		375	218	248	583							
13007 CANYON LAKE	647	122	18.86		53	20	20	76							
13007 - Vote by Mail Reporting	647	331	51.16		131	67	78	222							
13017 CANYON LAKE	3	0	0.00		0	0	0	0							
13017 - Vote by Mail Reporting	3	3	100.00												
13020 CANYON LAKE	1720	369	21.45		147	68	83	241							
13020 - Vote by Mail Reporting	1720	898	52.21		365	215	278	541							
Precinct Totals	6834	1448	21.19		575	263	338	878							
Vote by Mail Reporting Totals	6834	3470	50.78		1454	816	1024	2167							
Grand Totals	6834	4918	71.96		2029	1079	1362	3045							
Riverside County	6834	4918	71.96		2029	1079	1362	3045							
42nd Congressional District	6834	4918	71.96		2029	1079	1362	3045							
28th Senatorial District	6834	4918	71.96		2029	1079	1362	3045							
67th Assembly District	6834	4918	71.96		2029	1079	1362	3045							
St Bd of Equalization 4th Dist	6834	4918	71.96		2029	1079	1362	3045							
1st Supervisorial District	6834	4918	71.96		2029	1079	1362	3045							
City of Canyon Lake	6834	4918	71.96		2029	1079	1362	3045							

\*\*\*\*\* Insufficient Turnout to Protect Voter Privacy \*\*\*\*\*

NO PARTY PREFERENCE MEASURE S - CITY OF CANYON LAKE															
140174															
	Registration	Ballots Cast	Turnout (%)		YES	NO									
13000 CANYON LAKE	0	0	0.00		0	0									
13000 - Vote by Mail Reporting	0	0	0.00		0	0									
13004 CANYON LAKE	0	0	0.00		0	0									
13004 - Vote by Mail Reporting	0	0	0.00		0	0									
13005 CANYON LAKE	2521	509	20.19		338	115									
13005 - Vote by Mail Reporting	2521	1313	52.08		971	270									
13006 CANYON LAKE	1943	448	23.06		310	104									
13006 - Vote by Mail Reporting	1943	925	47.61		682	180									
13007 CANYON LAKE	647	122	18.86		89	19									
13007 - Vote by Mail Reporting	647	331	51.16		237	80									
13017 CANYON LAKE	3	0	0.00		0	0									
13017 - Vote by Mail Reporting	3	3	100.00				*****	Insufficient Turnout to Protect Voter Privacy				*****			
13020 CANYON LAKE	1720	369	21.45		229	101									
13020 - Vote by Mail Reporting	1720	898	52.21		649	186									
Precinct Totals	6834	1448	21.19		966	339									
Vote by Mail Reporting Totals	6834	3470	50.78		2541	717									
Grand Totals	6834	4918	71.96		3507	1056									
Riverside County	6834	4918	71.96		3507	1056									
42nd Congressional District	6834	4918	71.96		3507	1056									
28th Senatorial District	6834	4918	71.96		3507	1056									
67th Assembly District	6834	4918	71.96		3507	1056									
St Bd of Equalization 4th Dist	6834	4918	71.96		3507	1056									
1st Supervisorial District	6834	4918	71.96		3507	1056									
City of Canyon Lake	6834	4918	71.96		3507	1056									



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

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

**FROM:** Aaron Palmer, City Manager

**BY:** Ana V. Sauseda, Deputy City Clerk

**DATE:** December 12, 2018

**SUBJECT:** Discussion and Possible Approval of Committee Assignments

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**Recommendation**

It is recommended that the City Council: Review and appoint Council Members to the various committees and agencies, and direct the Deputy City Clerk to notify respective agencies of any changes and post the FPPC Form 806 to the City's website.

**Background**

The City Council reviews and selects committee and agency assignments annually. The City Clerk's Department has posted a Form 806, so action may be taken by the entire City Council on the appointments as a whole.

**Budget (or Fiscal) Impact**

There is no impact.

**Attachments**

1. Committee Roster for 2018
2. Blank Committee Roster for 2019



# ATTACHMENT 1

## 2018 Agency and Committee Assignments; and Appointments

Committee	Per Meeting Stipend	Chair	Member	Meeting Date	Time	Place
Finance & Planning Committee		Greene	Bonner	Tuesday before Regular Council Meeting	8:00 AM	Municipal Building
Public Safety Committee		Bonner	Greene	Tuesday before Regular Council Meeting	9:30 AM	Municipal Building
Public Works Committee		Warren	Ehrenkranz	As Needed		Municipal Building
Water Committee		Warren	Ehrenkranz	As Needed	9:00 AM	Municipal Building
Veterans Committee		Warren	Ehrenkranz	As Needed	5:30 PM	Municipal Building
Emergency Preparedness Committee		Greene	Borja	As Needed		Municipal Building
Agency		Designee	Alternate	Meeting Date	Time	Place
Lake Elsinore San Jacinto Watersheds Authority (LESJWA)		Warren	Greene	Third Thursday	3:00 PM	EVMWD, 31315 Chaney St, Lake Elsinore
Riverside County Transportation Commission (RCTC)	\$100	Bonner	Warren	Second Wednesday	9:30 AM	4080 Lemon St, Riverside, 1st Floor
Riverside Transit Agency (RTA)	\$150	Haggerty	Bonner	Fourth Thursday	2:00 PM	4080 Lemon St, Riverside, 1st Floor
SCFA - JPA (Animal Friends)	None	Warren	City Manager	As Needed		33751 Mission Trail, Wildomar
Western Riverside Council of Governments (WRCOG) - Executive Committee	\$150	Ehrenkranz	Bonner	First Monday	2:00 PM	4080 Lemon St, Riverside, 1st Floor
Western Riverside County - Regional Conservation Authority (RCA)	\$100	Greene	Warren	First Monday	1:00 PM	4080 Lemon St., 1st Floor, Riverside
Southwest Cities Coalition		Mayor	Mayor Pro Tem	Quarterly	Lunch	Rotates Cities
League of California Cities (Legislative)		Mayor	Mayor Pro Tem			Rotates Cities
Southern California Association of Governments (SCAG)	\$120	Mayor	Mayor Pro Tem			818 West 7th St. 12th Floor, Los Angeles
Murrieta/Temecula Group (Open to anyone)		Haggerty	Warren	First Friday	7:30 AM	Varies
Regional Task Force on Health		Warren	Bonner	As Needed		Murrieta City Hall, 1 Town Square, Murrieta
South Coast Air Quality Management District (SCAQMD)		Mayor	Mayor Pro Tem			21865 Copley Drive, Diamond Bar
Move I-15 Through Temecula Valley Task Force		Warren	Bonner			
Western Community Energy JPA		Ehrenkranz	Greene			
Northwest Mosquito and Vector Control District	\$100	Ehrenkranz	Greene	Third Thursday Term Expires 12/15	3:00 PM	1966 Compton Ave., Corona
Appointment by Agency		Member	Member	Meeting Date	Time	Place
Public Entity Risk Management Authority		City Manager	Admin Serv Mgr	6 times per year		Rancho Mirage
Quail Valley Environmental Coalition (501C3)		Warren	Bonner			
County Free Library Advisory Committee		Ginger Harris	Sandra Brautigam	Quarterly, Thursdays	10:00 AM	Rotates Riverside County
League of California Cities Riverside Division		Warren				Rotates Cities

## ATTACHMENT 2

## 2019 Agency and Committee Assignments; and Appointments

Committee	Per Meeting Stipend	Chair	Member	Meeting Date	Time	Place
Finance & Planning Committee				Tuesday before Regular Council Meeting	8:00 AM	Municipal Building
Public Safety Committee				Tuesday before Regular Council Meeting	9:30 AM	Municipal Building
Public Works Committee				As Needed		Municipal Building
Water Committee				As Needed	9:00 AM	Municipal Building
Veterans Committee				As Needed	5:30 PM	Municipal Building
Emergency Preparedness Committee				As Needed		Municipal Building
Agency		Designee	Alternate	Meeting Date	Time	Place
Lake Elsinore San Jacinto Watersheds Authority (LESJWA)				Third Thursday	3:00 PM	EVMWD, 31315 Chaney St, Lake Elsinore
Riverside County Transportation Commission (RCTC)	\$100			Second Wednesday	9:30 AM	4080 Lemon St, Riverside, 1st Floor
Riverside Transit Agency (RTA)	\$150			Fourth Thursday	2:00 PM	4080 Lemon St, Riverside, 1st Floor
SCFA - JPA (Animal Friends)	None			As Needed		33751 Mission Trail, Wildomar
Western Riverside Council of Governments (WRCOG) - Executive Committee	\$150			First Monday	2:00 PM	4080 Lemon St, Riverside, 1st Floor
Western Riverside County - Regional Conservation Authority (RCA)	\$100			First Monday	1:00 PM	4080 Lemon St., 1st Floor, Riverside
Southwest Cities Coalition				Quarterly	Lunch	Rotates Cities
League of California Cities (Legislative)						Rotates Cities
Southern California Association of Governments (SCAG)	\$120					818 West 7th St. 12th Floor, Los Angeles
Murrieta/Temecula Group (Open to anyone)				First Friday	7:30 AM	Varies
Regional Task Force on Health				As Needed		Murrieta City Hall, 1 Town Square, Murrieta
South Coast Air Quality Management District (SCAQMD)						21865 Copley Drive, Diamond Bar
Move I-15 Through Temecula Valley Task Force						
Western Community Energy JPA						
Northwest Mosquito and Vector Control District	\$100			Third Thursday Term Expires 12/15	3:00 PM	1966 Compton Ave., Corona
Appointment by Agency		Member	Member	Meeting Date	Time	Place
Public Entity Risk Management Authority				6 times per year		Rancho Mirage
Quail Valley Environmental Coalition (501C3)						
County Free Library Advisory Committee		Ginger Harris	Sandra Brautigam	Quarterly, Thursdays	10:00 AM	Rotates Riverside County
League of California Cities Riverside Division						Rotates Cities

City of Canyon Lake  
City Council  
Staff Report

**TO:** Mayor and City Council  
**FROM:** Lisa Casillas, Accountant  
**DATE:** December 12, 2018  
**SUBJECT:** List of Demands

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**Recommendation:**

That the City Council adopts a resolution entitled: RESOLUTION NO. 2018-30

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 November 7, 2018.

**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:**

1. Resolution No. 2018-30
2. List of Demands



# **ATTACHMENT 1**

**RESOLUTION NO. 2018-30**

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 December 12th, in the amount of \$201,854.29 as follows:

Payroll Earnings (Gross)	\$ 45,557.84	(2nd Half of October & 1st Half of November)
Payroll Taxes - Employer	718.44	(2nd Half of October & 1st Half of November)
On-line Retirement	4,797.74	(2nd Half of October & 1st Half of November)
On-line Health	133.76	(For the Month of November)
Nationwide Deferred Comp.	290.53	(For the Month of October)
General	150,355.98	
TOTAL	<u>\$ 201,854.29</u>	

PASSED, APPROVED AND ADOPTED this 12th day of December 2018.

\_\_\_\_\_  
, Mayor

ATTEST:

\_\_\_\_\_  
Ana V. Sauseda, Deputy City Clerk

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

I, Ana V. Sauseda, Deputy City Clerk of the City of Canyon Lake, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of the Resolution No. 2018-30 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on December 12, 2018, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Ana V. Sauseda, Deputy City Clerk



## **ATTACHMENT 2**

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 11/1/2018 Through 11/30/2018

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24664	11/7/2018	AB Fence Company	Balance on Wrought Iron Gate for Fire Station	400.00	10	GENERAL
Total 24664	11/7/2018			400.00		
24665	11/7/2018	ANIMAL FRIENDS OF THE VALLEYS	Animal Control July 2018	3,500.00	10	GENERAL
Total 24665	11/7/2018			3,500.00		
24666	11/7/2018	Randall Bonner	Internet and Phone Reimbursement October 2018	80.00	10	GENERAL
Total 24666	11/7/2018			80.00		
24667	11/7/2018	CommUSA	Annual FCC License and Radio Equipment	1,211.86	10	GENERAL
24667	11/7/2018	CommUSA	Radio Equipment	30.86	10	GENERAL
Total 24667	11/7/2018			1,242.72		
24668	11/7/2018	Corelogic Information Solutions, INC.	Database for Code Enforcement October 2018	125.00	10	GENERAL
Total 24668	11/7/2018			125.00		
24669	11/7/2018	CTAI Pacific Greenscape	Irrigation Repairs	765.00	20	GAS TAX
Total 24669	11/7/2018			765.00		
24670	11/7/2018	Good Time Entertainment	Veteran's Day Disc Jockey	250.00	10	GENERAL
Total 24670	11/7/2018			250.00		
24671	11/7/2018	Horizon Solar Power	Refund on Permit 2018-266	93.75	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 11/1/2018 Through 11/30/2018

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 24671	11/7/2018			93.75		
24672	11/7/2018	Jani-King of CA, Inc.	Janitorial Services November 2018	735.50	10	GENERAL
Total 24672	11/7/2018			735.50		
24673	11/7/2018	Joe's Hardware	Supplies	12.92	10	GENERAL
24673	11/7/2018	Joe's Hardware	Supplies, Fire Station	107.54	10	GENERAL
Total 24673	11/7/2018			120.46		
24674	11/7/2018	The LEW Edwards Group	Professional Services October 2018	8,280.00	10	GENERAL
Total 24674	11/7/2018			8,280.00		
24675	11/7/2018	SOUTHERN CALIFORNIA EDISON	Electricity, Traffic Control 9/27/18-10/26/18	351.09	20	GAS TAX
24675	11/7/2018	SOUTHERN CALIFORNIA EDISON	Electricity, Traffic Signals 9/20/18-10/19/18	64.49	20	GAS TAX
Total 24675	11/7/2018			415.58		
24676	11/7/2018	STAPLES	Office Supplies	548.11	10	GENERAL
Total 24676	11/7/2018			548.11		
24677	11/7/2018	Structural Termite/Pest Control	Pest Control, Fire Station November 2018	36.75	10	GENERAL
Total 24677	11/7/2018			36.75		
24678	11/7/2018	Toshiba Financial Services	Monthly copier lease 10/15/18 - 11/15/18	725.25	10	GENERAL
Total 24678	11/7/2018			725.25		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 11/1/2018 Through 11/30/2018

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24679	11/14/2...	County Executive Office	Measure A Loan Repayment Year #6	63,000.00	21	MEASURE A
Total 24679	11/14/2...			63,000.00		
24680	11/21/2...	Aflac	Supplemental Insurance November 2018	500.30	10	GENERAL
Total 24680	11/21/2...			500.30		
24681	11/21/2...	Charles Abbott Associates, Inc.	Building and Safety Services October 2018	18,627.43	10	GENERAL
24681	11/21/2...	Charles Abbott Associates, Inc.	Engineering Services October 2018	5,552.58	10	GENERAL
24681	11/21/2...	Charles Abbott Associates, Inc.	Environmental Services October 2018	1,759.50	10	GENERAL
24681	11/21/2...	Charles Abbott Associates, Inc.	Engineering Services October 2018	4,553.50	20	GAS TAX
Total 24681	11/21/2...			30,493.01		
24682	11/21/2...	CANYON LAKE PEST CONTROL, Steven E. Young	Quarterly Pest Control, Storage Unit 11/14/18	100.00	10	GENERAL
Total 24682	11/21/2...			100.00		
24683	11/21/2...	Canyon Lake Property Owners Assoc.	Set-up/Tear Down Contract for Veterans Day Celebration	375.00	10	GENERAL
Total 24683	11/21/2...			375.00		
24684	11/21/2...	Cole Huber LLP	Attorneys Fees October 2018	7,830.00	10	GENERAL
Total 24684	11/21/2...			7,830.00		
24685	11/21/2...	CTAI Pacific Greenscape	Landscape Maintenance Medians & Parkways November 2018	5,000.00	20	GAS TAX

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 11/1/2018 Through 11/30/2018

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 24685	11/21/2...			5,000.00		
24686	11/21/2...	Dawn Ecclefield	Mileage Reimbursement for CACEO Training 11/5-11/9/18	136.25	10	GENERAL
Total 24686	11/21/2...			136.25		
24687	11/21/2...	DIRECTV	Satellite Service, Fire Station 11/12/18-12/11/18	100.09	10	GENERAL
Total 24687	11/21/2...			100.09		
24688	11/21/2...	STATE OF CA DEPT. OF JUSTICE	Fingerprints October 2018	64.00	10	GENERAL
Total 24688	11/21/2...			64.00		
24689	11/21/2...	ELSINORE VALLEY MUNI WATER DIS	Water Service, City Hall 9/23/18-10/24/18	109.02	10	GENERAL
24689	11/21/2...	ELSINORE VALLEY MUNI WATER DIS	Water Service, Fire Station 9/26/18-10/27/18	303.59	10	GENERAL
24689	11/21/2...	ELSINORE VALLEY MUNI WATER DIS	Water Service, Irrigation 9/26/18-10/27/18	1,461.04	20	GAS TAX
Total 24689	11/21/2...			1,873.65		
24690	11/21/2...	Fast Signs	Name Plates for J. Smith and K. Castillo	83.70	10	GENERAL
Total 24690	11/21/2...			83.70		
24691	11/21/2...	FRIDAY FLYER	Informational Flyers	498.00	10	GENERAL
24691	11/21/2...	FRIDAY FLYER	Notice of Public Hearing	107.10	10	GENERAL
Total 24691	11/21/2...			605.10		
24692	11/21/2...	Frontier Communications	City Hall Internet 11/10/18-12/9/18	148.98	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 11/1/2018 Through 11/30/2018

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 24692	11/21/2...			148.98		
24693	11/21/2...	GOLDING PUBLICATIONS	Business Cards for Mike Borja	37.71	10	GENERAL
24693	11/21/2...	GOLDING PUBLICATIONS	Informational Flyers	645.42	10	GENERAL
Total 24693	11/21/2...			683.13		
24694	11/21/2...	NANCY GREENHALGH	Retiree Health Insurance December 2018	197.76	10	GENERAL
Total 24694	11/21/2...			197.76		
24695	11/21/2...	Joe's Hardware	Hardware for Christmas Tree	41.99	10	GENERAL
24695	11/21/2...	Joe's Hardware	Supplies	275.23	10	GENERAL
Total 24695	11/21/2...			317.22		
24696	11/21/2...	Lawler's Triple L Towing	Tow Service CN182380021 8/27/18	300.00	10	GENERAL
24696	11/21/2...	Lawler's Triple L Towing	Tow Service CN182380021 8/29/18	250.00	10	GENERAL
Total 24696	11/21/2...			550.00		
24697	11/21/2...	Nate Volk	Broadcasting Services 11/7/18 Meeting	350.00	10	GENERAL
Total 24697	11/21/2...			350.00		
24698	11/21/2...	Pitney Bowes Global Financial Services, LLC	Postage Machine Lease 9/13/18-12/12/18	175.14	10	GENERAL
Total 24698	11/21/2...			175.14		
24699	11/21/2...	Purchase Power	Postage	24.98	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 11/1/2018 Through 11/30/2018

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 24699	11/21/2...			24.98		
24700	11/21/2...	Premier Party & Tent Rentals	Rentals for Veterans Day Celebration	1,584.06	10	GENERAL
Total 24700	11/21/2...			1,584.06		
24701	11/21/2...	Regional Conservation Authority	MSHCP Fees November 2018	2,104.00	50	AGENCY
Total 24701	11/21/2...			2,104.00		
24702	10/24/2...	JOHN REGUS	Library Lease December 2018	250.00	10	GENERAL
Total 24702	10/24/2...			250.00		
24703	11/21/2...	JOHN REGUS	Library Rent January 2019	1,043.33	10	GENERAL
Total 24703	11/21/2...			1,043.33		
24704	11/21/2...	SOUTHERN CALIFORNIA EDISON	Electricity, City Hall 10/12/18-11/13/18	824.03	10	GENERAL
24704	11/21/2...	SOUTHERN CALIFORNIA EDISON	Electricity, Fire Station 10/12/18-11/13/18	344.71	10	GENERAL
24704	11/21/2...	SOUTHERN CALIFORNIA EDISON	Electricity, Pump Station 10/8/18-11/6/18	474.86	20	GAS TAX
24704	11/21/2...	SOUTHERN CALIFORNIA EDISON	Electricity, Traffic Signals 10/12/18-11/13/18	200.29	20	GAS TAX
24704	11/21/2...	SOUTHERN CALIFORNIA EDISON	Electricity, Traffic Signals 9/19/18-10/18/18	12.80	20	GAS TAX
Total 24704	11/21/2...			1,856.69		
24705	11/21/2...	Special District Risk Management Authority	Dental Insurance December 2018	252.85	10	GENERAL
Total 24705	11/21/2...			252.85		
24706	11/21/2...	Signs4Realtors	Veterans Day Banner	183.06	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 11/1/2018 Through 11/30/2018

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 24706	11/21/2...			183.06		
24707	11/21/2...	Sparkletts	Drinking Water 11/1/18-11/7/18	77.11	10	GENERAL
Total 24707	11/21/2...			77.11		
24708	11/21/2...	STATE COMP. INS. FUND	Workers Comp December 2018	659.17	10	GENERAL
Total 24708	11/21/2...			659.17		
24709	11/21/2...	Time Warner Cable	Internet, Fire Station 11/10/18-12/9/18	74.98	10	GENERAL
Total 24709	11/21/2...			74.98		
24710	11/21/2...	U. S. Bank	Basic Academy for D. Ecclefield, Veteran's Day Expenses, Etc	1,746.19	10	GENERAL
Total 24710	11/21/2...			1,746.19		
24711	11/21/2...	Verizon Wireless	Cell Phones, 10/4/18-11/3/18	444.96	10	GENERAL
24711	11/21/2...	Verizon Wireless	iPads, 10/4/18-11/3/18	199.08	10	GENERAL
Total 24711	11/21/2...			644.04		
24712	11/21/2...	Vicki Warren	Addtl Mayor's DC Trip Reimbursements 9/18/18-9/23/18	314.68	10	GENERAL
24712	11/21/2...	Vicki Warren	Addtl Mayor's DC Trip Reimbursements, Internet and Phone	464.29	10	GENERAL
24712	1/21/2018	Vicki Warren	Mayor's DC Trip Reimbursements 9/19/18 - 9/23/18	302.10	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 11/1/2018 Through 11/30/2018

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 24712	11/21/2...			1,081.07		
24713	11/21/2...	WRCOG	TUMF Fees November 2018	8,873.00	50	AGENCY
Total 24713	11/21/2...			8,873.00		
Report Total				150,355.98		

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

Vendor ID	Invoice Description	Cash Required
AB Fence	Balance on Wrought Iron Gate for Fire Station	400.00
ANIMAL FRIENDS	Animal Control July 2018	3,500.00
Bonner	Internet and Phone Reimbursement October 2018	80.00
CommUSA	Radio Equipment	30.86
	Annual FCC License and Radio Equipment	1,211.86
Corelogic	Database for Code Enforcement October 2018	125.00
CTAI	Irrigation Repairs	765.00
Good Time	Veteran's Day Disc Jockey	250.00
Horizon Solar Power	Refund on Permit 2018-266	93.75
Jani-King	Janitorial Services November 2018	735.50
Joe's	Supplies, Fire Station	45.40
	Supplies, Fire Station	24.77
	Supplies, Fire Station	37.37
	Supplies	12.92
LEW Edwards	Professional Services October 2018	8,280.00
SCE	Electricity, Traffic Control 9/27/18-10/26/18	351.09
	Electricity, Traffic Signals 9/20/18-10/19/18	64.49
STAPLES	Office Supplies	548.11
Structural	Pest Control, Fire Station November 2018	36.75
Toshiba	Monthly copier lease 10/15/18 - 11/15/18	725.25
Report Total		17,318.12

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
riv Co Exec	Measure A Loan Repayment Year #6	<u>63,000.00</u>
Report Total		<u><u>63,000.00</u></u>

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

Vendor ID	Invoice Description	Cash Required
Aflac	Supplemental Insurance November 2018	500.30
Charles Abbott	Engineering Services October 2018	4,553.50
	Building and Safety Services October 2018	200.00
	Building and Safety Services October 2018	18,427.43
	Engineering Services October 2018	1,595.00
	Engineering Services October 2018	3,957.58
	Environmental Services October 2018	1,759.50
CL PEST	Quarterly Pest Control, Storage Unit 11/14/18	100.00
CL PROPERTY OWNERS	Set-up/Tear Down Contract for Veterans Day Celebration	375.00
Cole Huber	Attorneys Fees October 2018	7,830.00
CTAI	Landscape Maintenance Medians & Parkways November 2018	5,000.00
Dawn Ecclefield	Mileage Reimbursement for CACEO Training 11/5-11/9/18	136.25
DIRECTV	Satellite Service, Fire Station 11/12/18-12/11/18	100.09
DOJ	Fingerprints October 2018	64.00
EVMWD	Water Service, Irrigation 9/26/18-10/27/18	1,461.04
	Water Service, City Hall 9/23/18-10/24/18	109.02
	Water Service, Fire Station 9/26/18-10/27/18	303.59
Fast Signs	Name Plates for J. Smith and K. Castillo	83.70
FRIDAY FLYER	Informational Flyers	249.00
	Informational Flyers	249.00
	Notice of Public Hearing	107.10
Frontier	City Hall Internet 11/10/18-12/9/18	148.98
GOLDING	Informational Flyers	645.42
	Business Cards for Mike Borja	37.71
GREENHALGH	Retiree Health Insurance December 2018	197.76
Joe's	Hardware for Christmas Tree	41.99
	Supplies	253.55
	Supplies	21.68
Lawler	Tow Service CN182380021 8/27/18	300.00
	Tow Service CN182380021 8/29/18	250.00
Nate Volk	Broadcasting Services 11/7/18 Meeting	350.00
Pitney Bowes	Postage Machine Lease 9/13/18-12/12/18	175.14
Pitney Bowes - Purchase Power	Postage	24.98
Premier	Rentals for Veterans Day Celebration	1,584.06
RCA	MSHCP Fees November 2018	2,104.00
REGUS	Library Rent January 2019	1,043.33
	Library Lease December 2018	250.00
SCE	Electricity, City Hall 10/12/18-11/13/18	824.03
	Electricity, Traffic Signals 10/12/18-11/13/18	200.29
	Electricity, Traffic Signals 9/19/18-10/18/18	12.80

Date: 11/21/18  
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City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
	Electricity, Pump Station 10/8/18-11/6/18	474.86
	Electricity, Fire Station 10/12/18-11/13/18	344.71
SDRMA	Dental Insurance December 2018	252.85
Signs4Realtors	Veterans Day Banner	183.06
Sparkletts	Drinking Water 11/1/18-11/7/18	77.11
STATE FUND	Workers Comp December 2018	659.17
Time Warner	Internet, Fire Station 11/10/18-12/9/18	74.98
US Bank	Basic Academy for D. Ecclefield, Veteran's Day Expenses, Etc	1,746.19
VerizonW	iPads, 10/4/18-11/3/18	199.08
	Cell Phones, 10/4/18-11/3/18	444.96
Vicki Warren	Mayor's DC Trip Reimbursements 9/19/18 - 9/23/18	302.10
	Addtl Mayor's DC Trip Reimbursements 9/18/18-9/23/18	314.68
	Addtl Mayor's DC Trip Reimbursements, Internet and Phone	464.29
WRCOG	TUMF Fees November 2018	<u>8,873.00</u>
Report Total		<u><u>70,037.86</u></u>



**Department: (30)Special Enforcement Team**

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Ecclckrld,	Reg	58.00	1429.12	457B EE1	CA	California SI	111.70	CA	California SI	1377.75	12.45	0.00	CAETT	CA Edu & T
Dawla	Regular		60.33	AflacP, Aflac Post	CASDI	CA SDI - Err	33.43	CASDI	CA SDI - Err	1489.45	14.90	0.00	CASUI	California SI
Emp Id	Retro				FITW	Federal Incor		FITW	Federal Incor	1377.75	66.78	21.59	MED-R	Medicare - E
Rate			24.6400		MED	Medicare		MED	Medicare	1489.45	21.60	21.59		Net Amt
	<b>Total Earnings</b>	<b>58.00</b>	<b>1489.45</b>	<b>Total Deductions</b>	<b>145.13</b>	<b>Total Employee Taxes</b>	<b>115.73</b>	<b>Total Employer Taxes</b>	<b>115.73</b>	<b>21.59</b>				
Feentey,	Reg	33.00	915.09		CA	California SI		CA	California SI	915.09	12.48	0.00	CAETT	CA Edu & T
Michael S	Regular				CASDI	CA SDI - Err		CASDI	CA SDI - Err	915.09	9.15	0.00	CASUI	California SI
Emp Id					FITW	Federal Incor		FITW	Federal Incor	915.09	83.37	13.27	MED-R	Medicare - E
Rate			27.7300		MED	Medicare		MED	Medicare	915.09	13.27	13.27		Net Amt
	<b>Total Earnings</b>	<b>33.00</b>	<b>915.09</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employee Taxes</b>	<b>118.27</b>	<b>Total Employer Taxes</b>	<b>118.27</b>	<b>13.27</b>				
Helgesmo Dickson	125CO	71.00	2357.31		CA	California SI		CA	California SI	2208.26	89.80	0.00	CAETT	CA Edu & T
Gina M	125 Cash			PTAXI Pre-Tax P.	CASDI	CA SDI - Err		CASDI	CA SDI - Err	2357.31	23.58	0.00	CASUI	California SI
Emp Id	Regular				FITW	Federal Incor		FITW	Federal Incor	2208.26	191.37	34.18	MED-R	Medicare - E
Rate			29.9900		MED	Medicare		MED	Medicare	2357.31	34.18	34.18		Net Amt
	<b>Total Earnings</b>	<b>71.00</b>	<b>2357.31</b>	<b>Total Deductions</b>	<b>149.05</b>	<b>Total Employee Taxes</b>	<b>338.93</b>	<b>Total Employer Taxes</b>	<b>338.93</b>	<b>34.18</b>				

**Department: (30)Special Enforcement Team Total**

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
3	125CO	162.00	4761.85		CA	California SI		CA	California SI	4501.10	114.73	0.00	CAETT	CA Edu & T
2	125 Cash			457B EE1	CASDI	CA SDI - Err		CASDI	CA SDI - Err	4761.85	47.63	0.00	CASUI	California SI
1	Reg			AflacP, Aflac Post	FITW	Federal Incor		FITW	Federal Incor	4501.10	341.52	69.04	MED-R	Medicare - E
	Retro				MED	Medicare		MED	Medicare	4761.85	69.05	69.04		Net Amt
	<b>Total Earnings</b>	<b>162.00</b>	<b>4761.85</b>	<b>Total Deductions</b>	<b>294.18</b>	<b>Total Employee Taxes</b>	<b>572.93</b>	<b>Total Employer Taxes</b>	<b>572.93</b>	<b>69.04</b>				

**Department: (50)Council Members**

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Bonner,	Reg	0.00	300.00		CA	California SI		CA	California SI	300.00	0.00	0.30	CAETT	CA Edu & T
Randall P	Regular				FITW	Federal Incor		FITW	Federal Incor	300.00	0.00	13.50	CASUI	California SI
Emp Id					MED	Medicare		MED	Medicare	300.00	4.35	4.35	MED-R	Medicare - E
Salary			300.00							300.00	300.00	4.35		Net Amt
	<b>Total Earnings</b>	<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employee Taxes</b>	<b>4.35</b>	<b>Total Employer Taxes</b>	<b>4.35</b>	<b>18.15</b>				
Ehrenkranz,	Reg	0.00	300.00		CA	California SI		CA	California SI	300.00	0.00	0.30	CAETT	CA Edu & T
Jordan	Regular				FITW	Federal Incor		FITW	Federal Incor	300.00	0.00	13.50	CASUI	California SI
Emp Id					MED	Medicare		MED	Medicare	300.00	4.35	4.35	MED-R	Medicare - E
Salary			300.00							300.00	300.00	4.35		Net Amt
	<b>Total Earnings</b>	<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employee Taxes</b>	<b>4.35</b>	<b>Total Employer Taxes</b>	<b>4.35</b>	<b>18.15</b>				

**Labor Distribution**

**City of Canyon Lake**  
Company (10756)

Check Date: 10/31/2018  
Process: 2018103101  
Period: 10/16/2018 to 10/31/2018

2/12/2018 Council Packet

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount	Tax	Code	Amount	Taxable	Amount
Reg	Regular		300.00		CA	California SI		CA	California SI		CA	0.00	300.00	0.00	CAETT	CA Edu & T		CA	0.00	300.00	0.30
Emp Id		103			FITW	Federal Inco		FITW	Federal Inco		FITW	0.00	300.00	0.00	CASUI	California SI		CASUI	0.00	300.00	13.50
Salary		300.00			MED	Medicare		MED	Medicare		MED	4.35	300.00	4.35	MED-R	Medicare - E		MED-R	4.35	300.00	4.35
<b>Total Earnings</b>		<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employee Taxes</b>		<b>4.35</b>	<b>Total Employer Taxes</b>		<b>18.15</b>									

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount	Tax	Code	Amount	Taxable	Amount
Reg	Regular		300.00		CA	California SI		CA	California SI		CA	0.00	300.00	0.00	CAETT	CA Edu & T		CA	0.00	300.00	0.30
Emp Id		95			FITW	Federal Inco		FITW	Federal Inco		FITW	30.00	300.00	0.00	CASUI	California SI		CASUI	0.00	300.00	13.50
Salary		300.00			MED	Medicare		MED	Medicare		MED	4.35	300.00	4.35	MED-R	Medicare - E		MED-R	4.35	300.00	4.35
<b>Total Earnings</b>		<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employee Taxes</b>		<b>34.35</b>	<b>Total Employer Taxes</b>		<b>18.15</b>									

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount	Tax	Code	Amount	Taxable	Amount
Reg	Regular		300.00		CA	California SI		CA	California SI		CA	0.00	300.00	0.00	CAETT	CA Edu & T		CA	0.00	300.00	0.30
Emp Id		94			FITW	Federal Inco		FITW	Federal Inco		FITW	0.00	300.00	0.00	CASUI	California SI		CASUI	0.00	300.00	13.50
Salary		300.00			MED	Medicare		MED	Medicare		MED	4.35	300.00	4.35	MED-R	Medicare - E		MED-R	4.35	300.00	4.35
<b>Total Earnings</b>		<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employee Taxes</b>		<b>4.35</b>	<b>Total Employer Taxes</b>		<b>18.15</b>									

**Department: (50)Council Members Total**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount	Tax	Code	Amount	Taxable	Amount
Reg	Regular		1500.00		CA	California SI		CA	California SI		CA	0.00	1500.00	0.00	CAETT	CA Edu & T		CA	0.00	1500.00	1.50
Emp Id		3			FITW	Federal Inco		FITW	Federal Inco		FITW	30.00	1500.00	0.00	CASUI	California SI		CASUI	0.00	1500.00	67.50
Salary		1500.00			MED	Medicare		MED	Medicare		MED	21.75	1500.00	21.75	MED-R	Medicare - E		MED-R	21.75	1500.00	21.75
<b>Total Earnings</b>		<b>0.00</b>	<b>1500.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employee Taxes</b>		<b>51.75</b>	<b>Total Employer Taxes</b>		<b>90.75</b>									

**Report Total**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		2199.90	457B EEI	CA	California SI		CA	California SI		CA	645.63	21693.58	645.63	CAETT	CA Edu & T		CA	645.63	1602.78	1.60
Comp	Comp Tin	1.00	24.33	AflacP, Aflac Posi	CASDI	CASDI - Err		CASDI	CASDI - Err		CASDI	189.94	18991.55	189.94	CASUI	California SI		CASUI	189.94	1602.78	72.13
Reg	Regular	363.00	19771.56	PTAXI Pre-Tax P.	FITW	Federal Inco		FITW	Federal Inco		FITW	1837.63	21693.58	1837.63	MED-R	Medicare - E		MED-R	1837.63	22914.55	332.26
Retro	Retro		60.33	PTXPE Pre-Tax P.	MED	Medicare		MED	Medicare		MED	332.27	22914.55	332.27							
Sick	Sick	26.00	627.29																		
Vac	Vacation	9.50	231.14																		
<b>Total Earnings</b>		<b>399.50</b>	<b>22914.55</b>	<b>Total Deductions</b>		<b>1332.09</b>	<b>Total Employee Taxes</b>		<b>3005.47</b>	<b>Total Employer Taxes</b>		<b>405.99</b>									

*10/31/18*  
*Date*

*Aaron Palmer, City Manager*

**Labor Distribution**

**City of Canyon Lake**  
Company (10756)

Check Date: 11/15/2018  
Process: 2018111501  
Period: 11/01/2018 to 11/15/2018

12/2/2018 City Council Agenda Packet

**Department: (1) Staff**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount	Gross				
Reg	Regular	18.25	1095.00												1095.00				
107															1095.00				
	Rate		60.0000												1095.00				
<b>Total Earnings</b>											<b>18.25</b>	<b>1095.00</b>	<b>0.00</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>0.00</b>	<b>Gross</b>	<b>1095.00</b>
<b>Total Earnings</b>											<b>18.25</b>	<b>1095.00</b>	<b>0.00</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>0.00</b>	<b>Tot Liab</b>	<b>1095.00</b>
<b>Total Earnings</b>											<b>18.25</b>	<b>1095.00</b>	<b>0.00</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>0.00</b>	<b>Net Amt</b>	<b>1095.00</b>

**Department: (1) Staff Total**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount	Gross				
1	Reg	Regular	18.25	1095.00											1095.00				
0															1095.00				
<b>Total Earnings</b>											<b>18.25</b>	<b>1095.00</b>	<b>0.00</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>0.00</b>	<b>Gross</b>	<b>1095.00</b>
<b>Total Earnings</b>											<b>18.25</b>	<b>1095.00</b>	<b>0.00</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>0.00</b>	<b>Tot Liab</b>	<b>1095.00</b>
<b>Total Earnings</b>											<b>18.25</b>	<b>1095.00</b>	<b>0.00</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>0.00</b>	<b>Net Amt</b>	<b>1095.00</b>

**Department: (20) City Employees**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount	Gross				
125CO	125 Cash		492.43	PTAXI Pre-Tax P.	CA	California SI	3845.08	CAETT	CA Edu & T	144.84	0.00			0.00	4097.43				
102	Hol Holiday	9.50	0.00		CASDI	CA SDI - Err	4097.43	CASUI	California SI	401.67	0.00			0.00	4156.84				
3605.00	Reg Regular		3605.00		FITW	Federal Incon	3845.08	MED-R	Medicare - E	59.42	4097.43			59.41	3198.18				
<b>Total Earnings</b>											<b>9.50</b>	<b>4097.43</b>	<b>252.35</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>59.41</b>	<b>Gross</b>	<b>4097.43</b>
<b>Total Earnings</b>											<b>9.50</b>	<b>4097.43</b>	<b>252.35</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>59.41</b>	<b>Tot Liab</b>	<b>4156.84</b>
<b>Total Earnings</b>											<b>9.50</b>	<b>4097.43</b>	<b>252.35</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>59.41</b>	<b>Net Amt</b>	<b>3198.18</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount	Gross				
Reg	Regular	57.50	1178.75												1178.75				
106															1178.75				
20.5000	Rate														1178.75				
<b>Total Earnings</b>											<b>57.50</b>	<b>1178.75</b>	<b>151.36</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>17.09</b>	<b>Gross</b>	<b>1178.75</b>
<b>Total Earnings</b>											<b>57.50</b>	<b>1178.75</b>	<b>151.36</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>17.09</b>	<b>Tot Liab</b>	<b>1195.84</b>
<b>Total Earnings</b>											<b>57.50</b>	<b>1178.75</b>	<b>151.36</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>17.09</b>	<b>Net Amt</b>	<b>916.91</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount	Gross				
125CO	125 Cash		499.58	PTXPE Pre-Tax P.	CA	California SI	2502.67	CAETT	CA Edu & T	59.07	0.00			0.00	2636.21				
98	Hol Holiday	9.50	237.40		CASDI	CA SDI - Err	2636.21	CASUI	California SI	26.36	0.00			0.00	2636.21				
24.9900	Reg Regular		1661.83		FITW	Federal Incon	2502.67	MED-R	Medicare - E	226.70	2636.21			38.23	2674.44				
	Sick Sick	9.50	237.40		MED	Medicare	2636.21			38.22					2152.32				
<b>Total Earnings</b>											<b>85.50</b>	<b>2636.21</b>	<b>133.54</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>38.23</b>	<b>Gross</b>	<b>2636.21</b>
<b>Total Earnings</b>											<b>85.50</b>	<b>2636.21</b>	<b>133.54</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>38.23</b>	<b>Tot Liab</b>	<b>2674.44</b>
<b>Total Earnings</b>											<b>85.50</b>	<b>2636.21</b>	<b>133.54</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>38.23</b>	<b>Net Amt</b>	<b>2152.32</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount	Gross				
125CO	125 Cash		452.83	PTXPE Pre-Tax P.	CA	California SI	5530.96	CAETT	CA Edu & T	261.35	0.00			0.00	5869.50				
99	Hol Holiday	9.50	0.00		CASDI	CA SDI - Err	0.00	CASUI	California SI	0.00	0.00			0.00	5869.50				
5416.67	Reg Regular		5416.67		FITW	Federal Incon	5530.96	MED-R	Medicare - E	582.35	5869.50			85.11	5954.61				
<b>Total Earnings</b>											<b>9.50</b>	<b>5869.50</b>	<b>338.54</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>85.11</b>	<b>Gross</b>	<b>5869.50</b>
<b>Total Earnings</b>											<b>9.50</b>	<b>5869.50</b>	<b>338.54</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>85.11</b>	<b>Tot Liab</b>	<b>5954.61</b>
<b>Total Earnings</b>											<b>9.50</b>	<b>5869.50</b>	<b>338.54</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>85.11</b>	<b>Net Amt</b>	<b>4602.16</b>

**Labor Distribution**

**City of Canyon Lake**  
Company (10756)

Check Date: 11/15/2018  
Process: 2018111501  
Period: 11/01/2018 to 11/15/2018

12/12/2018 City Council Agenda Packet

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
125CO	125 Cash		527.04	457B EE!	CA	66.00	California SI	30.97	CAETT	CA Edu & T		0.00	0.00	0.00		0.00
108	Hol Holiday	9.50	231.14	PTAXI Pre-Tax P.	CASDI	145.62	California SI	2607.26	CASUI	California SI		0.00	0.00	0.00	Gross	2607.26
24.3300	Reg Regular	57.00	1386.81	FITW Federal Inco	FITW		Federal Inco	2395.64	MED-R	Medicare - E		2607.26	2607.26	37.81	Tot Liab	2645.07
	Sick Sick	19.00	462.27	MED Medicare	MED		Medicare	2607.26				37.80			Net Amt	2149.20
	<b>Total Earnings</b>	<b>85.50</b>	<b>2607.26</b>	<b>Total Deductions</b>	<b>211.62</b>		<b>Total Employee Taxes</b>	<b>246.44</b>				<b>37.81</b>				<b>37.81</b>

**Department: (20)City Employees Total**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
5	125CO 125 Cash		1971.88	457B EE!	CA	66.00	California SI	15379.43	CAETT	CA Edu & T		0.00	0.00	0.00		0.00
3	Hol Holiday	38.00	468.54	AflacP, Aflac Post	CASDI	77.69	California SI	10519.65	CASUI	California SI		0.00	0.00	0.00	Gross	16389.15
2	Reg Regular	181.00	13249.06	PTAXI Pre-Tax P.	FITW	397.97	Federal Inco	15379.43	MED-R	Medicare - E		16389.15	16389.15	237.65	Tot Liab	16626.80
	Sick Sick	28.50	699.67	PTXPE Pre-Tax P.	MED	545.75	Medicare	16389.15				237.64			Net Amt	13018.77
	<b>Total Earnings</b>	<b>247.50</b>	<b>16389.15</b>	<b>Total Deductions</b>	<b>1087.41</b>		<b>Total Employee Taxes</b>	<b>2282.97</b>				<b>237.65</b>				<b>237.65</b>

**Department: (30)Special Enforcement Team**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
Reg	Regular	61.00	1503.04	457B EE!	CA	108.38	California SI	1394.66	CAETT	CA Edu & T		0.00	0.00	0.00		0.00
104	Emp Id		33.43	AflacP, Aflac Post	CASDI	33.43	California SI	1503.04	CASUI	California SI		0.00	0.00	0.00	Gross	1503.04
24.6400	Rate			PTAXI Pre-Tax P.	FITW		Federal Inco	1394.66	MED-R	Medicare - E		1503.04	1503.04	21.79	Tot Liab	1524.83
				MED Medicare	MED		Medicare	1503.04				21.79			Net Amt	1236.31
	<b>Total Earnings</b>	<b>61.00</b>	<b>1503.04</b>	<b>Total Deductions</b>	<b>141.81</b>		<b>Total Employee Taxes</b>	<b>124.92</b>				<b>21.79</b>				<b>21.79</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
Reg	Regular	49.00	1358.77	457B EE!	CA	108.38	California SI	1358.77	CAETT	CA Edu & T		0.00	0.00	0.00		0.00
83	Emp Id		228.02	AflacP, Aflac Post	CASDI	144.85	California SI	1358.77	CASUI	California SI		0.00	0.00	0.00	Gross	1358.77
27.7300	Rate			PTAXI Pre-Tax P.	FITW		Federal Inco	1358.77	MED-R	Medicare - E		1358.77	1358.77	19.70	Tot Liab	1378.47
				MED Medicare	MED		Medicare	1358.77				19.70			Net Amt	1158.50
	<b>Total Earnings</b>	<b>49.00</b>	<b>1358.77</b>	<b>Total Deductions</b>	<b>0.00</b>		<b>Total Employee Taxes</b>	<b>200.27</b>				<b>19.70</b>				<b>19.70</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
125CO	125 Cash		228.02	PTAXI Pre-Tax P.	CA	144.85	California SI	2152.48	CAETT	CA Edu & T		0.00	0.00	0.00		0.00
101	Reg Regular	69.00	2069.31	CASDI CA SDI - Err	CASDI	2297.33	California SI	2297.33	CASUI	California SI		0.00	0.00	0.00	Gross	2297.33
29.9900	Rate			FITW Federal Inco	FITW		Federal Inco	2152.48	MED-R	Medicare - E		2297.33	2297.33	33.31	Tot Liab	2330.64
				MED Medicare	MED		Medicare	2297.33				33.31			Net Amt	1826.64
	<b>Total Earnings</b>	<b>69.00</b>	<b>2297.33</b>	<b>Total Deductions</b>	<b>144.85</b>		<b>Total Employee Taxes</b>	<b>325.84</b>				<b>33.31</b>				<b>33.31</b>

**Department: (30)Special Enforcement Team Total**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
3	125CO 125 Cash		228.02	457B EE!	CA	108.38	California SI	4905.91	CAETT	CA Edu & T		0.00	0.00	0.00		0.00
2	Reg Regular	179.00	4931.12	AflacP, Aflac Post	CASDI	33.43	California SI	5159.14	CASUI	California SI		0.00	0.00	0.00	Gross	5159.14
1	Emp Id		144.85	PTAXI Pre-Tax P.	FITW	144.85	Federal Inco	4905.91	MED-R	Medicare - E		5159.14	5159.14	74.80	Tot Liab	5233.94
				MED Medicare	MED		Medicare	5159.14				74.80			Net Amt	4221.45
	<b>Total Earnings</b>	<b>179.00</b>	<b>5159.14</b>	<b>Total Deductions</b>	<b>286.66</b>		<b>Total Employee Taxes</b>	<b>651.03</b>				<b>74.80</b>				<b>74.80</b>





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

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

**Payment Request Acceptance**

**Your request for payment has been accepted**

- **To generate the employer payment report, please click the print button.**
- If you need to contact us with questions regarding this payment, please have your Payment Confirmation Number for faster access.
- Your payment will reflect as paid in myCalPERS if your payroll has successfully posted. Once your payment is processed any credits will roll over to the same type of receivable in the next month, after your payroll has been processed.
- Your payment may take longer to post, depending upon your Financial Institution.

**Payment Setup Total**

**Total Payment Amount:** \$133.76

**Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001195371	11/01/2018	100000015466602	Health PA Billing - PERS	EFT - Debit	Citizens Business Bank -5402	\$133.76

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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

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

**Payment Request Acceptance**

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- Your payment will reflect as paid in myCalPERS if your payroll has successfully posted. Once your payment is processed any credits will roll over to the same type of receivable in the next month, after your payroll has been processed.
- Your payment may take longer to post, depending upon your Financial Institution.

**Payment Setup Total**

**Total Payment Amount:** \$2,422.19

**Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001195377	11/01/2018	100000015425524	Employer Contribution, PEPR, 26189, CalPERS, 10/16/2018 - 10/31/2018	EFT - Debit	Citizens Business Bank -5402	\$1,147.44
1001195378	11/01/2018	100000015425491	Employer Contribution, Classic, 1684, CalPERS, 10/16/2018 - 10/31/2018	EFT - Debit	Citizens Business Bank -5402	\$1,274.75

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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

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

**Payment Request Acceptance**

**Your request for payment has been accepted**

- **To generate the employer payment report, please click the print button.**
- If you need to contact us with questions regarding this payment, please have your Payment Confirmation Number for faster access.
- Your payment will reflect as paid in myCalPERS if your payroll has successfully posted. Once your payment is processed any credits will roll over to the same type of receivable in the next month, after your payroll has been processed.
- Your payment may take longer to post, depending upon your Financial Institution.

**Payment Setup Total**

**Total Payment Amount:** \$2,375.55

**Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001206955	11/20/2018	100000015461073	Employer Contribution, PEPRA, 26189, CalPERS, 11/01/2018 - 11/15/2018	EFT - Debit	Citizens Business Bank -5402	\$1,143.20
1001206956	11/20/2018	100000015461036	Employer Contribution, Classic, 1684, CalPERS, 11/01/2018 - 11/15/2018	EFT - Debit	Citizens Business Bank -5402	\$1,232.35

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Build: v7.6.1 Baseline: 181108\_082613\_v7.6.1\_Int.3025 UID: 318

*OK to pay  
11/20/18*



CITY OF CANYON LAKE  
PLAN SPONSOR: 0035273

**Acknowledgment**

Your payment was successfully submitted. Provided it is in good order, it will process within contractual timeframes.

You can print this acknowledgment for your records.

Plan Name:CITY OF CANYON LAKE 457 OBRA-PST

Plan Number:0035273002

Payroll Center:CITY OF CANYON LAKE OBRA

Payroll Center Number:001

**Payroll Received for Salary Reduction**

Submission date:11/07/2018

Submission time:02:30 PM

Pay period end date:10/31/2018

Payment method:Debit ACH

Bank routing number:122234149

Bank account number:245125402

Contributions payment amount:\$224.53

Contributions count:1

Draft date:11/08/2018

*Ok to pay  
11/15/18*

Nationwide Retirement Solutions and Nationwide Life Insurance Company (collectively "Nationwide") have endorsement relationships with the National Association of Counties, the International Association of Fire Fighters-Financial Corporation, and the National Association of Police Organizations.

Nationwide may receive payments from mutual funds or their affiliates in connection with certain investment options. Learn more about these payments.

Retirement Specialists provide information for educational purposes only. This information is not meant to be used as investment advice. Retirement Specialists are Registered Representatives of Nationwide Investment Services Corporation, member FINRA.

Your plan may offer a Nationwide Bank product. Learn more about Bank products.



CITY OF CANYON LAKE  
PLAN SPONSOR: 0035273

**Acknowledgment**

Your payment was successfully submitted. Provided it is in good order, it will process within contractual timeframes.

You can print this acknowledgment for your records.

Plan Name:**CITY OF CANYON LAKE 457**

Plan Number:**0035273001**

Payroll Center:**CITY OF CANYON LAKE**

Payroll Center Number:**001**

**Payroll Received for Salary Reduction**

Submission date:**11/07/2018**

Submission time:**02:46 PM**

Pay period end date:**10/31/2018**

Payment method:**Debit ACH**

Bank routing number:**122234149**

Bank account number:**245125402**

Contributions payment amount:**\$66.00**

Contributions count:**1**

Draft date:**11/08/2018**

*OK to pay  
11/15/18/ff*

Nationwide Retirement Solutions and Nationwide Life Insurance Company (collectively "Nationwide") have endorsement relationships with the National Association of Counties, the International Association of Fire Fighters-Financial Corporation, and the National Association of Police Organizations.

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# CITIZENSTRUST™

PO Box 2549  
Rancho Cucamonga, CA 91729-2549  
Return Service Requested

000000043 MCB1000110718771038 01 000000 43 004

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

RECEIVED

NOV 19 2018

BY: \_\_\_\_\_

STATEMENT FOR THE PERIOD FROM 10/01/2018 TO 10/31/2018  
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.

PO Box 2549  
 Rancho Cucamonga, CA 91729-2549  
 Return Service Requested

## Account Statement

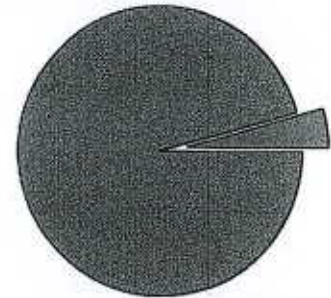
Account Number: **1035003119**  
 October 01, 2018 To October 31, 2018

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

Account Name:	<b>CITY OF CANYON LAKE CITIZENS BUSINESS BANK</b>
Account Number:	<b>1035003119</b>
Your Relationship Manager Is:	<b>MIKE GARDNER</b>
Phone:	<b>909-483-4390</b>

### Investment Portfolio Summary

Market Value As Of	10/01/2018	10/31/2018	% Of Account
<b>CASH &amp; CASH EQUIVALENTS</b>	104,045.55	119,091.43	4.5%
<b>FIXED INCOME</b>	2,512,557.18	2,507,021.14	95.5%
<b>Total</b>	<b>2,616,602.73</b>	<b>2,626,112.57</b>	<b>100.0%</b>



### Activity Summary

	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
<b>Beginning Market Value</b>	<b>2,616,602.73</b>	<b>2,622,592.86</b>		
Income	12,733.88	47,070.59	Long Term	219.38-
Asset Activity	3,133.92	159,045.89-	<b>Total Gains / Losses</b>	<b>219.38-</b>
Fees	821.92-	8,328.77-		
Cash Management	15,045.88-	120,304.07		
Change In Market Value	9,509.84	3,519.71		
<b>Ending Market Value</b>	<b>2,626,112.57</b>	<b>2,626,112.57</b>		

### Portfolio Statement ( Continued )

Quantity	Description	Market Value	Cost Basis
Taxable			
100,000.000	3133EFZ91 FEDERAL FARM CREDIT BANK DTD 04/12/16 CALL 1.62% 04/12/2021-2017	96,789.00	99,909.00
200,000.000	3134G9J40 FREDDIE MAC DTD 07/26/16 CALL 1% 04/26/2019-2017	198,446.00	200,000.00
50,000.000	3134GAHK3 FREDDIE MAC DTD 09/30/16 CALL 1.6% 09/30/2021-2016	48,084.00	49,967.50
100,000.000	3134GAZR8 FREDDIE MAC DTD 12/30/2016 CALL 2.05% 12/30/2021-2017	96,645.00	100,000.00
100,000.000	3134GB7F3 FREDDIE MAC DTD 12/29/17 CALL 2.5% 12/29/2022-2018	97,249.00	100,000.00
100,000.000	3134GBZS4 FREDDIE MAC DTD 7/27/2017 CALL 2.15 4/27/2022 2.15% 04/27/2022-2017	96,372.00	100,000.00
150,000.000	3134GSYQ2 FREDDIE MAC DTD 9/27/2018 CALL 3% 09/27/2021-2019	149,542.50	149,902.50
50,000.000	3136G1C98 FANNIE MAE DTD 02/05/13 1.42% 02/05/2020	49,153.50	50,229.49
100,000.000	3136G3I30 FANNIE MAE DTD 07/28/16 CALL 1.6% 07/28/2021-2016	96,245.00	100,000.00
100,000.000	3136G3VG7 FANNIE MAE DTD 06/29/16 CALL 1.5% 09/29/2020-2016	97,472.00	100,000.00
100,000.000	3136G3XZ3 FANNIE MAE DTD 07/28/16 CALL 1.5% 07/28/2021-2016	95,595.00	100,000.00
100,000.000	3136G4EV1 FANNIE MAE DTD 10/28/16 CALL 1.625% 10/28/2021-2017	95,096.00	99,959.00
41,534.790	31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	41,796.23	44,442.23
200,000.000	69353REW4 PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021	193,842.00	202,044.74
25,000.000	713448BN7 PEPSICO INC DTD 01/14/10 4.5% 01/15/2020	25,409.75	26,021.88
Total	Taxable	2,507,021.14	2,573,497.40

### Transaction Statement ( Continued )

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
10/01/18		31607A703 FIDELITY GOVERNMENT PORTFOLIO 14042RAR2	INTEREST RCVD	267.23	
10/09/18		CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020 3133EFZ91	INTEREST RCVD	1,103.01	
10/12/18		FEDERAL FARM CREDIT BANK DTD 04/12/16 CALL 1.62% 04/12/2021-2017 29266NS32	INTEREST RCVD	810.00	
10/16/18		ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020 3130ADZ88	INTEREST RCVD	143.84	
10/17/18		FEDERAL HOME LOAN DTD 4/17/18 3% 4/17/23 CALL 3% 04/17/2023-2019 31398R7H2	INTEREST RCVD	2,250.00	
10/25/18		FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020 3134G9J40	INTEREST RCVD	142.16	
10/26/18		FREDDIE MAC DTD 07/26/16 CALL 1% 04/26/2019-2017 31398R7H2	INTEREST RCVD	1,000.00	
10/29/18		FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020 3134GBZS4	INTEREST RCVD	21.10	
10/29/18		FREDDIE MAC DTD 7/27/2017 CALL 2.15 4/27/2022 2.15% 04/27/2022-2017 3136G4EV1	INTEREST RCVD	1,075.00	
10/29/18		FANNIE MAE DTD 10/28/16 CALL 1.625% 10/28/2021-2017 3130A6NA1	INTEREST RCVD	812.50	
10/29/18		FEDERAL HOME LOAN DTD 10/29/15 CALL 1.4% 10/29/2019-2016 69353REW4	INTEREST RCVD	700.00	
10/29/18		PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021	INTEREST RCVD	2,150.00	
		Total Interest		12,733.88	0.00
		<b>Total Income</b>		<b>12,733.88</b>	<b>0.00</b>
		<b>Asset Activity</b> Assets Sold			
10/25/18	3,133.920-	31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT	3,133.92	3,353.30-
10/29/18		31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT		
10/29/18		31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT		
		Total Assets Sold		3,133.92	3,353.30-
		<b>Total Asset Activity</b>		<b>3,133.92</b>	<b>3,353.30-</b>

## 2018 Expense Reports

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Randall Bonner</b>												
Internet	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00		\$ 20.00	\$ 20.00	\$ 20.00		
Cell Phone	\$ 53.62	\$ 53.62	\$ 53.67	\$ 53.57	\$ 54.07	\$ 53.57		\$ 58.82	\$ 60.00	\$ 60.00		
Travel									\$ 162.07			
<b>Total</b>	\$ 73.62	\$ 73.62	\$ 73.67	\$ 73.57	\$ 74.07	\$ 73.57	\$ -	\$ 78.82	\$ 242.07	\$ 80.00	\$ -	\$ -
<b>Jordan Ehrenkranz</b>												
Internet			\$ 40.00	\$ 40.00				\$ 40.00	\$ 40.00	\$ 40.00		
Cell Phone												
Travel									\$ 80.33			
<b>Total</b>	\$ -	\$ -	\$ 40.00	\$ 40.00	\$ -	\$ -	\$ -	\$ 40.00	\$ 120.33	\$ 40.00	\$ -	\$ -
<b>Larry Greene</b>												
Internet												
Cell Phone												
Travel	\$ 696.75											
<b>Total</b>	\$ 696.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Dawn Haggerty</b>												
Internet	\$ 30.00		\$ 30.00		\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00		
Cell Phone												
Travel									\$ 134.33			
<b>Total</b>	\$ 30.00	\$ -	\$ 30.00	\$ -	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 164.33	\$ 30.00	\$ -	\$ -
<b>Vicki Warren</b>												
Internet											\$ 40.00	
Cell Phone										\$ 60.00		
Travel									\$ 1,166.31			
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,166.31	\$ 60.00	\$ 40.00	\$ -

**MINUTES**  
**REGULAR MEETING OF THE**  
**CANYON LAKE CITY COUNCIL**  
**Wednesday, November 7, 2018**  
**Closed Session - 5:30 p.m.**  
**Open Session - 6:30 p.m.**

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

**Closed Session – 5:30 p.m.**

**1. Call To Order**

Mayor Warren called the meeting to order at 5:30 p.m.

**2. Roll Call**

Present: Council Members Bonner, Haggerty, Mayor Pro Tem Greene, and Mayor Warren.

Absent: Council Member Ehrenkranz

**3. Public Comments**

There were no public comments.

**4. Closed Session**

**The City Council entered Closed Session at 5:31 p.m.**

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION -  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section  
54956.9 - 3 cases

**The City Council returned from Closed Session at 6:35 p.m. with no reportable action.**

**Open Session – 6:30 p.m.**

**1. Call Open Session to Order**

Mayor Warren called the meeting to order at 6:30 p.m.

**2. Invocation**

Invocation was led by Pastor Peter Van Dyke

Flag Salute was led by City Attorney Martyn

**3. Roll Call**

Present: Councilmembers Bonner, Ehrenkranz, Haggerty, Mayor Pro Tem Greene, and Mayor Warren.

**4. Approval of the City Council Agenda**

Mayor Warren welcomed Jeremy Smith and Kasey Castillo as the unofficial new members of the City Council.

Mayor Warren requested for items 10.1 & 10.2 to be moved to the January meeting in order to allow the new Councilmembers time to review.

City Manager Aaron Palmer expressed his concern for item 10.2 as WRCOG has requested the first reading of the Ordinance be conducted by the end of the year in order to meet the 2020 launch.

City Manager Palmer confirmed that item 10.1 will be moved to the January meeting.

Barbara Spoonhour, Deputy Executive Director of Operations for Western Riverside Council of Governments, clarified that the requirement for the first reading of the Ordinance comes from the California Public Utilities Commission in order to pursue the 2020 launch.

Mayor Warren confirmed that item 10.2 will be moved to the December meeting.

**Moved by Mayor Pro Tem Greene, seconded by Councilmember Bonner.**

**Motion carried 5-0, with Council Members Bonner, Ehrenkranz, Haggerty, Mayor Pro Tem Greene, and Mayor Warren voting aye.**

**5. Special Presentation and Proclamations**

**5.1 Chamber of Commerce Announcements**

Jim Randall thanked everyone who assisted with the Parade of Frights and gave an update on upcoming Chamber events.

## **5.2 Presentation – Don & Elinor Martin**

Mayor Pro Tem Greene gave a presentation on Don & Elinor Martin who are considered to be the founders of this community and presented them with a Certificate of Appreciation.

A member of the audience spoke about the location of the museum where Don & Elinor's book and presentation can be seen.

## **5.4 Introduction of New Riverside County Fire Chief Shawn Newman**

County Fire Chief Shawn Newman introduced himself and spoke briefly about his background. He also stated that due to retirements, Deputy Chief Todd Williams has been moved to a new position.

## **6. Public Comment**

Joe Kamashion, resident, thanked the Council for their support of the City Golf Championship.

Nancy Horton, EVMWD District 1 representative, gave an update current EVMWD projects.

## **7. Consent Calendar**

### **7.1 Waive Full Reading, Read all Ordinances by Title Only**

### **7.2 Adoption of Resolution No. 2018-28, Approving Claims and Demands of the City**

### **7.3 City Council Meeting Minutes**

#### **7.3.1 October 3, 2018 – Regular Meeting Minutes**

**Moved by Councilmember Haggerty, seconded by Council Member Bonner to approve the Consent Calendar.**

**Motion carried 5-0, with Council Members Bonner, Ehrenkranz, Haggerty, Mayor Pro Tem Greene, and Mayor Warren voting aye.**

## **8. Pulled Consent Calendar Items**

No items were pulled.

**9. Schedule of Future Events**

Mayor Warren announced that the Veterans Day event will be Saturday, November 10<sup>th</sup> at 10:00 a.m. In addition, the Tree Lighting Ceremony will be on Saturday, November 24<sup>th</sup> in line with Small Business Saturday.

City Manager Palmer announced that the Annual Turkey Drive will be held at City Hall on Thursday, November 15<sup>th</sup> between 2-4 p.m. Mayor Pro Tem Greene reminded everyone that there is a list of items which can be donated in addition to the turkey.

**10. Business Items**

**10.3 Direct Staff to Award Construction Contract or Reject All Bids for Railroad Canyon Road Fence Repair – Phase II Bid No. 2018-01**

City Manager Palmer briefly updated the Council on this item and stated that staff, in concurrence with the Finance & Planning Committee, is recommending that all bids be rejected.

Council Member Haggerty made a motion to reject all bids, seconded by Mayor Pro Tem Greene.

**Motion carried 5-0, with Council Members Bonner, Ehrenkranz, Haggerty, Mayor Pro Tem Greene, and Mayor Warren voting aye.**

**10.4 City Council to give Authority to City Manager to Explore for and Retain Interim Building & Safety, Planning, and Engineering Services**

City Manager presented the item to the Council.

Councilmember Ehrenkranz questioned if the City currently has any other companies in mind.

City Manager Palmer that the City is currently looking into other firms, specifically one that does work for Wildomar, Lake Elsinore, Temecula, and Menifee.

**Council Member Bonner made a motion to look at retaining other Interim Building & Safety, Planning, and Engineering Services, seconded by Council Member Ehrenkranz.**

**Motion carried 5-0, with Council Members Bonner, Ehrenkranz, Haggerty, Mayor Pro Tem Greene, and Mayor Warren voting aye.**

## **11. City Manager Comments**

City Manager Palmer reminded everyone that the Tree Lighting will be at 5:00 p.m. at the Veterans Park.

## **12. Committee and Council Reports/Comments**

### **12.1 Council Member Bonner**

Council Member Bonner congratulated the new Councilmembers. He gave a brief update on the RCTC meeting which he attended. He also stated that the City's Special Enforcement Division had a clean-up day and gave a brief update on their findings out on the BLM land.

### **12.2 Council Member Ehrenkranz**

Council Member Ehrenkranz welcomed the new Councilmembers and thanked the outgoing Councilmembers for their time on the Council.

He discussed attending:

- SCAG Meeting in the beginning of October
- 3 WCE Meetings
- Vector Meeting
- Parade of Frights
- Veterans Committee Meetings
- WRCOG Meeting

He also mentioned an email he received regarding Construction that will soon begin to widen Railroad Canyon Road between Grape St. and Canyon Hills Road.

### **12.3 Council Member Haggerty**

Councilmember Haggerty congratulated the new Councilmembers.

She attended the Riverside Transit Authority (RTA) meeting at the beginning of last month and the budget meeting earlier that morning.

She discussed the work she has done for the City to get its own Police Department over the last four years. She attended the City of Menifee's Special Meeting which discussed them getting their own Police Department and met with City Officials to express the City of Canyon Lake's interest in joining them.

#### **12.4 Mayor Pro Tem Greene**

Mayor Pro Tem Greene congratulated the new Councilmembers.

He talked about the League of California Cities' Golf Tournament and mentioned that Canyon Lake won the tournament his year.

He gave brief updates and discussed attending:

- Melissa Melendez's Town Hall Meeting
- Regional Conservation Authority (RCA) Meeting
- Temecula Valley Legislative Summit

He stated that the City of Canyon Lake will be providing a CERT class for the residents which will take place in March. Lastly, he discussed the City's expenses and stated that currently the City is under budget pending the audit.

#### **12.5 Mayor Warren**

Mayor Warren requested a copy of Committee Assignments be provided to the new Councilmembers.

She spoke about the success of Measure S and congratulated all those involved.

She mentioned that Open Enrollment for Covered California is from 10/15/18-01/15/19.

She discussed a meeting with Animal Friends of the Valleys and the rising costs.

She discussed Move the I-15 which would cost 1.5 Million Dollars to improve some of the roadways and require 7 years to complete.

She gave an update on the City of Wildomar's State of the City which she attended.

She discussed the City of Menifee's workshop which presented options on Public Safety.

She gave an update on her recent Conference call with the White House.

#### **13. Announcements**

The next regular City Council meeting would be Wednesday, December 5, 2018 at 6:30 p.m. for Open Session

#### **14. Adjournment**

Mayor Warren adjourned the meeting at 7:27p.m.

Respectfully submitted,

---

Ana V. Sauseda,  
Deputy City Clerk



**MINUTES  
SPECIAL MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Thursday, November 15, 2018  
Open Session – 12:00 p.m.**

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

**Open Session – 12:00 p.m.**

**1. Call Open Session to Order**

Mayor Warren called the meeting to order at 12:01 p.m.

**2. Flag Salute**

Flag Salute was led by Mayor Warren.

**3. Roll Call**

Present: Councilmembers Bonner, Mayor Pro Tem Greene, and Mayor Warren.

Absent: Councilmembers Ehrenkranz and Haggerty.

**4. Approval of the City Council Agenda**

**Moved by Mayor Pro Tem Greene, seconded by Councilmember Bonner to approve the agenda as presented.**

**Motion carried 3-0-2 with Councilmember Bonner, Mayor Pro Tem Greene, and Mayor Warren voting Aye, and Councilmembers Ehrenkranz and Haggerty absent.**

**5. Public Comment**

There were no public comments.

**6. Business Items**

**6.1 Presentation by NBS - Fee Study and Review/Discussion by Council  
(Note: this item will be scheduled for a future noticed public hearing)**

City Manager Palmer introduced Gretta Davis from NBS who will be giving a presentation on the Fee Study.

Gretta Davis, NBS, gave a presentation on the process for the fee study and methodology.

Councilmember Bonner questioned Indirect Cost Calculation which was mentioned by Davis in her presentation.

Mayor Pro Tem Greene questioned cost recovery.

Mayor Warren asked for examples during the presentation.

Mayor Pro Tem Greene questioned Restaurant Discharge and who will enforce that. He also had a question regarding Annual Increase Mechanism.

There was discussion regarding the last time the City looks at the fees. It was stated by Finance Director Terry Shea that the City looked at these fees approximately 15 years ago. Councilmember Bonner requested clarification on how often the City should be updating its fees.

Davis stated that industry standard is every 3-5 years.

Shea had a question regarding the annual inflator.

City Manager Palmer asked the Council if they had any further questions.

Mayor Pro Tem Greene expressed his approval of the rate increase.

Mayor Warren asked if the fees for Hotels had been reviewed.

City Manager Palmer stated that those fees do not fall within this category however the City has a sales tax consultant and we can request a cost from them. Discussion ensued regarding additional fees.

Mayor Pro Tem Greene questioned how easily it will be to amend these fees in the future based on additional services that may not be present now. Discussion ensued.

City Manager Palmer stated that the draft will be finalized and brought back to the Finance & Planning Committee on December 4<sup>th</sup> and to the City Council on December 5<sup>th</sup>.

City Attorney Martyn clarified that this item will be adopted by Resolution and will require a Public Hearing.

## **7. Announcements**

The next regular City Council meeting is scheduled for **December 5, 2018 at 5:30 p.m. for Closed Session and 6:30 p.m. for Open Session.**

Councilmember Bonner questioned if the December City Council Meeting can be moved to a later date to avoid having multiple meetings in December.

Mayor Warren stated she prefers to leave the Regular City Council Meeting as scheduled.

City Manager Palmer stated that the City is keeping a close eye on the certification of the election and will keep the City Council updated.

**8. Adjournment**

Mayor Warren adjourned the meeting at 12:30 p.m.

Respectfully submitted,

---

Ana V. Sauseda, Deputy City Clerk



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

**FROM:** Aaron Palmer, City Manager

**BY:** Mike A. Borja, Administrative Services Manager

**DATE:** December 12, 2018

**SUBJECT:** Authorization for Services with Control Pump for Upgrades with the Landscape Booster Station for Railroad Canyon Road

---

### **Recommendation**

That the City Council authorize the City Manager for services with Control Pump to complete the necessary upgrades for the landscape booster station of Railroad Canyon Road by installing new logic control equipment, HMI interface, modem communication, pressure relief valve, and to develop the proper programming for the booster station operation.

### **Background**

In August of 2018, Control Pump, the city's current maintenance provider that maintains the City's landscape booster station for Railroad Canyon Road, notified city staff that the variable frequency drive (VFD), which helps regulate water pressure, failed. Due to the failure and replacement of the VFD, it was determined then by city staff that a complete assessment of the booster station was required. Upon review of the station, there were several issues that were identified that require some immediate attention:

- **Control Unit and Interface** – Identified as the brain that controls the entire pump station, the current control unit and interface is no longer manageable since the manufacturer who programmed the control unit is no longer in business. Over the past few years this critical component has seen several failures occur, and Control Pump has had to do its best to reprogram the unit as best as it could. Still, it is very noticeable that the entire control unit isn't running efficient as it should be. By installing and reprogramming a new control unit that can be managed will help regulate the necessary components of the station so that it runs more efficient, which in turn will increase the lifespan of the entire station and help prevent some of the issues that have been occurring.
- **Nutrient Injector** – Current system which injects proper nutrients to all the plants on Railroad Canyon Road, isn't running or working properly. The reservoir that houses the nutrients is nearly full and stagnant, and the injector looks to have no power. City staff is in the process of having the unit evaluated to see if it requires repairs or replacement.
- **Aeration System** - Finally, over several years, the pump station has had issue after issue of algae or "muck" buildup clogging the mainline that leads water from the

reservoir into the pump station. Because of the hot climate we experience during the summer months in Canyon Lake, our reservoir has been extremely susceptible to algae bloom buildup. To help mediate the issue, there are several options that can be implemented. One of the most common solution, that requires little to no maintenance, would be to add an aeration system. This system would circulate and oxygenate water, which would then reduce, if not eliminate, sediment buildup. By continuing to deprive the reservoir of this process of oxygenation, algae will continue to accumulate and continue to clog lines.

Based on these findings, city staff is seeking approval from City Council to proceed with addressing each issue. The most immediate need to address would be to proceed with the updating of the Control Unit and Interface. Control Pump has already provided staff with a proposal of \$21,681. In the proposal, Control Pump is also including; the installation of a pressure relief valve, which in the event of failure to the system would prevent high pressure from entering the mainline; and remote access, which will allow personnel to look at active operational data and/or make parameter changes of the system via a smart phone device or PC. Staff has estimated a cost of approximately \$35,000 to complete all three items as described, with an estimated time of completion for the entire landscape project by March 2019.

### **Fiscal Impact**

Funding for the project would come under the city's Gas Tax Fund 20 account – Operations & Maintenance, for a total proposed amount of \$21,681 by Control Pump to complete the project.

### **Attachments**

1. Proposal from Control Pump

# **ATTACHMENT 1**



Tel: (951) 506-1907

P.O. Box 2405, Temecula, CA 92593-2405 E-mail: controlpump1@verizon.net

Fax: (951) 506-1908

<b>Date 8-26-18</b>	<b>Proposal 82618</b>
<b>JOB BID PROPOSAL SUBMITTED TO:</b>	<b>JOB NAME / WORK PERFORMED AT:</b>
<b>Name</b> CITY OF CANYON LAKE	<b>Name</b> PLC / HMI UPGRADE W/ REMOTE ACCESS
<b>Address</b> 31516 RAILROAD CANYON ROAD	<b>Location</b> LANDSCAPE BOOSTER STATION
<b>City</b> CANYON LAKE, CA 92587	<b>Contact</b> MIKE BORJA
<b>Phone</b>	<b>Phone</b>

**JOB DESCRIPTION: Provide and install the following:** (1) Automation Direct Productivity Series 2000 PLC ~ (1) 7" C-more Color Touch Widescreen HMI ~ (1) Sierra Wireless Ethernet Modem ~ (1) Dual Antenna and Coaxial Cable Set ~ (1) 24VDC Power Supply ~ (1) Pressure Transmitter (1) Ethernet switch.

**Provide and install a 2" Cla-Val Pressure Relief Valve:** Install and weld a right angle pressure relief valve on the Pump Station discharge manifold and plumb the 2" relief line to the existing filter discharge line. This will allow a manual 'across the line' operation of the pump in the event of a VFD failure preventing high pressure entering the main line.

**SCOPE OF WORK:** Remove old logic control equipment and HMI. Install new logic control equipment, HMI, and modem as described. Run coaxial cable from control cabinet to exterior of pump house and mount antennas. Modify and install new control wiring as necessary for hook-up of new logic control. **Develop a custom Logic Control and HMI graphic program for Booster Station operation.** The Remote Access will allow personnel to view active data such as pressure, flow, etc. or change operation parameters via smart phone, tablet, or pc. In the event of a station alarm designated personnel will be alerted by text or email.

**City of Canyon Lake to provide a monthly cellular service contract with a cellular provider of choice for Remote Access to Pump Station.**

**BID PROPOSAL COST:** ----- **\$ 21,681.00**

**Authorized Signature** Larry C Preston **Date of Authorization 8-26-18**  
*This proposal may be withdrawn if not accepted within forty-five (45) days from date of authorization.*

**PAYMENT TERMS AS FOLLOWS: 25% Deposit. Balance Due Net 10 Days on Completion\*.**  
**\*Contact Control Pump for an alternate payment schedule if necessary to fulfill this proposal.**  
*The above prices, specification and conditions are satisfactory and are hereby accepted. Proposal must be signed and all payment conditions met before start of project. You are authorized to complete this contract as specified.*

**Authorized Signature** \_\_\_\_\_ **Date of Authorization** \_\_\_\_\_

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

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Aaron Palmer, City Manager  
**BY:** Terry Shea, Accountant  
**DATE:** December 12, 2018  
**SUBJECT:** Investment Alternatives

---

**Recommendation**

1. Notify Citizens Business Trust the City would like to close the Trust Account as of February 28, 2019. The cash on hand would be transferred to the City’s account at the Local Agency Investment Fund and the investments would be transferred to a broker/dealer as chosen by the City Council.
2. Authorize the City Manager to look for broker/dealers and bring to the City Council at the February 6, 2019 for approval of broker/dealers.

**Background**

The City has been using Citizens Trust since March of 2010 to invest the City’s surplus funds. Citizens Trust was selected by the City Council after an RFP process in 2010. The funds are invested in Corporate Debt, U.S. Government Agencies and Negotiable Certificates of Deposits. The October 2018 Statement is attached. These items are allowable per the City’s Investment Policy.

**Discussion**

There have been no problems with the services provided by Citizens Trust, however, Staff feel with the size of the portfolio of \$2,692,589, a money manager is not necessary. Citizens charges a minimum fee of \$10,000 each fiscal year. The chart below shows the Investment income received, and the fees charged for the previous three fiscal years as well as the value of the portfolio at June 30<sup>th</sup> for each of those years. As you can see the percentage of the fees charged to the income received is a bit high. Staff feels we could earn the same amount as Citizens Trust with no fees by using the Local Agency Investment Fund and Broker Dealers to purchase and house the investments.

	FY 2017-18	FY 2016-17	FY 2015-16
Investment Income	\$ 41,116	\$ 26,982	\$ 45,706
Fees	10,000	10,000	10,000
Percentage of fees to income	<b>24.32%</b>	<b>37.06%</b>	<b>21.88%</b>
Cost basis at June 30th	\$ 2,677,587	\$ 2,646,471	\$ 2,629,475
Percentage of fees to cost basis	<b>0.3735%</b>	<b>0.3779%</b>	<b>0.3803%</b>

If the Council approves the Staff's recommendation we would inform Citizens Trust not purchase any additional investments for the City, and as they mature to wire the funds to the City's bank account. These funds would then be wired to the Local Agency Investment Fund (LAIF). The City currently has an account with LAIF with a balance of \$9,700. For the month of October 2018 LAIF paid 2.144%. We will bring to the City Council Broker/Dealers for approval at the February City Council meeting. For the investments held we would have Citizens Trust free deliver these securities to the broker/dealer selected by the City Council.

**Budget (or Fiscal) Impact**

Depending on future interest rates the City could realize a savings of approximately \$10,000 a year.

**Attachments**

1. Citizens Trust October 2018 Statement
2. City's Investment Policy

# ATTACHMENT 1

# CITIZENSTRUST™

PO Box 2549

Mano Cucamonga, CA 91729-2549

Return Service Requested

000000043 MCBBI000110718771038 01 000000 43 004

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

RECEIVED

NOV 19 2018

BY: \_\_\_\_\_

STATEMENT FOR THE PERIOD FROM 10/01/2018 TO 10/31/2018  
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.



## Account Statement

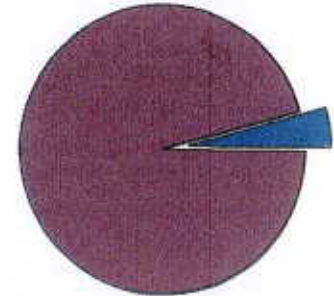
Account Number: **1035003119**  
 October 01, 2018 To October 31, 2018

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

Account Name:	<b>CITY OF CANYON LAKE CITIZENS BUSINESS BANK</b>
Account Number:	<b>1035003119</b>
Your Relationship Manager Is:	<b>MIKE GARDNER</b>
Phone:	<b>909-483-4390</b>

### Investment Portfolio Summary

Market Value As Of	10/01/2018	10/31/2018	% Of Account
 CASH & CASH EQUIVALENTS	104,045.55	119,091.43	4.5%
 FIXED INCOME	2,512,557.18	2,507,021.14	95.5%
<b>Total</b>	<b>2,616,602.73</b>	<b>2,626,112.57</b>	<b>100.0%</b>



### Activity Summary

	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
<b>Beginning Market Value</b>	<b>2,616,602.73</b>	<b>2,622,592.86</b>		
Income	12,733.88	47,070.59	Long Term	219.38-
Asset Activity	3,133.92	159,045.89-		2,834.98-
Fees	821.92-	8,328.77-	<b>Total Gains / Losses</b>	<b>219.38-</b>
Cash Management	15,045.88-	120,304.07		<b>2,834.98-</b>
Change In Market Value	9,509.84	3,519.71		
<b>Ending Market Value</b>	<b>2,626,112.57</b>	<b>2,626,112.57</b>		

# Account Statement

Account Number: **1035003119**  
 October 01, 2018 To October 31, 2018

## Portfolio Statement

Quantity	Description	Market Value	Cost Basis
<b>Cash &amp; Cash Equivalents</b>			
Cash Equivalents			
Unclassified			
119,091.430	31607A703 FIDELITY GOVERNMENT PORTFOLIO	119,091.43	119,091.43
	Total Unclassified	119,091.43	119,091.43
Total	Cash Equivalents	119,091.43	119,091.43
<b>Total</b>	<b>Cash &amp; Cash Equivalents</b>	<b>119,091.43</b>	<b>119,091.43</b>
<b>Fixed Income</b>			
Taxable			
75,000.000	05531FAU7 BB&T CORPORATION DTD 06/29/15 CALL 2.625% 06/29/2020-2020	74,211.00	75,220.19
100,000.000	05580ACZ5 BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020	98,356.15	99,980.00
100,000.000	14042RAR2 CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020	98,342.64	99,615.00
100,000.000	24422ERE1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021	101,714.00	106,192.36
100,000.000	29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020	97,446.77	100,000.00
70,000.000	3130A1CE6 FEDERAL HOME LOAN DTD 03/27/14 2% 12/27/2019	69,344.10	70,346.33
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	48,366.50	50,000.00
100,000.000	3130A8NT6 FEDERAL HOME LOAN DTD 07/13/16 CALL 1.48% 07/13/2021-2017	96,234.00	100,000.00
150,000.000	3130ADZ88 FEDERAL HOME LOAN DTD 4/17/18 3% 4/17/23 CALL 3% 04/17/2023-2019	147,843.00	150,000.00
100,000.000	313380FB8 FEDERAL HOME LOAN BANK DTD 08/09/12 1.375% 09/13/2019	98,850.00	99,667.18

### Portfolio Statement ( Continued )

Quantity	Description	Market Value	Cost Basis
<b>Taxable</b>			
100,000.000	3133EFZ91 FEDERAL FARM CREDIT BANK DTD 04/12/16 CALL 1.62 % 04/12/2021-2017	96,789.00	99,909.00
200,000.000	3134G9J40 FREDDIE MAC DTD 07/26/16 CALL 1 % 04/26/2019-2017	198,446.00	200,000.00
50,000.000	3134GAHK3 FREDDIE MAC DTD 09/30/16 CALL 1.6 % 09/30/2021-2016	48,084.00	49,967.50
100,000.000	3134GAZR8 FREDDIE MAC DTD 12/30/2016 CALL 2.05 % 12/30/2021-2017	96,645.00	100,000.00
100,000.000	3134GB7F3 FREDDIE MAC DTD 12/29/17 CALL 2.5 % 12/29/2022-2018	97,249.00	100,000.00
100,000.000	3134GBZS4 FREDDIE MAC DTD 7/27/2017 CALL 2.15 4/27/2022 2.15 % 04/27/2022-2017	96,372.00	100,000.00
150,000.000	3134GSYQ2 FREDDIE MAC DTD 9/27/2018 CALL 3 % 09/27/2021-2019	149,542.50	149,902.50
50,000.000	3136G1C98 FANNIE MAE DTD 02/05/13 1.42 % 02/05/2020	49,153.50	50,229.49
100,000.000	3136G3J30 FANNIE MAE DTD 07/28/16 CALL 1.6 % 07/28/2021-2016	96,245.00	100,000.00
100,000.000	3136G3VG7 FANNIE MAE DTD 06/29/16 CALL 1.5 % 09/29/2020-2016	97,472.00	100,000.00
100,000.000	3136G3XZ3 FANNIE MAE DTD 07/28/16 CALL 1.5 % 07/28/2021-2016	95,595.00	100,000.00
100,000.000	3136G4EV1 FANNIE MAE DTD 10/28/16 CALL 1.625 % 10/28/2021-2017	95,096.00	99,959.00
41,534.790	31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819 % 06/25/2020	41,796.23	44,442.23
200,000.000	69353REW4 PNC BANK NA DTD 04/29/16 CALL 2.15 % 04/29/2021-2021	193,842.00	202,044.74
25,000.000	713448BN7 PEPSICO INC DTD 01/14/10 4.5 % 01/15/2020	25,409.75	26,021.88
<b>Total</b>	<b>Taxable</b>	<b>2,507,021.14</b>	<b>2,573,497.40</b>

# Account Statement

Account Number: **1035003119**

October 01, 2018 To October 31, 2018

## Portfolio Statement ( Continued )

Quantity	Description	Market Value	Cost Basis
<b>Fixed Income</b>			
<b>Total</b>	<b>Fixed Income</b>	2,507,021.14	2,573,497.40
<b>Miscellaneous</b>			
Miscellaneous Sundry Assets			
Documents			
1.000	DOC199647 INVESTMENT MANAGEMENT AGREEMENT CITY OF CANYON LAKE A/C# 1035003119	0.00	0.00
Total Documents		0.00	0.00
Total	Miscellaneous Sundry Assets	0.00	0.00
<b>Total</b>	<b>Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total Assets</b>		<b>2,626,112.57</b>	<b>2,692,588.83</b>

## Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
<b>Balances Beginning Of Period</b>	0.00	2,681,295.49	2,630,232.09
Prior Accruals			13,629.36-
Unrealized Appreciation This Period			9,729.22
Current Accruals			7,855.47
Asset Activity	3,133.92	3,353.30-	3,133.92
Cash Management	15,045.88-	15,045.88	15,045.88-
Fees	821.92-	0.00	821.92-
Income	12,733.88	399.24-	12,733.88
Realized Gain/loss			219.38-
Non Cash Asset Changes			
<b>Balances End Of Period</b>	0.00	2,692,588.83	2,633,968.04

## Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
<b>10/01/18</b>		<b>Beginning Balance</b>		<b>0.00</b>	<b>2,681,295.49</b>
<b>Income</b>					
Interest					
10/01/18		3136G3VG7 FANNIE MAE DTD 06/29/16 CALL 1.5% 09/29/2020-2016	INTEREST RCVD	750.00	
10/01/18		05580ACZ5 BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020	INTEREST RCVD	1,109.04	
10/01/18		3134GAHK3 FREDDIE MAC DTD 09/30/16 CALL 1.6% 09/30/2021-2016	INTEREST RCVD	400.00	

PO Box 2549  
 Sancho Cucamonga, CA 91729-2549  
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Account Number: **1035003119**  
 October 01, 2018 To October 31, 2018

### Transaction Statement ( Continued )

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
10/01/18		31607A703 FIDELITY GOVERNMENT PORTFOLIO 14042RAR2	INTEREST RCVD	267.23	
10/09/18		CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020 3133EFZ91	INTEREST RCVD	1,103.01	
10/12/18		FEDERAL FARM CREDIT BANK DTD 04/12/16 CALL 1.62% 04/12/2021-2017 29266NS32	INTEREST RCVD	810.00	
10/16/18		ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020 3130ADZ88	INTEREST RCVD	143.84	
10/17/18		FEDERAL HOME LOAN DTD 4/17/18 3% 4/17/23 CALL 3% 04/17/2023-2019 31398R7H2	INTEREST RCVD	2,250.00	
10/25/18		FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020 3134G9J40	INTEREST RCVD	142.16	
10/26/18		FREDDIE MAC DTD 07/26/16 CALL 1% 04/26/2019-2017 31398R7H2	INTEREST RCVD	1,000.00	
10/29/18		FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020 3134GBZS4	INTEREST RCVD	21.10	
10/29/18		FREDDIE MAC DTD 7/27/2017 CALL 2.15 4/27/2022 2.15% 04/27/2022-2017 3136G4EV1	INTEREST RCVD	1,075.00	
10/29/18		FANNIE MAE DTD 10/28/16 CALL 1.625% 10/28/2021-2017 3130A6NA1	INTEREST RCVD	812.50	
10/29/18		FEDERAL HOME LOAN DTD 10/29/15 CALL 1.4% 10/29/2019-2016 69353REW4	INTEREST RCVD	700.00	
10/29/18		PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021	INTEREST RCVD	2,150.00	
<b>Total Interest</b>				<b>12,733.88</b>	<b>0.00</b>
<b>Total Income</b>				<b>12,733.88</b>	<b>0.00</b>
<b>Asset Activity</b>					
<b>Assets Sold</b>					
10/25/18	3,133.920-	31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT	3,133.92	3,353.30-
10/29/18		31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT		
10/29/18		31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT		
<b>Total Assets Sold</b>				<b>3,133.92</b>	<b>3,353.30-</b>
<b>Total Asset Activity</b>				<b>3,133.92</b>	<b>3,353.30-</b>

# Account Statement

Page 6

Account Number: 1035003119

October 01, 2018 To October 31, 2018

## Transaction Statement ( Continued )

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
<b>Fees</b>					
10/26/18		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 10/20/2018	DISBURSEMENT	821.92-	
<b>Total Fees</b>				821.92-	0.00
<b>Cash Management</b>					
10/31/18	15,045.880	31607A703 NET CASH MANAGEMENT	NET CASH MGMT	15,045.88-	15,045.88
<b>Total Cash Management</b>				15,045.88-	15,045.88
<b>Miscellaneous</b>					
10/29/18		69353REW4 AMORTIZATION ON 200,000 UNITS PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021 TO ADJUST TAX LOT, AMORTIZATION = 399.24-	AMORTIZATION		399.24-
<b>Total Miscellaneous</b>				0.00	399.24-
10/31/18		<b>Ending Balance</b>		0.00	2,692,588.83

## Disclosure

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.

## ATTACHMENT 2



## INVESTMENT POLICY

---

The City of Canyon Lake has adopted the following policy for the investment of City funds.

### I. The Legal Authority

The Authority governing investments for the City of Canyon Lake is set forth in the California Government Code, sections 53601 et. Seq. The City Treasurer is granted authority to make investments on behalf of the City.

Government Code Section 53607 states “.....the authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for such transactions until such time as the delegation of authority is revoked, and shall make a monthly report of such transaction to the legislative body.”

Government Code Section 53649 states “...the treasurer is responsible for the safekeeping of money in his custody and shall enter into any contract with a depository relating to any inactive deposits which in his judgment is to the public advantage.” The City Treasurer will enter into purchases subject to this policy and at the direction of City Council.

In addition, Government Code Section 53607 provides the authority for the legislative body of the local agency to invest the funds of the local agency or to delegate the full responsibility to the treasurer of the local agency.

### II. Investment Objectives

A. The purpose of this policy is to provide guidelines for the investment of the City’s funds based upon State law and prudent money management. This policy is designed according to the specific needs of the City of Canyon Lake. The ultimate goal is to enhance the economic status of the City while insuring the safety of funds.

B. The City holds to the “prudent investor rule” in that investments shall be made with a degree of judgment and care, not for speculation, but considering the safety of the monies and acting as a custodian of the public trust. Related activities, which comprise good cash management, include cash projections, the expeditious collection of revenue, disbursement control and a cost effective banking relationship.

C. The investment of the funds of the City of Canyon Lake shall be guided by the goals of safety, liquidity, diversification and return on investments in that order of priority.

Safety: Safety of principal is the foremost objective of the City of Canyon Lake. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk; credit risk and market risk.

Credit Risk - Credit Risk; defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing only with issuers whose financial strength and reputation can be verified to be the highest as rated by nationally known rating agencies and by diversifying the investment portfolio so that the failure of any one issuer would not unduly harm the City's cash flow.

Market Risk - Market risk, the risk of the market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by (a) structuring the portfolio so that securities mature earlier than or concurrent with the timing of major cash outflows, thus eliminating the need to sell securities prior to their maturity; (b) prohibiting the use of leverage or margin accounts; (c) prohibiting the taking of short positions, that is, selling securities which the City does not own; (d) prohibiting the use of reverse repurchase agreements and repurchase agreements; and (e) prohibiting the use of "inverse floaters". It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall investment return.

Liquidity: The City's financial portfolio must be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands.

Return on Investments: The investment portfolio shall be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.

### III. Deposits/Authorized Investments

#### A. Deposits

Money must be deposited in State or national banks, State or Federal savings associations, or State or Federal Credit unions within the State. It may be in inactive deposits, active deposits or interest-bearing active deposits. The FDIC must insure the first \$100,000 of a deposit.

The bank or savings and loan must secure the active and inactive deposits with eligible securities having a market value of 110% of the total amount of the deposits. State law also allows as an eligible security, first trust deeds having a value of 150% of the total amount of the deposits. A third class of collateral is letter of credit drawn on the Federal Home Loan Bank (FHLB).

#### B. Authorized Investments

General Guidelines that the City should follow in managing its investments are as follows:

- No investment will be purchased which matures more than five years from the date of purchase without the prior approval of the City Council.
- Maturities of individual investments shall be diversified, attempting to match, where possible, cyclical cash flow requirements.
- The use of callable securities is permitted.

To reduce overall portfolio risk while attempting to attain market value rates of return consistent with the primary objectives of safety and availability of funds, investments shall be diversified cross types of investments, maturities of those investments, and institutions in which those investments are made. Generally, the portfolio is to be invested in Federal Agency securities, with a modest addition of high-grade Medium Term Corporate Notes, Certificates of Deposit (CD's), U.S. Treasuries and Commercial Paper.

The City specifically prohibits investments in Bonds issued by other local agencies, Reverse Repurchase Agreements and Derivatives (Interest rate floaters, range notes, interest-only strips)

**Permitted Investments Per City Policy:**

Investments shall be made only in those instruments specifically authorized by California State laws (section 53600-53609), and to no greater an extent than those authorized by those laws.

The City's specific permitted investment guidelines are listed below. It should be noted that the City's permitted investments are moderately more restrictive than the State guidelines. Attachment A provides a summary of the State of California Statues Applicable to Municipal Investments and a Glossary.

PERMITTED INSTRUMENTS	CITY GUIDELINES
State or County Investment Pool (LAIF)	LAIF \$40,000,000 / 50% of portfolio maximum
Federally Insured Banks/Time Deposits	5 Years / No limit
U.S. Treasuries	5 Years / No limit
Government Sponsored Enterprises *(US Agencies)	5 Years / No limit
Bankers Acceptances	180 Days / 10% max / 5% per issuer
Commercial Paper	270 Days / 10% max / 10% per issuer combined
Medium-Term Notes	5 Years / 25% max / 5% per issuer combined / 10% max by sector classification
Negotiable Certificates of Deposit	5 Years / 30% max / lesser of 5% or \$1 million per issuer
Repurchase Agreements	1 Year / 10% max Only with Master Repurchase Agreement / Daily mark to market valuation

Money Market Mutual Funds	10% max / \$500 million assets / 5% per issuer
Reverse Repurchase Agreements	Not Allowed
California State Obligations	Not Allowed
California Local Obligations	Not Allowed
Mutual Funds	Not Allowed
Mortgage Pass Through Securities	Not Allowed

**IV. Investment Program Controls**

A. Separation of Reconciliation. A separation of responsibilities of reconciling bank statements and conducting investment transactions provides an internal control of checks and balances. Only individuals authorized by the City Manager and City Clerk may conduct investment transactions. Consequently, individuals responsible for reconciling bank statements may not conduct investment transactions.

B. Third Party Safekeeping Agreements. Contractual agreement between the City and third party custodian public investment agencies (LAIF) is used to secure City invested funds.

C. Quarterly Treasurer’s Report. The City Treasurer shall submit a quarterly investment report to the City Council. This report shall include types of investment, investment ratings, institutions involved, dates of purchases, dates of maturity, amount of deposits or cost of the security, current market value of securities, interest rates, investment fund balances and a statement that there are sufficient funds to meet the City’s cash obligations.

D. Annual Policy Review. The City Manager shall review the City’s investment policies annually and as needed to make recommendations for improvements to the City Council.

**ATTACHMENT A:  
Summary of State of California Statutes Applicable to Municipal Investment**

The following investments are authorized by California State Code, Title 5, Division 2, Sections 53600 et seq. and 16429.1.

<b>California Authorized Investments</b>	<b>% Limits &amp; Other Constraints (Key Limitation Summary)</b>
<b>Local Agency Bonds</b>	No Limit
<b>US Treasury Notes, Bonds, Bills</b>	No limit
<b>California State Warrants, Treasury Notes or Bonds</b>	No limit
<b>Bonds, Notes, Warrants of any local agency within the State</b>	No limit

<b>Federal Agency or United States government-sponsored enterprise obligations</b>	No limit
<b>Bankers Acceptances</b>	40% max overall limitation: 30% max in any one commercial bank: 180 days max maturity.
<b>Commercial Paper</b>	A Domestic Corporation Total Assets in excess of \$500 million At Least "A-1" rated commercial paper 25% max overall limitation: 10% investment max in any single issuer No more than 10% of the outstanding amount for any one issuer 270 days max maturity.
<b>Negotiable Certificates of Deposit</b>	Issued by nationally or state-chartered bank, a savings association or a federal association, a state of federal credit union, or a state licensed branch of a foreign bank. 30% max overall limitation
<b>Repurchase Agreements</b>	One Year Term or less Based on code authorized investments 102% underlying security valuation
<b>Reverse Repurchase Agreements</b>	Security subject to repurchase has been owned & fully paid for at least 30 days prior to sale 20% Maximum limitation Agreement does not exceed 92 days
	Funds received cannot be used to purchase securities with a maturity longer than 92 days
<b>Medium-Term Corporate Notes</b>	30% maximum overall investment limitation Maximum remaining maturity of 5 Years Domestic corporations Rated "A" or better

<p><b>Shares of Beneficial Interest Issued By Diversified Management Companies</b> (Mutual &amp; Money Market Funds)</p>	<p>20% maximum overall portfolio 10% of any one Mutual Fund Based on code authorized investments Money Market Funds registered with the SEC Attained the Highest Ranking by not less than two nationally recognized rating organizations Assets in excess of \$500 million Investment advisor with not less than five years experience</p>
<p><b>Local Agency Investment Fund</b></p>	<p><u>\$40 million</u> Maximum overall investment <u>Limit</u></p>
<p><b>Other Obligation Valuation Requirements:</b> (m) Promissory notes secured by first mortgages and first trust deeds which comply with Section 53651.2. (p) With the consent of the treasurer, letters of credit issued by the Federal Home Loan Bank of San Francisco which comply with Section 53651.6.</p>	<p>(a) Eligible securities, except eligible securities of the classes described in subdivisions (m) and (p) of Section 53651, shall have a market value of at least 10 percent in excess of the total amount of all deposits of a depository secured by the eligible securities. (b) Eligible securities of the class described in subdivision (m) of Section 53651 shall have a market value at least 50 percent in excess of the total amount of all deposits of a depository secured by those eligible securities. (c) Eligible securities of the class described in subdivision (p) of Section 53651 shall have a market value of at least 5 percent in excess of the total amount of all deposits of a depository secured by</p>
<p>Any <b>mortgage pass through</b> security, <b>collateralized mortgage obligation</b>, mortgage-backed or other pay-through bond, equipment lease-backed certificate, <b>consumer receivable pass through</b> certificate, or consumer receivable-backed bond</p>	<p>20% Maximum overall limitation 5 Years Maximum Maturity "AA" national rating or Higher</p>

<p><b>Moneys held by a trustee or fiscal agent</b> pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements,</p>	<p>May be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.</p>
<p><b>Notes, bonds, or other obligations that are at all times secured</b> by a valid first priority security interest</p>	<p>Securities of the types listed by Section 53651 Market value of at least 110% of underlying security value</p>
<p><b>Other Code Restrictions &amp; Clarifications</b></p>	<p>A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in inverse floaters, range notes, or mortgage-derived, interest-only strips.</p> <p>A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in any security that could result in zero interest accrual if held to maturity.</p> <p>No more than 5 percent of the total assets of the investments held by a local agency may be invested in the securities of any one issuer, except the obligations of the United States government, United States government agencies, and United States government-sponsored enterprises. No more than 10 percent may be invested in any one mutual fund.</p> <p>Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase.</p>

**GLOSSARY**

**ACTIVE DEPOSITS:** Demand or checking accounts, which receive revenues and pay disbursements.

**AGENCIES:** Federal agency securities.

**ASKED:** The price at which securities are offered.

**BANKERS' ACCEPTANCE (BA):** short-term credit arrangements to enable businesses to obtain funds to finance commercial transactions. They are time drafts drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. By its acceptance, the bank becomes primarily liable for the payment of the draft at its maturity. An acceptance is a highgrade negotiable instrument. Acceptances are purchased in various denominations for 30, 60, or 90 days, but no longer than 180 days. The interest is calculated on a 360-day discount basis similar to treasury bills. Local agencies may not invest more than 40% of their surplus money in banker's acceptance.

**BASIS POINT:** A basis point equals one one-hundredth of 1% (.01%).

**BID:** The price offered for securities.

**BOOK-ENTRY SECURITIES:** All U.S. Treasury and Federal Agencies are maintained on computerized records at the Federal Reserve now known as "wireable" securities.

**BROKER:** A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides. In the money market, brokers are active in markets in which banks buy and sell money and in inter-dealer markets.

**CERTIFICATES OF DEPOSIT (CD):** Time deposits of a bank or savings and loan. They are purchased in various denominations with maturities ranging from 30 to 360 days. The interest is calculated on a 360-day, actual day month basis and is payable monthly.

**NEGOTIABLE CERTIFICATES OF DEPOSIT:** Unsecured obligations of the financial institution, bank or savings and loan, bought at par value with the promise to pay face value plus accrued interest at maturity. They are high-grade negotiable instruments, paying a higher interest rate than regular certificates of deposit. The primary market issuance is in multiples of \$1,000,000, the secondary market usually trades in denominations of \$500,000, although smaller lots are occasionally available. As a matter of practice, only the ten largest U.S. banks, where there is a secondary market established for continued liquidity are considered for investment.

**COLLATERAL:** Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** The official annual report

for the City of Manhattan Beach. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related, legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**COMMERCIAL PAPER:** Short-term unsecured promissory note issued by a corporation to raise working capital. These negotiable instruments are purchased at a discount to par value or at par value with interest bearing. Local agencies are permitted by State law to invest in commercial paper of "prime" quality of the highest ranking or of the highest letter and numerical ratings as provided by Moody's Investor's Service, Inc., or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed 270 days maturity nor exceed 30% of the local agency's surplus funds.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DELIVERY VERSUS PAYMENT (DVP):** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipts is delivery of securities with an exchange of a signed receipt for the securities.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DISCOUNT:** The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value (e.g., U.S. Treasury bills).

**DIVERSIFICATION:** Dividing investment funds among a variety of securities and issuers offering independent returns.

**DERIVATIVE:** An asset that derives its value from another asset. For example, a call option on the stock of Coca-Cola is a derivative security that obtains value from the shares of Coca-Cola that can be purchased with the call option. Call options, put options, convertible bonds, futures contracts, and convertible preferred stock are examples of derivatives. A derivative can be either a risky or low-risk investment, depending upon the type of derivative and how it is used.

**FEDERAL CREDIT AGENCIES:** Guaranteed directly or indirectly by the United States Government. All agency obligations qualify as legal investments and are acceptable as security for public deposits.

They usually provide higher yields than regular Treasury issues with all of the same advantages.

Examples include Federal Home Loan Bank, Federal Farm Credit Bank, FNMA (Fannie Mae) and Federal Home Loan Mortgage Corp. (Freddie Mac).

**FEDERAL FUNDS:** Non-interest bearing deposits held by member banks at the Federal Reserve. Also used to denote "immediately available" funds in the clearing sense. "Fed Funds" also used to refer to these funds.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 Regional Banks and about 5,700 commercial banks that are members of the system.

**INTEREST-BEARING ACTIVE DEPOSITS:** Money-market accounts at a financial institution, (e.g., bank, savings and loan, credit union). These accounts are demand accounts (i.e., checking accounts) with restricted transaction activity.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LAIF (Local Agency Investment Fund):** A special fund in the State Treasury which local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum balance of \$40,000,000 for any agency. The City is restricted to a maximum of fifteen transactions per month. It offers high liquidity because deposits can be converted to cash in twenty-four hours and no interest is lost. All interest is distributed to those agencies participating on a proportionate share basis determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly. The State retains an amount for reasonable costs of making the investments, not to exceed one-quarter of one percent of the earnings. The interest rates are fairly high because of pooling the State's surplus cash with the surplus cash deposited. This creates a multi-billion dollar money pool and allows diversified investments.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase--reverse agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MEDIUM-TERM CORPORATE NOTES:** Unsecured promissory notes issued by a corporation organized and operating in the United States. These are negotiable instruments and are traded in the secondary market. Medium-term corporate notes can be defined as extended-maturity commercial paper.

Local agencies are restricted by the Government Code to investments in corporations rated in the top three note categories by a nationally-recognized rating service. Further restrictions are a maximum term of five years to maturity and total investments in medium-term corporate notes may not exceed 30% of the local agency's surplus funds.

**MONEY MARKET FUNDS:** Open-ended mutual fund that invests in highly liquid and safe securities (bills, commercial paper, bankers' acceptances, CD's, etc.) and pays money market rates of interest. The fund's net asset value remains a constant \$1 a share.

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank, as directed by the FOMC, in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**PASSBOOK SAVINGS ACCOUNTS:** Similar to an inactive deposit except that the period of time is not fixed. The interest rate is much lower than for a certificate of deposit, but the savings account is more flexible. Funds can be deposited and withdrawn according to daily needs.

**PORTFOLIO:** Collection of securities held by an investor.

**PRIMARY DEALER:** A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks, and a few unregulated firms.

**PRIME RATE:** The rate at which banks lend to their best or "prime" customers. Also known as the "reference rate."

**PRUDENT PERSON RULE:** An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the state (the so-called legal list). In other states, the trustee may invest in a security if it is one which would be brought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**REPURCHASE AGREEMENTS (RP OR REPO):** A repo or reverse-repo is a short-term investment transaction. Banks buy temporarily idle funds from a customer by selling U.S. Government or other securities with a contractual agreement to repurchase the same securities on a future date. Repurchase agreements are typically for one to ten days in maturity. The customer receives interest from the bank. The interest rate reflects both the prevailing demand for Federal funds and the maturity of the repo. Some banks will execute repurchase agreements for a minimum of \$100,000 to \$500,000, but most banks have a minimum of \$1,000,000. A reverse-repo is exactly what the name implies.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SETTLEMENT DATE:** The date on which a trade is cleared by delivery of securities against funds. This date may be the same as the trade date or later.

**TRADE DATE:** The date on which a transaction is initiated or entered into by the buyer and seller.

**TREASURY BILLS:** Issued weekly with maturity dates up to one year. They are issued and traded on a discount basis with interest figured on 1 360-day basis, actual number of days. They are issued in amounts of \$10,000 and up, in multiples of \$5,000. They are a highly liquid security.

**TREASURY NOTES:** Initially issued with two- to ten-year maturities. They are actively traded in a large secondary market and are very liquid. The Treasury may issue note issues with a minimum of \$1,000; however, the average minimum is \$5,000.

**TREASURY BOND:** Long-term U.S. Treasury securities having initial maturities of more than ten years.

**UNIFORM NET CAPITAL RULE (SEC RULE 15C3-1):** Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**WHEN-ISSUED TRADES:** Typically, there is a lag between the time a new bond is announced and sold, and the time when it is actually issued. During this interval, the security trades "when, as, and if issued."

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus

any premium above par or plus any discount from par in purchase price with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**YIELD TO MATURITY:** The rate of return yielded by a debt security held to maturity when both interest payments and the investor's capital gain or loss on the security are taken into account.

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

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

**FROM:** Aaron Palmer, City Manager

**DATE:** December 12, 2018

**SUBJECT:** Approval of Interim Building and Safety, Engineering, and Public Works Services with Interwest

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**Recommendation**

Approval of interim Building and Safety, Engineering, and Public Works Services with Interwest.

**Background**

In December of 2015, the City awarded a contract to Charles Abbott & Associates for Building and Safety, Engineering, and Public Works services. On October 3, 2018, Charles Abbott notified the City that they would be terminating its contract with the City effective December 14, 2018.

At the November 7, 2018 City Council Meeting, the City Council gave the City Manager authority to enter into an agreement for interim Building and Safety, Engineering, and Public Works services. The City Manager has been working with Interwest on securing these services. These services will go through June 30, 2019.

The attached proposal details the hourly rates for all services Interwest can provide to the City. The Building Inspector rate is Ninety-Five dollars (\$95.00) per hour. The Building Inspector will staff the counter from 8:00 am to 12:00 pm (current counter hours) Monday through Thursday. Inspections will be performed during the afternoon hours as well as the morning hours on Fridays. Engineering and Public Works services will be utilized on an as needed basis and those rates are included in the attached proposal.

During the first quarter of 2019, the City will go out to bid for permanent Building and Safety, Engineering, and Public Works services.

**Budget (or Fiscal) Impact**

Funding for interim services will be paid for out of account 10-360-6610. These funds were originally approved in the FY 2018-2019 annual budget.

**Attachments**

1. Agreement with Interwest Consulting Group



# ATTACHMENT 1

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT for Professional Services (“Agreement”) is made this \_\_\_\_\_ day of December (“Effective Date”) by and between the CITY OF CANYON LAKE (“City”) and Interwest Consulting Group (“Consultant”) (together sometimes referred to the “Parties”).

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as **Exhibit A**, and incorporated here. Such work shall be provided at the time and place and in the manner specified in Exhibit A. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, this Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date. This Agreement may be terminated by either party upon sixty (60) days' prior written notice. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession and to the sole satisfaction of the Contract Administrator.
- 1.3 Assignment of Personnel.** Consultant shall assign those personnel specified in Exhibit A to perform services pursuant to Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to satisfy Consultant's obligations hereunder.
- 1.5 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

**Section 2. COMPENSATION.** City hereby agrees to pay Consultant for work performed by Consultant on an hourly basis that shall not exceed the amounts shown on the fee schedule included with Exhibit A. In the event of a conflict between this Agreement and Exhibit A, regarding the amount of compensation, this Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein.

The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized in advance by City, Consultant shall not bill City for duplicate services performed by more than one person.

- 2.1 Invoices.** Consultant shall submit invoices monthly during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information as applicable:
- Serial identifications of progress bills (i.e., Progress Bill No. 1 for the first invoice, etc.);
  - The beginning and ending dates of the billing period;
  - A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
  - The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder necessary to complete the work described in Exhibit A;
  - Receipts for expenses to be reimbursed;
  - The Consultant's signature.
- 2.2 Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 Total Payment.** City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.
- In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified in writing prior to the submission of such an invoice.
- 2.4 Hourly Fees.** Any fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the fee schedule included with Exhibit A.
- 2.5 Reimbursable Expenses.** Reimbursable expenses are included within the maximum amount of the contract.

2.6 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any federal or state taxes.

2.7 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

**Section 3. FACILITIES AND EQUIPMENT.** Except as otherwise provided, Consultant shall, at its sole cost and expense, provide all facilities, supplies and equipment necessary to perform the services required by this Agreement. City shall make available to Consultant only physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be required to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

**Section 4. INSURANCE REQUIREMENTS.**

Before beginning any work under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance checked below and provide Certificates of Insurance, indicating that Consultant has obtained or currently maintains insurance that meets the requirements of this section and which is satisfactory, in all respects, to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's compensation. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. All insurance coverage and limits provided by Consultant and available or applicable under this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage.

- 4.1 **Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the

Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and authorized volunteers for loss arising from work performed under this Agreement.

**4.2 Commercial General Insurance and Automobile Liability Insurance.**

**4.2.1 Commercial General Liability Insurance:** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage of \$2,000,000 in the general aggregate, for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

**4.2.2 Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (per occurrence). Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (per accident). No endorsement shall be attached limiting the coverage.

**4.2.3 Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

**4.3 Professional Liability Insurance.**

**4.3.1 General requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

**4.3.2 Claims-made limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

**4.4 All Policies Requirements.**

**4.4.1 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A-: VI.

**4.4.2 Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with Certificates of Insurance, and upon request, complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.

**4.4.3 Notice of Reduction in or Cancellation of Coverage.** A certified endorsement shall be attached to all insurance obtained pursuant to this

Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified, mail, return receipt requested, has been given to the City. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.

- 4.4.4 Additional insured; primary insurance.** City and its officers, employees, agents, and authorized volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or authorized volunteers.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

- 4.4.5 Deductibles and Self-insured Retentions.** Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

- 4.4.6 Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified

endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**4.4.7 Variation.** Contract Administrator may approve in writing a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.

**4.4.8** No policy required hereunder shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the Indemnitees set out below in Section 5.

**4.5 Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

## **Section 5. INDEMNIFICATION**

Consultant shall indemnify, defend with counsel acceptable to City and hold harmless the City and its officials, officers, employees, agents and authorized volunteers from and against any and all losses, liabilities, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, damages and expenses of any kind, whether actual or threatened, (including but not limited to attorneys' fees and costs, court costs, interest defense costs, and expert witness fees) where the same arise out of, are a consequence of or are in any way attributable to, in whole or in part, the performance of this Agreement (or the failure to perform) by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents or authorized volunteers and (2) the actions of Consultant

or its employees, subcontractors or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law.

It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

**Section 6. STATUS OF CONSULTANT.**

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

**Section 7. LEGAL REQUIREMENTS.**

- 7.1 Governing Law.** The laws of the State of California shall govern this agreement.
- 7.2 Compliance with Applicable Laws.** Consultant and any subcontractor shall comply with all applicable local, state and federal laws and regulations applicable to the performance of the work hereunder.
- 7.3 Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors

shall, at their sole cost and expense, keep in effect at all times during the term or this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

**Section 8. TERMINATION AND MODIFICATION.**

**8.1 Termination.** City may cancel this Agreement without cause upon sixty (60) days' written notice to Consultant.

Consultant may cancel this Agreement upon sixty (60) days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

**8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

**8.3 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

**8.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator. In the event that

key personnel leave Consultant's employ, Consultant shall notify City immediately.

**8.5** **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

**8.6** **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, any or all of the following:

**8.6.1** Immediately terminate the Agreement;

**8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

**8.6.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or

**8.6.4** Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

**Section 9. KEEPING AND STATUS OF RECORDS.**

**9.1** **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties unless required by law.

**9.2** **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and

disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

- 9.3 Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of, the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds Ten Thousand Dollars (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

**Section 10. MISCELLANEOUS PROVISIONS.**

- 10.1 Attorneys' Fees.** If either party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in Riverside County, Central Division.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 Consultant Representative.** All matters under this Agreement shall be handled for Consultant by Ron Beehler.
- 10.7 City Contract Administration.** This Agreement shall be administered by the City Manager/City Clerk ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

**10.8 Notices.** Any written notice to Consultant shall be given personally, by confirmed fax or by first class mail; receipt shall be the date on which the note actually is received or five (5) days after deposit in the U.S. mail, postage prepaid, addressed as follows:

CONSULTANT: Ron Beehler  
Interwest Consulting Group  
15140 Transistor Lane  
Huntington Beach, CA 92649

CITY: City of Canyon Lake  
Attention: City Manager/City Clerk  
31516 Railroad Canyon  
Canyon Lake, CA 92587

**10.9 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

**10.9 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The Parties have executed this Agreement as of the Effective Date.

CITY OF CANYON LAKE

INTERWEST CONSULTING GROUP

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Aaron Palmer, City Manager

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Ron Beehler, Director, Building Safety Services

# Exhibit A

December 5, 2018

Mr. Aaron Palmer, City Manager  
City of Canyon Lake  
31516 Railroad Canyon  
Rd. Canyon Lake, CA  
92587



**RE: Proposal for Building Department and Other Professional Services**

Mr. Palmer,

Interwest Consulting Group is pleased to submit our proposal to provide building department services to the City of Canyon Lake. We understand the City is seeking a highly qualified firm to provide comprehensive professional building department services including Building Inspection, Plan Review and other related community development services as needed.

Interwest has provided municipal service consulting to cities and counties throughout California since 2002. Accordingly, we understand the importance of providing cost effective and efficient services to meet the needs of the community and to ensure safe building practices. Interwest provides professional building department services throughout California, and our presence in the Inland Empire has expanded exponentially over the past few years. We currently provide Building & Safety services to the local Cities of Murrieta, Wildomar, Perris, Lake Elsinore, Corona, and the County of Riverside. Our approach for services for Canyon Lake will be to utilize local staff.

We believe that our team would be an excellent choice for the City of Canyon Lake for the following reasons:

- Quality, experienced and customer service-oriented professional staff.
- Building plan review and inspection staff with extensive and proven experience and qualifications.
- A successful track record of providing building department services to Southern California clients.
- Reasonable rates and value-added services at no additional charge, including electronic plan checking, standard plan handouts and uniform plan review checklists.

Our proposed Project Manager for the City of Canyon Lake is **Gil Petris, CBO**, a seasoned building professional with over 35 years of municipal experience.

We appreciate the opportunity to present our proposal for your review and consideration; it remains valid for a period of 90 days. We are available to meet with you to discuss our proposal and approach in more detail at your convenience. Please call if you have any questions or would like any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Beehler', is written over a white background.

**Ron Beehler, SE, CBO**  
Director, Building Safety Services  
Direct: 949.613.5595

## **SCOPE OF SERVICES:**

We understand the City's Building Department counter is open to the public Monday – Thursday 8am-12pm with building inspections conducted Monday - Friday. We propose to provide the following staff and services to support the City of Canyon Lake:

- One on-site 40-hour per week Building Inspector, 9 hours per day Monday thru Thursday and, 4 hours on Friday mornings, excluding city recognized holidays.
- As needed Building Official Services.
- Perform all building department plan review services for the city, these services will be performed within our local Ontario, CA office.
- Provide Fire Marshal, Planning and Public Works services and other services as noted in our Schedule of Hourly Billing Rates, on an as-needed basis.

The full time Building Inspector assigned to the city by Interwest will be an ICC certified Building Inspector who will have the ability to conduct routine building inspections, ensure compliance with approved plans, enforce all provisions of the Building Code, assist with Permit Technician counter services and provide general code enforcement assistance to City staff. Our building inspector will also perform minor plan reviews during his regular work day. Plan review for larger projects will be performed in our local Ontario office. Our plan review staff who will support the city are experienced, familiar with local standards and hold appropriate professional licenses and certifications.

Through Interwest, the City will have the ability to utilize other additional professional staff on an as-needed, hourly basis including Building Official, Fire Marshal, Planning and Public Works services along with other services to be charged hourly as noted in our Schedule of Hourly Billing Rates.

## **Tools & Equipment for Inspection Services:**

Interwest will provide all vehicles, mobile phones, portable computers, hard hats, eye protection and any other inspection related personal safety equipment necessary for our inspector to carry out his duties. The City of Canyon Lake is to provide a work space suitable for the Building Inspector to perform his/her duties. This will include an adequate work area to review drawings, plan racks, a photo copier, file cabinet, high speed internet connection, desk phone, HVAC, suitable office furniture and an on-site parking space.

## **Schedule for Inspection and Plan Review Services:**

We anticipate initiation of plan review and inspection services for the City of Canyon Lake on a mutually agreed upon date.

## **COMPENSATION FOR SERVICES**

We propose to provide one on-site 40-hour per week Building Inspector, 9 hours per day Monday thru Thursday and 4 hours on Friday mornings to conduct all requested building inspections and perform other inspection related services as identified in this proposal. This proposal is based on building inspection services being provided on the days and hours identified above and is not intended to be utilized for on call building inspection services. We will provide Building Official, Plan Review, Planning, Fire Marshal and Public Works services as needed to be charged hourly utilizing the rates indicated in the Schedule of Hourly Billing Rates

included below.

**ACCEPTANCE**

If this proposal meets your approval, please execute the attached Professional Services Agreement which will authorize us to provide the identified services.

Again, thank you for allowing us the opportunity to provide you with this proposal. We look forward to working with you. Please do not hesitate to call if you have any questions regarding this proposal.

**SCHEDULE OF HOURLY BILLING RATES**

<b>Classification</b>	<b>Hourly Billing Rate</b>
Licensed Plan Review Engineer (Struct., Mech., Elect., Civil, Grading).....	\$135
ICC Certified Building Official .....	125
ICC Certified Plans Examiner .....	105
ICC Certified Building Inspector .....	95
Permit Technician .....	65
ICC Certified Fire Plans Examiner.....	105
Project Manager   Fire Marshal.....	120
Fire Protection Engineer .....	145
CASp Services.....	105
Senior Planner .....	130
Public Works Observer .....	115
Inspection Overtime Rates.....	140% of Above Listed Hourly Rates
Expedite services.....	140% of Above Listed Hourly Rates

Miscellaneous charges will include:

1. Vehicle Mileage while providing Inspection services to be charged at the Current IRS Vehicle Mileage Rate.
  2. Inspection overtime includes requested inspection services in excess of 9 hours per day, after hour inspections and night and weekend inspection services.
- o Interwest will transport plans between the City and our Regional Offices at no additional charge to the City.
  - o Expedite services are typically completed in half of our typical plan review turn-around-times.



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

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

**FROM:** Aaron Palmer, City Manager

**DATE:** December 12, 2018

**SUBJECT:** Approve the Introduction and First Reading of Ordinance No. 178 Authorizing the Implementation of a Community Choice Aggregation Program and Approve of the First Amendment to the Western Community Energy Joint Powers Agreement

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**Recommendation**

The City Council approve the following:

1. The Introduction and First Reading of Ordinance No. 178.
2. The First Amendment to the Western Community Energy Joint Powers Agreement.

**Background**

On July 18, 2018 the City Council approved joining the Western Community Energy (WCE) Joint Powers Authority. The WCE is a Community Choice Aggregation Program. Community Choice Aggregation Program allows a local government – either alone or as a group of jurisdictions in a Joint Powers Authority (JPA) – to purchase power on behalf of its community, while utilizing the delivery system of the investor owned utility, in this region’s case Southern California Edison (SCE). A CCA provides a choice for the community which it does not currently have (unless their community is served by a separate public utility). In those instances - which impact the majority of residents and businesses in Western Riverside County - getting power from SCE under the rates SCE offers is their only option. Under a CCA, residents and businesses have the ability to choose from new rates and power sources (that are often more renewable and at reduced cost) offered by the CCA, or they can choose to stay with SCE. The City, by participating in a CCA, will allow its businesses and residents to voluntarily make those choices.

The proposed ordinance authorizes the City to establish a Community Choice Aggregation Program. The WCE is asking all participating Cities to introduce and have the first reading of this ordinance before December 31, 2018 to ensure the CCA program will start in early 2020. The WCE’s implementation plan, which must be submitted to the California Public Utilities Commission by the end of this year, includes all participating members passing the first reading of the CCA Program ordinance. Enacting this ordinance in no way binds the City to stay in this program. The City can leave at any time without any financial obligation to WCE if the City leaves prior to the WCE purchasing power.

The WCE is asking for a change to the JPA agreement. The first proposed change is regarding the Executive Director of the WCE and removing any reference to WRCOG regarding the Executive

Director position. Then, there is additional language regarding a management services agreement between WCE and WRCOG.

The second proposed change deals with City's ability to leave the JPA immediately and without any financial obligation to the JPA before the initial energy contracts are purchased.

A strikethrough/underline version of the language changes is provided with this report.

### **Fiscal Impact**

There is no cost to the City to participate in this JPA. The City can exit the JPA at any time, without penalty or incurring any costs. However, the City must exit before the first contract for energy is purchased (estimated purchase of first energy contract is October 2019).

### **Attachments**

1. Ordinance No. 178
2. First Amendment to the WCE Joint Powers Agreement
3. First Amendment to the WCE Joint Powers Agreement-Strikethrough Version

# **ATTACHMENT 1**

## ORDINANCE NO. 178

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING THE IMPLEMENTATION OF A COMMUNITY CHOICE AGGREGATION PROGRAM

THE CITY COUNCIL OF THE CITY OF CANYON LAKE HEREBY DOES ORDAIN AS FOLLOWS:

#### SECTION 1. FINDINGS

1. The City of Canyon Lake has been actively investigating options to provide electric services to constituents within its service area with the intent of achieving greater local involvement over the provisions of electric services and promoting competitive retail choice.
2. Assembly Bill 117 (Stat. 2002, ch. 838; see California Public Utilities Code section 366.2 *et seq.*; hereinafter referred to as the “Act”) authorizes any California city or county, whose governing body so elects, to combine the electricity load of its residents and businesses in a community-wide electricity aggregation program known as Community Choice Aggregation (“CCA”)
3. The Act expressly authorizes participation in a CCA program through a joint powers agency, and to this end, the Western Riverside Council of Governments has been evaluating a CCA program for certain portions of the County and the cities and towns within it.
4. Through Docket No. R.03-10-003, the California Public Utilities Commission (“Commission”) has issued various decisions and rulings addressing the implementation of CCA programs, including establishing a procedure by which the Commission will review implementation plans, which are required to be submitted under the Act as the means of describing the CCA program and ensuring compliance with the Act.
5. The City along with representatives of the Western Riverside Council of Governments have elected to form a joint powers agency known as Western Community Energy (“Authority”) that would specify the terms and conditions by which participants may participate as a group in energy programs, including, but not limited to, the implementation of a CCA program with the following benefits:
  - a. Providing customers a choice of power providers;
  - b. Increasing local control over energy rates and other energy-related matters;
  - c. Providing electric rates that are competitive with those provided by the incumbent utility;
  - d. Improving the local economy by increasing local and regional renewable generation capacity and energy conservation and efficiency projects and programs;
  - e. Increasing regional energy self-sufficiency; and
  - f. Reducing greenhouse gas emissions arising from electricity use in the City.
6. The Joint Powers Agreement creating the Authority will govern and operate the CCA program on behalf of its member jurisdictions. The City may participate in the Authority by adoption of a resolution approving the execution of the Joint Powers Agreement and

adoption of a CCA ordinance required by Public Utilities Code section 366.2(c)(12). The City's participation in the Authority will include membership on the Board of Directors of the Authority as provided in the Joint Powers Agreement.

7. The Authority will enter into agreements with electric power suppliers and other services providers and, based on these agreements, the Authority plans to provide power to residents and businesses at rates that are competitive with those of the incumbent utility. Once the Commission approves the implementation plan prepared by the Authority, the Authority may provide service to customers within the City and those cities that choose to participate in the Authority.
8. Under Public Utilities Code section 366.2, customers have the right to opt-out of a CCA program and continue to receive service from the incumbent utility. Customers who desire to continue to receive service from the incumbent utility will be able to do so at any time.
9. On December 12, 2018, the City Council held public meetings at which time interested persons had an opportunity to testify either in support or in opposition to implementation of the CCA program within the City.
10. This ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines, as it is not a "project" and has no potential to result in a direct or reasonably foreseeable indirect physical change to the environment because it is merely the formation of an organization. 14 Cal. Code Regs. § 15378(a). The ordinance is also exempt from CEQA because it is an organizational or administrative activity of governments that will not result in direct or indirect physical change in the environment. 14 Cal. Code Regs. § 15378(b)(5). The ordinance is also exempt from CEQA because it is merely a change in organization of local agencies. 14 Cal. Code Regs. § 15320. Further, the ordinance is exempt from CEQA because there is no possibility that the ordinance or its implementation, which would only result in the formation of a governmental organization, would have a significant negative effect on the environment. 14 Cal. Code Regs. § 15061(b)(3). The City Clerk shall cause a Notice of Exemption to be filed as authorized by CEQA and the State CEQA Guidelines.

## **SECTION 2. AUTHORIZATION TO IMPLEMENT A COMMUNITY CHOICE AGGREGATION PROGRAM**

Based upon the foregoing, and in order to provide businesses and residents within the City with a choice of power providers, the City hereby elects to implement a community choice aggregation program within the jurisdiction of the City by participating in the CCA program of the Authority, as described in the Joint Powers Agreement.

## **SECTION 3. SEVERABILITY**

If any section, subsection, sentence, clause, phrase or portion of this ordinance is held for any reason to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance and each section, subsection,

clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

**SECTION 4. EFFECTIVE DATE**

This ordinance shall take effect 30 days after its passage.

**SECTION 5. CITY CLERK ACTION**

The City Clerk is authorized and directed to cause this Ordinance to be published within 15 days after its passage in a newspaper of general circulation and circulated within the City in accordance with Government Code Chapter 36933(a) or, to cause this Ordinance to be published in the manner required by law using the alternative summary and pasting procedure authorized under Government Code Chapter 39633(c).

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Ana V. Sauseda,  
Deputy City Clerk

\_\_\_\_\_  
Elizabeth L. Martyn, City Attorney

## **ATTACHMENT 2**

**FIRST AMENDMENT TO WESTERN COMMUNITY  
ENERGY JOINT POWERS AGREEMENT**

This First Amendment (“**First Amendment**”) to the Western Community Energy Joint Powers Agreement (“**JPA Agreement**”) is made and entered into as of the \_\_\_ day of \_\_\_\_\_, 2018, by and among the Cities of Norco, Jurupa Valley, Wildomar, Eastvale, Hemet, Perris, and Canyon Lake.

**RECITALS**

1. Western Community Energy (“**Authority**”) is a joint exercise of powers authority established pursuant to Chapter 5 of Division 7, Title 1 of the Government Code of the State of California (Section 6500 and following) (the “Act”) and the JPA Agreement entered into on August 23, 2018, as may be amended from time to time. The Authority is a public entity separate and apart from its Member Agencies.
2. The Authority is established to collectively study, promote, develop, conduct, operate, and manage energy programs, and exercise any powers common to the Authority’s members to further these purposes. Each member has adopted an ordinance electing to implement through the Authority a community choice aggregation program pursuant to California Public Utilities Code Section 366.2.
3. Pursuant to Section 6.4 of the JPA Agreement, any amendment to the JPA Agreement must be in writing with the approval of not less than two-thirds (2/3) of a vote of its members.
4. Participating Member Agencies as set out in Exhibit “A” now wish to execute this First Amendment to the JPA Agreement to amend provisions with respect to the Executive Director, the Initial Administration of Authority, and the Right to Withdraw Prior to Program Launch.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, it is agreed by and among the Member Agencies as follows:

A. Section 2.12 of the JPA Agreement shall be revised as follows (new language is underlined, removed language is struck):

“2.12 Executive Director. The Executive Director shall be the chief administrative officer. Compensation shall be fixed by the Board, except in cases where there services are provided through contract with WRCOG. The powers and duties of the Executive Director shall

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be subject to the authority of the Board.”

B. Section 2.13 of the JPA Agreement shall be revised as follows:

“2.13 Initial Administration of Authority. The Authority will be initially administered by the Western Riverside Council of Governments (“WRCOG”), which shall provide Executive Director, staff, and consultant services to the Authority pursuant to an implementation and management services agreement between the WRCOG and the Authority. WRCOG shall provide administrative services for three years from the Effective Date of this Agreement pursuant to a services agreement. The term and conditions of the administrative services agreement may be terminated or extended by mutual agreement of WRCOG and the Authority without further amendment of this Agreement, as set forth in the administrative services agreement.”

C. Section 5.2 of the JPA Agreement shall be revised as follows:

“5.2 Right to Withdraw Prior to Program Launch. In addition to the rights set forth in Section 5.1, a Member Agency may immediately withdraw its membership in the Authority without any financial obligation, at any time prior to the Authority entering into initial energy contracts to serve load.

D. This First Amendment shall be effective when approved pursuant to Section 6.4 of the JPA Agreement

E. Except as amended by this First Amendment, all provisions of the JPA Agreement shall remain in full force and effect and shall govern the actions of the parties to this First Amendment.

**[Signatures on following page]**

**SIGNATURE PAGES FOR FIRST AMENDMENT TO WESTERN COMMUNITY ENERGY JOINT POWERS AGREEMENT**

**IN WITNESS WHEREOF**, the parties hereto have executed this First Amendment of the JPA Agreement as of the Effective Date.

ATTEST:

City Clerk  
City of Canyon Lake

CITY OF CANYON LAKE

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

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

Dated: \_\_\_\_\_

Mayor

ATTEST:

City Clerk  
City of Eastvale

CITY OF EASTVALE

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

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

Dated: \_\_\_\_\_

Mayor

ATTEST:

City Clerk  
City of Hemet

CITY OF HEMET

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

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

Dated: \_\_\_\_\_

Mayor

ATTEST:

City Clerk  
City of Jurupa Valley

CITY OF JURUPA VALLEY

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

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

Dated: \_\_\_\_\_

Mayor

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ATTEST:

City Clerk  
City of Norco

CITY OF NORCO

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

Dated: \_\_\_\_\_

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

Mayor

ATTEST:

City Clerk  
City of Perris

CITY OF PERRIS

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

Dated: \_\_\_\_\_

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

Mayor

ATTEST:

City Clerk  
City of Wildomar

CITY OF WILDOMAR

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

Dated: \_\_\_\_\_

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

Mayor



# **ATTACHMENT 3**

**FIRST AMENDMENT TO WESTERN COMMUNITY  
ENERGY JOINT POWERS AGREEMENT**

This First Amendment (“**First Amendment**”) to the Western Community Energy Joint Powers Agreement (“**JPA Agreement**”) is made and entered into as of the \_\_\_ day of \_\_\_\_\_, 2018, by and among the Cities of Norco, Jurupa Valley, Wildomar, Eastvale, Hemet, Perris, and Canyon Lake.

**RECITALS**

1. Western Community Energy (“**Authority**”) is a joint exercise of powers authority established pursuant to Chapter 5 of Division 7, Title 1 of the Government Code of the State of California (Section 6500 and following) (the “Act”) and the JPA Agreement entered into on August 23, 2018, as may be amended from time to time. The Authority is a public entity separate and apart from its Member Agencies.
2. The Authority is established to collectively study, promote, develop, conduct, operate, and manage energy programs, and exercise any powers common to the Authority’s members to further these purposes. Each member has adopted an ordinance electing to implement through the Authority a community choice aggregation program pursuant to California Public Utilities Code Section 366.2.
3. Pursuant to Section 6.4 of the JPA Agreement, any amendment to the JPA Agreement must be in writing with the approval of not less than two-thirds (2/3) of a vote of its members.
4. Participating Member Agencies as set out in Exhibit “A” now wish to execute this First Amendment to the JPA Agreement to amend provisions with respect to the Executive Director, the Initial Administration of Authority, and the Right to Withdraw Prior to Program Launch.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, it is agreed by and among the Member Agencies as follows:

A. Section 2.12 of the JPA Agreement shall be revised as follows (new language is underlined, removed language is struck):

“2.12 Executive Director. The Executive Director shall be the chief administrative officer ~~of the Western Riverside Council of Governments, or whomever is appointed by the Board thereafter.~~ Compensation shall be fixed by the Board. The powers and duties of the Executive Director shall be subject to the authority of the Board.”

B. Section 2.13 of the JPA Agreement shall be revised as follows:

“2.13 Initial Administration of Authority. The Authority will be initially administered by the Western Riverside Council of Governments (“WRCOG”), which shall provide Executive Director, staff, and consultant services to the Authority pursuant to an implementation and management services agreement between the WRCOG and the Authority. WRCOG shall provide administrative services for three years from the Effective Date of this Agreement pursuant to a services agreement. The term and conditions of the administrative services agreement may be terminated or extended by mutual agreement of WRCOG and the Authority without further amendment of this Agreement, as set forth in the administrative services agreement.”

C. Section 5.2 of the JPA Agreement shall be revised as follows:

~~“5.2 Right to Withdraw Prior to Program Launch. After receiving bids from power suppliers, the Authority must provide to the Member Agencies the report from the electrical utility consultant retained by the Authority that compares the total estimated electrical rates that the Authority will be charging to customers as well as the estimated greenhouse gas emissions rate and the amount of estimated renewable energy used with that of the incumbent utility. If the report provides that the Authority is unable to provide total electrical rates, as part of its baseline offering, to the customers that are equal to or lower than the incumbent utility or to provide power in a manner that has a lower greenhouse gas emissions rate or uses more renewable energy than the incumbent utility, a Member Agency may immediately withdraw its membership in the Authority without any financial obligation, as long as the Member Agency provides written notice of its intent to withdraw to the Authority Board no more than thirty (30) days after receiving the report. In addition to the rights set forth in Section 5.1, a Member Agency may immediately withdraw its membership in the Authority without any financial obligation, at any time prior to the Authority entering into initial energy contracts to serve load.~~

D. This First Amendment shall be effective when approved pursuant to Section 6.4 of the JPA Agreement

E. Except as amended by this First Amendment, all provisions of the JPA Agreement shall remain in full force and effect and shall govern the actions of the parties to this First Amendment.

**[Signatures on following page]**



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

ITEM 10

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

**FROM:** Aaron Palmer, City Manager

**BY:** Mike A. Borja, Administrative Services Manager

**DATE:** December 12, 2018

**SUBJECT:** Approving of Resolution 2018-31 to Adopt a New Commercial Recycling Cart Service with CR&R Incorporated

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**Recommendation**

That the City Council approve Resolution 2018-31 to adopt a new commercial recycling cart service with the city's waste hauler, CR&R Incorporated, to help meet compliance with CalRecycle and Assembly Bill 341, Mandatory Commercial Recycling (MCR).

**Background**

California State Legislature passed Assembly Bill 341 (AB341), also known as the Mandatory Commercial Recycling (MCR) Law back in 2012, which requires that all commercial businesses which generate at least 4 cubic yards per week of solid waste to have a recycling program in place. Based on records indicated by CR&R, the City of Canyon Lake has several businesses that still do not have a recycling program in place and fall under the requirements of AB341. To help alleviate this issue, CR&R proposes to offer a low-cost recycling alternative by providing a 96-gallon business recycling cart service that could be used to dispose of all fibers, aluminum, plastics, and glass products. Customers would be able to then place all their mixed recyclables in their cart on a weekly basis. Given the current regulatory environment, city staff encourages the implementation of this new service so that the City of Canyon Lake can be one step closer to becoming full compliance with CalRecycle and AB341.

**Fiscal Impact**

CR&R Incorporated proposes to offer this new weekly service to all Canyon Lake business owners at a rate of \$34.87 per month, per cart. Businesses could order additional carts at a rate of \$28.87 per cart, per month.

**Attachments**

1. Commercial Waste Diversion Resolution 2018-31



# ATTACHMENT 1

**RESOLUTION NO. 2018-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE INCREASING AND SETTING AN ADDITIONAL COMMERCIAL SOLID WASTE COLLECTION RATE TO ADDRESS STATE LAW REQUIREMENTS FOR SOLID WASTE DIVERSION FOR THE 2018-2019 FISCAL YEAR**

**WHEREAS**, pursuant to the provisions of State law, including but not limited to Health & Safety Code Sections 5470 et seq., the City of Canyon Lake may adopt and implement fees and charges to cover the cost of collection of solid waste within the City;

**WHEREAS**, the Public Resources Code now requires that businesses which generate four (4) cubic yards of any solid waste per week must arrange for the diversion of such waste from the rest of the landfill; and

**WHEREAS**, additional legislation requires stricter requirements in the future; and

**WHEREAS**, the City is required to adopt such programs; and

**WHEREAS**, the City's franchise hauler has offered a voluntary diversion program for commercial businesses located within Canyon Lake that also addresses the lack of room for an additional container in trash enclosures; and

**WHEREAS**, the cost of such diversion through weekly service for an additional 96 gallon commercial recycling cart is \$34.87 for the first cart and \$28.87 for an additional cart;

**WHEREAS**, the proposed increased fees are set out on Exhibit "A", attached and incorporated hereto; and

**WHEREAS**, the City has published notice of the amount of such additional fees for the voluntary program;

**WHEREAS**, on December 12, 2018, the City Council conducted a duly noticed public hearing and heard all comments/protests regarding both fee increases; and

**WHEREAS**, the City Council finds from such reports that the amount of the fee is the reasonable cost of service provided, plus direct and indirect overhead; that amounts collected will be used only for immediately available (and not standby) solid waste collection services; that such fees and charges are proportionate to the amount of service received, and that such fees and charges are not for traditional governmental services such as police or libraries; and

**WHEREAS**, the City Council further finds that this increased rate is to provide an additional commercial recycling program which meets the requirements of state law and for the purpose of meeting operating expenses, including wage rates and fringe benefits, required for the collection of solid waste within the City pursuant to its existing franchise, and that such action therefore is statutorily exempt from CEQA under Public Resources Code Section 21080 (b) and Section 15273 of the CEQA guidelines; and

**NOW, THEREFORE, THE CITY COUNCIL OF CANYON LAKE RESOLVES AND ORDERS AS FOLLOWS:**

**SECTION 1. RECITALS:** The Recitals set out above are true and correct.

**SECTION 2. CEQA EXEMPTION:** The adoption of fess as set out here is statutorily exempt from CEQA and staff is directed to take all necessary actions to prepare and file a Notice of Exemption.

**SECTION 3. FEES DETERMINED:** The solid waste collection fees are increased in the amounts set out on Exhibit “A”. Such increase shall be effective on January 1, 2019.

**PASSED, APPROVED AND ADOPTED** the 12th day of December 2018.

---

Mayor

**ATTEST:**

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Ana V. Sauseda,  
Deputy City Clerk

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

I, Ana V. Sauseda, Deputy City Clerk of the City of Canyon Lake, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2018-31 adopted by the City Council of the City of Canyon Lake, California, at an adjourned meeting thereof, held on December 12, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Ana V. Sauseda  
Deputy City Clerk

# Exhibit A



October 22, 2018

Mr. Aaron Palmer  
City Manager  
City of Canyon Lake  
31532 Railroad Canyon Road  
Suite 101/103  
Canyon Lake, CA 92587

Re: New Commercial Recycling Cart Rate

Dear Aaron,

As we have discussed in the past, the California State Legislature passed Assembly Bill 341 (AB341), also known as the Mandatory Commercial Recycling Law, back in 2012. This law requires that all commercial businesses which generate at least 4 cubic yards per week of solid waste must also have a recycling program in place. This requirement also applies to multi-family complexes with five or more units.

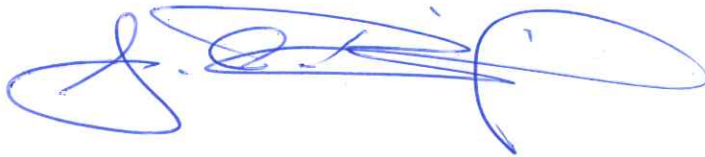
Our records indicate that the City of Canyon Lake currently has a total of 17 businesses that generate 4 cubic yards or more of solid waste per week. Eleven of those businesses still do not have a recycling program in place. In many cases this is because they are small businesses with little or no room for an extra recycling dumpster. To alleviate this issue, while at the same time offer these small businesses a low cost recycling alternative, CR&R Incorporated (CR&R) would propose to add a 96 gallon business recycling cart to your service offerings. Customers would be able to place all their mixed recyclables in their commercial recycling cart on a weekly basis. In addition, no separation of materials would be necessary. All fibers, aluminum, plastics and glass could all be placed in the cart. This would also make the program not only affordable but easy to use as well.

We would propose to offer this new weekly service to all Canyon Lake business owners at a rate of \$34.87 per month, per cart, only \$8.05 per week. Businesses could order additional carts at a rate \$28.87 per cart per month.

Given the current regulatory environment, we would strongly encourage the City to implement this new service as soon as possible so we can then offer it to the businesses in the City and in turn place the City in full compliance with AB 341. Once added to your existing rates and services, we would then include this new service to our annual rate reviews.

We sincerely appreciate our long standing relationship with the City of Canyon Lake as well as the opportunity that we have had to be of service to your residents and businesses. It continues to be a privilege to be of service to your City. Please do not hesitate to call if you have any questions or comments. We look forward to any further assistance that we can provide.

Respectfully,

A handwritten signature in blue ink, appearing to read 'J. Alex Braicovich', with a large, stylized flourish at the end.

J. Alex Braicovich  
Senior Regional Vice President



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

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

**FROM:** Aaron Palmer, City Manager

**BY:** Terry Shea, Accountant

**DATE:** December 12, 2018

**SUBJECT:** Presentation of Comprehensive Fee Study and Proposed Resolution Establishing and Adopting Updated Development Processing Fees and Other City Rates, Charges, and Fees for Various Governmental Services

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**Recommendation:**

Conduct the public hearing; determine the effective date of development fee processing fees; then approve and adopt the applicable Resolution(s) entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED DEVELOPMENT PROCESSING FEES AND OTHER CITY RATES, CHARGES, AND USER FEES FOR VARIOUS GOVERNMENTAL SERVICES ALONG WITH AN ANNUAL CPI ESCALATOR

OR

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED DEVELOPMENT PROCESSING FEES AND DECLARING THE URGENCY FOR THOSE FEES TO BE EFFECTIVE IMMEDIATELY

AND

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED CITY RATES, CHARGES AND USER FEES FOR VARIOUS GOVERNMENTAL SERVICES

## **Background and Discussion**

This Staff Report provides a general overview. For additional details, please refer to the Fee Study and specifically to Sections 1 and 2 of that study. Pursuant to the provisions of the California Constitution and the laws of the State of California, the City is authorized to adopt and implement fees, rates, and charges for municipal services, provided that such fees, rates, and charges do not, exceed the estimated reasonable cost of providing such services and meet other legal requirements a city has the authority to impose fees, charges, and rates under its police power, as long as the local enactments are not in conflict with general laws, the power to impose valid fees is not dependent on any legislatively authorized taxing power, but exists pursuant to the direct grant of police power under Cal. Const. art. XI, § 7.

A fee may not exceed the estimated reasonable cost of providing the service or facility for which the fee is charged. In addition, fees, charges, and rates must be reasonable, fair, and equitable in nature and proportionately representative of the costs incurred by the regulatory agency. In fixing a fee, it is legal as well as proper and reasonable to take into account not only the expense of direct regulation, but also all the incidental costs, called “indirect” costs. Consequences that may be likely to subject the public to cost.

California cities impose user fees and regulatory fees for services and activities they provide through provisions of the state Constitution. First, cities may perform broad activities related to their local policing power and other service authority as defined in Article XI, Section 7 and 9. Second, cities may establish fees for service through the framework defined in Article XIIC, Section 1. Under this latter framework, a fee may not exceed the estimated reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must be related to a service or activity under the control of the entity on which the fee is imposed. As discretionary service or regulator activity, the user fees and regulator fees here fall outside requirements for imposition of taxes, special taxes or fees imposed as incidences of property ownership.

It is the City's goal to have a well-documented user fee structure that is based on a legally defensible methodology for calculating and establishing the City's development processing fees and other City rates, charges, and user fees, which will incorporate all direct and indirect costs of providing the services and will be compliant with applicable law. In order to capture the actual costs of providing services, the City retained NBS Government Finance Group (NBS), to perform a comprehensive study of all City development processing fees and other City rates, charges, and user fees for various governmental services.

NBS reviewed and conducted an independent, comprehensive analysis of City services, the costs reasonably borne by providing those services, the beneficiaries of those services, and the revenues produced by those paying fees for such services. After determining the full cost recovery fees that may be charged to users for each service, NBS provided the City with: (1) a User Fees and Charges Study Report; and (2) a Master Fee Schedule, all of which are included as attachments to this report.

## Scope of Study

The following is a summarized list of fees for each City department or program studied:

- Finance /Admin Services:
  - Financial Reporting
  - Preparing the Annual Operating Budget
  - Internal Auditing
  - Accounts Receivable / Payable
  - Administration
  - Business Licenses and related permits and applications
- Planning:
  - Environmental / CEQA Review
  - Conditional / Special Use Permits
  - Tentative Parcel / Subdivision Maps
  - Site Development Plans
  - Other types of Planning entitlements and permits
- Public Works / Engineering:
  - Grading Inspection and Plan Check
  - Storm water Management
  - Encroachment Permits
  - Other Engineering and Public Works related activities
- Building & Safety:
  - Building Permits and Plan Checks
  - Miscellaneous minor residential permits
  - Mechanical, Plumbing, Electrical Permits
- Special Enforcement: Provide building, zoning and municipal code and other special enforcement related activity
- Animal Control:
  - Dog Licensing
  - Impound Services
  - Boarding Services

The fees examined in this Study specifically excluded utility rates, development impact fees, and special assessments, all of which fall under distinct analytical and procedural requirements different from the body of user/regulatory fees analyzed in this effort. Additionally, this Study and the resultant Master Fee Schedule excluded facility and equipment rental rates, as well as most of fines and penalties that may be imposed by the City for violations to its requirements or code. (The City is not limited to the costs of service when charging for entrance to or use of government property, per Prop 26 Exception No. 4, Section 1e(4) or when imposing fines and penalties.)

The User Fees and Charges Study Report discusses the approach and methodology used, steps of the study, cost analysis, policy considerations, and recommendations of the Consultant. It also

contains a listing of chargeable services detailing the current fee charged by the City, the updated full cost recovery fee, the proposed new fee, the City's existing cost recovery percentage, and the proposed new fee at 100% cost recovery. While one of the major objectives of the fee study is to account for all the direct and indirect costs of providing the services, some of the fees may be lower than the full cost recovery amount in order to continue to encourage the public to obtain appropriate permits and inspections for various building and safety requirements.

The purpose of this Fee Study was to confirm existing fees and at the same time increase fees where needed in order to keep in line with the current cost of doing business. In short, the 100% cost recovery fee is the fee based on what the City has determined as appropriate to be included in the fee. Staff is proposing an updated Master Fee Schedule that is at the stated recommended 100% recovery rate, other than where a fee has been specified in the Master Fee Schedule.

Also, many of the City's fee applications are based on a deposit methodology where the deposits are based upon the hourly rates determined for time and materials for processing that type of application. The fee schedule includes both fees and deposit minimums for the work performed by the Planning and Engineering Departments. City Deposits are collected with an initial application, and staff and consultants bill their time and materials against the deposit during application processing. In some cases, generally for more complicated applications, the deposit is depleted and the applicant must deposit additional funds to complete the application processing. However, in most cases, the deposit is sufficient to process routine applications and the unused portion of the deposit is refunded to the applicant at the conclusion of the planning process.

#### *CPI Adjustments to Fees*

Conducting a comprehensive user fee study is not an annual requirement; it becomes worthwhile only over time as significant shifts in organization, local practices, legislative values, or legal requirements change. In NBS' experience, a comprehensive analysis such as this should be performed every three to five years.

However, NBS also recommends that City should consider automatically adjusting its user fees and regulatory fees on an annual basis to keep pace with cost inflation. Therefore, the methodology to do that must be approved along with the fee schedule. It should be noted that when an automatic adjustment is applied annually, the City is free to use its discretion in applying the adjustment; not all fees need to be adjusted, especially when there are good policy reasons for an alternate course.

Based on the consultant's recommendation, staff has included within the fee schedule an annual adjustment of user fees by the Consumer Price Index (Los Angeles-Riverside-Orange County area for all Urban Consumers) with a cap at 3%.

In addition, staff will review individual fees as necessary. For example, staff knows that the costs for the animal shelter will increase after the Southwest completes its own fee study. Therefore, those and other fees will be reviewed on an individual basis as part of the budget preparation process.

## **Alternatives**

The City Council may choose to:

1. Maintain fees at the existing levels. This alternative is not recommended because of the continuing negative fiscal impact.
2. Council may adjust individual fees subject to the same limitations as set out here and in the fee study.
3. Council may continue the Public Hearing to a date certain and request additional information from staff;

## **Fiscal Impact**

For the potential fiscal impact please review Appendix A of the User Fee Study for the increase in fees for Finance/Administrative Services, Planning Department, Public Works/Engineering, Building and Safety and Animal Control. Predicting the amount to which any adopted fee increases will affect Department revenues is difficult to quantify, so in the short-term we will not rely on increased revenues to meet any specific expenditure plans. However, unless there is some significant, long-term change in activity levels at the City, the proposed amendments should over time enhance the City's revenue capabilities, providing it the ability to stretch other resources further for the benefit of the public.

City Council approval of the User Fees and Charges Study prepared by NBS, and adoption of the proposed Resolution will adjust user fees at the recommended rates set forth therein.

Timing of fee adoption:

The user fees which do not constitute development processing fees take effect immediately upon adoption or on the date set out in the Resolution, which is January 1, 2019.

However, development processing fees are subject to requirements of the Mitigation Fee Act (Govt. Code Section 66000 et seq) and thus, without a finding of urgency, take effect 60 days after the date of adoption, or on or about February 10, 2019.

Development processing fees are those that apply to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use a development project. Therefore, the Council may wish to consider immediate adoption of such development processing fees by adopting a separate resolution for such fees as an urgency measure. Such action lasts for 30 days, may be twice and requires a 4/5<sup>th</sup>'s vote of a City Council. The next extensions would be at the January 9, 2019 and February 6, 2019 City Council meeting and each would require a noticed public hearing to be extended.

## **CEQA Determination:**

Staff recommends that the City Council find that approval of the User Fees and Charges Study prepared by NBS and adoption of the proposed Resolution adjusting user fees at the recommended

rates set forth therein be found statutorily exempt under the California Environmental Quality Act ("CEQA") pursuant to Section 15273 of CEQA Guidelines and Section 21 080(b)(8) of the Public Resources Code. In accordance with such determination, City staff will file a Notice of Exemption immediately upon adoption of the proposed Resolution.

**Attachments**

1. Proposed forms of Resolutions
2. Exhibit "1" to Resolution – Proposed Master Fee Schedule
3. User Fees and Charges Study Final Report – Prepared by NBS
4. User Fee Study Final Report Presentation– Prepared by NBS

# ATTACHMENT 1

## RESOLUTION NO. 2018-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED DEVELOPMENT PROCESSING FEES AND OTHER CITY RATES, CHARGES, AND USER FEES FOR VARIOUS GOVERNMENTAL SERVICES ALONG WITH AN ANNUAL CPI ESCALATOR

**WHEREAS**, California general law cities impose user fees and regulatory fees for services and activities they provide through provisions of the state Constitution as well as applicable law; and

**WHEREAS**, cities may perform broad activities related to their local police power and other service authority as defined in Cal Constit. Article XI, Section 7 and 9 and cities also may establish fees for service through the framework defined in Article XIIC, Section 1; and

**WHEREAS**, the Finance Committee reviewed current City fees and charges and instructed staff to review and update those fees to confirm and or increase them to amounts that provided for allowable cost recovery which reduces the burden on the general fund resources otherwise used to und individual services;

**WHEREAS**, in March the City contracted with NBS to conduct an independent, comprehensive analysis of City services, the costs reasonably borne by providing those services, the beneficiaries of those services, and the revenues produced by those paying fees for such services; and

**WHEREAS**, the User Fees and Charges Study Report addresses Administration, Finance, Animal Control and Special Enforcement, as well as all “development processing fees” for Planning, Public Works/Engineering and Building; and

**WHEREAS**, after determining the full cost recovery fees that may be charged to users for each service, NBS provided the City with a User Fees and Charges Study Report and a Master Fee Schedule and that Master Fee Schedule is attached and incorporated as Exhibit 1 to this Resolution; and

**WHEREAS**, in addition, NBS recommended that the City adopt, along with the fees, an annual adjustment escalator defined by the Consumer Price Index (Los Angeles-Riverside-Orange County area for all Urban Consumers) with a cap at 3% which in NBS’ opinion represents a reasonable increase; and

**WHEREAS**, without additional Council action the fees will increase by that automatic escalator although the Council may remove one or more fees from the escalator and may examine individual fees; and

**WHEREAS**, the City has made available the User Fee Study and Master Fee Schedule and has duly published notice of a public hearing regarding such fees adjustments; and



**SECTION 3. FEES DETERMINED AND ADOPTED:** The City fees as set out in the Master Fee Schedule hereby are adopted as set out in Exhibit 1. The automatic escalator is adopted to include all such fees.

**SECTION 4. EFFECTIVE DATE:** This resolution shall take effect immediately. Those fees and charges for Administration, Finance Animal Control and Special Enforcement shall be effective immediately upon adoption of this Resolution. Those fees which are considered “development processing fees for Planning, Public Works/Engineering and Building shall be effective 60 calendar days from the date of adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** the 12th day of December 2018.

\_\_\_\_\_  
, Mayor

**ATTEST:**

\_\_\_\_\_  
Ana V. Sauseda,  
Deputy City Clerk

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

I, Ana V. Sauseda, Deputy City Clerk of the City of Canyon Lake, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2018-32 adopted by the City Council of the City of Canyon Lake, California, at an adjourned meeting thereof, held on December 12, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Ana V. Sauseda  
Deputy City Clerk

## RESOLUTION NO. 2018-32A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED DEVELOPMENT PROCESSING FEES ALONG WITH A CPI ESCALATOR AND DECLARING THE URGENCY FOR THOSE FEES TO BE EFFECTIVE IMMEDIATELY

**WHEREAS**, California general law cities impose user fees and regulatory fees for services and activities they provide through provisions of the state Constitution as well as applicable law; and

**WHEREAS**, cities may perform broad activities related to their local policing power and other service authority as defined in Cal Const. Article XI, Section 7 and 9 and cities also may establish fees for service through the framework defined in Article XIIC, Section 1; and

**WHEREAS**, the Finance Committee reviewed current City fees and charges and instructed staff to review and update those fees to confirm or increase them to amounts that provide for allowable cost recovery; and

**WHEREAS**, in March the City contracted with NBS to conduct an independent, comprehensive analysis of City services, the costs reasonably borne by providing those services, the beneficiaries of those services, and the revenues produced by those paying fees for such services; and

**WHEREAS**, the User Fees and Charges Study Report addresses “development processing fees” for Planning, Public Works/Engineering and Building as well as other city user fees which will be adopted by separate resolution; and

**WHEREAS**, after determining the full cost recovery fees that may be charged to users for each service, NBS provided the City with a User Fees and Charges Study Report and a Master Fee Schedule and that Master Fee Schedule is attached and incorporated as Exhibit 1 to this Resolution with development processing fees marked; and

**WHEREAS**, in addition, NBS recommended that the City adopt, along with the fees, an annual automatic escalator adjustment for such fees as determined by the Consumer Price Index (Los Angeles-Riverside-Orange County area for all Urban Consumers) with a cap at 3%, which in NBS’ opinion represents a reasonable and justified increase; and

**WHEREAS**, without additional Council action the fees will increase by that automatic escalator although the Council may remove one or more fees from the escalator and may examine individual fees; and

**WHEREAS**, the City has made available the User Fee Study and the Master Fee Schedule and has duly published notice of a public hearing regarding such fee adjustments; and

**WHEREAS**, on December 12, 2018, the City Council conducted a duly noticed public hearing and heard all comments for and against the updating and increase of such fees and charges; and

**WHEREAS**, the City Council finds from its review of the User Fees and Charges Study Report and the other documents on file for this matter (which are made a part of the record of this hearing) that the fees are related to a service or activity on which the fee is imposed that are under the control of the entity imposing the fee; that the amounts of the fees as set out in the Master Fee Schedule do not exceed the reasonable cost of service provided, plus direct and indirect overhead; that these user fees and regulatory fees fall outside requirements for imposition of taxes, special taxes or fees imposed as incidences of property ownership pursuant to the provisions of State law and are not regulatory fees disallowed by Proposition 26; and that such fees and charges are not for traditional governmental services; and

**WHEREAS**, the City Council finds, by at 4/5ths vote, that the development processing fees for Planning, Public Works/Engineering and Building must go into effect immediately to protect public health, safety and welfare;

**WHEREAS**, the City Council further finds and finds that the revision of such fees and charges sets rate is for the purpose of meeting operating expenses of the City and that such action therefore is statutorily exempt from CEQA under Public Resources Code Section 21080 (b)(8) and Section 15273 of the CEQA guidelines.

**NOW, THEREFORE, THE CITY COUNCIL OF CANYON LAKE RESOLVES AND ORDERS AS FOLLOWS:**

**SECTION 1. RECITALS:** The Recitals set out above are true and correct.

**SECTION 2. CEQA EXEMPTION:** The adoption of fees, rates and charges as set out here is statutorily exempt from CEQA and staff is directed to take all necessary actions to prepare and file a Notice of Exemption.

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**SECTION 3. FEES DETERMINED AND ADOPTED:** The City fees as set out in the Master Fee Schedule hereby are adopted as set out in Exhibit 1. The automatic escalator is adopted to include all such fees.

**SECTION 4. EFFECTIVE DATE:** This Resolution shall be effective immediately. Those “development processing fees for Planning, Public Works/Engineering and Building” marked on Exhibit 1 shall be effective immediately and shall remain in effect for the next 30 calendar days, at which time they may be renewed by re-adoption of this Resolution after a duly noticed public hearing.

**PASSED, APPROVED AND ADOPTED** the 12th day of December 2018

\_\_\_\_\_  
, Mayor

**ATTEST:**

\_\_\_\_\_  
Ana V. Sauseda,  
Deputy City Clerk

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

I, Ana V. Sauseda, Deputy City Clerk of the City of Canyon Lake, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2018-32A adopted by the City Council of the City of Canyon Lake, California, at an adjourned meeting thereof, held on December 12, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Ana V. Sauseda  
Deputy City Clerk

## RESOLUTION NO. 2018-32B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED CITY RATES, CHARGES AND USER FEES FOR VARIOUS GOVERNMENTAL SERVICES ALONG WITH A CPI ESCALATOR

**WHEREAS**, California general law cities impose user fees and regulatory fees for services and activities they provide through provisions of the state Constitution as well as applicable law; and

**WHEREAS**, cities may perform broad activities related to their local police power and other service authority as defined in Cal Constit. Article XI, Section 7 and 9 and cities also may establish fees for service through the framework defined in Article XIIC, Section 1; and

**WHEREAS**, the Finance Committee reviewed current City fees and charges and instructed staff to review and update those fees to confirm and or increase them to amounts that provided for allowable cost recovery which reduces the burden on the general fund resources otherwise used to und individual services;

**WHEREAS**, in March the City contracted with NBS to conduct an independent, comprehensive analysis of City services, the costs reasonably borne by providing those services, the beneficiaries of those services, and the revenues produced by those paying fees for such services; and

**WHEREAS**, the User Fees and Charges Study Report addresses Administration, Finance, Animal Control and Special Enforcement, as well as all “development processing fees” for Planning, Public Works/Engineering and Building and this Resolution addresses the Administration, Finance, Animal Control and Special Enforcement fees; and

**WHEREAS**, after determining the full cost recovery fees that may be charged to users for each service, NBS provided the City with a User Fees and Charges Study Report and a Master Fee Schedule and that Master Fee Schedule is attached and incorporated as Exhibit 1 to this Resolution with the Administration, Finance, Animal Control and Special Enforcement fees marked; and

**WHEREAS**, in addition, NBS recommended that the City adopt, along with the fees, an annual adjustment escalator defined by the Consumer Price Index (Los Angeles-Riverside-Orange County area for all Urban Consumers) with a cap at 3% which in NBS’ opinion represents a reasonable increase; and

**WHEREAS**, without additional Council action the fees will increase by that automatic escalator although the Council may remove one or more fees from the escalator and may examine individual fees; and

**WHEREAS**, the City has made available the User Fee Study and Master Fee Schedule and has duly published notice of a public hearing regarding such fees adjustments; and



**SECTION 3. FEES DETERMINED AND ADOPTED:** The City fees for Administration, Finance, Animal Control and Code Enforcement as set out in and marked on the Master Fee Schedule attached and incorporated as Exhibit 1 hereby are adopted. The automatic escalator is adopted to include all such fees.

**SECTION 4. EFFECTIVE DATE:** This Resolution shall take effect immediately. Those fees and charges for Administration, Finance Animal Control and Special Enforcement shall be effective immediately upon adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** the 12th day of December 2018.

---

, Mayor

**ATTEST:**

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Ana V. Sauseda,  
Deputy City Clerk

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

I, Ana V. Sauseda, Deputy City Clerk of the City of Canyon Lake, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2018-32B adopted by the City Council of the City of Canyon Lake, California, at an adjourned meeting thereof, held on December 12, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Ana V. Sauseda  
Deputy City Clerk



## ATTACHMENT 2

©2015 NBS Government Finance Group. All rights reserved. This computer model delivered to the City contains NBS's proprietary approach to fee analysis. The delivery of this computer model to the City by NBS is provided only for the City's internal use by City staff and shall not be distributed to or used by any third parties, including outside consultants or contractors without the prior written consent of NBS. In addition, Consultant shall have no liability or responsibility for subsequent edits made by City staff to the completed computer model delivered to the City on July 26, 2016, or for decisions made by the City based on future versions of the model where edits were not performed by Consultant's professional staff.



**Exhibit 1**  
**Citywide User Fee Study**  
*Prepared for the*  
**City of Canyon Lake**  
**December 4, 2018**

**OFFICE LOCATIONS:**

San Francisco - Regional Office  
870 Market Street, Suite 1223  
San Francisco, CA 94102

Davis - Regional Office  
1260 Lake Boulevard, Suite 202  
Davis, CA 95616

Irvine - Regional Office  
18012 Cowan Street, Suite 290  
Irvine, CA 92614

Temecula - Corporate Headquarters  
32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
(P) 800.676.7516

[nbsgov.com](http://nbsgov.com)

City of Canyon Lake  
 Finance/Admin Services - User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee Description	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
<b>Business License Fee</b>			
<b>1 Initial application for business license</b>			
1.1 Renewal			\$ 157
1.2 Initial application for associate business license			\$ 126
1.3 Renewal application for associate business license			\$ 20
1.4 Business License Decal fee (per decal)		[2]	\$ 20
1.5 Vendor Day Permit Decal fee (per decal)		[2]	\$ 8
			\$ 8
<b>2 Late fee for business license</b>			
2.1 30-60 days late		[2]	1.5 times fee
2.2 60-90 days late		[2]	2 times fee
<b>3 Massage Business Registration</b>			\$ 123
<b>4 Foreclosure Registration Fee</b>			
4.1 Special Enforcement			\$ 181
<b>5 Credit Card Convenience Fee</b>			
5.1 Charges under \$100		[2]	\$ 3
5.2 Charges between \$101 - \$300		[2]	\$ 6
<b>6 Vehicle Impound Recovery</b>			
6.1 Sheriff		[4]	\$ 150



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12/6/2018

Finance-Admin 1 of 3

City of Canyon Lake  
 Finance/Admin Services - User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

	Fee Description	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
<b>7</b>	<b>Fees for Copy of Public Records</b>			
7.1	Copy for public records	per page	[2,3]	\$ 0.10
7.2	Copies of DVD, CD, and/or Tape	each		\$ 32
<b>8</b>	<b>Special Event Permit</b>			\$25 deposit for cost of services
<b>9</b>	<b>Commercial Film Permit</b>			\$150 deposit for cost of services
<b>10</b>	<b>Multi Purpose Rooms</b>		[2]	
10.1	Classification I - City government activities or sponsored events. Official Property Owners Association meetings and committee functions.		[2]	No fees or deposits
10.2	Classification II – Canyon Lake Community/Property Owners Association sanctioned non-profit clubs, organizations, Chamber of Commerce events and meetings		[2]	\$25 fees and no deposits – each use or repeated scheduled use
10.3	Classification III – Other government, school district, official public service agencies		[2]	No fees – normally no deposits
10.4	Classification IV – Other non-profit organizations		[2]	Per use fee \$25, refundable security deposit of \$100 maximum
10.5	Classification V – Private Canyon Lake resident or Canyon Lake business use. Other non- resident/business users		[2]	Per use fee of \$185, refundable security deposit of \$205



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Finance-Admin 2 of 3

City of Canyon Lake  
 Finance/Admin Services - User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee Description	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
<b>Hourly Rates</b>			
<b>11 Finance/ Administration</b>			\$ 186
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

**[Notes]**

- [1] Sourced from: "Canyon Lake Fee Schedule.pdf"
- [2] PLACEHOLDER - MFS Not included in cost analysis. See convenience charge ordinance letter.
- [3] Exceptions may apply
- [4] Service provided by Police



City of Canyon Lake  
 Planning Department User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Notes	Recommended Fee Level/ Deposit
1	Annexation/Detachment	[3]	Deposit \$4,500
2	Amendment of Final Map	[3,4]	Deposit \$2,500
3	Appeal <i>No fee shall be charged to City Council members for filing an appeal</i>	[3]	Deposit \$1,500
4	Certificate of Compliance	[3,4]	Deposit \$1,500
5	Conditional Use Permit	[3]	Deposit \$3,000
6	Development Agreement	[3]	Deposit \$5,000
7	<b>ENVIRONMENTAL REVIEW</b>		
7.1	Environmental: Categorical Exemption		\$ 358
7.2	Environmental: Initial Study	[3]	Deposit \$5,000
7.3	Environmental: EIR Environmental Impact Report (Review of Consultant Prepared Report)	[3]	Deposit \$7,500
8	<b>TIME EXTENSIONS</b>		
8.1	Permits	[3]	Deposit \$1,500
8.2	Tentative Maps	[3]	Deposit \$2,500
9	General Plan Amendment	[3]	Deposit \$4,500
10	<b>MAPS</b>		
10.1	Final Map	[2]	\$ 715
10.2	Final Map Phasing	[2]	\$ 715
11	Lot Line Adjustment		\$ 1,666
12	Parcel Merger		\$ 1,666



City of Canyon Lake  
 Planning Department User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Notes	Recommended Fee Level/ Deposit
<b>13</b>	<b>PLOT PLANS</b>		
13.1	Minor Plot Plan for projects exempt from CEQA and requiring only planning department review 18.30(a)1		\$ 179
13.2	For projects exempt from CEQA Requiring More than Planning Department Review 18.30(a)2		\$ 1,250
13.3	For Projects subject to CEQA and Requiring government agency review 18.30(a)3		\$ 715
13.4	Zoning Form Letter	[2]	\$ 179
<b>14</b>	Pre-Application review before City Land Development Committee (8-30-09)		\$ 1,548
<b>15</b>	<b>PRELIMINARY PROJECT REVIEW</b>		
15.1	Planning project		\$ 179
15.2	Engineering project		\$ 179
<b>16</b>	Revised Permit fee by Planning Department(8-30-09)	[3]	Deposit \$750
<b>17</b>	Reversion to Acreage (5 or more parcels)		\$ 1,666
<b>18</b>	Second Unit Permits		\$ 536
<b>19</b>	Sign Review by Planning Department		\$ 179
<b>20</b>	Banner Review (8-30-09)		\$ 89
<b>21</b>	Specific Plans	[3]	Deposit \$7,500 plus environmental deposit if an EIR is Required
<b>22</b>	Specific Plan Amendment	[2,3]	Deposit \$5,000
<b>23</b>	Substantial conformance applications related to specific plans		\$ 1,666



City of Canyon Lake  
 Planning Department User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Notes	Recommended Fee Level/ Deposit
<b>24</b>	<b>TEMPORARY USE PERMIT</b>		
24.1	If public hearing is Required		Deposit \$500
24.2	If public hearing is not required (plus environmental cost if applicable)		\$ 358
<b>25</b>	<b>Tentative Tract and Parcel Maps</b>	[4]	Deposit \$5,000
<b>26</b>	<b>Tree Permit Removal</b>		\$ 268
<b>27</b>	<b>Variance</b>		Deposit \$3,000
<b>28</b>	<b>Zone Change</b>		Deposit \$3,500
<b>29</b>	<b>Zoning Code Amendments</b>		Deposit \$3,500
<b>30</b>	<b>Landscape Plan</b>	[2]	\$ 715
<b>Hourly Rates</b>			
<b>31</b>	<b>Planning</b>		\$ 179
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.		

[Notes]

- [1] Sourced from: "Canyon Lake Fee Schedule.pdf"
- [2] New Fee
- [3] Placeholder for Master Fee Schedule (MFS); Not included in cost analysis; City Recommended deposit amount based on experience and knowledge
- [4] Deposit intended to include Engineering cost



City of Canyon Lake  
 Public Works/ Engineering - User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
<b>ENCORACHMENT FEES</b>				
1.1	Permit Processing	per project	[3]	\$ 297
1.2	Encroachment Permit Issued to Utility Purveyors			\$ 357
1.3	Minor Plan Check		[3]	\$ 416
1.4	Minor Inspection/Traffic Control	per day	[3]	\$ 238
1.5	Extensive Work Requiring Traffic Control, pavement restoration and construction oversite - existing right-of-way		[4]	Deposit 3.5 % of construction cost
<b>2</b>	<b>Engineering Plan Check Fees</b>			
2.1	New Development - Improvement Plan Check		[4]	Deposit 3.5 % of construction cost
2.2	New Development - Improvement Inspection		[4]	Deposit 3.5 % of construction cost
2.3	Final Map Filing (Phasing Plan)		[3]	Deposit \$5,000
2.4	Final Map Filing		[3]	Deposit \$5,000
<b>Grading Fees (Subdivision)</b>				
3	Grading Plan Review Fees - Per Sheet		[5,7]	\$ 713
<b>Other fees:</b>				
4	Additional plan reviews required by changes, additions or revisions to approved plan (minimum charge – one half hour)		[2]	\$ 238



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Public Works 1 of 4

City of Canyon Lake  
 Public Works/ Engineering - User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
<b>Grading Permit Fees</b>				
5.1	0 to 500 cubic yards		[5]	\$ 475
5.2	500	base fee @ 500 cu yds	[5]	\$ 475
5.3	each additional 100 cubic yards			\$ 24
5.4	1,001	base fee @ 1,001 cu yds		\$ 594
5.5	each additional 1,000 cubic yards			\$ 89
5.6	5,001	base fee @ 5,001 cu yds		\$ 951
5.7	each additional 1,000 cubic yards			\$ 24
5.8	10,001	base fee @ 10,001 cu yds		\$ 1,070
5.9	each additional 10,000 cubic yards			\$ 40
5.10	100,001	base fee @ 100,001 cu yds		\$ 1,426
5.11	each additional 10,000 cubic yards			\$ 143
<b>Other Inspections and Fees</b>				
6	Inspections outside of normal business hours (*minimum charge – two hours)	per hour	[2]	Actual Cost using FBHR (2 hr. min.)
7	Re-inspection fees assessed under provisions of Section 305 (g)	per hour	[2]	Actual Cost using FBHR



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Public Works 2 of 4

City of Canyon Lake  
 Public Works/ Engineering - User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
<b>Fats, Oil and Grease (FOG) Fees</b>				
8	Food Service Establishment with Grease Control Device (billed monthly); covers 1 insp/yr - see below		[3,6]	\$ 36
9	Food Service Establishment without Grease Control Device (billed monthly; covers 2 insp/yr) - see below		[3,6]	\$ 143
10	Food Service Establishment - Re-Inspection		[3,6]	\$ 36
<b>Stormwater Management/ NPDES</b>				
11	Projects Under Construction			
	Construction Site Inspection (includes 2 visits)		[3,6]	\$ 71
12	Existing Businesses			
12.1	NPDES Site Initial Inspection (includes 2 visits)		[3,6]	\$ 71
12.2	Follow-up Compliance Inspection		[3,6]	\$ 36
13	Water Quality Management Plan (WQMP)		[3]	\$ 986



City of Canyon Lake  
 Public Works/ Engineering - User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
<b>Hourly Rates</b>				
14	Engineer			\$ 238
15	Environmental Engineer			\$ 238
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

**NOTES**

- [1] Sourced from: "Canyon Lake Fee Schedule.pdf"
- [2] Fully Burdened Hourly Rates (FBHR) - Per hour (or total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved plus the adopted City overhead rate)
- [3] New Fee
- [4] PLACEHOLDER for Master Fee Schedule (MFS); Not included in cost analysis.
- [5] Revised Fee Structure
- [6] Performed by Special Enforcement
- [7] Includes up to 3 plan checks



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City of Canyon Lake  
 Animal Control - User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Notes	Recommended Fee Level / Deposit
<b>Dog License Fees</b>			
<b>1</b>	<b>Altered:</b>		
1.1	Altered 1 year		\$ 15
1.2	Altered 2 year		\$ 20
1.3	Altered 3 year		\$ 25
<b>2</b>	<b>Unaltered (includes processing and penalty):</b>		
2.1	Unaltered 1 year		\$ 50
2.2	Unaltered 2 year		\$ 100
2.3	Unaltered 3 year		\$ 150
<b>3</b>	<b>Senior Citizen Altered:</b>		
3.1	Senior Citizen/Altered 1 year		\$ 8
3.2	Senior Citizen/Altered 2 year		\$ 10
3.3	Senior Citizen/ Altered 3 year		\$ 12
<b>4</b>	Late Penalty	[3]	\$ 20
<b>5</b>	Late Penalty Senior/Altered	[3]	\$ 15
<b>6</b>	Transfer		\$ 6
<b>7</b>	Duplicate		\$ 6



City of Canyon Lake  
 Animal Control - User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Notes	Recommended Fee Level / Deposit
<b>IMPOUND FEES</b>			
<b>8</b>	<b>Altered:</b>		
8.1	Dog Altered – 1st time	[3]	\$ 40
8.2	Dog Altered – 2nd time	[3]	\$ 60
8.3	Dog Altered – 3rd time	[3]	\$ 100
<b>9</b>	<b>Unaltered:</b>		
9.1	Dog Unaltered – 1st time	[3]	\$ 40
9.2	Dog Unaltered – 2nd time	[3]	\$ 60
9.3	Dog Unaltered – 3rd time	[3]	\$ 100
<b>10</b>	<b>Altered:</b>		
10.1	Cat Altered – 1st time	[3]	\$ 40
10.2	Cat Altered – 2nd time	[3]	\$ 60
10.3	Cat Altered – 3rd time	[3]	\$ 100
<b>11</b>	<b>Unaltered:</b>		
11.1	Cat Unaltered – 1st time	[3]	\$ 40
11.2	Cat Unaltered – 2nd time	[3]	\$ 60
11.3	Cat Unaltered – 3rd time	[3]	\$ 100
<b>12</b>	<b>Senior Citizen Altered:</b>		
12.1	Senior Citizen w/Altered – 1st time	[3]	\$ 13
12.2	Senior Citizen w/Altered – 2nd time	[3]	\$ 20
12.3	Senior Citizen w/Altered – 3rd time	[3]	\$ 45



City of Canyon Lake  
 Animal Control - User Fee Study FY18  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Notes	Recommended Fee Level / Deposit
<b>BOARDING</b>			
13.1	Dogs or Cats	per day	\$ 12
13.2	Sheep, swine, horse, cattle, goats	per day	\$ 12
13.3	Fowl, rodents, reptiles, amphibians	per day	\$ 5
14	Running at large fee - Non-Licensed Penalty (in addition to Impound fee)	[2, 3]	\$35/ \$50/ \$100
<b>Hourly Rates</b>			
15	Animal Control		\$ 75
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.		

[Notes]

[1] Sourced from: "Canyon Lake Fee Schedule.pdf"

[2] Fee in addition to impound fee

[3] PLACEHOLDER for Master Fee Schedule (MFS); Not included in cost analysis.



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**Building Fee Cost Analysis**

*Prepared for the*

**City of Canyon Lake**

**FEE TABLES (@ recommended fee levels)**

**November 30, 2018**

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
Commercial Uses - Structural (All newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule)			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 1,710.12	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 2,280.16	\$ 0.19
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,850.20	\$ 0.46
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 5,130.36	\$ 0.18
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 7,790.55	\$ 0.10
50,000	per project base @ 50,000 s.f.	\$ 10,260.72	\$ 0.21
> 50,000 plus cost per sq. ft.		\$	\$ 0.21
Residential and Multifamily Residential Uses - (All newly constructed or added space for residential occupancies classified as CBC Group R (except R-3), or other residential occupancies not specifically addressed elsewhere in this Fee Schedule)			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 2,280.16	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 2,280.16	\$ 0.19
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,850.20	\$ 0.27
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 4,180.29	\$ 0.10
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 5,700.40	\$ 0.07
50,000	per project base @ 50,000 s.f.	\$ 7,410.52	\$ 0.15
> 50,000 plus cost per sq. ft.		\$	\$ 0.15

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
<b>Hazardous Use - (All newly constructed or added space for hazardous use occupancies classified as CBC Group H.</b>			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 3,230.23	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 3,230.23	\$ 0.32
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 4,180.29	\$ 0.27
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 5,510.39	\$ 0.19
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 8,360.59	\$ 0.12
50,000	per project base @ 50,000 s.f.	\$ 11,400.80	\$ 0.23
> 50,000 plus cost per sq. ft.		\$	0.23
<b>Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other</b>			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 1,900.13	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 1,900.13	\$ 0.32
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,850.20	\$ 0.11
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 3,420.24	\$ 0.11
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 5,130.36	\$ 0.07
50,000	per project base @ 50,000 s.f.	\$ 6,840.48	\$ 0.14
> 50,000 plus cost per sq. ft.		\$	0.14

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
<b>Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, E, F, J, M, S, or other commercial occupancies not specifically addressed elsewhere.)</b>			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 1,900.13	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 1,900.13	\$ 0.13
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,280.16	\$ 0.08
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 2,660.19	\$ 0.08
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 3,800.27	\$ 0.06
50,000	per project base @ 50,000 s.f.	\$ 5,320.37	\$ 0.11
> 50,000 plus cost per sq. ft.		\$	0.11
<b>Tenant Improvement - Hazardous Use (Remodeled space for non-residential occupancies classified as CBC Group H.)</b>			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 2,280.16	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 2,280.16	\$ 0.13
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,660.19	\$ 0.08
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 3,040.21	\$ 0.09
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 4,370.31	\$ 0.05
50,000	per project base @ 50,000 s.f.	\$ 5,700.40	\$ 0.11
> 50,000 plus cost per sq. ft.		\$	0.11

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
One and Two Family Dwellings - (All newly constructed space for residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule. This category includes the model home or a custom home project)			
Square Footage:			
0 - 999	per project base @ 999 s.f.	\$ 1,710.12	
1000 - 2,499	per project base @ 1,000 s.f.	\$ 1,710.12	\$ 0.51
2,500 - 3,999	per project base @ 2,500 s.f.	\$ 2,470.17	\$ 0.51
4,000 - 5,999	per project base @ 4,000 s.f.	\$ 3,230.23	\$ 0.29
6,000 - 7,999	per project base @ 6,000 s.f.	\$ 3,800.27	\$ 0.36
8,000	per project base @ 8,000 s.f.	\$ 4,560.32	\$ 0.57
> 8,000 plus cost per sq. ft.		\$	0.57
Residential Repeat / Subsequent Lot Plan Check	per project	\$ 380.03	N/A
Residential Remodels and Additions - (All newly constructed additions to, or remodeled areas of, residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule)			
Square Footage:			
0-199	per project base @ 199 s.f.	\$ 950.07	
200 - 599	per project base @ 200 s.f.	\$ 1,140.08	\$ -
600 - 999	per project base @ 600 s.f.	\$ 1,140.08	\$ 0.95
1,000 - 1,499	per project base @ 1,000 s.f.	\$ 1,520.11	\$ 1.52
1,500 - 1,999	per project base @ 1,500 s.f.	\$ 2,280.16	\$ 1.52
2000	per project base @ 2,000 s.f.	\$ 3,040.21	\$ 1.52
> 2,000 plus cost per sq. ft.		\$	1.52

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Costs/s.f. Fee Tables for New Construction, Additions and Major Remodels - Inspection

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
Commercial Uses - Structural (All newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule)			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 2,280.16	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 3,135.22	\$ 0.41
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 4,370.31	\$ 0.08
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 4,750.33	\$ 0.06
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 5,700.40	\$ 0.09
50,000	per project base @ 50,000 s.f.	\$ 7,980.56	\$ 0.16
> 50,000 plus cost per sq. ft.		\$	\$ 0.16
Residential and Multifamily Residential Uses - (All newly constructed or added space for residential occupancies classified as CBC Group R (except R-3), or other residential occupancies not specifically addressed elsewhere in this Fee Schedule)			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 2,850.20	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 2,850.20	\$ 0.95
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 5,700.40	\$ 1.52
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 13,300.93	\$ 0.48
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 20,521.44	\$ 0.09
50,000	per project base @ 50,000 s.f.	\$ 22,801.60	\$ 0.46
> 50,000 plus cost per sq. ft.		\$	\$ 0.46

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Costs/f. Fee Tables for New Construction, Additions and Major Remodels - Inspection

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds	
<b>Hazardous Use - (All newly constructed or added space for hazardous use occupancies classified as CBC Group H.</b> Square Footage:	0 - 1,999	\$ 2,850.20		
	2,000 - 4,999	\$ 2,850.20	\$ 0.32	
	5,000 - 9,999	\$ 3,800.27	\$ 0.19	
	10,000 - 24,999	\$ 4,750.33	\$ 0.13	
	25,000 - 49,999	\$ 6,650.47	\$ 0.05	
	50,000	\$ 7,980.56	\$ 0.16	
	> 50,000 plus cost per sq. ft.	\$	\$ 0.15	
	<b>Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable)</b> Square Footage:	0 - 1,999	\$ 1,900.13	
		2,000 - 4,999	\$ 1,900.13	\$ 0.13
		5,000 - 9,999	\$ 2,280.16	\$ 0.11
10,000 - 24,999		\$ 2,850.20	\$ 0.06	
25,000 - 49,999		\$ 3,800.27	\$ 0.04	
50,000		\$ 4,750.33	\$ 0.10	
> 50,000 plus cost per sq. ft.		\$	\$ 0.10	
		per project base @ 1,999 s.f.		
		per project base @ 2,000 s.f.		
		per project base @ 5,000 s.f.		
	per project base @ 10,000 s.f.			
	per project base @ 25,000 s.f.			
	per project base @ 50,000 s.f.			

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Inspection

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere.) Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 1,900.13	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 1,900.13	\$ 0.32
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,850.20	\$ 0.11
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 3,420.24	\$ 0.05
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 4,180.29	\$ 0.05
50,000	per project base @ 50,000 s.f.	\$ 5,320.37	\$ 0.11
> 50,000 plus cost per sq. ft.		\$	\$ 0.11
Tenant Improvement - Hazardous Use (Remodeled space for non-residential occupancies classified as CBC Group H.) Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 2,090.15	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 2,090.15	\$ 0.32
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 3,040.21	\$ 0.15
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 3,800.27	\$ 0.06
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 4,750.33	\$ 0.04
50,000	per project base @ 50,000 s.f.	\$ 5,700.40	\$ 0.11
> 50,000 plus cost per sq. ft.		\$	\$ 0.11

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Inspection

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
One and Two Family Dwellings - (All newly constructed space for residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule. This category includes the model home or a custom home project)			
Square Footage:			
0 - 999	per project base @ 999 s.f.	\$ 2,850.20	
1000 - 2,499	per project base @ 1,000 s.f.	\$ 2,850.20	\$ 0.38
2,500 - 3,999	per project base @ 2,500 s.f.	\$ 3,420.24	\$ 0.25
4,000 - 5,999	per project base @ 4,000 s.f.	\$ 3,800.27	\$ 0.48
6,000 - 7,999	per project base @ 6,000 s.f.	\$ 4,750.33	\$ 0.29
8,000	per project base @ 8,000 s.f.	\$ 5,320.37	\$ 0.67
> 8,000 plus cost per sq. ft.			\$ 0.67
Residential Repeat / Subsequent Lot Plan Check	per project	\$ -	N/A
Residential Remodels and Additions - (All newly constructed additions to, or remodeled areas of, residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule)			
Square Footage:			
0-199	per project base @ 199 s.f.	\$ 1,140.08	
200 - 599	per project base @ 200 s.f.	\$ 1,330.09	\$ 0.48
600 - 999	per project base @ 600 s.f.	\$ 1,520.11	\$ 0.95
1,000 - 1,499	per project base @ 1,000 s.f.	\$ 1,900.13	\$ 0.76
1,500 - 1,999	per project base @ 1,500 s.f.	\$ 2,280.16	\$ 1.14
2000	per project base @ 2,000 s.f.	\$ 2,850.20	\$ 1.43
> 2,000 plus cost per sq. ft.			\$ 1.43

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check and Inspection

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
<b>Commercial Uses - Structural (All newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule)</b>			
Square Footage:			
0 - 1,999	per project base @ 2,000 s.f.	\$ 3,990	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 5,415	\$ 0.60
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 7,221	\$ 0.53
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 9,881	\$ 0.24
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 13,491	\$ 0.19
50,000	per project base @ 50,000 s.f.	\$ 18,241	\$ 0.36
> 50,000 plus cost per sq. ft.		\$	\$ 0.36
<b>Residential and Multifamily Residential Uses - (All newly constructed or added space for residential occupancies classified as CBC Group R (except R-3), or other residential occupancies not specifically addressed elsewhere in this Fee Schedule)</b>			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 5,130	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 5,130	\$ 1.14
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 8,551	\$ 1.79
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 17,481	\$ 0.58
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 26,222	\$ 0.16
50,000	per project base @ 50,000 s.f.	\$ 30,212	\$ 0.60
> 50,000 plus cost per sq. ft.		\$	\$ 0.60

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check and Inspection

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
Hazardous Use - (All newly constructed or added space for hazardous use occupancies classified as CBC Group H.			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 6,080	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 6,080	\$ 0.63
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 7,981	\$ 0.46
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 10,261	\$ 0.32
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 15,011	\$ 0.17
50,000	per project base @ 50,000 s.f.	\$ 19,381	\$ 0.39
> 50,000 plus cost per sq. ft.		\$	\$ 0.39
Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable)			
Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 3,800	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 3,800	\$ 0.44
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 5,130	\$ 0.23
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 6,270	\$ 0.18
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 8,931	\$ 0.11
50,000	per project base @ 50,000 s.f.	\$ 11,591	\$ 0.23
> 50,000 plus cost per sq. ft.		\$	\$ 0.23

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check and Inspection

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere.) Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 3,800	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 3,800	\$ 0.44
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 5,130	\$ 0.19
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 6,080	\$ 0.13
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 7,981	\$ 0.11
50,000	per project base @ 50,000 s.f.	\$ 10,641	\$ 0.21
> 50,000 plus cost per sq. ft.			\$ 0.21
Tenant Improvement - Hazardous Use (Remodeled space for non-residential occupancies classified as CBC Group H.) Square Footage:			
0 - 1,999	per project base @ 1,999 s.f.	\$ 4,370	
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 4,370	\$ 0.44
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 5,700	\$ 0.23
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 6,840	\$ 0.15
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 9,121	\$ 0.09
50,000	per project base @ 50,000 s.f.	\$ 11,401	\$ 0.23
> 50,000 plus cost per sq. ft.			\$ 0.23

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Costs/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check and Inspection

		Base Cost at Minimum of Threshold	Cost Per S.F. Between Thresholds
One and Two Family Dwellings - (All newly constructed space for residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule. This category includes the model home or a custom home project)			
Square Footage:			
0 - 999	per project base @ 999 s.f.	\$ 4,560	
1000 - 2,499	per project base @ 1,000 s.f.	\$ 4,560	\$ 0.89
2,500 - 3,999	per project base @ 2,500 s.f.	\$ 5,890	\$ 0.76
4,000 - 5,999	per project base @ 4,000 s.f.	\$ 7,031	\$ 0.76
6,000 - 7,999	per project base @ 6,000 s.f.	\$ 8,551	\$ 0.67
8,000	per project base @ 8,000 s.f.	\$ 9,881	\$ 1.24
> 8,000 plus cost per sq. ft.	per project	\$ 380.03	\$ 1.24
Residential Repeat / Subsequent Lot Plan Check			
Residential Remodels and Additions - (All newly constructed additions to, or remodeled areas of, residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule)			
Square Footage:			
0-199	per project base @ 199 s.f.	\$ 2,090	
200 - 599	per project base @ 200 s.f.	\$ 2,470	\$ 0.48
600 - 999	per project base @ 600 s.f.	\$ 2,660	\$ 1.90
1,000 - 1,499	per project base @ 1,000 s.f.	\$ 3,420	\$ 2.28
1,500 - 1,999	per project base @ 1,500 s.f.	\$ 4,560	\$ 2.66
2000	per project base @ 2,000 s.f.	\$ 5,890	\$ 2.95
> 2,000 plus cost per sq. ft.		\$	\$ 2.95

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Itemized Fee Tables for Minor Commercial and Residential Improvements

12/12/2018 City Council Agenda Packet

Fee Description	Fee Unit	PC / Processing	Inspection	Total
<b>MISCELLANEOUS PERMITS</b>				
BL 10 Permit Center Processing Fee - Standard	each	\$ 63.34	\$ -	\$ 63.34
BL 11 Accessory and Utility Uses (U Occupancy)	each	\$ 760.05	\$ 1,140.08	\$ 1,900.13
500 s.f. or less	each	\$ 1,140.08	\$ 1,140.08	\$ 2,280.16
501 s.f. or more	each	\$ 79.17	\$ -	\$ 79.17
BL 12 Address Assignment	each	\$ -	\$ -	\$ -
BL 13 Antenna/Cell Tower	each	\$ -	\$ -	\$ -
Equipment Shelter (All Trades)	each	\$ 1,140.08	\$ 570.04	\$ 1,710.12
Cellular/Mobile Phone (All Trades)	each	\$ 1,140.08	\$ 855.06	\$ 1,995.14
BL 14 Awning/Canopy	each	\$ 380.03	\$ 142.51	\$ 522.54
BL 15 Carport	each	\$ 570.04	\$ 475.03	\$ 1,045.07
BL 16 Certificate of Occupancy - Residential	each	\$ -	\$ 142.51	\$ 142.51
BL 17 Certificate of Occupancy - Commercial	each	\$ -	\$ 142.51	\$ 142.51
BL 18 Commercial Trailer	each unit	\$ 380.03	\$ 285.02	\$ 665.05
BL 19 Deck - ground floor	each	\$ 190.01	\$ 285.02	\$ 475.03
BL 20 Deck - second story and above	each	\$ 285.02	\$ 380.03	\$ 665.05
BL 21 Demand Letter	each	\$ 190.01	\$ -	\$ 190.01
BL 22 Updated Demand Letter	each	\$ 95.01	\$ -	\$ 95.01
BL 23 Demolition	each	\$ 190.01	\$ 427.53	\$ 617.54
BL 24 Duplicate/Replacement Job Card	each	\$ 63.34	\$ -	\$ 63.34
BL 25 Freestanding Wall (wood frame)	each	\$ -	\$ -	\$ -
> 5'.9" in height	up to 100 l.f.	\$ 570.04	\$ 142.51	\$ 712.55
> 5'.9" in height	each 100 l.f.	\$ -	\$ 47.50	\$ 47.50
BL 26 Freestanding Masonry Garden Wall	each	\$ -	\$ -	\$ -
> 3 FT in height	up to 100 l.f.	\$ 190.01	\$ 380.03	\$ 570.04
> 3 FT in height	each 100 l.f.	\$ -	\$ 95.01	\$ 95.01
BL 27 Fireplace	each	\$ -	\$ -	\$ -
Masonry	each	\$ 380.03	\$ 570.04	\$ 950.07
Pre-fabricated/Metal	each	\$ 380.03	\$ 427.53	\$ 807.56
BL 28 Flag Pole	each	\$ 380.03	\$ 285.02	\$ 665.05
BL 29 Garage/ Workshop (all trades included) - Up to 1,000 SF (U Occ.)	each	\$ 1,140.08	\$ 855.06	\$ 1,995.14
Garage/ Workshop (all trades included) - Up to 1,000 SF (U Occ.)	each	\$ -	\$ -	\$ -
Garage/ Workshop (all trades included) - 1,001 - 3,000 SF (U Occ.)	each	\$ 1,520.11	\$ 1,140.08	\$ 2,660.19
BL 30 Greenhouse (All Trades)	each	\$ 760.05	\$ 285.02	\$ 1,045.07

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Itemized Fee Tables for Minor Commercial and Residential Improvements

12/12/2018 City Council Agenda Packet

Fee Description	Fee Unit	PC / Processing	Inspection	Total
BL 31 Light Pole (All Trades)	each	\$ 760.05	\$ 285.02	\$ 1,045.07
Each additional pole	each	\$ -	\$ 142.51	\$ 142.51
BL 32 Mobile Home Set Up	each	\$ 380.03	\$ 570.04	\$ 950.07
Perm Foundation	each	\$ 190.01	\$ 380.03	\$ 570.04
Installation	each	\$ 190.01	\$ 190.01	\$ 380.02
Site Prep	each	\$ 190.01	\$ 475.03	\$ 665.04
BL 33 Partition - Commercial, Interior up to 30 l.f.	up to 30 l.f.	\$ 190.01	\$ 142.51	\$ 142.51
Each additional 30 l.f.	each 30 l.f.	\$ -	\$ 427.53	\$ 617.54
BL 34 Partition - Residential, interior	each	\$ 190.01	\$ 285.02	\$ 475.03
Patio Cover	each	\$ 95.01	\$ 62.70	\$ 157.71
Non-Enclosed, all types	up to 300 s.f.	\$ 285.02	\$ 475.03	\$ 760.05
Additional Non-Enclosed cover	each 300 s.f.	\$ 95.01	\$ 62.70	\$ 157.71
Enclosed, all types	up to 300 s.f.	\$ 95.01	\$ 62.70	\$ 157.71
Additional enclosed cover	each 300 s.f.	\$ 95.01	\$ 62.70	\$ 157.71
BL 36 Photovoltaic System (Commercial) (All Trades)	each	\$ -	\$ -	\$ 1,000.00
Up to 50 kw	each	\$ -	\$ -	\$ 1,000.00
> 50 kw	each	\$ -	\$ -	\$ 1,000.00
BL 37 Photovoltaic System (Residential) (All Trades)	each	\$ -	\$ -	\$ 500.00
No Fire Review	each	\$ -	\$ -	\$ 500.00
With Fire Review	each	\$ 190.01	\$ 190.01	\$ 380.02
BL 38 Propane Tank	each	\$ 190.01	\$ -	\$ 190.01
BL 39 Replacement Lien Release	each	\$ 190.01	\$ -	\$ 190.01
BL 40 Retaining Wall/Foundation Repair and Replacement	each	\$ 190.01	\$ 475.03	\$ 665.04
First 50 l.f.	up to 50 l.f.	\$ 47.50	\$ 95.01	\$ 142.51
Each additional 50 l.f.	each 50 l.f.	\$ 47.50	\$ 190.01	\$ 237.51
BL 41 Re-Roof	each	\$ 47.50	\$ 142.51	\$ 190.01
BL 42 Re-Roof- refelt only- same tile	each	\$ 47.50	\$ 475.03	\$ 1,045.07
BL 43 Roof Structure Replacement (Residential)	up to 1500 s.f.	\$ 570.04	\$ 142.51	\$ 190.01
Each additional 500 s.f.	each 500 s.f.	\$ 47.50	\$ 190.01	\$ 190.01
BL 44 Sales Office Conversion	each	\$ 190.01	\$ 380.03	\$ 570.04
BL 45 Sauna - Steam	each	\$ 285.02	\$ 570.04	\$ 855.06
BL 46 Seismic Retrofit/Strengthening per Plan	each	\$ 190.01	\$ 570.04	\$ 760.05
BL 47 Signs (All Trades)	each	\$ 190.01	\$ 142.51	\$ 332.52
Wall Mounted	each	\$ 285.02	\$ 285.02	\$ 570.04
Monument	each	\$ 190.01	\$ 285.02	\$ 475.03
BL 48 Skylight	each	\$ 190.01	\$ 427.53	\$ 617.54
Less than 10 s.f.	each	\$ 190.01	\$ 427.53	\$ 617.54
Greater than 10 s.f. or structural	each	\$ 190.01	\$ 190.01	\$ 380.02
BL 49 Spa or Hot Tub	each	\$ 190.01	\$ 190.01	\$ 380.02
BL 50 Special Events Permit Carnivals, etc.	each	\$ 190.01	\$ 190.01	\$ 380.02
BL 51 Special Inspector Registration	each	\$ 62.70	\$ -	\$ 62.70
BL 52 Storage/High Pile Racks	each	\$ 190.01	\$ 142.51	\$ 332.52
Storage/High Pile Racks	first 100 l.f.	\$ 47.50	\$ 142.51	\$ 190.01
Each Additional 100 l.f.	each 100 l.f.	\$ -	\$ -	\$ -

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Itemized Fee Tables for Minor Commercial and Residential Improvements

12/12/2018 City Council Agenda Packet

Fee Description	Fee Unit	PC / Processing	Inspection	Total
BL 53 Swimming Pool/Spa (All Trades)				
Pre-fabricated (vinyl)	each	\$ 190.01	\$ 712.55	\$ 902.56
Custom-built (gunite)	each	\$ 380.03	\$ 997.57	\$ 1,377.60
Commercial Pool	each	\$ 760.05	\$ 1,330.09	\$ 2,090.14
BL 54 Trash Enclosure	each	\$ 285.02	\$ 665.05	\$ 950.07
BL 55 Water Heater Replacement	each	\$ -	\$ -	\$ 60.00
BL 56 Window or Door Replacement	up to 5	\$ 95.01	\$ 285.02	\$ 380.03
Additional Replacement	each 5	\$ 47.50	\$ 142.51	\$ 190.01
New Window (requires structural)	up to 5	\$ 380.03	\$ 712.55	\$ 1,092.58
Additional New Window	each 5	\$ 95.01	\$ 47.50	\$ 142.51
BL 57 Deferred Submittal Plan Check Fee (minimum time - 2 hrs)	hourly (min 2 hrs.)	\$ 380.03	\$ -	\$ 380.03
BL 58 Expedited Plan Check Fee	per hour	\$ 190.01	\$ -	\$ 190.01
BL 59 Supplemental Inspection Fee (per 1 hour or portion thereof)	per hour	\$ -	\$ 190.01	\$ 190.01
BL 60 Supplemental Plan Review (per 1 hour or portion thereof)	per hour	\$ 190.01	\$ -	\$ 190.01
BL 61 Board of appeals	each	\$ 380.03	\$ 95.01	\$ 475.04
BL 62 Investigative Fee	per occurrence	\$ -	\$ -	\$ -
BL 63 After-hours or Emergency Call-Out (2 hr. min. )	hourly (min 2 hrs.)	\$ -	\$ 190.01	\$ 190.01
			Double the permit fee	
			\$ -	\$ -

Notes

- [5] 2 hour minimum
- [6] Placeholder for Master Fee Schedule; Not included in cost analysis
- [8] CA Govt. Code SS 66015 limits Res. \$500 maximum; Comm. \$1,000 Maximum

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Itemized Fee Tables for Mechanical, Plumbing, and Electrical Permits (not part of a larger building permit)

12/12/2018 City Council Agenda Packet

Fee Description	Fee Unit	PC / Processing	Inspection	Total
BL 64 Permit Processing / Filing Fee - Standard	per project	\$ 62.70	\$ -	\$ 62.70
BL 65 Plan Review	per hour	\$ 190.01	\$ -	\$ 190.01
BL 66 Other Mechanical, Plumbing, or Electrical Inspections not otherwise listed below	per hour	\$ -	\$ 190.01	\$ 190.01
<b>Mechanical Permit Fees</b>				
BL 67 Install/Relocate each HVAC forced air or gravity-type furnace or burner (including compressor, attached ducts, and vents) up to and including 100,000 Btu/hr	each	\$ -	\$ 285.02	\$ 285.02
BL 68 Repair/alteration/addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by code.	each	\$ 95.01	\$ 190.01	\$ 285.02
BL 69 Install, relocate each boiler or compressor, up to and including 3 HP, or each absorption system up to and including 100,000 Btu/hr	each	\$ 95.01	\$ 285.02	\$ 380.03
BL 70 Each air-handling unit, including attached ducts. (Note: this fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler, or absorption unit for which a permit is required elsewhere)	each	\$ 95.01	\$ 427.53	\$ 522.54
BL 71 Each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	each	\$ 95.01	\$ 190.01	\$ 285.02
BL 72 Residential - installation of each hood which is served by mechanical exhaust, including the ducts for such hood	each	\$ 95.01	\$ 285.02	\$ 380.03
BL 73 Commercial - installation of each hood which is served by mechanical exhaust, including the ducts for such hood	each	\$ 570.04	\$ 712.55	\$ 1,282.59
BL 74 Each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in the code	each	\$ 95.01	\$ 285.02	\$ 380.03
<b>Plumbing and Gas Permit Fees</b>				
BL 75 Each plumbing fixture or trap or set of fixtures on one trap (including water, drainage, piping, and backflow protection therefore)	each	\$ 95.01	\$ 285.02	\$ 380.03
BL 76 Each building sewer	each	\$ 95.01	\$ 285.02	\$ 380.03
BL 77 Each building sewer - Septic	each	\$ 190.01	\$ 475.03	\$ 665.04
BL 78 Each water heater and/or vent	each	\$ 95.01	\$ 190.01	\$ 285.02
BL 79 Each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	each	\$ 95.01	\$ 570.04	\$ 665.05
BL 80 Installation, alteration, or repair of water piping and/or water treating equipment	each	\$ 95.01	\$ 190.01	\$ 285.02

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Itemized Fee Tables for Mechanical, Plumbing, and Electrical Permits (not part of a larger building permit)

12/12/2018 City Council Agenda Packet

Fee Description	Fee Unit	PC / Processing	Inspection	Total
BL 81 Installation, alteration, or repair of gas piping and/or gas treating equipment	each	\$ 95.01	\$ 190.01	\$ 285.02
BL 82 Repair or alteration of drainage or vent piping	each	\$ 95.01	\$ 190.01	\$ 285.02
BL 83 Backflow devices not included in other fee services (e.g., building sewer) each unit	each	\$ 95.01	\$ 190.01	\$ 285.02
BL 84 Gas test	each	\$ 95.01	\$ 190.01	\$ 285.02
BL 85 Sewer lateral test	each	\$ 95.01	\$ 190.01	\$ 285.02
<b>Electrical Permit Fees</b>				
<b>Swimming Pools</b>				
Bbl .86 All other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools	each	\$ 95.01	\$ 190.01	\$ 285.02
<b>Temporary Power Service</b>				
BL 87 Temporary service power pole or pedestal, including all pole or pedestal-mounted receptacles and grounding	each	\$ 95.01	\$ 190.01	\$ 285.02
BL 88 Temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, etc.	each	\$ 47.50	\$ 142.51	\$ 190.01
15 or 20 amp - first 10 circuits over 10 circuits	each	\$ 95.01	\$ 190.01	\$ 285.02
25 to 40 amp circuits	each	\$ 95.01	\$ 190.01	\$ 285.02
50 to 175 amp circuits	each	\$ 95.01	\$ 190.01	\$ 285.02
<b>Receptacle, Switch and Lighting Outlets</b>				
BL 89 Receptacle, switch and lighting outlets at which current is used or controlled, except services, feeders and meters	each	\$ 95.01	\$ 190.01	\$ 285.02
First 10 (or portion thereof)	each	\$ -	\$ 190.01	\$ 190.01
Each additional 10 (or fraction thereof)	each	\$ -	\$ 190.01	\$ 190.01
<b>Residential Appliances</b>				
BL 90 Fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter mounted cooking tops, electric ranges, self-contained room console or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, or other motor-operated appliances not exceeding one horsepower (HP) in rating.	each	\$ 95.01	\$ 190.01	\$ 285.02

CITY OF CANYON LAKE  
 Building & Safety - User Fee Study FY18  
 Itemized Fee Tables for Mechanical, Plumbing, and Electrical Permits (not part of a larger building permit)

Fee Description	Fee Unit	PC / Processing	Inspection	Total
<b>Non-residential Appliances</b>				
Residential appliances and self-contained factory-wired nonresidential appliances, including medical and dental devices, food, beverage, and ice cream cabinets; illuminated show cases, drinking fountains, vending machines, laundry machines, or other	each	\$ 95.01	\$ 190.01	\$ 285.02
<b>Power Apparatus</b>				
Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows: Note: these fees include all switches, circuit break	each	\$ 95.01	\$ 190.01	\$ 285.02
<b>Busways</b>				
Trolley and plug-in-type busways - each 100 l.f. or fraction thereof (An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in type busways. No fee is required for portable tools.	each	\$ 95.01	\$ 190.01	\$ 285.02
<b>Signs, Outline Lighting, and Marquees</b>				
Signs, Outline Lighting, or Marquees supplied from one branch circuit	each	\$ 95.01	\$ 190.01	\$ 285.02
Additional branch circuits within the same sign, outline lighting system or marquee	each	\$ 95.01	\$ 190.01	\$ 285.02
<b>New Services or Additional Panels</b>				
Services Note: An additional fee of \$105 (underground) or \$150 (overhead) is due to Alameda Municipal Power for reconnection or upgrade of any service				
600 volts or less and not over 200 amperes in rating	each	\$ 95.01	\$ 190.01	\$ 285.02
600 volts or less and over 200 amperes in rating	each	\$ 95.01	\$ 285.02	\$ 380.03
600 volts or over 1,000 amperes in rating	each	\$ 95.01	\$ 570.04	\$ 665.05
<b>Miscellaneous Apparatus, Conduits, and Conductors</b>				
Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is set forth. (This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs)	each	\$ 95.01	\$ 190.01	\$ 285.02

## ATTACHMENT 3



**City of Canyon Lake**

**User Fee Study**

**Final Report**

**October 31, 2018**

32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.434.8349 Fax: 951.296.1998

**Absent City Council action to the contrary, all fees shall increase without further Council action on July 1, 2019 and for each year thereafter on that date, based upon the annual Consumer Price Index for the Riverside-San Bernardino-Ontario area (as available, and, if not Los Angeles -Anaheim) for the prior year for urban consumers, all items.**

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**Cost of Service Analysis (Fee Tables)**

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Building & Safety	Appendix A.4
Animal Control	Appendix A.5

## Executive Summary

NBS performed a User Fees and Charges Study (Study) for the City of Canyon Lake (City). The purpose of this report is to describe the Study's findings and recommendations, which intend to defensibly update and establish user and regulatory fees for service for the City of Canyon Lake, California.

California cities impose user fees and regulatory fees for services and activities they provide through provisions of the State Constitution. First, cities may perform broad activities related to their local policing power and other service authority as defined in Article XI, Sections 7 and 9. Second, cities may establish fees for service through the framework defined in Article XIII C, Section 1. Under this latter framework, a fee may not exceed the estimated reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity under the control of the individual/entity on which the fee is imposed. For example, the individual/entity requests service of the municipality or his or her actions specifically cause the municipality to perform additional activities. In this manner, the service or the underlying action causing the municipality to perform service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside requirements for imposition of taxes, special taxes, or fees imposed as incidences of property ownership.

The City's chief purposes in conducting this Study were to ensure that existing fees do not exceed the costs of service and to provide an opportunity for the City Council to re-align fee amounts with the adopted cost recovery policies.

## Outcomes

This Study compares the current fee charged for each service identified to the total estimated cost of providing each service. NBS concludes that, on average, the fees reviewed currently under-recover the costs of services provided.

Attachment A to this report details the calculation of the full cost of service for each fee item studied. The amounts listed in the "Cost of Service per Activity" column represent the total cost of providing each service identified by the Study, and does not necessarily reflect staff's recommended fee (price) amount for each service/activity. Staff's initial proposals for recommended fee amounts are reflected in their official staff report, and should be equal to or less than the full cost of service quantified by this Study. The Cost of Service per Activity calculated by NBS represents the maximum fee amount allowed, at or beneath which, the City Council (Council) must determine its policy position. All of the fees presented in Attachment A may be set with the sole approval of the Council.

Proposed fee amounts represent an implicit policy position regarding City cost recovery. When a fee is set equal to its full cost of service, the recommended fee implies that no general revenues will be used to subsidize the provision of that individual service. When a fee is set less than the full cost of service, a judgment has been made that the use of general revenues to pay for a portion of that individual service is warranted and/or necessary.

## Findings

This study submits the following findings, which are substantiated and quantified by the balance of this report document and its attachments:

- The purpose of a user fee is to enable the City to recover costs it incurs to provide a specific service to an individual or entity in response to that individual's request or regulated action. Collection of user fees reduces the burden on General Fund resources (e.g., taxes) that otherwise would be used to fund that individual service, releasing those General Fund resources for other City services.
- User fees are only collected from individuals requesting or causing a service listed on the adopted schedule of fees. Fees are avoided by refraining from the service or action subject to regulation. Fees are not imposed on the community without that underlying service or regulation triggering activity by agency personnel.
- Fee amounts are derived from the organizational and cost structure of the City, as established most significantly by the adopted Budget for the current Fiscal Year.
- Resultant fee amounts are greatly influenced by the amount of time spent by agency personnel and/or contractors to provide service.
- Categories of fees are structured to closely align the resulting fee amount to the individual service provided

## Report Format

This report documents analytical methods and data sources used throughout the Study, presents findings regarding current levels of cost recovery achieved from user and regulatory fees, discusses recommended fee amounts, and provides a comparative survey of fees to neighboring agencies for similar services.

- Section 1 of the report outlines the foundation of the Study and general approach.
- Sections 2 through 7 discuss the results of the cost of service analysis performed, segmented by category of fee and/or department. The analysis applied to each category/department falls into studies of: the fully burdened hourly rate(s), the calculation of the costs of providing service, the cost recovery policies of each fee category, and the staff-recommended fees for providing services.
- Section 8 provides the grand scope conclusions of the analysis provided in the preceding sections.
- Appendices to this report include additional analytical details for each department or division studied.

## Section 1 – Introduction and Fundamentals

### Scope of Study

The following is a summarized list of fees for each City department or program studied:

- Finance / Admin Services:
  - Financial Reporting
  - Preparing the Annual Operating Budget
  - Internal Auditing
  - Accounts Receivable / Payable
  - Administration
  - Business Licenses and related permits and applications
- Planning:
  - Environmental / CEQA Review
  - Conditional / Special Use Permits
  - Tentative Parcel / Subdivision Maps
  - Site Development Plans
  - Other types of Planning entitlements and permits
- Public Works / Engineering:
  - Grading Inspection and Plan Check
  - Storm water Management
  - Encroachment Permits
  - Other Engineering and Public Works related activities
- Building & Safety:
  - Building Permits and Plan Checks
  - Miscellaneous minor residential permits
  - Mechanical, Plumbing, Electrical Permits
- Special Enforcement:
  - Provide building, zoning and municipal code and other special enforcement related activity
- Animal Control:
  - Dog Licensing
  - Impound Services
  - Boarding Services

The fees examined in this Study specifically excluded utility rates, development impact fees, and special assessments, all of which fall under distinct analytical and procedural requirements different from the body of user/regulatory fees analyzed in this effort. Additionally, this Study and the resultant Master Fee Schedule excluded

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User Fees and Charges Study – City of Canyon Lake

Prepared by **NBS**

facility and equipment rental rates, as well as most of fines and penalties that may be imposed by the City for violations to its requirements or code. (The City is not limited to the costs of service when charging for entrance to or use of government property, per Prop 26 Exception No. 4, Section 1e(4) or when imposing fines and penalties.)

## Methods of Analysis

There are three phases of analysis completed for each City department or program studied:

- 1) Cost of service analysis
- 2) Fee establishment
- 3) Cost recovery evaluation

## Cost of Service Analysis

This cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to the activity in question, including the real-time provision of the service. Indirect costs are those that support provision of services in general, but cannot be directly assigned to the fee for service in question.

Components of the full cost of service include direct labor costs, indirect labor costs, specific direct non-labor costs where applicable, allocated non-labor costs, and allocated City-wide overhead. Definitions of these cost components are as follows:

- **Labor costs** – Salary, wages and benefits expenses for City personnel specifically involved in the provision of services and activities to the public.
- **Indirect labor costs** – Personnel expenses supporting the provision of services and activities. This can include line supervision and departmental management, administrative support within a department, and staff involved in technical activities related to the direct services provided to the public.
- **Specific direct non-labor costs** – Discrete expenses incurred by the City due to a specific service or activity performed, such as contractor costs, third-party charges, and very specific materials used in the service or activity. (In most fee types, this component is not used, as it is very difficult to directly assign most non-labor costs at the activity level.)
- **Allocated indirect non-labor costs** – Expenses other than labor for the departments involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to fee categories.
- **Allocated indirect organization-wide overhead** – These are expenses, both labor and non-labor, related to agency-wide support services. Support services include general administrative services such as City Council, City Manager, City Clerk, City Attorney, Human Resources, Finance, etc. An agency's support services departments assist the direct providers of public service. The amount of costs attributable to each department or program included in this Study were sourced from a separate indirect cost allocation calculation conducted as part of this full cost analysis scope.<sup>1</sup>

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<sup>1</sup> CanyonLakeIndirectCostCalc\_11.17.17

All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the City in the provision of all services and activities agency-wide.

Nearly all of the fees under review in this Study require specific actions on the part of contracted staff to provide the service or conduct the activity. Because labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculates a composite, fully burdened, hourly rate for each department, division, program, or activity, as applicable to the specific organization and needs of each area studied. The rate serves as the basis for further quantifying the average full cost of providing individual services and activities.

Deriving the fully burdened labor rate for each department, and various functional divisions within a department, requires two figures: the full costs of service and the number of hours available to perform those services. The full costs of service are quantified through the earlier steps described in this analysis. NBS derives the hours available from a complete listing of all personnel employed by the City, while also factoring in contract staff.

A full-time employee equates to 2,080 hours per year of regular time. Using this as an initial benchmark of labor time, the Study removes the average employee's eligible annual leave from the total number of regular paid hours to generate the total number of available labor hours for each City department or program. These available hours represent the amount of productive time available for providing both fee-recoverable and non-fee recoverable services and activities. The productive labor hours divided into the annual full costs of service equals the composite fully burdened labor rate. Some agencies also use the resulting rates for other purposes than setting fees, such as when the need arises to calculate the full cost of general services, or structure a cost recovery agreement with another agency or third party.

Fully burdened labor rates applied at the individual fee level estimate an average full cost of providing each service or activity. This step required the development of staff time estimates for the services and activities listed in the City's fee schedule. In some fee programs, the City's time tracking records were useful in identifying time spent providing general categories of service (e.g. plan review, inspection, public assistance, etc.). However, the City does not systematically track activity service time for all departments or all fee services provided. Consequently, interviews and questionnaires were used to develop the necessary data sets describing estimated labor time. In most cases, City staff estimated the average amount of time (in minutes and hours) it would take to complete a typical occurrence of each service or activity considered. Every attempt was made to ensure that each department having a direct role in the provision of each service or activity provided a time estimate.

It should be noted that the development of these time estimates was not a one-step process: estimates received were carefully reviewed by both consultant and departmental management to assess the reasonableness of such estimates. Based on this review, the City reconsidered its time estimates until both parties were comfortable that the fee models reasonably reflected the average service level provided by the City. Then, staff's time estimates were applied to the appropriate fully burdened labor rate to yield an average full cost of the service or activity.

The average full cost of service is just that: an average cost at the individual fee level. The City does not currently have the systems in place to impose fees for every service or activity based on the actual amount of time it takes to serve each individual. Moreover, such an approach is almost universally infeasible without significant – if not unreasonable – investments in costly technology. Much of the City's fee schedule is composed of flat fees, which by definition, are linked to an average cost of service; thus, use of this average cost method is the predominant

approach in proceeding toward a schedule of revised fees. Flat fee structures based on average costs of service are widely applied among other California municipalities, and it is a generally accepted approach. (Refer to the subsection below regarding “Fee Establishment” for further discussion.)

Subsequent chapters and the appendices of this report discuss the completed cost of service analysis developed for each department or division.

### Fee Establishment

Because most of the City’s fees are flat fees, they correspond directly to the average full cost of service result. For the few activities where estimating an average was impossible – due to the highly variable nature of the service – use of fully burdened hourly rates coupled with time tracking is the preferred fee structure. (In other words, the City would impose a fee per hour of staff time, requiring some degree of time estimation or outright time-tracking at the case level.)

Establishing fees also includes a range of considerations, as described below:

- **Addition to and deletion of fees** – The Study’s process provided each department the opportunity to propose additions and deletions to their fee schedules, as well as rename, reorganize, and clarify fees imposed. Many such revisions better conform fees to current practices, as well as improve the calculation of fees owed by an individual, the application of said fees, and the collection of revenues. In other words, as staff is more knowledgeable and comfortable working with the fee schedule, the accuracy achieved in both imposing fees on users and collecting revenues for the City is greater. Beyond this, some additions to the fee schedule were simply identification of existing services or activities performed by City staff for which no fee is currently charged.
- **Revision to the structure of fees** – In most cases, the current structure of fees did not change; the focus is to recalibrate the fee amount to match the costs of service. In several cases, however, fee categories and fee names were simplified or re-structured to increase the likelihood of full cost recovery, or to enhance the fairness of how the fee applies to various types of fee payers.
- **Documentation of tools to calculate special cost recovery** – The City’s fee schedule should include the list of fully burdened rates developed by the Study. Documenting these rates in the fee schedule provides an opportunity for the City Council to approve rates for cost recovery under a “time and materials” approach. It also provides clear publication of those rates, so fee payers of any uniquely determined fee can reference the amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not contemplated by the adopted master fee schedule. These rare instances use the published rates to estimate a flat fee, or bill on an hourly basis, at the discretion of the director of each department.

### Cost Recovery Evaluation

The NBS fee model compares the existing fee for each service or activity to the average full cost of service quantified through this analysis. A cost recovery rate of 0% identifies no current recovery of costs from fee revenues (or insufficient information available for evaluation). A rate of 100% means that the fee currently recovers the full cost

of service. A rate between 0% and 100% indicates partial recovery of the full cost of service through fees. A rate greater than 100% means that the fee exceeded the full cost of service.

User fees and regulatory fees examined in this Study should not exceed the full cost of service. In other words, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could require the consensus of the voters.

NBS also assists with modeling the “recommended” or “targeted” level of cost recovery for each fee, always established at 100%, or less, than the calculated full cost of service. Targets and recommendations always reflect agency-specific judgments linked to a variety of factors, such as existing City policies, agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general means of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question.

- To what degree does the public at large benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity completely benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reflecting that a truly public-benefit service is best funded by the general resources of the City, such as General Fund revenues (e.g., taxes). Conversely, when a service or activity completely benefits an individual or entity, there is generally closer to or equal to 100% of cost recovery from fees, collected from the individual or entity. An example of a completely private benefit service may be a request for exemption from a City regulation or process.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following other factors and considerations may influence or supplement the public/private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the citizenry served or current revenue levels? (In other words, would fee increases have the unintended consequence of driving away the population served?)
- Is there a good policy basis for differentiating between type of users (e.g., residents and non-residents, residential and commercial, non-profit entities and business entities)?
- Are there broader City objectives that inform a less than full cost recovery target from fees, such as economic development goals and local social values?

Because this element of the Study is subjective, NBS provides the full cost of service calculation information and the framework for considering fees, while those closest to the fee-paying population – the City departments and programs – have considered appropriate cost recovery levels at or below that full cost for the Council’s review.

### **Data Sources**

The following City-published data sources were used to support the cost of service analysis and fee establishment phases of this Study:

- The City of Canyon Lake’s Adopted Budget for Fiscal Year 2017-18.
- A complete listing of all City personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts – provided by the Finance Department.
- Various correspondences with the City staff supporting the adopted budgets and current fees, including budget notes and expenditure detail not shown in the published document.
- Prevailing fee schedules provided by each involved department.

The City’s adopted budget is the most significant source of information affecting cost of service results. NBS did not audit or validate the City’s financial management and budget practices, nor was cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This Study has accepted the City’s budget as a legislatively adopted directive describing the most appropriate and reasonable level of City spending. Consultants accept the City Council’s deliberative process and ultimate acceptance of the budget plan and further assert that through that legislative process, the City has yielded a reasonable expenditure plan, valid for use in setting cost-based fees.

Original data sets also support the work of this Study: primarily, estimated staff time at various levels of detail. To develop these data sets, consultants prepared questionnaires and conducted interviews with individual departments. In the fee establishment phase of the analysis, departmental staff provided estimates of average time spent providing a service or activity corresponding with an existing or new fee. Consultants and departmental management reviewed and questioned responses to ensure the best possible set of estimates.

## Section 2 – Finance / Admin Fees

The Finance functions of the City are performed by a combination of contract staff from the office of Rogers, Anderson, Malody and Scott, LLP and City staff. The department is responsible for the systems and procedures that assure the sound and efficient functioning of the City's financial activities, which include financial reporting, assist in preparing the Annual Operating Budget, internal auditing, payroll, accounts receivable/payable, purchasing, administration of all City funds and accounts, as well as processing business licensing and other related City applications and permits.

### Cost of Service Analysis

The following categorizes the Finance Department's costs across both fee and non-fee related services, resulting in the fully-burdened hourly rate applicable toward establishing the full cost of providing fee related services.

Cost Element	Admin & Direct Activities
Labor	\$ 84,180
Recurring Non-Labor	63,145
Citywide Overhead	21,528
<b>Department Total</b>	<b>\$ 168,853</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 186</b>
<i>Reference: Direct Hours Only</i>	<b>908</b>

All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$186**, with approximate recovery of \$169,000 in costs from fees for service. 100% of these costs apply toward recovery from the Department's routine types of fees for service.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

### Fee Establishment

The list of fees as shown in Appendix A to this report reflects the same as from the City's prior fee schedule. Highlights include:

- Fees have been updated to include cross departmental support

Section 1, *Methods of Analysis*, provides additional discussion on the Study's approach to adding, deleting, and revising fee categories.

## Cost Recovery Evaluation

Attachment A to this report provides a list of all proposed fee categories and identifies the estimated total cost of providing services for each fee for service studied. The amounts listed in the "Cost of Service per Activity" column represent the total cost of providing each fee for service, computed by multiplying Department staff's estimated amount of time, on average, required to complete each service, by the fully burdened hourly rate. The Cost of Service per Activity does not necessarily reflect staff's recommended fee (price) amount for each service/activity, but rather represents the maximum fee amount allowed, at or beneath which, the City must determine its policy position.

NBS concludes that, on average, the City under-recovers the total costs associated with providing the services studied. NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City Staff, considered appropriate cost recovery levels at or below that full cost. Further information about staff's recommended fee amounts and fee setting policies can be found in the Staff Report to Council for purposes of fee adoption.

### Section 3 – Planning Fees

The City contracts with Charles Abbott Associates for its Planning Services. Some of these services include reviewing development site plans and conditional use permits, updating the General Plan and Zoning Code, regulating signage, and receiving business licenses. The Planning Division ensures that all planning and development in Canyon Lake is consistent with the city’s General Plan, Zoning/Planning Code to promote a high quality community.

#### Cost of Service Analysis

The following categorizes the Planning Division’s costs across both fee and non-fee related services, resulting in the fully-burdened hourly rate applicable toward establishing the full cost of providing fee related services.

Cost Element	Current Planning Activity	Advanced Planning [4]	Building Permit Support	Public Information/Inquiries [4]	Total
Labor	\$ 28,000	\$ 5,600	\$ 8,400	\$ 14,000	\$ 56,000
Indirect Support [3]	13,206	2,641	3,962	6,603	26,412
<b>Department Total</b>	<b>\$ 41,206</b>	<b>\$ 8,241</b>	<b>\$ 12,362</b>	<b>\$ 20,603</b>	<b>\$ 82,412</b>
Cost Recovery Targeted from Fees	100%	50%	0%	50%	68%
Amount Targeted for Consideration in Billings/Fees	41,206	4,121	-	10,301	55,628
Amount Requiring Another Funding Source	-	4,121	12,362	10,301	26,784
<b>Fully Burdened Hourly Rate</b>					<b>\$ 179</b>
<i>Reference: Direct Hours Only</i>					<b>311</b>

All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$179**, with approximate recovery of \$56,000 in costs from fees for service.

The cost category columns shown in the table above were adapted and summarized from Division staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Current Planning Activity** – Development review and approval comprises the majority of this Division’s work efforts. 100% of these costs apply toward recovery from the Division’s routine types of fees for service.
- **Advance Planning** – Planning staff support the ongoing maintenance and cyclical update of the City’s General Plan and local zoning ordinances. 50% of these costs apply toward recovery from the Division’s routine types of fees for service.
- **Building Permit Support** – Planning staff provide support to the Build & Safety Department for Building Permit Review. These are not recommended for recovery from Planning fees.
- **Public Counter Duty / General Info** – Activities associated with responding to phone calls and general information requests that support the development review process. Typically, some portion of costs for provision of general public information and assistance do not apply toward recovery from fees, and are considered a basic function of governmental services to the public. Planning staff estimated that approximately

50% of these costs support land use application review activities, while the remaining costs should be not be considered in the calculation of fees for services.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

### **Fee Establishment**

The list of fees as shown in Appendix A to this report reflects minor changes from the City's prior fee schedule. Highlights include:

- There are five new fees included

Section 1, *Methods of Analysis*, provides additional discussion on the Study's approach to adding, deleting, and revising fee categories.

### **Cost Recovery Evaluation**

Attachment A to this report provides a list of all proposed fee categories and identifies the estimated total cost of providing services for each fee for service studied. The amounts listed in the "Cost of Service per Activity" column represent the total cost of providing each fee for service, computed by multiplying Division staff's estimated amount of time, on average, required to complete each service, by the fully burdened hourly rate. The Cost of Service per Activity does not necessarily reflect staff's recommended fee (price) amount for each service/activity, but rather represents the maximum fee amount allowed, at or beneath which, the City must determine its policy position.

NBS concludes that, on average, the City under-recovers the total costs associated with providing the services studied. NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City Staff, considered appropriate cost recovery levels at or below that full cost. Further information about staff's recommended fee amounts and fee setting policies can be found in the Staff Report to Council for purposes of fee adoption.

## Section 4 – Public Works / Engineering Fees

The City Contracts with Charles Abbott Associates for Engineering Services. Engineering handles all encroachment and hauling permits, as well as all Storm Water issues. The department ensures that the City’s infrastructure is safe and available for the public, maintained in a proactive and cost effective manner, and that all new investments into the infrastructure are strategically implemented to meet the City’s needs and standards

### Cost of Service Analysis

The following table categorizes the Engineering Department’s costs across both fee and non-fee related services, resulting in the fully-burdened hourly rate applicable toward establishing the full cost of providing fee related services.

Cost Element	Notes	Direct Engineering Services	CIP	NPDES	Total
Labor		\$ 40,000	\$ 10,000	\$ 29,098	\$ 79,098
Recurring Non-Labor		240	60	52,300	52,600
Citywide Overhead		5,880	1,470	42,204	49,555
Allocated Common Activities		-	-	-	-
<b>Department Total</b>		<b>\$ 46,120</b>	<b>\$ 11,530</b>	<b>\$ 123,602</b>	<b>\$ 181,253</b>
Cost Recovery Targeted from Fees		100%	0%	100%	94%
Amount Targeted for Consideration in Billings/Fees		46,120	-	123,602	169,723
Amount Requiring Another Funding Source		-	11,530	-	11,530
<b>Fully Burdened Hourly Rate</b>					<b>\$ 238</b>
<i>Reference: Direct Hours Only</i>					<b>714</b>

All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$238**, with approximate recovery of \$170,000 in costs from fees for service.

The cost category columns shown in the table above were adapted and summarized from staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Direct Engineering Services** – Development review and approval comprises a significant portion of this Division’s work efforts. 100% of these costs apply toward recovery from Engineering development review fees for service.
- **CIP Support** – Engineering staff support the review and implementation of various City capital improvement projects (CIP). These costs do not apply toward recovery from Engineering fees.
- **NPDES** – Engineering staff supports stormwater quality management. 100% of these costs apply toward recovery from Engineering development review fees for service.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters offered by the California State Constitution and Statutes, which requires that

any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

### **Fee Establishment**

The list of fees as shown in Appendix A to this report reflect the following changes to the City's prior fee schedule for Engineering:

- Ten new fees have been added to include fees for Fats, Oil and Grease, as well as Stormwater Management.
- In addition, the Grading Plan Review and Permit structure has been revised to capture fees in a more fair and provide a more defensible fee structure

Section 1, *Methods of Analysis*, provides additional discussion on the Study's approach to adding, deleting, and revising fee categories.

### **Cost Recovery Evaluation**

Attachment A to this report provides a list of all proposed fee categories and identifies the estimated total cost of providing services for each fee for service studied. The amounts listed in the "Cost of Service per Activity" column represent the total cost of providing each fee for service, computed by multiplying Department staff's estimated amount of time, on average, required to complete each service, by the fully burdened hourly rate. The Cost of Service per Activity does not necessarily reflect staff's recommended fee (price) amount for each service/activity, but rather represents the maximum fee amount allowed, at or beneath which, the City must determine its policy position.

NBS concludes that, on average, the City under-recovers the total costs associated with providing the services studied. NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City Staff, considered appropriate cost recovery levels at or below that full cost. Further information about staff's recommended fee amounts and fee setting policies can be found in the Staff Report to Council for purposes of fee adoption.

## Section 5 – Building & Safety Fees

The City contracts with Charles Abbott Associates for Building & Safety services. The Department accepts applications for permits and plan checks, processes permits and answers questions from the public.

### Cost of Service Analysis

The following categorizes the Building Department’s costs across both fee and non-fee related services, resulting in the fully-burdened hourly rate applicable toward establishing the full cost of providing fee related services.

Cost Element	Building Plan Review/ Inspection
Labor	\$ 140,000
Recurring Non-Labor	1,600
Indirect Support Services	153,976
<b>Department Total</b>	<b>\$ 295,576</b>
Cost Recovery Targeted from Fees	100%
Amount Targeted for Consideration in Billings/	295,576
Amount Requiring Another Funding Source	-
<b>Fully Burdened Hourly Rate</b>	<b>\$ 190</b>
<i>Reference: Direct Hours Only</i>	<b>1,556</b>

All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$190**, with approximate recovery of \$296,000 in costs from fees for service. 100% of these costs apply toward recovery from the Department’s routine types of fees for service.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

### Fee Establishment

The list of fees as shown in Appendix A to this report reflect the following changes to the City’s prior fee schedule for Building:

- The building fee structure has been updated to charge based on square footage, as opposed to the prior structure on valuation to set fees on a more fair and equitable basis and provide the City with a more defensible fee structure

Section 1, *Methods of Analysis*, provides additional discussion on the Study’s approach to adding, deleting, and revising fee categories.

## Cost Recovery Evaluation

Attachment A to this report provides a list of all proposed fee categories and identifies the estimated total cost of providing services for each fee for service studied. The amounts listed in the “Cost of Service per Activity” column represent the total cost of providing each fee for service, computed by multiplying Department staff’s estimated amount of time, on average, required to complete each service, by the fully burdened hourly rate. The Cost of Service per Activity does not necessarily reflect staff’s recommended fee (price) amount for each service/activity, but rather represents the maximum fee amount allowed, at or beneath which, the City must determine its policy position.

NBS concludes that, on average, the City under-recovers the total costs associated with providing the services studied. NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City Staff, considered appropriate cost recovery levels at or below that full cost. Further information about staff’s recommended fee amounts and fee setting policies can be found in the Staff Report to Council for purposes of fee adoption.

## Section 6 – Special Enforcement Fees

The City’s Special Enforcement division is trained in a variety of special services, such as National Pollution Discharge Elimination Systems (NPDES) and Municipal Separate Storm Sewer Systems (MS4) to maintain the cities compliance with the Clean Water Act. The Division assists the other departments with code and special enforcement activity to increase their effectiveness and to also assist the Property Owners Association (POA) Community Patrol with issues that may involve public safety, environmental hazards, and calls that do not require a police officer or firefighter.

### Cost of Service Analysis

The following categorizes the Special Enforcement Division’s costs across both fee and non-fee related services, resulting in the fully-burdened hourly rate applicable toward establishing the full cost of providing fee related services.

Cost Element	Building Code Enforcement	Zoning Code Enforcement	Municipal Code Enforcement	NPDES/ Stormwater	Total
Labor	\$ 34,995	\$ 22,103	\$ 79,767	\$ 36,752	\$ 173,617
Recurring Non-Labor	15,909	10,049	36,264	16,708	\$ 78,930
Citywide Overhead	6,817	4,306	15,539	7,159	\$ 33,820
<b>Department Total</b>	<b>\$ 57,721</b>	<b>\$ 36,457</b>	<b>\$ 131,569</b>	<b>\$ 60,620</b>	<b>\$ 286,367</b>
<b>Fully Burdened Hourly Rate</b>					<b>\$ 71</b>
<i>Reference: Direct Hours Only</i>					<b>4,017</b>

All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of \$71, with approximate recovery of \$286,000 in costs from fees for service.

The cost category columns shown in the table above were adapted and summarized from Division staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Code Enforcement** – Staff from the Special Enforcement Division support code enforcement in areas of Building Codes, Zoning Codes, and Municipal Codes. These costs have been included in the development related fees where appropriate toward recovery from Special Enforcement related fee activity.
- **NPDES / Stormwater** – Special Enforcement staff maintain the quality of Canyon Lake water by following strict State and County mandates by constantly testing and training in programs such as National Pollution Discharge Elimination Systems (NPDES), and continual training in Municipal Storm Sewer Systems to keep the City in compliance. 100% of these costs apply toward recovery from Special Enforcement fees for service.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

## Section 7 – Animal Control Fees

The City contracts with the Animal Friends of the Valleys for Animal Control services. Their officers are empowered by state law to enforce regulations concerning the safety of Canyon Lake residents and their pets.

### Cost of Service Analysis

The following categorizes the Animal Control Department's costs across both fee and non-fee related services, resulting in the fully-burdened hourly rate applicable toward establishing the full cost of providing fee related services.

Cost Element	Direct Services
Labor	\$ 114,400
Recurring Non-Labor	82,600
Citywide Overhead	16,717
<b>Department Total</b>	<b>\$ 213,717</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 75</b>
<i>Reference: Direct Hours Only</i>	<b>2,860</b>

All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of \$75, with approximate recovery of \$214,000 in costs from fees for service. 100% of these costs apply toward recovery from Animal Control fees for service.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

### Fee Establishment

The list of fees as shown in Appendix A to this report reflect the following changes to the City's prior fee schedule for Animal Control:

- There has been a slight update in the structure for the Unaltered Dog Licensing to more adequately identify the inclusion of a penalty (related to the animal being unaltered) in the licensing component.

Section 1, *Methods of Analysis*, provides additional discussion on the Study's approach to adding, deleting, and revising fee categories.

## Cost Recovery Evaluation

Attachment A to this report provides a list of all proposed fee categories and identifies the estimated total cost of providing services for each fee for service studied. The amounts listed in the “Cost of Service per Activity” column represent the total cost of providing each fee for service, computed by multiplying Department staff’s estimated amount of time, on average, required to complete each service, by the fully burdened hourly rate. The Cost of Service per Activity does not necessarily reflect staff’s recommended fee (price) amount for each service/activity, but rather represents the maximum fee amount allowed, at or beneath which, the City must determine its policy position.

NBS concludes that, on average, the City under-recovers the total costs associated with providing the services studied. NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City Staff, considered appropriate cost recovery levels at or below that full cost. Further information about staff’s recommended fee amounts and fee setting policies can be found in the Staff Report to Council for purposes of fee adoption.

## Section 8 – Conclusion

Based on the Cost of Service Analysis, Cost Recovery Evaluation, and Proposed Fee phases of analysis in this Study, the proposed master schedule of fees formatted for implementation has been prepared and included in the City's accompanying staff report.

As discussed throughout this report, the proposed fee schedule includes fee increases intended to greatly improve the City's recovery of costs incurred to provide individual services, as well as to adjust fees downward where fees charge exceed the average costs incurred.

Predicting the amount to which any adopted fee increases will affect Department revenues is difficult to quantify. For the near-term, the City should not count on increased revenues to meet any specific expenditure plan. Experience with these fee increases should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the City, proposed fee amendments should – over time – enhance the City's revenue capabilities, providing it the ability to stretch other resources further for the benefit of the public at large.

The City's Master Fee Schedule should become a living document but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the City. Once adopted by the Council, the fee schedule is the final word on the amount and manner in which fees should be imposed by the departments. Old fee schedules should be superseded by the new master document. If the master document is found to be missing fees, those fees need eventually to be added to the master schedule and should not continue to exist outside the consolidated, master framework.
- The City should consider adjusting these user fees and regulatory fees on an annual basis to keep pace at least with cost inflation. For all fees and charges, the City could use either a Consumer Price Index adjustment or a percentage of Labor Cost increase, and that practice would be well applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement; it becomes worthwhile only over time as significant shifts in organization, local practices, legislative values, or legal requirements change. In NBS' experience, a comprehensive analysis such as this should be performed every three to five years. It should be noted that when an automatic adjustment is applied annually, the City is free to use its discretion in applying the adjustment; not all fees need to be adjusted, especially when there are good policy reasons for an alternate course. The full cost of service is the City's only limit in setting its fees, unless a maximum fee is set by state law.

As a final note in this Study, it is worth acknowledging the path that fees in general have taken in California. The public demands ever more precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are imposed. It is inevitable in the not too distant future that user fees and regulatory fees will demand an even greater level of analysis and supporting data to meet the public's evolving expectations. Technology systems will play an increased and significant role in an agency's ability to accomplish this. Continuous improvement and refinement of time tracking abilities will greatly enhance the City's ability to set fees for service and identify unfunded activities in years to come.

In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the City's budgets, time estimate data, and workload information from City staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions.

While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

©2015 NBS Government Finance Group. All rights reserved. This computer model delivered to the City contains NBS's proprietary approach to fee analysis. The delivery of this computer model to the City by NBS is provided only for the City's internal use by City staff and shall not be distributed to, or used by, any third parties, including outside consultants or contractors without the prior written consent of NBS. In addition, Consultant shall have no liability or responsibility for subsequent edits made by City staff to the completed computer model delivered to the City on July 26, 2018, or for decisions made by the City based on future versions of the model where edits were not performed by Consultant's professional staff.



**APPENDIX A**  
**Citywide User Fee Study**  
*Prepared for the*  
**City of Canyon Lake**  
**October 31, 2018**

**OFFICE LOCATIONS:**  
San Francisco - Regional Office  
870 Market Street, Suite 1223  
San Francisco, CA 94102  
Davis - Regional Office  
1260 Lake Boulevard, Suite 202  
Davis, CA 95616  
Irvine - Regional Office  
18012 Cowan Street, Suite 290  
Irvine, CA 92614  
Temecula - Corporate Headquarters  
32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
(P) 800.676.7516

**nbsgov.com**

Fee Description	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis						
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %				
<b>Business License Fee</b>													
1 Initial application for business license													
Admin			0.50	\$ 186	\$ 93								
Special Enforcement			0.25	\$ 71	\$ 18								
Building			0.17	\$ 190	\$ 32								
Planning			0.08	\$ 179	\$ 14								
1.1 Renewal					\$ 157	\$ 90	57%	\$ 157	100%				
Admin			0.33	\$ 186	\$ 61								
Special Enforcement			0.25	\$ 71	\$ 18								
Building			0.17	\$ 190	\$ 32								
Planning			0.08	\$ 179	\$ 14								
					\$ 126	\$ 40	32%	\$ 126	100%				
1.2 Initial application for associate business license			0.17	\$ 186	\$ 32	\$ 20	63%	\$ 20	63%				
1.3 Renewal application for associate business license			0.17	\$ 186	\$ 32	\$ 20	63%	\$ 20	63%				
1.4 Business License Decal fee (per decal)		[2]				0	n/a	\$ 8	n/a				
1.5 Vendor Day Permit Decal fee (per decal)		[2]				0	n/a	\$ 8	n/a				
2 Late fee for business license													
30-60 days late		[2]						1.5 times fee	n/a				
60-90 days late		[2]						2 times fee	n/a				
3 Massage Business Registration													
Admin			0.50	\$ 186	\$ 93								
Special Enforcement			0.42	\$ 71	\$ 30								
					\$ 123	\$ 105	86%	\$ 123	100%				
4 Foreclosure Registration Fee													
Special Enforcement			2.54	\$ 71	\$ 181	\$ 130	72%	\$ 181	100%				
5 Credit Card Convenience Fee													
5.1 Charges under \$100		[2]				\$ 3	n/a	\$ 3	n/a				
5.2 Charges between \$101 - \$300		[2]				\$ 6	n/a	\$ 6	n/a				
7 Vehicle Impound Recovery													
Sheriff		[4]	1.00	\$ 150	\$ 150	\$ 150	100%	\$ 150	100%				

Fee Description	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis						
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %			
<b>8</b> Fees for Copy of Public Records	per page											
8.1 Copy for public records	each	[2,3]										
8.2 Copies of DVD, CD, and/or Tape	each		0.17	\$ 186	\$ 32	\$ 15		n/a	\$ 0.10	\$ 32	n/a	100%
<b>9</b> Special Event Permit												
Admin			0.08	\$ 186	\$ 15							
Special Enforcement			0.33	\$ 71	\$ 24							
Planning			0.25	\$ 179	\$ 45							
<b>Total</b>			<b>0.67</b>	<b>\$ 84</b>	<b>\$ 84</b>			100%	\$25 deposit for cost of services		\$25 deposit for cost of services	100%
<b>10</b> Commercial Film Permit												
Admin			0.08	\$ 186	\$ 15							
Special Enforcement			0.33	\$ 71	\$ 24							
Planning			1.50	\$ 179	\$ 268							
<b>Total</b>			<b>1.91</b>	<b>\$ 307</b>	<b>\$ 307</b>			100%	\$150 deposit for cost of services		\$150 deposit for cost of services	100%
<b>11</b> Multi Purpose Rooms		[2]										
Classification I - City government activities or sponsored events, Official Property Owners Association meetings and committee functions.		[2]						n/a	No fees or deposits		No fees or deposits	n/a
Classification II - Canyon Lake Community/Property Owners Association sanctioned non-profit clubs, organizations, Chamber of Commerce events and meetings		[2]						n/a	\$25 fees and no deposits - each use or repeated scheduled use		\$25 fees and no deposits - each use or repeated scheduled use	n/a
Classification III - Other government, school district, official public service agencies		[2]						n/a	No fees - normally no deposits		No fees - normally no deposits	n/a
Classification IV - Other non-profit organizations		[2]						n/a	Per use fee \$25, refundable security deposit of \$100 maximum		Per use fee \$25, refundable security deposit of \$100 maximum	n/a
Classification V - Private Canyon Lake resident or Canyon Lake business use. Other non-resident/business users		[2]						n/a	Per use fee of \$185, refundable security deposit of \$205		Per use fee of \$185, refundable security deposit of \$205	n/a

Fee Description	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis						
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %			
Hourly Rates												
12 Finance/ Administration			1.00	\$ 185	\$ 186	\$	0%	\$ 186	100%			
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.												
<b>TOTAL</b>												

[Notes]

- [1] Sourced from: "Canyon Lake Fee Schedule.pdf"
- [2] PLACEHOLDER - MFS Not included in cost analysis.
- [3] Exceptions may apply
- [4] Service provided by Police

Fee No.	Fee Name	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level/ Deposit	Recommended Cost Recovery %
1	Annexation/Detachment	[3]				Deposit \$2,000	100%	Deposit \$4,500	100%
2	Amendment of Final Map PW/Eng	[3,4]	4.00	\$ 238	\$ 951	Deposit \$1,500	100%	Deposit \$2,500	100%
3	Appeal <i>No fee shall be charged to City Council members for filing an appeal</i>	[3]				Deposit \$500	100%	Deposit \$1,500	100%
4	Certificate of Compliance PW/Eng	[3,4]	4.00	\$ 238	\$ 951	Deposit \$400	100%	Deposit \$1,500	100%
6	Conditional Use Permit	[3]				Deposit \$2,000	100%	Deposit \$3,000	100%
7	Development Agreement	[3]				Deposit \$5,000	100%	Deposit \$5,000	100%
8	<b>ENVIRONMENTAL REVIEW</b>								
8.1	Environmental: Categorical Exemption		2.00	\$ 179	\$ 358	\$ 150	42%	\$ 358	100%
8.2	Environmental: Initial Study	[3]				Deposit \$500	100%	Deposit \$5,000	100%
8.3	Environmental: EIR Environmental Impact Report (Review of Consultant Prepared Report)	[3]				Deposit \$5,000	100%	Deposit \$7,500	100%
9	<b>TIME EXTENSIONS</b>								
9.1	Permits	[3]				Deposit \$500	100%	Deposit \$1,500	100%
9.2	Tentative Maps	[3]				Deposit \$2,000	100%	Deposit \$2,500	100%
10	General Plan Amendment	[3]				Deposit \$2,500	100%	Deposit \$4,500	100%
11	<b>MAPS</b>								
11.1	Final Map	[2]	4.00	\$ 179	\$ 715	\$ -	0%	\$ 715	100%
11.2	Final Map Phasing	[2]	4.00	\$ 179	\$ 715	\$ -	0%	\$ 715	100%
12	Lot Line Adjustment Planning PW/Eng		4.00 4.00	\$ 179 \$ 238	\$ 715 \$ 951	Deposit \$1,500	100%	\$ 1,666	100%
13	Parcel Merger Planning PW/Eng		4.00 4.00	\$ 179 \$ 238	\$ 715 \$ 951	Deposit \$500	100%	\$ 1,666	100%

Fee No.	Fee Name	Notes	Activity Service Cost Analysis				Cost Recovery Analysis					
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level/ Deposit	Recommended Cost Recovery %			
<b>14</b>	<b>PLOT PLANS</b>											
14.1	Minor Plot Plan for projects exempt from CEQA and requiring only planning department review 18.30(a)1		1.00	\$ 179	\$ 179	\$	100	56%	\$ 179	100%		
14.2	For projects exempt from CEQA Requiring More than Planning Department Review 18.30(a)2		3.00	\$ 179	\$ 536							
	Planning PW/Eng		3.00	\$ 238	\$ 713							
					\$ 1,250	Deposit \$1,000		100%	\$ 1,250	100%		
14.3	For Projects subject to CEQA and Requiring government agency review 18.30(a)3		4.00	\$ 179	\$ 715	Deposit \$2,000		100%	\$ 715	100%		
14.4	Zoning Form Letter	[2]	1.00	\$ 179	\$ 179			0%	\$ 179	100%		
<b>15</b>	Pre-Application review before City Land Development Committee (8-30-09)											
	Planning PW/Eng		6.00	\$ 179	\$ 1,073							
			2.00	\$ 238	\$ 475							
					\$ 1,548	500		32%	\$ 1,548	100%		
<b>16</b>	<b>PRELIMINARY PROJECT REVIEW</b>											
16.1	Planning project		1.00	\$ 179	\$ 179	200		112%	\$ 179	100%		
16.2	Engineering project		1.00	\$ 179	\$ 179	200		112%	\$ 179	100%		
18	Revised Permit fee by Planning Department(8-30-09)	[3]				Deposit \$750		100%	Deposit \$750	100%		
<b>19</b>	Reversion to Acreage (5 or more parcels)											
	Planning PW/Eng		4.00	\$ 179	\$ 715							
			4.00	\$ 238	\$ 951							
					\$ 1,666	Deposit \$500		100%	\$ 1,666	100%		
<b>20</b>	Second Unit Permits		3.00	\$ 179	\$ 536	Deposit \$1,000		100%	\$ 536	100%		
21	Sign Review by Planning Department		1.00	\$ 179	\$ 179	150		84%	\$ 179	100%		
22	Banner Review (8-30-09)		0.50	\$ 179	\$ 89	55		62%	\$ 89	100%		
23	Specific Plans	[3]				Deposit \$5,000 plus environmental deposit if an EIR is Required		100%	Deposit \$7,500 plus environmental deposit if an EIR is Required	100%		
24	Specific Plan Amendment	[2,3]				\$		0%	Deposit \$5,000	100%		

Fee No.	Fee Name	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level/ Deposit	Recommended Cost Recovery %	
24.5	Substantial conformance applications related to specific plans									
	Planning		4.00	\$ 179	\$ 715					
	PW/Eng		4.00	\$ 238	\$ 951					
					\$ 1,666	\$ 500	30%	\$ 1,666		100%
25	TEMPORARY USE PERMIT									
25.1	If public hearing is Required					Deposit \$500	100%	Deposit \$500		100%
25.2	If public hearing is not required (plus environmental cost if applicable)		2.00	\$ 179	\$ 358	200	56%	\$ 358		100%
26	Tentative Tract and Parcel Maps	[4]				Deposit \$2,500	100%	Deposit \$5,000		100%
	PW/Eng		6.00	\$ 238	\$ 1,426					
27	Tree Permit Removal		1.50	\$ 179	\$ 268	235	88%	\$ 268		100%
28	Variance					Deposit \$1,500	100%	Deposit \$3,000		100%
29	Zone Change					Deposit \$2,000	100%	Deposit \$3,500		100%
30	Zoning Code Amendments					Deposit \$2,000	100%	Deposit \$3,500		100%
32	Landscape Plan	[2]	4.00	\$ 179	\$ 715	-	0%	\$ 715		100%
<b>Hourly Rates</b>										
	Planning		1.00	\$ 179	\$ 179	-	0%	\$ 179		100%
<p>For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.</p>										
<b>TOTAL</b>										

[Notes]

[1] Sourced from: "Canyon Lake Fee Schedule.pdf"

[2] New Fee

[3] Placeholder for Master Fee Schedule (MFS); Not included in cost analysis; City Recommended deposit amount based on experience and knowledge

[4] Deposit intended to include Engineering cost



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Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %		
<b>ENCROACHMENT FEES</b>												
1.1	Permit Processing	per project	[3]	1.25	\$ 238	\$ 297	\$ -	0%	\$ 297	100%		
1.2	Encroachment Permit Issued to Utility Purveyors			1.50	\$ 238	\$ 357	\$ 105	29%	\$ 357	100%		
1.3	Minor Plan Check		[3]	1.75	\$ 238	\$ 416	\$ 205	49%	\$ 416	100%		
1.4	Minor Inspection/Traffic Control	per day	[3]	1.00	\$ 238	\$ 238	\$ -	0%	\$ 238	100%		
1.5	Extensive Work Requiring Traffic Control, pavement restoration and construction oversite - existing right-of-way						Deposit \$2,000 review + Deposit \$2,000 prior to issuance of the permit	100%	Deposit 3.5 % of construction cost	100%		
2	<b>Engineering Plan Check Fees</b>		[4]									
2.1	New Development - Improvement Plan Check						3.5 % of construction cost	n/a	Deposit 3.5 % of construction cost	100%		
2.4	New Development - Improvement Inspection		[4]				3.5 % of construction cost	n/a	Deposit 3.5 % of construction cost	100%		
2.5	Final Map Filing (Phasing Plan)		[3]	17.00	\$ 238	\$ 4,041	\$ -	0%	Deposit \$5,000	100%		
2.6	Final Map Filing		[3]	32.00	\$ 238	\$ 7,607	\$ -	0%	Deposit \$5,000	100%		
<b>Grading Fees (Subdivision)</b>												
3	Grading Plan Review Fees - Per Sheet		[5,7]	3.00	\$ 238	\$ 713	\$ -	n/a	\$ 713	100%		
<b>Other fees:</b>												
4	Additional plan reviews required by changes, additions or revisions to approved plan (minimum charge - one half hour)		[2]	1.00	\$ 238	\$ 238	\$ 154	65%	\$ 238	100%		

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %		
<b>Grading Permit Fees</b>												
5.1	0 to 500 cubic yards		[5]	2.00	\$ 238	\$ 475	\$	0%	\$	475	100%	
5.2	500	base fee @ 500 cu yds	[5]	2.00	\$ 238	\$ 475	\$ 163	34%	\$	475	100%	
5.3	each additional 100 cubic yards			0.10	\$ 238	\$ 24	\$ 19	79%	\$	24	100%	
5.4	1,001	base fee @ 1,001 cu yds		2.50	\$ 238	\$ 594	\$ 294	49%	\$	594	100%	
5.5	each additional 1,000 cubic yards			0.38	\$ 238	\$ 89	\$ 25	28%	\$	89	100%	
5.6	5,001	base fee @ 5,001 cu yds		4.00	\$ 238	\$ 951	\$ 419	44%	\$	951	100%	
5.7	each additional 1,000 cubic yards			0.10	\$ 238	\$ 24	\$ 25	105%	\$	24	100%	
5.8	10,001	base fee @ 10,001 cu yds		4.50	\$ 238	\$ 1,070	\$ 519	48%	\$	1,070	100%	
5.9	each additional 10,000 cubic yards			0.17	\$ 238	\$ 40	\$ 38	95%	\$	40	100%	
5.10	100,001	base fee @ 100,001 cu yds		6.00	\$ 238	\$ 1,426	\$ 894	63%	\$	1,426	100%	
5.11	each additional 10,000 cubic yards			0.60	\$ 238	\$ 143	\$ 38	27%	\$	143	100%	
<b>Other Inspections and Fees</b>												
7	Inspections outside of normal business hours (*minimum charge – two hours)	per hour	[2]	1.00	\$ 238	\$ 238	\$ 120	50%		Actual Cost using FBHR (2 hr. min.)	100%	
8	Re-inspection fees assessed under provisions of Section 305 [a]	per hour	[2]	1.00	\$ 238	\$ 238	\$ 120	50%		Actual Cost using FBHR	%	

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %		
<b>Fats, Oil and Grease (FOG) Fees</b>												
9	Food Service Establishment with Grease Control Device (billed monthly); covers 1 insp/yr - see below		[3,6]	0.50	\$ 71	\$ 36	\$ -	0%	\$ 36	100%		
10	Food Service Establishment without Grease Control Device (billed monthly); covers 2 insp/yr - see below		[3,6]	2.00	\$ 71	\$ 143	\$ -	0%	\$ 143	100%		
11	Food Service Establishment - Re-Inspection		[3,6]	0.50	\$ 71	\$ 36	\$ -	0%	\$ 36	100%		
<b>Stormwater Management/ NPDES</b>												
Projects Under Construction												
12	Construction Site Inspection (includes 2 visits) Existing Businesses		[3,6]	1.00	\$ 71	\$ 71	\$ -	0%	\$ 71	100%		
13	NPDES Site Initial Inspection (includes 2 visits)		[3,6]	1.00	\$ 71	\$ 71	\$ -	0%	\$ 71	100%		
14	Follow-up Compliance Inspection		[3,6]	0.50	\$ 71	\$ 36	\$ -	0%	\$ 36	100%		
15	Water Quality Management Plan (WQMP)		[3]									
	Engineering			4.00	\$ 238	\$ 951						
	Special Enforcement			0.50	\$ 71	\$ 36						
					\$ 986	\$ -		0%	\$ 986	100%		
<b>Hourly Rates</b>												
16	Engineer			1.00	\$ 238	\$ 238	\$ 120	%	\$ -	%		
17	Environmental Engineer			1.00	\$ 238	\$ 238	\$ 130	%	\$ -	%		

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %		
<b>Cross-Departmental Support</b>												
<b>PLANNING APPLICATIONS</b>												
PL 2	Amendment of Final Map			4.00	\$ 238	\$ 951						
PL 4	Certificate of Compliance			4.00	\$ 238	\$ 951						
PL 12	Lot Line Adjustment			4.00	\$ 238	\$ 951						
PL 13	Parcel Merger			4.00	\$ 238	\$ 951						
PL 14.2	Plot Plans - For projects exempt from CEQA Requiring More than Planning Department Review 18.30(a)2			3.00	\$ 238	\$ 713						
PL 15	Pre-Application review before City Land Development Committee (8-30-09)			2.00	\$ 238	\$ 475						
PL 19	Reversion to Acreage (5 or more parcels)			4.00	\$ 238	\$ 951						
PL 24.5	Substantial conformance applications related to specific plans:			4.00	\$ 238	\$ 951						
PL 26	Tentative Tract and Parcel Maps			6.00	\$ 238	\$ 1,426						
<b>TOTAL</b>												

**NOTES**

- [1] Sourced from: "Canyon Lake Fee Schedule.pdf"
- [2] Fully Burdened Hourly Rates (FBHR) - Per hour (or total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved plus the adopted City overhead rate)
- [3] New Fee
- [4] PLACEHOLDER for Master Fee Schedule (MFS); Not included in cost analysis.
- [5] Revised Fee Structure
- [6] Performed by Special Enforcement
- [7] Includes up to 3 plan checks



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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [4]
<b>NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS</b>								
<b>Commercial Uses - Structural</b> (All newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, J, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule)								
Square Footage:								
0 - 1,999	per project base @ 1,999 s.f.	9.00	12.00	21.00	\$ 190	\$ 1,710	\$ 2,280	\$ 3,990
2,000 - 4,999	per project base @ 2,000 s.f.	12.00	16.50	28.50	\$ 190	\$ 2,280	\$ 3,135	\$ 5,415
5,000 - 9,999	per project base @ 5,000 s.f.	15.00	23.00	38.00	\$ 190	\$ 2,850	\$ 4,370	\$ 7,221
10,000 - 24,999	per project base @ 10,000 s.f.	27.00	25.00	52.00	\$ 190	\$ 5,130	\$ 4,750	\$ 9,881
25,000 - 49,999	per project base @ 25,000 s.f.	41.00	30.00	71.00	\$ 190	\$ 7,791	\$ 5,700	\$ 13,491
50,000	per project base @ 50,000 s.f.	54.00	42.00	96.00	\$ 190	\$ 10,261	\$ 7,981	\$ 18,241
> 50,000 plus cost per sq. ft.					See N. C. Pl Ck Table		See N. C. Insp Table	See N. C. Total Table
<b>Residential and Multifamily Residential Uses -</b> (All newly constructed or added space for residential occupancies classified as CBC Group R (except R-3), or other residential occupancies not specifically addressed elsewhere in this Fee Schedule)								
Square Footage:								
0 - 1,999	per project base @ 1,999 s.f.	12.00	15.00	27.00	\$ 190	\$ 2,280	\$ 2,850	\$ 5,130
2,000 - 4,999	per project base @ 2,000 s.f.	12.00	15.00	27.00	\$ 190	\$ 2,280	\$ 2,850	\$ 5,130
5,000 - 9,999	per project base @ 5,000 s.f.	15.00	30.00	45.00	\$ 190	\$ 2,850	\$ 5,700	\$ 8,551
10,000 - 24,999	per project base @ 10,000 s.f.	22.00	30.00	52.00	\$ 190	\$ 4,180	\$ 13,301	\$ 17,481
25,000 - 49,999	per project base @ 25,000 s.f.	30.00	108.00	138.00	\$ 190	\$ 5,700	\$ 20,521	\$ 26,222
50,000	per project base @ 50,000 s.f.	39.00	120.00	159.00	\$ 190	\$ 7,411	\$ 22,802	\$ 30,212
> 50,000 plus cost per sq. ft.					See N. C. Pl Ck Table		See N. C. Insp Table	See N. C. Total Table
<b>Hazardous Use -</b> (All newly constructed or added space for hazardous use occupancies classified as CBC Group H)								
Square Footage:								
0 - 1,999	per project base @ 1,999 s.f.	17.00	15.00	32.00	\$ 190	\$ 3,230	\$ 2,850	\$ 6,080
2,000 - 4,999	per project base @ 2,000 s.f.	17.00	15.00	32.00	\$ 190	\$ 3,230	\$ 2,850	\$ 6,080
5,000 - 9,999	per project base @ 5,000 s.f.	22.00	30.00	42.00	\$ 190	\$ 4,180	\$ 3,800	\$ 7,981
10,000 - 24,999	per project base @ 10,000 s.f.	29.00	25.00	54.00	\$ 190	\$ 5,510	\$ 4,750	\$ 10,261
25,000 - 49,999	per project base @ 25,000 s.f.	44.00	35.00	79.00	\$ 190	\$ 8,361	\$ 6,650	\$ 15,011
50,000	per project base @ 50,000 s.f.	60.00	42.00	102.00	\$ 190	\$ 11,401	\$ 7,981	\$ 19,381
> 50,000 plus cost per sq. ft.					See N. C. Pl Ck Table		See N. C. Insp Table	See N. C. Total Table

[8]

[9]

[9]

[9]

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Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
<b>NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS</b>					
Commercial Uses - Structural (All newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 1,710.12	\$ 2,280.16	\$ 3,990.28	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 2,280.16	\$ 3,135.22	\$ 5,415.38	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,850.20	\$ 4,370.31	\$ 7,220.51	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 5,130.36	\$ 4,750.33	\$ 9,880.69	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 7,790.55	\$ 5,700.40	\$ 13,490.95	100%
50,000	per project base @ 50,000 s.f.	\$ 10,260.72	\$ 7,980.56	\$ 18,241.28	100%
> 50,000 plus cost per sq. ft.		See N.C. PICK Table	See N. C. Insp Table	See N. C. Total Table	
<b>Residential and Multifamily Residential Uses -</b> (All newly constructed or added space for residential occupancies classified as CBC Group R (except R-3), or other residential occupancies not specifically addressed elsewhere in this Fee Schedule)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 2,280.16	\$ 2,850.20	\$ 5,130.36	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 2,280.16	\$ 2,850.20	\$ 5,130.36	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,850.20	\$ 5,700.40	\$ 8,550.60	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 4,180.29	\$ 13,300.93	\$ 17,481.22	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 5,700.40	\$ 20,521.44	\$ 26,221.84	100%
50,000	per project base @ 50,000 s.f.	\$ 7,410.52	\$ 22,801.60	\$ 30,212.12	100%
> 50,000 plus cost per sq. ft.		See N.C. PICK Table	See N. C. Insp Table	See N. C. Total Table	
<b>Hazardous Use -</b> (All newly constructed or added space for hazardous use occupancies classified as CBC Group H)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 3,230.23	\$ 2,850.20	\$ 6,080.43	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 3,230.23	\$ 2,850.20	\$ 6,080.43	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 4,180.29	\$ 3,800.27	\$ 7,980.56	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 5,510.39	\$ 4,750.33	\$ 10,260.72	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 8,360.59	\$ 6,650.47	\$ 15,011.06	100%
50,000	per project base @ 50,000 s.f.	\$ 11,400.80	\$ 7,980.56	\$ 19,381.36	100%
> 50,000 plus cost per sq. ft.		See N.C. PICK Table	See N. C. Insp Table	See N. C. Total Table	

APPENDIX A.4

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Annual Estimated Revenue Analysis						
Fee Description [1]	Fee Unit	Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS</b>						
<b>Commercial Uses - Structural</b> (All newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule)						
Square Footage:						
0 - 1,999	per project base @ 1,999 s.f.	4	4	\$ 15,961	\$ 15,961	\$ 15,961
2,000 - 4,999	per project base @ 2,000 s.f.	0	0	\$ -	\$ -	\$ -
5,000 - 9,999	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
10,000 - 24,999	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
25,000 - 49,999	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
50,000	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
> 50,000 plus cost per sq. ft.						
<b>Residential and Multifamily Residential Uses</b> - (All newly constructed or added space for residential occupancies classified as CBC Group R (except R-3) or other residential occupancies not specifically addressed elsewhere in this Fee Schedule)						
Square Footage:						
0 - 1,999	per project base @ 1,999 s.f.	7	7	\$ 35,913	\$ 35,913	\$ 35,913
2,000 - 4,999	per project base @ 2,000 s.f.	9	9	\$ 46,173	\$ 46,173	\$ 46,173
5,000 - 9,999	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
10,000 - 24,999	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
25,000 - 49,999	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
50,000	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
> 50,000 plus cost per sq. ft.						
<b>Hazardous Use</b> - (All newly constructed or added space for hazardous use occupancies classified as CBC Group H)						
Square Footage:						
0 - 1,999	per project base @ 1,999 s.f.	0	0	\$ -	\$ -	\$ -
2,000 - 4,999	per project base @ 2,000 s.f.	0	0	\$ -	\$ -	\$ -
5,000 - 9,999	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
10,000 - 24,999	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
25,000 - 49,999	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
50,000	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
> 50,000 plus cost per sq. ft.						

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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [4]
Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable)								
Square Footage:								
0 - 1,999	per project base @ 1,999 s.f.	10.00	10.00	20.00	\$ 190	\$ 1,900	\$ 1,900	\$ 3,800
2,000 - 4,999	per project base @ 2,000 s.f.	10.00	10.00	20.00	\$ 190	\$ 1,900	\$ 1,900	\$ 3,800
5,000 - 9,999	per project base @ 5,000 s.f.	15.00	12.00	27.00	\$ 190	\$ 2,850	\$ 2,280	\$ 5,130
10,000 - 24,999	per project base @ 10,000 s.f.	18.00	15.00	33.00	\$ 190	\$ 3,420	\$ 2,850	\$ 6,270
25,000 - 49,999	per project base @ 25,000 s.f.	27.00	20.00	47.00	\$ 190	\$ 5,130	\$ 3,800	\$ 8,931
50,000	per project base @ 50,000 s.f.	36.00	25.00	61.00	\$ 190	\$ 6,840	\$ 4,750	\$ 11,591
> 50,000 plus cost per sq. ft.						See N.C. P/Ck Table	See N.C. Insp Table	See N.C. Total Table
Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere)								
Square Footage:								
0 - 1,999	per project base @ 1,999 s.f.	10.00	10.00	20.00	\$ 190	\$ 1,900	\$ 1,900	\$ 3,800
2,000 - 4,999	per project base @ 2,000 s.f.	10.00	10.00	20.00	\$ 190	\$ 1,900	\$ 1,900	\$ 3,800
5,000 - 9,999	per project base @ 5,000 s.f.	13.00	15.00	27.00	\$ 190	\$ 2,280	\$ 2,850	\$ 5,130
10,000 - 24,999	per project base @ 10,000 s.f.	14.00	18.00	32.00	\$ 190	\$ 2,660	\$ 3,420	\$ 6,080
25,000 - 49,999	per project base @ 25,000 s.f.	20.00	22.00	42.00	\$ 190	\$ 3,800	\$ 4,180	\$ 7,981
50,000	per project base @ 50,000 s.f.	28.00	28.00	56.00	\$ 190	\$ 5,320	\$ 5,320	\$ 10,641
> 50,000 plus cost per sq. ft.						See N.C. P/Ck Table	See N.C. Insp Table	See N.C. Total Table
Tenant Improvement - Hazardous Use (Remodeled space for non-residential occupancies classified as CBC Group H)								
Square Footage:								
0 - 1,999	per project base @ 1,999 s.f.	12.00	11.00	23.00	\$ 190	\$ 2,280	\$ 2,090	\$ 4,370
2,000 - 4,999	per project base @ 2,000 s.f.	12.00	11.00	23.00	\$ 190	\$ 2,280	\$ 2,090	\$ 4,370
5,000 - 9,999	per project base @ 5,000 s.f.	14.00	16.00	30.00	\$ 190	\$ 2,660	\$ 3,040	\$ 5,700
10,000 - 24,999	per project base @ 10,000 s.f.	16.00	20.00	36.00	\$ 190	\$ 3,040	\$ 3,800	\$ 6,840
25,000 - 49,999	per project base @ 25,000 s.f.	23.00	25.00	48.00	\$ 190	\$ 4,370	\$ 4,750	\$ 9,121
50,000	per project base @ 50,000 s.f.	30.00	30.00	60.00	\$ 190	\$ 5,700	\$ 5,700	\$ 11,401
> 50,000 plus cost per sq. ft.						See N.C. P/Ck Table	See N.C. Insp Table	See N.C. Total Table

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Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 1,900.13	\$ 1,900.13	\$ 3,800.27	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 1,900.13	\$ 1,900.13	\$ 3,800.27	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,850.20	\$ 2,280.16	\$ 5,130.36	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 3,420.24	\$ 2,850.20	\$ 6,270.44	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 5,130.36	\$ 3,800.27	\$ 8,930.63	100%
50,000	per project base @ 50,000 s.f.	\$ 6,840.48	\$ 4,750.33	\$ 11,590.81	100%
> 50,000 plus cost per sq. ft.		See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	
Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere.)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 1,900.13	\$ 1,900.13	\$ 3,800.26	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 1,900.13	\$ 1,900.13	\$ 3,800.26	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,280.16	\$ 2,850.20	\$ 5,130.36	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 2,660.19	\$ 3,420.24	\$ 6,080.43	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 3,800.27	\$ 4,180.29	\$ 7,980.56	100%
50,000	per project base @ 50,000 s.f.	\$ 5,320.37	\$ 5,320.37	\$ 10,640.74	100%
> 50,000 plus cost per sq. ft.		See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	
Tenant Improvement - Hazardous Use (Remodeled space for non-residential occupancies classified as CBC Group H.)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 2,280.16	\$ 2,090.15	\$ 4,370.31	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 2,280.16	\$ 2,090.15	\$ 4,370.31	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,660.19	\$ 3,040.21	\$ 5,700.40	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 3,040.21	\$ 3,800.27	\$ 6,840.48	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 4,370.31	\$ 4,750.33	\$ 9,120.64	100%
50,000	per project base @ 50,000 s.f.	\$ 5,700.40	\$ 5,700.40	\$ 11,400.80	100%
> 50,000 plus cost per sq. ft.		See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	

[9]

[9]

[9]

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Annual Estimated Revenue Analysis		Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
Fee Description [1]	Fee Unit					
Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable)						
Square Footage:						
0 - 1,999	per project base @ 1,999 s.f.	0	0	\$ -	\$ -	\$ -
2,000 - 4,999	per project base @ 2,000 s.f.	0	0	\$ -	\$ -	\$ -
5,000 - 9,999	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
10,000 - 24,999	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
25,000 - 49,999	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
50,000	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
> 50,000 plus cost per sq. ft.		0	0			
Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere)						
Square Footage:						
0 - 1,999	per project base @ 1,999 s.f.	2	2	\$ 7,601	\$ 7,601	\$ 7,601
2,000 - 4,999	per project base @ 2,000 s.f.	1	1	\$ 3,800	\$ 3,800	\$ 3,800
5,000 - 9,999	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
10,000 - 24,999	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
25,000 - 49,999	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
50,000	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
> 50,000 plus cost per sq. ft.		0	0			
Tenant Improvement - Hazardous Use (Remodeled space for non-residential occupancies classified as CBC Group H)						
Square Footage:						
0 - 1,999	per project base @ 1,999 s.f.	0	0	\$ -	\$ -	\$ -
2,000 - 4,999	per project base @ 2,000 s.f.	0	0	\$ -	\$ -	\$ -
5,000 - 9,999	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
10,000 - 24,999	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
25,000 - 49,999	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
50,000	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
> 50,000 plus cost per sq. ft.		0	0			

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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [5]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [4]
<b>One and Two Family Dwellings</b> - (All newly constructed space for residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule. This category includes the model home or a custom home project)								
Square Footage:								
0 - 999	per project base @ 999 s.f.	9.00	15.00	24.00	\$ 190	\$ 1,710	\$ 2,850	4,560
1,000 - 2,499	per project base @ 1,000 s.f.	9.00	15.00	24.00	\$ 190	\$ 1,710	\$ 2,850	4,560
2,500 - 3,999	per project base @ 2,500 s.f.	13.00	18.00	31.00	\$ 190	\$ 2,470	\$ 3,420	5,890
4,000 - 5,999	per project base @ 4,000 s.f.	17.00	20.00	37.00	\$ 190	\$ 3,230	\$ 3,800	7,031
6,000 - 7,999	per project base @ 6,000 s.f.	20.00	25.00	45.00	\$ 190	\$ 3,800	\$ 4,750	8,551
8,000	per project base @ 8,000 s.f.	24.00	28.00	52.00	\$ 190	\$ 4,560	\$ 5,320	9,881
> 8,000 plus cost per sq. ft.		2.00	N/A	2.00	\$ 190	\$ 380	N/A	380
<b>Residential Repeat / Subsequent Lot Plan Check</b>	per project							
<b>Residential Remodels and Additions</b> - (All newly constructed additions to, or remodeled areas of, residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule)								
Square Footage:								
0-199	per project base @ 199 s.f.	5.00	6.00	11.00	\$ 190	\$ 950	\$ 1,140	2,090
200 - 599	per project base @ 200 s.f.	6.00	7.00	13.00	\$ 190	\$ 1,140	\$ 1,330	2,470
600 - 999	per project base @ 600 s.f.	6.00	8.00	14.00	\$ 190	\$ 1,140	\$ 1,520	2,660
1,000 - 1,499	per project base @ 1,000 s.f.	8.00	10.00	18.00	\$ 190	\$ 1,520	\$ 1,900	3,420
1,500 - 1,999	per project base @ 1,500 s.f.	12.00	12.00	24.00	\$ 190	\$ 2,280	\$ 2,280	4,560
2,000	per project base @ 2,000 s.f.	15.00	15.00	31.00	\$ 190	\$ 3,040	\$ 2,850	5,890
> 2,000 plus cost per sq. ft.								
<b>TOTAL: NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS</b>								

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Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
One and Two Family Dwellings - (All newly constructed space for residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule. This category includes the model home or a custom home project)	per project base @ 999 s.f.	\$ 1,710.12	\$ 2,850.20	\$ 4,560.32	100%
Square Footage: 0 - 999	per project base @ 1,000 s.f.	\$ 1,710.12	\$ 2,850.20	\$ 4,560.32	100%
1000 - 2,499	per project base @ 2,500 s.f.	\$ 2,470.17	\$ 3,420.24	\$ 5,890.41	100%
2,500 - 3,999	per project base @ 4,000 s.f.	\$ 3,230.23	\$ 3,800.27	\$ 7,030.50	100%
4,000 - 5,999	per project base @ 6,000 s.f.	\$ 3,800.27	\$ 4,750.33	\$ 8,550.60	100%
6,000 - 7,999	per project base @ 8,000 s.f.	\$ 4,560.32	\$ 5,320.37	\$ 9,880.69	100%
8,000		See N.C. P/CK Table	See N. C. Insp Table	See N. C. Total Table	
> 8,000 plus cost per sq. ft.		\$ 380.03	N/A	\$ 380.03	100%
Residential Repeat / Subsequent Lot Plan Check	per project				
Residential Remodels and Additions - (All newly constructed additions to, or remodeled areas of, residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule)					
Square Footage: 0-199	per project base @ 199 s.f.	\$ 950.07	\$ 1,140.08	\$ 2,090.15	100%
200 - 599	per project base @ 200 s.f.	\$ 1,140.08	\$ 1,330.09	\$ 2,470.17	100%
600 - 999	per project base @ 600 s.f.	\$ 1,140.08	\$ 1,520.11	\$ 2,660.19	100%
1,000 - 1,499	per project base @ 1,000 s.f.	\$ 1,520.11	\$ 1,900.13	\$ 3,420.24	100%
1,500 - 1,999	per project base @ 1,500 s.f.	\$ 2,280.16	\$ 2,280.16	\$ 4,560.32	100%
2,000	per project base @ 2,000 s.f.	\$ 3,040.21	\$ 2,850.20	\$ 5,890.41	100%
> 2,000 plus cost per sq. ft.		See N.C. P/CK Table	See N. C. Insp Table	See N. C. Total Table	
<b>TOTAL: NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS</b>					

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Fee Description [1]		Fee Unit	Annual Estimated Revenue Analysis				
Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee	Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	
		per project base @ 999 s.f.	\$ -	\$ -	\$ -	0	0
		per project base @ 1,000 s.f.	\$ -	\$ 31,922	\$ 31,922	7	7
		per project base @ 2,500 s.f.	\$ -	\$ -	\$ -	0	0
		per project base @ 4,000 s.f.	\$ -	\$ -	\$ -	0	0
		per project base @ 6,000 s.f.	\$ -	\$ 8,551	\$ 8,551	1	1
		per project base @ 8,000 s.f.	\$ -	\$ -	\$ -	0	0
		> 8,000 plus cost per sq. ft.	\$ -	\$ -	\$ -	0	0
		Residential Repeat / Subsequent Lot Plan Check	\$ -	\$ -	\$ -	0	0
		Residential Remodels and Additions - (All newly constructed additions to, or remodeled areas of, residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule)	\$ -	\$ -	\$ -	0	0
		Square Footage:					
		0 - 199	\$ -	\$ -	\$ -	0	0
		200 - 599	\$ -	\$ 17,291	\$ 17,291	7	7
		600 - 999	\$ -	\$ -	\$ -	0	0
		1,000 - 1,499	\$ -	\$ 3,420	\$ 3,420	1	1
		1,500 - 1,999	\$ -	\$ -	\$ -	0	0
		2,000	\$ -	\$ -	\$ -	0	0
		> 2,000 plus cost per sq. ft.	\$ -	\$ -	\$ -	0	0
		TOTAL: NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS	\$ -	\$ 170,632	\$ 170,632	39	39

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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			Total Cost of Service Per Activity [4]
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	
<b>MISCELLANEOUS PERMITS</b>								
Permit Center Processing Fee - Standard	each	0.33	0.00	0.33	\$ 190	\$ 63	\$ -	63
Accessory and Utility Uses (U Occupancy) 500 s.f. or less	each	4.00	6.00	10.00	\$ 190	\$ 760	\$ 1,340	1,900
501 s.f. or more	each	6.00	6.00	12.00	\$ 190	\$ 1,140	\$ 1,340	2,280
Address Assignment	each	0.42	0.00	0.42	\$ 190	\$ 79	\$ -	79
Antenna/Cell Tower	each	6.00	3.00	9.00	\$ 190	\$ 1,140	\$ 570	1,710
Equipment Shelter (All Trades)	each	6.00	4.50	10.50	\$ 190	\$ 1,140	\$ 855	1,995
Cellular/Mobile Phone (All Trades)	each	2.00	0.75	2.75	\$ 190	\$ 380	\$ 143	523
Awning/Canopy	each	3.00	2.50	5.50	\$ 190	\$ 570	\$ 475	1,045
Carport	each	0.00	0.75	0.75	\$ 190	\$ -	\$ 143	143
Certificate of Occupancy - Residential	each	0.00	0.75	0.75	\$ 190	\$ -	\$ 143	143
Certificate of Occupancy - Commercial	each	0.33	0.00	0.33	\$ 190	\$ 63	\$ -	63
Certificate of Occupancy - Change of Ownership	each	0.25	3.00	3.25	\$ 190	\$ 48	\$ 570	618
Combination Wall (City Std) first 50 L.F.	each	0.25	0.50	0.75	\$ 190	\$ 48	\$ 95	143
Combination Wall (City Std) Each Addtl 50 L.F.	each	1.00	3.00	4.00	\$ 190	\$ 190	\$ 570	760
Combination Wall - Fire 50 L.F.	each	0.25	0.50	0.75	\$ 190	\$ 48	\$ 95	143
Combination Wall - Each Addtl 50 L.F.	each unit	2.00	1.50	3.50	\$ 190	\$ 380	\$ 285	665
Commercial Trailer	each	1.00	1.50	2.50	\$ 190	\$ 190	\$ 285	475
Deck - ground floor	each	0.25	2.00	2.25	\$ 190	\$ 48	\$ 380	428
Deck - (City Standard) second story and above	each	1.50	2.00	3.50	\$ 190	\$ 285	\$ 380	665
Deck - second story and above	each	1.00	2.00	3.00	\$ 190	\$ 190	\$ 380	570
Demand Letter	each	0.50	0.00	0.50	\$ 190	\$ 95	\$ -	95
Updated Demand Letter	each	1.00	2.25	3.25	\$ 190	\$ 190	\$ 428	618
Demolition	each	0.33	0.00	0.33	\$ 190	\$ 63	\$ -	63
Freestanding Wall (wood frame)	up to 100 l.f., each 100 l.f.	3.00 0.00	0.75 0.25	3.75 0.25	\$ 190 \$ 190	\$ 570 \$ -	\$ 143 \$ 48	713 48
> 5'9" in height								
> 5'9" in height								
Freestanding Masonry Garden Wall (City Std)	up to 100 l.f., each 100 l.f.	1.00 0.00	2.00 0.50	3.00 0.50	\$ 190 \$ 190	\$ 190 \$ -	\$ 380 \$ 95	570 95
> 3 FT in height								
> 3 FT in height								
Freestanding Masonry Garden Wall	up to 100 l.f., each 100 l.f.	1.00 0.00	2.00 0.50	3.00 0.50	\$ 190 \$ 190	\$ 190 \$ -	\$ 380 \$ 95	570 95
> 3 FT in height								
> 3 FT in height								
Fireplace	each	2.00	3.00	5.00	\$ 190	\$ 380	\$ 570	950
Masonry	each	2.25	2.25	4.25	\$ 190	\$ 428	\$ 808	808
Pre-fabricated/Metal	each	2.00	1.50	3.50	\$ 190	\$ 380	\$ 285	665
Flag Pole	each	4.00	4.50	10.50	\$ 190	\$ 1,140	\$ 855	1,995
Garage/ Workshop (all trades included) - Up to 1,000 SF (U Occ.)	each	8.00	6.00	14.00	\$ 190	\$ 1,520	\$ 1,140	2,660
Garage/ Workshop (all trades included) - 1,001 - 3,000 SF (U Occ.)	each	4.00	1.50	5.50	\$ 190	\$ 760	\$ 285	1,045
Greenhouse (All Trades)	each	4.00	1.50	5.50	\$ 190	\$ 760	\$ 285	1,045
Light Pole (All Trades)	each	0.00	0.75	0.75	\$ 190	\$ -	\$ 143	143
Each additional pole								
Mobile Home Set Up	each	2.00	3.00	5.00	\$ 190	\$ 380	\$ 570	950
Perm Foundation	each	1.00	2.00	3.00	\$ 190	\$ 190	\$ 380	570
Installation	each	1.00	1.00	2.00	\$ 190	\$ 190	\$ 190	380
Site Prep	each	1.00	2.50	3.50	\$ 190	\$ 190	\$ 475	665
Partition - Commercial, interior up to 30 l.f.	up to 30 l.f., each 30 l.f.	0.00 1.00	0.75 2.25	0.75 3.25	\$ 190 \$ 190	\$ - \$ 190	\$ 143 \$ 428	143 618
Each additional 30 l.f.								
Partition - Residential, interior	each	1.00	2.25	3.25	\$ 190	\$ 190	\$ 428	618

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Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
<b>MISCELLANEOUS PERMITS</b>					
Permit Center Processing Fee - Standard	each	\$ 63.34	\$ -	\$ 63.34	100%
Accessory and Utility Uses (U Occupancy) 500 s.f. or less	each	\$ 760.05	\$ 1,140.08	\$ 1,900.13	100%
501 s.f. or more	each	\$ 1,140.08	\$ 1,140.08	\$ 2,280.16	100%
Address Assignment	each	\$ 79.17	\$ -	\$ 79.17	100%
Antenna/Cell Tower					
Equipment Shelter (All Trades)	each	\$ 1,140.08	\$ 570.04	\$ 1,710.12	100%
Cellular/Mobile Phone (All Trades)	each	\$ 1,140.08	\$ 855.06	\$ 1,995.14	100%
Awning/Canopy	each	\$ 380.03	\$ 142.51	\$ 522.54	100%
Carport	each	\$ 570.04	\$ 475.03	\$ 1,045.07	100%
Certificate of Occupancy - Residential	each	\$ -	\$ 142.51	\$ 142.51	100%
Certificate of Occupancy - Commercial	each	\$ -	\$ 142.51	\$ 142.51	100%
Certificate of Occupancy - Change of Ownership	each	\$ 62.70	\$ -	\$ 62.70	100%
Combination Wall (City Std) First 50 L.F.	each	\$ 47.50	\$ 570.04	\$ 617.54	100%
Combination Wall - first 50 L.F.	each	\$ 190.01	\$ 95.01	\$ 285.02	100%
Combination Wall - Each Addtl 50 L.F.	each	\$ 190.01	\$ 570.04	\$ 760.05	100%
Commercial Trailer	each unit	\$ 47.50	\$ 95.01	\$ 142.51	100%
Deck - ground floor	each	\$ 380.03	\$ 285.02	\$ 665.05	100%
Deck - (City Standard) second story and above	each	\$ 190.01	\$ 285.02	\$ 475.03	100%
Deck - second story and above	each	\$ 47.50	\$ 380.03	\$ 427.53	100%
Demanded Letter	each	\$ 285.02	\$ 380.03	\$ 665.05	100%
Updated Demand Letter	each	\$ 190.01	\$ -	\$ 190.01	100%
Demolition	each	\$ 95.01	\$ -	\$ 95.01	100%
Duplicate/Replacement Job Card	each	\$ 190.01	\$ 427.53	\$ 617.54	100%
Freestanding Wall (wood frame)	each	\$ 63.34	\$ -	\$ 63.34	100%
> 5'9" in height	up to 100 l.f.	\$ 570.04	\$ 142.51	\$ 712.55	100%
> 5'9" in height	each 100 l.f.	\$ -	\$ 47.50	\$ 47.50	100%
Freestanding Masonry Garden Wall (City Std)					
> 3 FT in height	up to 100 l.f.	\$ 190.01	\$ 380.03	\$ 570.04	100%
> 3 FT in height	each 100 l.f.	\$ -	\$ 95.01	\$ 95.01	100%
Freestanding Masonry Garden Wall					
> 3 FT in height	up to 100 l.f.	\$ 190.01	\$ 380.03	\$ 570.04	100%
> 3 FT in height	each 100 l.f.	\$ -	\$ 95.01	\$ 95.01	100%
Fireplace					
Masonry	each	\$ 380.03	\$ 570.04	\$ 950.07	100%
Pre-fabricated/Metal	each	\$ 380.03	\$ 427.53	\$ 807.56	100%
Flag Pole	each	\$ 380.03	\$ 285.02	\$ 665.05	100%
Garage/ Workshop (all trades included) - Up to 1,000 SF (U Occ.)	each	\$ 1,140.08	\$ 855.06	\$ 1,995.14	100%
Garage/ Workshop (all trades included) - 1,001 - 3,000 SF (U Occ.)	each	\$ 1,520.11	\$ 1,140.08	\$ 2,660.19	100%
Greenhouse (All Trades)	each	\$ 760.05	\$ 285.02	\$ 1,045.07	100%
Light Pole (All Trades)	each	\$ -	\$ 285.02	\$ 285.02	100%
Each additional pole	each	\$ -	\$ 142.51	\$ 142.51	100%
Mobile Home Set Up	each	\$ 380.03	\$ 570.04	\$ 950.07	100%
Firm Foundation	each	\$ 190.01	\$ 380.03	\$ 570.04	100%
Installation	each	\$ 190.01	\$ 190.01	\$ 380.02	100%
Site Prep	each	\$ 190.01	\$ 475.03	\$ 665.04	100%
Partition - Commercial, Interior up to 30 l.f.	up to 30 l.f.	\$ -	\$ -	\$ -	100%
Each additional 30 l.f.	each 30 l.f.	\$ -	\$ 142.51	\$ 142.51	100%
Partition - Residential, interior	each	\$ 190.01	\$ 427.53	\$ 617.54	100%

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Fee Description [1]	Fee Unit	Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>MISCELLANEOUS PERMITS</b>						
Permit Center Processing Fee - Standard	each			\$ -	\$ -	\$ -
Accessory and Utility Uses (U Occupancy) 500 s.f. or less	each			\$ -	\$ -	\$ -
501 s.f. or more	each			\$ -	\$ -	\$ -
Address Assignment	each			\$ -	\$ -	\$ -
Antenna/Cell Tower	each			\$ -	\$ -	\$ -
Equipment Shelter (All Trades)	each			\$ -	\$ -	\$ -
Cellular/Mobile Phone (All Trades)	each			\$ -	\$ -	\$ -
Awning/Canopy	each			\$ -	\$ -	\$ -
Carport	each			\$ -	\$ -	\$ -
Certificate of Occupancy - Residential	each			\$ -	\$ -	\$ -
Certificate of Occupancy - Commercial	each			\$ -	\$ -	\$ -
Certificate of Occupancy - Change of Ownership	each			\$ -	\$ -	\$ -
Combination Wall (City Stnd) first 50 L.F.	each	1	1	\$ -	\$ 760	\$ 760
Combination Wall - Each Addtl 50 L.F.	each	17	17	\$ -	\$ 2,423	\$ 2,423
Combination Wall - Each Addtl 50 L.F. Commercial Trailer	each unit			\$ -	\$ -	\$ -
Deck - ground floor	each	1	1	\$ -	\$ 475	\$ 475
Deck - (City Standard) second story and above	each			\$ -	\$ -	\$ -
Deck - second story and above	each	1	1	\$ -	\$ 665	\$ 665
Demand Letter	each			\$ -	\$ -	\$ -
Updated Demand Letter	each			\$ -	\$ -	\$ -
Demolition	each			\$ -	\$ -	\$ -
Duplicate/Replacement Job Card	each			\$ -	\$ -	\$ -
Freestanding Wall (wood frame)	each			\$ -	\$ -	\$ -
> 5' 9" in height	up to 100 l.f.			\$ -	\$ -	\$ -
> 5' 9" in height	each 100 l.f.			\$ -	\$ -	\$ -
Freestanding Masonry Garden Wall (City Stnd)	up to 100 l.f.			\$ -	\$ -	\$ -
> 3 FT in height	each 100 l.f.			\$ -	\$ -	\$ -
> 3 FT in height	each 100 l.f.			\$ -	\$ -	\$ -
Freestanding Masonry Garden Wall	up to 100 l.f.			\$ -	\$ -	\$ -
> 3 FT in height	each 100 l.f.			\$ -	\$ -	\$ -
Fireplace	each			\$ -	\$ -	\$ -
Masonry	each			\$ -	\$ -	\$ -
Pre-fabricated/Metal	each			\$ -	\$ -	\$ -
Flag Pole	each			\$ -	\$ -	\$ -
Garage/ Workshop (all trades included) - Up to 1,000 SF (U Occ.)	each			\$ -	\$ -	\$ -
Garage/ Workshop (all trades included) - 1,001 - 3,000 SF (U Occ.)	each			\$ -	\$ -	\$ -
Greenhouse (All Trades)	each			\$ -	\$ -	\$ -
Light Pole (All Trades)	each			\$ -	\$ -	\$ -
Each additional pole	each			\$ -	\$ -	\$ -
Mobile Home Set Up	each	3	3	\$ -	\$ 2,850	\$ 2,850
Parm Foundation	each			\$ -	\$ -	\$ -
Installation	each			\$ -	\$ -	\$ -
Site Prep	each			\$ -	\$ -	\$ -
Partition - Commercial, Interior up to 30 l.f.	up to 30 l.f.			\$ -	\$ -	\$ -
Each additional 30 l.f.	each 30 l.f.			\$ -	\$ -	\$ -
Partition - Residential, interior	each			\$ -	\$ -	\$ -

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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [4]
Patio Cover (City Std)	up to 300 s.f.	0.25	1.50	1.75	\$ 190	\$ 48	\$ 285	333
Non-Enclosed, all types	each 300 s.f.	0.50	0.33	0.83	\$ 190	\$ 95	\$ 63	158
Additional Non-Enclosed cover								
Patio Cover	up to 300 s.f.	1.00	1.50	2.50	\$ 190	\$ 190	\$ 285	475
Non-Enclosed, all types	each 300 s.f.	0.50	0.33	0.83	\$ 190	\$ 95	\$ 63	158
Additional Non-Enclosed cover	up to 300 s.f.	1.50	2.50	4.00	\$ 190	\$ 285	\$ 475	760
Enclosed, all types	each 300 s.f.	0.50	0.33	0.83	\$ 190	\$ 95	\$ 63	158
Additional enclosed cover								
Photovoltaic System (Commercial) (All Trades)		[6,7]						
Up to 50 kw	each							
> 50 kw	each							
Photovoltaic System (Residential) (All Trades)		[6,7]						
No Fire Review	each							
With Fire Review	each							
Propane Tank	each	1.00	1.00	2.00	\$ 190	\$ 190	\$ 190	380
Replacement Lien Release	each	1.00	0.00	1.00	\$ 190	\$ -	\$ -	190
Retaining Wall (City Std)	each	0.25	2.50	2.75	\$ 190	\$ 48	\$ 475	523
First 50 L.F.	Each additional 50 L.F.	0.25	0.00	0.25	\$ 190	\$ 48	\$ -	48
Retaining Wall/Foundation Repair and Replacement								
First 50 L.F.	UP to 50 L.F.	1.00	2.50	3.50	\$ 190	\$ 190	\$ 475	665
Each additional 50 L.F.	Each 50 L.F.	0.25	0.50	0.75	\$ 190	\$ 48	\$ 95	143
Re-Roof	each	0.25	1.00	1.25	\$ 190	\$ 48	\$ 190	238
Re-Roof- relet only- same tile	each	0.25	0.75	1.00	\$ 190	\$ 48	\$ 143	190
Roof Structure Replacement (Residential)	up to 1500 s.f.	3.00	2.50	5.50	\$ 190	\$ 570	\$ 475	1,045
Each additional 500 s.f.	each 500 s.f.	0.25	0.75	1.00	\$ 190	\$ 48	\$ 143	190
Sales Office Conversion	each	1.00	2.00	3.00	\$ 190	\$ 190	\$ 380	570
Storm - Stream	each	1.50	3.00	4.50	\$ 190	\$ 285	\$ 570	855
Seismic Retrofit/Strengthening per Plan	each	1.00	3.00	4.00	\$ 190	\$ 190	\$ 570	760
Signs (All Trades)								
Wall Mounted Monument	each	1.00	0.75	1.75	\$ 190	\$ 143	\$ 333	333
Skylight	each	1.50	1.50	3.00	\$ 190	\$ 285	\$ 285	570
Less than 10 s.f.	each	1.00	1.50	2.50	\$ 190	\$ 190	\$ 285	475
Greater than 10 s.f. or structural	each	1.00	2.25	3.25	\$ 190	\$ 190	\$ 428	618
Spa or Hot Tub	each	1.00	2.25	3.25	\$ 190	\$ 190	\$ 428	618
Special Events Permit Carnivals, etc.	each	1.00	1.00	2.00	\$ 190	\$ 190	\$ 190	380
Special Inspector Registration	each	0.33	0.00	0.33	\$ 190	\$ 63	\$ -	63
Storage/High Pile Racks								
Storage/High Pile Racks	first 100 L.F.	1.00	0.75	1.75	\$ 190	\$ 143	\$ 143	333
Each Additional 100 L.F.	each 100 L.F.	0.25	0.75	1.00	\$ 190	\$ 48	\$ 143	190
Swimming Pool/Spa (All Trades)								
Pre-fabricated (Vinyl)	each	1.00	3.75	4.75	\$ 190	\$ 190	\$ 713	903
Custom-built (concrete)	each	2.00	5.25	7.25	\$ 190	\$ 380	\$ 948	1,378
Commercial Pool	each	4.00	7.00	11.00	\$ 190	\$ 760	\$ 1,330	2,090
Temporary Certificate of Occupancy	each	0.50	2.00	2.50	\$ 190	\$ 95	\$ 380	475
Trash Enclosure	each	1.50	3.50	5.00	\$ 190	\$ 285	\$ 665	950
Water Heater Replacement	each							
Window or Door								
Replacement	up to 5	0.50	1.50	2.00	\$ 190	\$ 95	\$ 285	380
Additional Replacement	each 5	0.25	0.75	1.00	\$ 190	\$ 48	\$ 143	190
New Window (requires structural)	up to 5	2.00	3.75	5.75	\$ 190	\$ 380	\$ 713	1,092
Additional New Window	each 5	0.50	0.25	0.75	\$ 190	\$ 95	\$ 48	143
Deferred Submittal Plan Check Fee (minimum time - 2 hrs)	hourly (min 2 hrs.)	2.00	0.00	2.00	\$ 190	\$ 380	\$ -	380

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APPENDIX A.4

Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
Patio Cover (City Strd)					
Non-Enclosed, all types	up to 300 s.f.	\$ 47.50	\$ 385.02	\$ 332.52	100%
Additional Non-Enclosed cover	each 300 s.f.	\$ 95.01	\$ 62.70	\$ 157.71	100%
Patio Cover					
Non-Enclosed, all types	up to 300 s.f.	\$ 190.01	\$ 385.02	\$ 475.03	100%
Additional Non-Enclosed cover	each 300 s.f.	\$ 95.01	\$ 62.70	\$ 157.71	100%
Enclosed, all types	up to 300 s.f.	\$ 285.02	\$ 475.03	\$ 760.05	100%
Additional enclosed cover	each 300 s.f.	\$ 95.01	\$ 62.70	\$ 157.71	100%
Photovoltaic System (Commercial) (All Trades)					
Up to 50 kw	each			\$ 1,000.00	
> 50 kw	each			\$ 1,000.00	
Photovoltaic System (Residential) (All Trades)					
No Fire Review	each			\$ 500.00	
With Fire Review	each			\$ 500.00	
Propane Tank	each	\$ 190.01	\$ 190.01	\$ 380.02	100%
Replacement Lien Release	each	\$ 190.01		\$ 190.01	100%
Retaining Wall (City Strd)					
First 50 l.f.	up to 50 l.f.	\$ 47.50	\$ 475.03	\$ 522.53	100%
Each additional 50 l.f.	each additional 50 l.f.	\$ 47.50		\$ 47.50	100%
Retaining Wall/Foundation Repair and Replacement					
First 50 l.f.	up to 50 l.f.	\$ 190.01	\$ 475.03	\$ 665.04	100%
Each additional 50 l.f.	each 50 l.f.	\$ 47.50	\$ 95.01	\$ 142.51	100%
Re-Roof	each	\$ 47.50	\$ 190.01	\$ 237.51	100%
Re-Roof - reflat only - same tile	each	\$ 47.50	\$ 142.51	\$ 190.01	100%
Roof Structure Replacement (Residential)					
Each additional 500 s.f.	up to 1500 s.f.	\$ 570.04	\$ 475.03	\$ 1,045.07	100%
Sales Office Conversion	each	\$ 190.01	\$ 142.51	\$ 332.52	100%
Steam - Steam	each	\$ 285.02	\$ 570.04	\$ 855.06	100%
Seismic Retrofit/Strengthening per Plan	each	\$ 190.01	\$ 570.04	\$ 760.05	100%
Signs (All Trades)					
Wall Mounted Monument	each	\$ 190.01	\$ 142.51	\$ 332.52	100%
Skylight	each	\$ 285.02	\$ 285.02	\$ 570.04	100%
Less than 10 s.f.	each	\$ 190.01	\$ 285.02	\$ 475.03	100%
Greater than 10 s.f. or structural	each	\$ 190.01	\$ 427.53	\$ 617.54	100%
Spa or Hot Tub	each	\$ 190.01	\$ 427.53	\$ 617.54	100%
Special Events Permit Carnivals, etc.	each	\$ 190.01	\$ 190.01	\$ 380.02	100%
Special Inspector Registration	each	\$ 62.70		\$ 62.70	100%
Storage/High Pile Racks					
Storage/High Pile Racks	First 100 l.f.	\$ 190.01	\$ 142.51	\$ 332.52	100%
Each Additional 100 l.f.	each 100 l.f.	\$ 47.50	\$ 142.51	\$ 190.01	100%
Swimming Pool/Spa (All Trades)					
Pre-fabricated (vinyl)	each	\$ 190.01	\$ 712.55	\$ 902.56	100%
Custom-built (gunite)	each	\$ 380.03	\$ 997.57	\$ 1,377.60	100%
Commercial Pool	each	\$ 760.05	\$ 1,330.09	\$ 2,090.14	100%
Temporary Certificate of Occupancy	each	\$ 95.01	\$ 380.03	\$ 475.04	100%
Trash Enclosure	each	\$ 285.02	\$ 665.05	\$ 950.07	100%
Water Heater Replacement	each			\$ 66.00	N/A
Window or Door					
Replacement	up to 5	\$ 95.01	\$ 385.02	\$ 380.03	100%
Additional Replacement	each 5	\$ 47.50	\$ 142.51	\$ 190.01	100%
New Window (requires structural)	up to 5	\$ 380.03	\$ 712.55	\$ 1,092.58	100%
Additional New Window	each 5	\$ 95.01	\$ 47.50	\$ 142.51	100%
Deferred Submittal Plan Check Fee (minimum time - 2 hrs.)	hourly (min 2 hrs.)	\$ 380.03		\$ 380.03	100%

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Annual Estimated Revenue Analysis						
Fee Description [1]	Fee Unit	Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
Patio Cover (City Std)						
Non-Enclosed, all types	up to 300 s.f.		14	\$ 3,990	\$ 3,990	\$ 3,990
Additional Non-Enclosed cover	each 300 s.f.			\$ -	\$ -	\$ -
Patio Cover						
Non-Enclosed, all types	up to 300 s.f.	6	6	\$ 2,850	\$ 2,850	\$ 2,850
Additional Non-Enclosed cover	each 300 s.f.			\$ -	\$ -	\$ -
Enclosed, all types	up to 300 s.f.			\$ -	\$ -	\$ -
Additional enclosed cover	each 300 s.f.	1	1	\$ 158	\$ 158	\$ 158
Photovoltaic System (Commercial) (All Trades)						
Up to 50 kw	each			\$ -	\$ -	\$ -
> 50 kw	each	22	22	\$ 22,000	\$ 22,000	\$ 22,000
Photovoltaic System (Residential) (All Trades)						
No Fire Review	each			\$ -	\$ -	\$ -
With Fire Review	each	134	134	\$ -	\$ -	\$ -
Propane Tank	each			\$ -	\$ -	\$ -
Replacement Lien Release	each		3	\$ 570	\$ 570	\$ 570
Retaining Wall (City Std)	each			\$ -	\$ -	\$ -
First 50 LF		25	25	\$ 13,063	\$ 13,063	\$ 13,063
Each additional 50 LF		77	77	\$ 3,658	\$ 3,658	\$ 3,658
Retaining Wall/Foundation Repair and Replacement						
First 50 LF		9	9	\$ 5,985	\$ 5,985	\$ 5,985
Each additional 50 LF		23	23	\$ 3,278	\$ 3,278	\$ 3,278
Re-Roof - refert only- same tile	each	7	12	\$ 2,613	\$ 2,613	\$ 2,613
Roof Structure Replacement (Residential)						
Each additional 500 s.f.	up to 1500 s.f.	2	2	\$ 2,090	\$ 2,090	\$ 2,090
Sales Office Conversion	each 500 s.f.			\$ -	\$ -	\$ -
Sauna - Steam	each			\$ -	\$ -	\$ -
Seismic Retrofit/Strengthening per Plan	each			\$ -	\$ -	\$ -
Signs (All Trades)						
Wall Mounted Monument	each	1	1	\$ 333	\$ 333	\$ 333
Skylight	each		1	\$ 285	\$ 285	\$ 285
Less than 10 s.f.	each			\$ -	\$ -	\$ -
Greater than 10 s.f. or structural	each			\$ -	\$ -	\$ -
Spa or Hot Tub	each			\$ -	\$ -	\$ -
Special Events Permit Carnivals, etc.	each			\$ -	\$ -	\$ -
Special Inspector Registration	each			\$ -	\$ -	\$ -
Storage/High Pile Racks	each			\$ -	\$ -	\$ -
Storage/High Pile Racks	first 100 LF			\$ -	\$ -	\$ -
Each Additional 100 LF	each 100 LF			\$ -	\$ -	\$ -
Swimming Pool/Spa (All Trades)						
Pre-fabricated (vinyl)	each	1	1	\$ 903	\$ 903	\$ 903
Custom-built (gunite)	each	11	11	\$ 15,154	\$ 15,154	\$ 15,154
Commercial Pool	each			\$ -	\$ -	\$ -
Temporary Certificate of Occupancy	each			\$ -	\$ -	\$ -
Trash Enclosure	each			\$ -	\$ -	\$ -
Water Heater Replacement	each	5	10	\$ -	\$ -	\$ -
Window or Door						
Replacement	up to 5	4	11	\$ 3,615	\$ 3,615	\$ 3,615
Additional Replacement	each 5	2	2	\$ 380	\$ 380	\$ 380
New Window (requires structural)	up to 5			\$ -	\$ -	\$ -
Additional New Window	each 5			\$ -	\$ -	\$ -
Deferred Submittal Plan Check Fee (minimum time - 2 hrs)	hourly (min 2 hrs)			\$ -	\$ -	\$ -

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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [4]
Expedited Plan Check Fee	per hour	1.00	0.00	1.00	\$ 190	\$ 190	\$ -	190
Supplemental Inspection Fee (per 1 hour or portion thereof)	per hour	0.00	1.00	1.00	\$ 190	\$ -	\$ 190	190
Supplemental Plan Review (per 1 hour or portion thereof)	per hour	1.00	0.00	1.00	\$ 190	\$ 190	\$ -	190
Board of appeals	each	2.00	0.50	2.50	\$ 190	\$ 380	\$ 95	475
Investigative Fee	per occurrence							
After-hours or Emergency Call-Out (2 hr. min.)	hourly (min 2 hrs.)	0.00	1.00	1.00	\$ 190	\$ -	\$ 190	190
<b>TOTAL: MISCELLANEOUS PERMITS</b>								
<b>MECHANICAL, PLUMBING, AND ELECTRICAL PERMITS (Not associated with an existing building permit)</b>								
Permit Processing / Filing Fee - Standard	per project	0.33	0.00	0.33	\$ 190	\$ 63	\$ -	63
Plan Review	per hour	1.00	0.00	1.00	\$ 190	\$ 190	\$ -	190
Other Mechanical, Plumbing, or Electrical Inspections not otherwise listed below	per hour	0.00	1.00	1.00	\$ 190	\$ -	\$ 190	190
<b>Mechanical Permit Fees</b>								
Install/Relocate each HVAC forced air or gravity-type furnace or burner (including compressor, attached ducts, and vents) up to and including 100,000 Btu/hr	each	0.00	1.50	1.50	\$ 190	\$ -	\$ 285	285
Repair/alteration/addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by code.	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Install, relocate each boiler or compressor, up to and including 3 HP, or each absorption system up to and including 100,000 Btu/hr	each	0.50	1.50	2.00	\$ 190	\$ 95	\$ 285	380
Each air-handling unit, including attached ducts. (Note: this fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler, or absorption unit for which a permit is required elsewhere)	each	0.50	2.25	2.75	\$ 190	\$ 95	\$ 428	523
Each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Residential - installation of each hood which is served by mechanical exhaust, including the ducts for such hood	each	0.50	1.50	2.00	\$ 190	\$ 95	\$ 285	380
Commercial - installation of each hood which is served by mechanical exhaust, including the ducts for such hood	each	3.00	3.75	6.75	\$ 190	\$ 570	\$ 713	1,283
Each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in the code	each	0.50	1.50	2.00	\$ 190	\$ 95	\$ 285	380
<b>Plumbing and Gas Permit Fees</b>								
Each plumbing fixture or trap or set of fixtures on one trap (including water, drainage, piping, and backflow protection therefore)	each	0.50	1.50	2.00	\$ 190	\$ 95	\$ 285	380
Each building sewer	each	0.50	1.50	2.00	\$ 190	\$ 95	\$ 285	380
Each building sewer - Septic	each	1.00	2.50	3.50	\$ 190	\$ 190	\$ 475	665
Each water heater and/or vent	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	each	0.50	3.00	3.50	\$ 190	\$ 95	\$ 570	665
Installation, alteration, or repair of water piping and/or water treating equipment	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Installation, alteration, or repair of gas piping and/or gas treating equipment	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Repair or alteration of drainage or vent piping	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Backflow devices not included in other fee services (e.g., building sewer) each unit	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Gas Test	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Sewer lateral test	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285

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Fee Description [1]	Fee Unit	Cost Recovery Analysis			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
Expedited Plan Check Fee	per hour	\$ 190.01	\$ -	\$ 190.01	100%
Supplemental Inspection Fee (per 1 hour or portion thereof)	per hour	\$ -	\$ 190.01	\$ 190.01	100%
Supplemental Plan Review (per 1 hour or portion thereof)	per hour	\$ 190.01	\$ -	\$ 190.01	100%
Board of appeals	each	\$ 880.03	\$ 95.01	\$ 475.04	100%
Investigative Fee	per occurrence	\$ -	Double the permit fee		
After-hours or Emergency Call-Out (2 hr. min.)	hourly (min 2 hrs.)	\$ -	\$ 190.01	\$ 190.01	100%
<b>TOTAL: MISCELLANEOUS PERMITS</b>					
MECHANICAL, PLUMBING, AND ELECTRICAL PERMITS (Not associated with an existing building permit)					
Permit Processing / Filing Fee - Standard	per project	\$ 62.70	\$ -	\$ 62.70	100%
Plan Review	per hour	\$ 190.01	\$ -	\$ 190.01	100%
Other Mechanical, Plumbing, or Electrical Inspections not otherwise listed below	per hour	\$ -	\$ 190.01	\$ 190.01	100%
<b>Mechanical Permit Fees</b>					
Install/Relocate each HVAC forced air or gravity-type furnace or burner (including compressor, attached ducts, and vents) up to and including 100,000 Btu/hr	each	\$ -	\$ 285.02	\$ 285.02	100%
Repair/alteration/addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by code.	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Install, relocate each boiler or compressor, up to and including 3 HP, or each absorption system up to and including 100,000 Btu/hr	each	\$ 95.01	\$ 285.02	\$ 380.03	100%
Each air-handling unit, including attached ducts. (Note: this fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler, or absorption unit for which a permit is required elsewhere)	each	\$ 95.01	\$ 427.53	\$ 522.54	100%
Each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Residential - installation of each hood which is served by mechanical exhaust, including the ducts for such hood	each	\$ 95.01	\$ 285.02	\$ 380.03	100%
Commercial - installation of each hood which is served by mechanical exhaust, including the ducts for such hood	each	\$ 570.04	\$ 712.55	\$ 1,282.59	100%
Each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in the code	each	\$ 95.01	\$ 285.02	\$ 380.03	100%
<b>Plumbing and Gas Permit Fees</b>					
Each plumbing fixture or trap or set of fixtures on one trap (including water, drainage, piping, and backflow protection therefore)	each	\$ 95.01	\$ 285.02	\$ 380.03	100%
Each building sewer	each	\$ 95.01	\$ 285.02	\$ 380.03	100%
Each building sewer - Siphon	each	\$ 190.01	\$ 475.03	\$ 665.04	100%
Each water heater and/or vent	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	each	\$ 95.01	\$ 570.04	\$ 665.05	100%
Installation, alteration, or repair of water piping and/or water treating equipment	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Installation, alteration, or repair of gas piping and/or gas treating equipment	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Repair or alteration of drainage or vent piping	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Backflow devices not included in other fee services (e.g., building sewer) each unit	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Gas test	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Sewer lateral test	each	\$ 95.01	\$ 190.01	\$ 285.02	100%

[5]

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Annual Estimated Revenue Analysis						
Fee Description [1]	Fee Unit	Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
Expedited Plan Check Fee	per hour			\$	\$	\$
Supplemental Inspection Fee (per 1 hour or portion thereof)	per hour			\$	\$	\$
Supplemental Plan Review (per 1 hour or portion thereof)	per hour			\$	\$	\$
Board of appeals	each			\$	\$	\$
Investigative Fee	per occurrence			\$	\$	\$
After-hours or Emergency Call-Out (2 hr. min.)	hourly (min 2 hrs.)			\$	\$	\$
<b>TOTAL: MISCELLANEOUS PERMITS</b>		355	350	\$ 72,319	\$ 89,997	\$ 89,997
<b>MECHANICAL, PLUMBING, AND ELECTRICAL PERMITS (Not associated with an existing building permit)</b>						
Permit Processing / Filing Fee - Standard	per project			\$	\$	\$
Plan Review	per hour			\$	\$	\$
Other Mechanical, Plumbing, or Electrical Inspections not otherwise listed below	per hour			\$	\$	\$
<b>Mechanical Permit Fees</b>						
Install/Relocate each HVAC forced air or gravity-type furnace or burner (including compressor, attached ducts, and vents) up to and including 100,000 Btu/hr	each	32	50	\$ 14,251	\$ 14,251	\$ 14,251
Repair/alteration/addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by code.	each			\$	\$	\$
Install, relocate each boiler or compressor, up to and including 3 HP, or each absorption system up to and including 100,000 Btu/hr	each			\$	\$	\$
Each air-handling unit, including attached ducts. (Note: this fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler, or absorption unit for which a permit is required elsewhere)	each			\$	\$	\$
Each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	each			\$	\$	\$
Residential - installation of each hood which is served by mechanical exhaust, including the ducts for such hood	each			\$	\$	\$
Commercial - installation of each hood which is served by mechanical exhaust, including the ducts for such hood	each			\$	\$	\$
Each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in the code	each			\$	\$	\$
<b>Plumbing and Gas Permit Fees</b>						
Each plumbing fixture or trap or set of fixtures on one trap (including water, drainage, piping, and backflow protection therefore)	each	7	12	\$ 4,085	\$ 4,085	\$ 4,085
Each building sewer	each			\$	\$	\$
Each building sewer - Septic	each			\$	\$	\$
Each water heater and/or vent	each			\$	\$	\$
Each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	each			\$	\$	\$
Installation, alteration, or repair of water piping and/or water treating equipment	each			\$	\$	\$
Installation, alteration, or repair of gas piping and/or gas treating equipment	each			\$	\$	\$
Repair or alteration of drainage or vent piping	each	1	1	\$ 285	\$ 285	\$ 285
Backflow devices not included in other fee services (e.g., building sewer) each unit	each			\$	\$	\$
Gas test	each			\$	\$	\$
Sewer lateral test	each			\$	\$	\$

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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			Total Cost of Service Per Activity [4]
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	
<b>Electrical Permit Fees</b>								
<b>Swimming Pools</b> All other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools	Simple	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
<b>Temporary Power Service</b> Temporary service power pole or pedestal, including all pole or pedestal-mounted receptacles and grounding	Simple	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, etc.	Complex	0.75	0.75	1.00	\$ 190	\$ 48	\$ 148	190
15 or 20 amp - first 10 circuits	Simple	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
over 10 circuits	Simple	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
25 to 40 amp circuits	Simple	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
50 to 175 amp circuits	Simple	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
<b>Receptacle, Switch and Lighting Outlets</b> Receptacle, switch and lighting outlets at which current is used or controlled, except services, feeders and meters								
First 20 (or portion thereof)	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Each additional 20 (or fraction thereof)	each	0.00	1.00	1.00	\$ 190	\$ -	\$ 190	190
<b>Residential Appliances</b>								
Fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter mounted cooking tops, electric ranges, self-contained room console or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, or other motor-operated appliances not exceeding one horsepower (HP) in rating.	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
<b>Non-residential Appliances</b>								
Residential appliances and self-contained factory-wired nonresidential appliances, including medical and dental devices, food, beverage, and ice cream cabinets; illuminated show cases, drinking fountains, vending machines, laundry machines, or other	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
<b>Power Apparatus</b> Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows: Note: these fees include all switches, circuit break	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
<b>Busways</b> Trolley and plug-in-type busways - each 100 ft. or fraction thereof (An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in type busways. No fee is required for portable tools.	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285

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Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
<b>Electrical Permit Fees</b>					
<b>Swimming Pools</b> All other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools	Simple	\$ 95.01	\$ 190.01	\$ 285.02	100%
<b>Temporary Power Service</b> Temporary service power pole or pedestal, including all pole or pedestal-mounted receptacles and grounding	Simple	\$ -	\$ -	\$ -	0%
Temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, etc.	Complex	\$ 95.01	\$ 190.01	\$ 285.02	100%
15 or 20 amp - first 10 circuits	Simple	\$ 95.01	\$ 190.01	\$ 285.02	100%
over 10 circuits	Simple	\$ 95.01	\$ 190.01	\$ 285.02	100%
25 to 40 amp circuits	Simple	\$ 95.01	\$ 190.01	\$ 285.02	100%
50 to 175 amp circuits	Simple	\$ 95.01	\$ 190.01	\$ 285.02	100%
<b>Receptacle, Switch and Lighting Outlets</b> Receptacle, switch and lighting outlets at which current is used or controlled, except services, feeders and meters	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
First 20 (or portion thereof)	each	\$ -	\$ 190.01	\$ 190.01	100%
Each additional 20 (or fraction thereof)					
<b>Residential Appliances</b> Fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter mounted cooking tops, electric ranges, self-contained room console or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, or other motor-operated appliances not exceeding one horsepower (HP) in rating.	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
<b>Non-residential Appliances</b> Residential appliances and self-contained factory-wired non-residential appliances, including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases, drinking fountains, vending machines, laundry machines, or other	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
<b>Power Apparatus</b> Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows: Note: these fees include all switches, circuit break	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
<b>Busways</b> Trolley and plug-in-type busways - each 100 l.f. or fraction thereof (An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in type busways. No fee is required for portable tools.	each	\$ 95.01	\$ 190.01	\$ 285.02	100%



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Annual Estimated Revenue Analysis						
Fee Description [1]	Fee Unit	Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>Electrical Permit Fees</b>						
<b>Swimming Pools</b> All other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools	Simple		10	\$ -	\$ 1,900	\$ 1,900
<b>Temporary Power Service</b> Temporary service power pole or pedestal, including all pole or pedestal-mounted receptacles and grounding	Simple	7	3	\$ -	\$ 760	\$ 760
Temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, etc.	Complex			\$ -	\$ -	\$ -
15 or 20 amp - first 10 circuits	Simple			\$ -	\$ -	\$ -
over 10 circuits	Simple			\$ -	\$ -	\$ -
25 to 40 amp circuits	Simple			\$ -	\$ -	\$ -
50 to 175 amp circuits	Simple			\$ -	\$ -	\$ -
<b>Receptacle, Switch and Lighting Outlets</b> Receptacle, switch and lighting outlets at which current is used or controlled, except services, feeders and meters						
First 20 (or portion thereof)	each	3	3	\$ -	\$ 855	\$ 855
Each additional 20 (or fraction thereof)	each			\$ -	\$ -	\$ -
<b>Residential Appliances</b> Fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter mounted cooking tops, electric ranges, self-contained room console or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, or other motor-operated appliances not exceeding one horsepower (HP) in rating.	each			\$ -	\$ -	\$ -
<b>Non-residential Appliances</b> Residential appliances and self-contained factory-wired nonresidential appliances, including medical and dental devices, food, beverage, and ice cream cabinets; illuminated show cases, drinking fountains, vending machines, laundry machines, or other	each	1	1	\$ -	\$ 285	\$ 285
<b>Power Apparatus</b> Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows: Note: these fees include all switches, circuit break	each			\$ -	\$ -	\$ -
<b>Busways</b> Trolley and plug-in-type busways - each 100 lf. or fraction thereof (An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in type busways. No fee is required for portable tools.	each			\$ -	\$ -	\$ -

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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [4]
<b>Signs, Outline Lighting, and Marquees</b>								
Signs, Outline Lighting, or Marquees supplied from one branch circuit	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
Additional branch circuits within the same sign, outline lighting system or marquee	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
<b>New Services or Additional Panels</b>								
Services Note: An additional fee of \$105 (underground) or \$150 (overhead) is due to Alameda Municipal Power for reconnection or upgrade of any service								
600 volts or less and not over 200 amperes in rating	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
600 volts or less and over 200 amperes in rating	each	0.50	1.50	2.00	\$ 190	\$ 95	\$ 285	380
600 volts or over 1,000 amperes in rating	each	0.50	3.00	3.50	\$ 190	\$ 95	\$ 570	665
<b>Miscellaneous Apparatus, Conducts, and Conductors</b>								
Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is set forth. (This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs)	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285
<b>TOTAL: MECHANICAL, PLUMBING, ELECTRICAL</b>								
<b>HOURLY RATES</b>								
Building Plan Check		1.00	0.00	1.00	\$ 190	\$ 190	\$ -	190
Building Inspection		0.00	1.00	1.00	\$ 190	\$ -	\$ 190	190
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.								
<b>TOTAL: PERMIT PROCESSING AND INSPECTION</b>								

Notes

(1) Current fee amounts have been omitted as the recommended fee schedule has been updated to a different format than the current fee schedule. Therefore the current fees do not match the new format.

(2) Recommended fee amounts include City staff or Council input regarding recommendations to adopt any particular fee amount at or beneath the full cost recovery fee level

(3) Includes up to three plan checks

(4) Cost of service is rounded to 2 decimal places

(5) 2 hour minimum

(6) Placeholder for Master Fee Schedule; Not included in cost analysis

(7) CA Gov. Code 55 66015 limits Res. \$500 maximum; Comm. \$1,000 Maximum

(8) New Construction fees are all inclusive for Plan Check and Inspection and Trades

(9) For fees between threshold base, please see New Construction Fee Tables

Input cells in blue font; formula based cells in black font

Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
<b>Signs, Outline Lighting, and Marquees</b>					
Signs, Outline Lighting, or Marquees supplied from one branch circuit	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Additional branch circuits within the same sign, outline lighting system or marquee	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
<b>New Services or Additional Panels</b>					
Services Note: An additional fee of \$105 (underground) or \$150 (overhead) is due to Alameda Municipal Power for reconnection or upgrade of any service					
600 volts or less and not over 200 amperes in rating	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
600 volts or less and over 200 amperes in rating	each	\$ 95.01	\$ 285.02	\$ 380.03	100%
600 volts or over 1,000 amperes in rating	each	\$ 95.01	\$ 570.04	\$ 665.05	100%
<b>Miscellaneous Apparatus, Conduits, and Conductors</b>					
Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is set forth. (This fee is not applicable when a fee is paid for one or more services; outlets, fixtures, appliances, power apparatus, busways, signs)	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
<b>TOTAL: MECHANICAL, PLUMBING, ELECTRICAL</b>					
<b>HOURLY RATES</b>					
Building Plan Check		\$ 190.01	\$ -	\$ 190.01	100%
Building Inspection		\$ -	\$ 190.01	\$ 190.01	100%
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.					
<b>TOTAL: PERMIT PROCESSING AND INSPECTION</b>					

[1] None

[2] Current fee amounts have been omitted as the recommended fee schedule has been updated to a different format than the current fee schedule. Therefore the current fees do not match the new format.

[3] Recommended fee amounts include City staff or Council input regarding recommendations to adopt any particular fee amount at or beneath the full cost recovery fee level

[4] Includes up to three plan checks

[5] Cost of service is rounded to 2 decimal places

[6] 2 hour minimum

[7] Placeholder for Master Fee Schedule; Not included in cost analysis

[8] CA Govt. Code SS 66015 limits Res. \$500 maximum; Comm. \$1,000 Maximum

[9] New Construction fees are all inclusive for Plan Check and Inspection and trades

[10] For fees between threshold basis, please see New Construction Fee Tables

Input cells in blue font; formula based cells in black font

Annual Estimated Revenue Analysis						
Fee Description [1]	Fee Unit	Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<u>Signs, Outline Lighting, and Marquees</u>						
Signs, Outline Lighting, or Marquees supplied from one branch circuit	each			\$ -	\$ -	\$ -
Additional branch circuits within the same sign, outline lighting system or marquee	each			\$ -	\$ -	\$ -
<u>New Services or Additional Panels</u>						
Services Note: An additional fee of \$105 (underground) or \$150 (overhead) is due to Alameda Municipal Power for reconnection or upgrade of any service						
600 volts or less and not over 200 amperes in rating	each	2	95	\$ -	\$ 6,840	\$ 6,840
600 volts or less and over 200 amperes in rating	each	2	2	\$ -	\$ 760	\$ 760
600 volts or over 1,000 amperes in rating	each			\$ -	\$ -	\$ -
<u>Miscellaneous Apparatus, Conducts, and Conductors</u>						
Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is set forth. (This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs)	each			\$ -	\$ -	\$ -
<b>TOTAL: MECHANICAL, PLUMBING, ELECTRICAL</b>		50	117	\$ 22,461	\$ 30,022	\$ 30,022
<b>HOURLY RATES</b>						
Building Plan Check		0	0	\$ -	\$ -	\$ -
Building Inspection		0	0	\$ -	\$ -	\$ -
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.						
<b>TOTAL: PERMIT PROCESSING AND INSPECTION</b>				\$ 226,408	\$ 290,651	\$ 290,651

Notes

- [1] Current fee amounts have been omitted as the recommended fee schedule has been updated to a different format than the current fee schedule, therefore the current fees do not match the new format.
- [2] Recommended fee amounts include City staff or Council input regarding recommendations to adopt any particular fee amount at or beneath the full cost recovery fee level
- [3] Includes up to three plan checks
- [4] Cost of service is rounded to 2 decimal places
- [5] 2 hour minimum
- [6] Placeholder for Master Fee Schedule; Not included in cost analysis
- [7] CA Govt. Code SS 66015 limits Res. \$500 maximum; Comm. \$1,000 Maximum
- [8] New Construction fees are all inclusive for Plan Check and Inspection and brads
- [9] For fees between threshold base, please see New Construction Fee Tables

Fee No.	Fee Name	Fee Unit / Type	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis					
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee			
<b>Dog License Fees</b>																
<b>Altered:</b>																
1.1	Altered 1 year		0.33	\$ 75	\$ 25	\$ 15	61%	\$ 15	61%	202	\$ 3,030	\$ 4,981	\$ 3,030			
1.2	Altered 2 year		0.33	\$ 75	\$ 25	\$ 20	81%	\$ 20	81%	40	\$ 800	\$ 986	\$ 800			
1.3	Altered 3 year		0.33	\$ 75	\$ 25	\$ 25	100%	\$ 25	100%	273	\$ 6,825	\$ 6,825	\$ 6,825			
<b>Unaltered (includes processing and penalty):</b>																
2.1	Unaltered 1 year processing plus unaltered penalty		0.33	\$ 75	\$ 25	\$ 15										
	Unaltered 1 year	[3]				\$ 35										
						\$ 50	n/a	\$ 50	n/a	81	\$ 4,050	\$ 4,050	\$ 4,050			
2.2	Unaltered 2 year processing plus unaltered penalty		0.33	\$ 75	\$ 25	\$ 20										
	Unaltered 2 year	[3]				\$ 80										
						\$ 100	n/a	\$ 100	n/a	9	\$ 900	\$ 900	\$ 900			
2.3	Unaltered 3 year processing plus unaltered penalty		0.33	\$ 75	\$ 25	\$ 25										
	Unaltered 3 year	[3]				\$ 125										
						\$ 150	n/a	\$ 150	n/a	7	\$ 1,050	\$ 1,050	\$ 1,050			
<b>Senior Citizen Altered:</b>																
3.1	Senior Citizen/Altered 1 year		0.33	\$ 75	\$ 25	\$ 8	32%	\$ 8	32%	63	\$ 504	\$ 1,554	\$ 504			
3.2	Senior Citizen/Altered 2 year		0.33	\$ 75	\$ 25	\$ 10	41%	\$ 10	41%	19	\$ 190	\$ 469	\$ 190			
3.3	Senior Citizen/Altered 3 year		0.33	\$ 75	\$ 25	\$ 12	49%	\$ 12	49%	227	\$ 2,724	\$ 5,598	\$ 2,724			
4	Late Penalty	[3]				\$ 20	n/a	\$ 20	n/a	150	\$ 3,000	\$ 3,000	\$ 3,000			
5	Late Penalty Senior/Altered	[3]				\$ 15	n/a	\$ 15	n/a	73	\$ 1,095	\$ 1,095	\$ 1,095			
6	Transfer		0.08	\$ 75	\$ 6	\$ 3	50%	\$ 6	100%	3	\$ 9	\$ 18	\$ 18			
7	Duplicate		0.08	\$ 75	\$ 6	\$ 6	100%	\$ 6	100%	11	\$ 66	\$ 66	\$ 66			

Fee No.	Fee Name	Fee Unit / Type	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>IMPOUND FEES</b>													
8.1	Dog Altered - 1st time	[3]				\$ 40	n/a	\$ 40	n/a	36	\$ 1,440	\$ 1,440	\$ 1,440
8.2	Dog Altered - 2nd time	[3]				\$ 60	n/a	\$ 60	n/a	2	\$ 120	\$ 120	\$ 120
8.3	Dog Altered - 3rd time	[3]				\$ 100	n/a	\$ 100	n/a	0	\$ -	\$ -	\$ -
9.1	Dog Unaltered - 1st time	[3]				\$ 40	n/a	\$ 40	n/a	0	\$ -	\$ -	\$ -
9.2	Dog Unaltered - 2nd time	[3]				\$ 60	n/a	\$ 60	n/a	0	\$ -	\$ -	\$ -
9.3	Dog Unaltered - 3rd time	[3]				\$ 100	n/a	\$ 100	n/a	0	\$ -	\$ -	\$ -
10.1	Cat Altered - 1st time	[3]				\$ 40	n/a	\$ 40	n/a	0	\$ -	\$ -	\$ -
10.2	Cat Altered - 2nd time	[3]				\$ 60	n/a	\$ 60	n/a	0	\$ -	\$ -	\$ -
10.3	Cat Altered - 3rd time	[3]				\$ 100	n/a	\$ 100	n/a	0	\$ -	\$ -	\$ -
11.1	Cat Unaltered - 1st time	[3]				\$ 40	n/a	\$ 40	n/a	0	\$ -	\$ -	\$ -
11.2	Cat Unaltered - 2nd time	[3]				\$ 60	n/a	\$ 60	n/a	0	\$ -	\$ -	\$ -
11.3	Cat Unaltered - 3rd time	[3]				\$ 100	n/a	\$ 100	n/a	0	\$ -	\$ -	\$ -
12.1	Senior Citizen w/Altered - 1st time	[3]				\$ 13	n/a	\$ 13	n/a	2	\$ 26	\$ 26	\$ 26
12.2	Senior Citizen w/Altered - 2nd time	[3]				\$ 20	n/a	\$ 20	n/a	0	\$ -	\$ -	\$ -
12.3	Senior Citizen w/Altered - 3rd time	[3]				\$ 45	n/a	\$ 45	n/a	0	\$ -	\$ -	\$ -
<b>BOARDING</b>													
13.1	Dogs or Cats	per day				\$ 12	n/a	\$ 12	n/a	31	\$ 372	\$ 372	\$ 372
13.2	Sheep, swine, horse, cattle, goats	per day				\$ 12	n/a	\$ 12	n/a	0	\$ -	\$ -	\$ -
13.3	Fowl, rodents, reptiles, amphibians	per day				\$ 5	n/a	\$ 5	n/a	0	\$ -	\$ -	\$ -
15	Running at large fee - Non-Licensed Penalty (In addition to impound fee)	[2, 3]				\$35/ \$50/ \$100	n/a	\$35/ \$50/ \$100	n/a	0	\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit / Type	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
16	Animal Control		1.00	\$ 75	\$ 75	\$ -	0%	\$ 75	100%	0	\$ -	\$ -	\$ -
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.													
<b>TOTAL</b>											26,201	32,549	26,210

[Notes]

- [1] Sourced from: "Canyon Lake Fee Schedule.pdf"
- [2] Fee in addition to impound fee
- [3] PLACEHOLDER for Master Fee Schedule (MFS); Not included in cost analysis.



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11/9/2018

# ATTACHMENT 4

# City of Canyon Lake

## User Fee Study



### *Final Report Presentation*

November 15, 2018



User Fee Study

# Key Issues Framing This Study

1

Defensible Methodology

2

Compliant Fee-For-Service

3

Reasonable Cost of Providing Services

4

Cost Recovery



# User Fee Study



# Study Goals



# Departments Included:



User Fee Study

# Benefits of Realigning User Fees

1

Reduce General Fund Subsidy

2

Realize Revenue for Services Reduced or Eliminated

3

Fund Departments Efficiently

4

Set Realistic Expectations for Cost Recovery



# Cost Recovery Decision Matrix

**GLOBAL BENEFIT**

- Police Emergency Response
- Street Maintenance

**BLENDED BENEFIT**

- Special Enforcement Services
- Animal Control Services

**INDIVIDUAL BENEFIT**

- Police Citation Sign-off
- Variance Application
- Engineering Plan Review

TAX FUNDED



FEE FUNDED



User Fee Study

## Admin/Finance – Notable Items

1

**Business licenses – current fee covers direct staff processing costs**

2

**Business licenses – proposed fees include additional cost of Special Enforcement, Planning and Building**

3

**Business License decal fee - new**

4

**15 fees included in the analysis**



## Planning - Notable Items

1

**42 Fees Included in Cost Analysis**

2

**5 New Fees Recommended**

3

**15 Fees with Recommended Deposit Level Increase**

4

**6 Fees Restructured to a Flat Fee**

## Building & Safety - Notable Items

1

**78% Current Recovery Level Overall**

**Fees have been restructured to a square footage basis to provide better documentation and direct nexus to cost of service**

2

**At same level of activity, an estimated \$60k in revenue is estimated**

3

# Public Works/ Engineering - Notable Items

1

7 New Fees Recommended

2

33 Fees Included in Cost Analysis

3

6 Fees Have Been Restructured

## Animal Control - Notable Items

1

**Dog Licenses – no changes in fees recommended; recommended at continued subsidy for Altered and Senior Citizen Altered**

2

**Dog Licenses – unaltered - fee descriptions updated to better describe the service provided to include a penalty fee**

3

**Impound fees, Boarding charges and Penalties – all recommended at same fee**

# Fee Study Best Management Practices

1

Comprehensive Fee Study Every 3 - 5 Years

2

More Frequent Study During Fluctuations

3

Annual Increase Mechanism

4

Combined Municipal Fee Schedule

5

Established and Documented Cost Recovery Policy



# Questions and Comments



User Fee Study

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