CITY OF CANYON LAKE

City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
Website: www.cityofcanyonlake.org

Mayor Larry Greene
Mayor Pro Tem Jordan Ehrenkranz
Council Members:
Randy Bonner
Kasey Castillo
Jeremy Smith

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, January 9, 2019
Closed Session 5:30 P.M.
Open Session 6:30 P.M.

COUNCIL CHAMBER

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CLOSED SESSION – 5:30 P.M.

CLOSED SESSION CALLED TO ORDER

ROLL CALL Councilmember Bonner, Councilmember Castillo, Mayor Pro Tem Ehrenkranz, Councilmember Smith, Mayor Greene

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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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A. Closed session pursuant to Govt. Code section 54957 – Public Employment: City Manager

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OPEN SESSION - 6:30 P.M.

OPEN SESSION CALLED TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL Councilmember Bonner, Councilmember Castillo, Mayor Pro Tem Ehrenkranz, Councilmember Smith, Mayor Greene

APPROVAL OF CITY COUNCIL AGENDA

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

- Chamber of Commerce Announcement
- Recognitionn – Veterans Day Sponsors

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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.

(1) Waive Full Reading, Read all Ordinances by Title Only

(2) Adoption of Resolution No. 2019-01 - Approving Claims and Demands of the City

(3) City Council Meeting Minutes
- December 5, 2018
- December 12, 2018

(4) Authorization to Terminate Existing Service Agreement with Jani-King of California Inc. and Authorize New Service Agreement with Delgado Janitorial Services

PULLED CONSENT CALENDAR ITEMS:

SCHEDULE OF FUTURE EVENTS:

BUSINESS ITEMS

(5) Discussion and Possible Direction regarding a Special Open Meeting of the City Council with the POA Board of Directors

(6) Authorize the Transfer of Reserve AQMD Funds into the City's FY18/19 Budget to Purchase a Code Enforcement Vehicle and to Surplus the 2009 GMC Sierra Enforcement Truck

(7) Reconsideration 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

(8) Public Hearing and Adoption of Resolution No. 2018-32A-1

TIME AND PLACE FIXED FOR A PUBLIC HEARING TO CONSIDER THE EXTENSION OF RESOLUTION NO. 2018-32A-1 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, EXTENDING UPDATED DEVELOPMENT PROCESSING FEES ALONG WITH A CPI ESCALATOR AND DECLARING THE CONTINUED URGENCY FOR THOSE FEES TO REMAIN EFFECTIVE FOR AN ADDITIONAL 30 DAYS

- 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

(9) Approval of CDBG Application

RESOLUTION NO. 2019-02- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE AUTHORIZING THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR FISCAL YEAR 2019/20

- 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

CITY MANAGER COMMENTS

COMMITTEE AND COUNCIL REPORTS/COMMENTS:

- Council Member Bonner
- Council Member Castillo
- Mayor Pro Tem Ehrenkranz
- Council Member Smith
- Mayor Greene

ANNOUNCEMENTS

The next regular meeting will be Wednesday, February 6, 2019 at 5:30 for Closed Session & 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 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.

January 9, 2019 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 January **4**, 2019 before the hour of 5:**0**0 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

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City of Canyon Lake
City Council
Staff Report

TO: Mayor and City Council

FROM: Kayla Lozano, Accountant

DATE: January 9, 2019

SUBJECT: List of Demands

Recommendation:

That the City Council adopts a resolution entitled: RESOLUTION NO. 2019-01

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

Background:

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of December 12, 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. 2019-01
2. List of Demands

ATTACHMENT 1

RESOLUTION NO. 2019-01

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

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

Demands are approved as shown on the Demand\Warrant Register of January 9th, in the amount of $268,902.92 as follows:

Payroll Earnings (Gross)	$	46,284.23	(2nd Half of November & 1st Half of December)
Payroll Taxes - Employer		733.38	(2nd Half of November & 1st Half of December)
On-line Retirement		4,739.70	(2nd Half of November & 1st Half of December)
On-line Health		133.76	(For the Month of December)
Nationwide Deferred Comp.		338.98	(For the Month of November)
General		216,672.87	
TOTAL	$	268,902.92	

PASSED, APPROVED AND ADOPTED this 9th day of January, 2019.

Larry Greene, 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. 2019-01 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on January 9, 2019, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Ana V. Sauseda, Deputy City Clerk

ATTACHMENT 2

Claims & Demands

City of Canyon Lake

Check/Voucher Register - Council Report - Expenditures

From 12/1/2018 Through 12/31/2018

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24714	12/5/2018	BIO-TOX LABORATORIES	Sheriff's Dept Blood Testing November 2018	454.00	10	GENERAL
Total 24714	12/5/2018			454.00		
24715	12/5/2018	California Association of Code Enforcement	Membership Dues 2018 - Dawn Ecclefield	95.00	10	GENERAL
24715	12/5/2018	California Association of Code Enforcement	Membership Dues 2018 - Gina Dickson	95.00	10	GENERAL
24715	12/5/2018	California Association of Code Enforcement	Substandard Cond CA Fire Code Course 5/10/18 D Ecclefield	126.00	10	GENERAL
Total 24715	12/5/2018			316.00		
24716	12/5/2018	Corelogic Information Solutions, INC.	Database for Code Enforcement November 2018	135.00	10	GENERAL
Total 24716	12/5/2018			135.00		
24717	12/5/2018	CTAI Pacific Greenscape	Irrigation Service - Wire Short	855.00	20	GAS TAX
24717	12/5/2018	CTAI Pacific Greenscape	Landscaping, Plant Replacement	12,659.00	20	GAS TAX
Total 24717	12/5/2018			13,514.00		
24718	12/5/2018	DATA TICKET	Code Enforcement Citation Processing October 2018	172.40	10	GENERAL
24718	12/5/2018	DATA TICKET	Parking Citation Processing October 2018	100.00	10	GENERAL
Total 24718	12/5/2018			272.40		
24719	12/5/2018	Frontier Communications	City Hall Phones, 11/13/18-12/12/18	122.42	10	GENERAL
24719	12/5/2018	Frontier Communications	Internet and Phone, 11/13/18-12/12/18	263.25	10	GENERAL

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 24719	12/5/2018			385.67		
24720	12/5/2018	International Nameplate	Canyon Lake Decals for New Sheriff's Vehicle	791.58	10	GENERAL
Total 24720	12/5/2018			791.58		
24721	12/5/2018	Jani-King of CA, Inc.	Janitorial Service December 2018	735.50	10	GENERAL
Total 24721	12/5/2018			735.50		
24722	12/5/2018	Joe's Hardware	Supplies, Fire Station	9.69	10	GENERAL
Total 24722	12/5/2018			9.69		
24723	12/5/2018	Rogers, Anderson, Malody & Scott, LLP	Accounting Services October 2018	6,700.00	10	GENERAL
Total 24723	12/5/2018			6,700.00		
24724	12/5/2018	RIV. CO. SHERIFF'S DEPT., Acctg & Fin	Sheriff's Contract Law Enforcement 9/13/18-10/10/18	124,711.69	10	GENERAL
Total 24724	12/5/2018			124,711.69		
24725	12/5/2018	SOUTHERN CALIFORNIA EDISON	Electricity, 10/26/18-11/28/18	397.09	20	GAS TAX
Total 24725	12/5/2018			397.09		
24726	12/5/2018	Speedy Vehicle Registration	Live Scans	140.00	10	GENERAL
Total 24726	12/5/2018			140.00		
24727	12/5/2018	STAPLES	Office Supplies	533.04	10	GENERAL

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 24727	12/5/2018			533.04		
24728	12/5/2018	Structural Termite/Pest Control	Pest Control, Fire Station	36.75	10	GENERAL
Total 24728	12/5/2018			36.75		
24729	12/5/2018	Toshiba Financial Services	Monthly Copier Lease 10/15/18-11/15/18	792.56	10	GENERAL
Total 24729	12/5/2018			792.56		
24730	12/6/2018	The Christmas Kings	Tree Lighting for Christmas Event; December 2018	2,500.00	10	GENERAL
Total 24730	12/6/2018			2,500.00		
24731	12/6/2018	Warbirds West Air Museum, Inc.	T-34 Parade Fly By for Veterans Day; November 2018	2,000.00	10	GENERAL
Total 24731	12/6/2018			2,000.00		
24734	12/18/2...	Aflac	Supplemental Insurance December 2018	500.30	10	GENERAL
Total 24734	12/18/2...			500.30		
24735	12/18/2...	AMERICAN FORENSIC NURSES INC	Sheriff's Dept Blood Draws November 2018	55.00	10	GENERAL
Total 24735	12/18/2...			55.00		
24736	12/18/2...	ANIMAL FRIENDS OF THE VALLEYS	Animal Control Services September and October 2018	7,000.00	10	GENERAL
Total 24736	12/18/2...			7,000.00		

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24737	12/18/2...	BIO-TOX LABORATORIES	Blood Testing Services	728.00	10	GENERAL
Total 24737	12/18/2...			728.00		
24738	12/18/2...	Charles Abbott Associates, Inc.	Building and Safety Services November 2018	14,488.03	10	GENERAL
24738	12/18/2...	Charles Abbott Associates, Inc.	Engineering Services November 2018	3,470.00	10	GENERAL
24738	12/18/2...	Charles Abbott Associates, Inc.	Environmental Services November 2018	290.00	10	GENERAL
24738	12/18/2...	Charles Abbott Associates, Inc.	Engineering Services November 2018	330.00	20	GAS TAX
Total 24738	12/18/2...			18,578.03		
24739	12/18/2...	C.L.CHAMBER OF COMMERCE	Chamber Contribution FY 18/19	2,000.00	10	GENERAL
Total 24739	12/18/2...			2,000.00		
24740	12/18/2...	Cole Huber LLP	Attorney Services, November 2018	5,377.50	10	GENERAL
Total 24740	12/18/2...			5,377.50		
24741	12/18/2...	DATA TICKET	Citation Processing, Code Enforcement November 2018	100.00	10	GENERAL
Total 24741	12/18/2...			100.00		
24742	12/18/2...	DIRECTV	Satellite Service, Fire Station 12/12/18-1/11/18	224.14	10	GENERAL
Total 24742	12/18/2...			224.14		
24743	12/18/2...	STATE OF CA DEPT. OF JUSTICE	Sheriff's Blood Alcohol Analysis November 2018	70.00	10	GENERAL

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24743	12/18/2...	STATE OF CA DEPT. OF JUSTICE	Sheriff's Dept Fingerprinting November 2018	160.00	10	GENERAL
Total 24743	12/18/2...			230.00		
24744	12/18/2...	ELSINORE VALLEY MUNI WATER DIS	Water Service, City Hall 10/24/18-11/23/18	112.14	10	GENERAL
24744	12/18/2...	ELSINORE VALLEY MUNI WATER DIS	Water Service, Fire Station 10/27/18-11/27/18	333.70	10	GENERAL
24744	12/18/2...	ELSINORE VALLEY MUNI WATER DIS	Water Service, Irrigation 10/27/18-11/27/18	2,496.23	20	GAS TAX
Total 24744	12/18/2...			2,942.07		
24745	12/18/2...	FRIDAY FLYER	Notice of public hearing	79.80	10	GENERAL
Total 24745	12/18/2...			79.80		
24746	12/18/2...	Frontier Communications	Internet, City Hall 12/10/18-1/9/19	148.98	10	GENERAL
24746	12/18/2...	Frontier Communications	Phone and Internet, Fire Station 12/13/18-1/12/19	273.15	10	GENERAL
24746	12/18/2...	Frontier Communications	Phones, City Hall 12/13/18-1/12/19	130.94	10	GENERAL
Total 24746	12/18/2...			553.07		
24747	12/18/2...	THE GAS COMPANY	Gas, 10/29/18-11/29/18	30.37	10	GENERAL
Total 24747	12/18/2...			30.37		
24748	12/18/2...	NANCY GREENHALGH	Retiree Health Insurance January 2019	163.37	10	GENERAL
Total 24748	12/18/2...			163.37		
24749	12/18/2...	Joe's Hardware	Supplies, Fire Station	41.10	10	GENERAL
Total 24749	12/18/2...			41.10		

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24750	12/18/2...	LANCE, SOLL & LUNGHARD	2018 City Audit Engagement	8,550.00	10	GENERAL
Total 24750	12/18/2...			8,550.00		
24751	12/18/2...	League of California Cities	Riverside County Division Mtg 11/19, Palmer, Greene & Bonner	90.00	10	GENERAL
Total 24751	12/18/2...			90.00		
24752	12/18/2...	Nate Volk	Council Meeting Broadcasting Services 12/12/18	350.00	10	GENERAL
Total 24752	12/18/2...			350.00		
24753	11/21/2...	JOHN REGUS	Library Rent January 2019	250.00	10	GENERAL
Total 24753	11/21/2...			250.00		
24754	12/18/2...	JOHN REGUS	Library Lease January 2019	1,043.33	10	GENERAL
Total 24754	12/18/2...			1,043.33		
24755	12/18/2...	SOUTHERN CALIFORNIA EDISON	Electricity, City Hall 11/13/18-12/13/18	677.80	10	GENERAL
24755	12/18/2...	SOUTHERN CALIFORNIA EDISON	Electricity, Fire Station 11/13/18-12/13/18	318.51	10	GENERAL
24755	12/18/2...	SOUTHERN CALIFORNIA EDISON	Electricity, Pump Station 11/6/18-12/7/18	569.32	20	GAS TAX
24755	12/18/2...	SOUTHERN CALIFORNIA EDISON	Electricity, Traffic Signals 10/18/18-11/17/18	12.80	20	GAS TAX
24755	12/18/2...	SOUTHERN CALIFORNIA EDISON	Electricity, Traffic Signals 11/13/18-12/13/18	191.08	20	GAS TAX
Total 24755	12/18/2...			1,769.51		

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24756	12/18/2...	Special District Risk Management Authority	Dental Insurance January 2019	252.85	10	GENERAL
Total 24756	12/18/2...			252.85		
24757	12/18/2...	Sparkletts	Drinking Water, 12/5/18	45.68	10	GENERAL
Total 24757	12/18/2...			45.68		
24758	12/18/2...	STATE COMP. INS. FUND	Workers Comp January 2019	659.17	10	GENERAL
Total 24758	12/18/2...			659.17		
24759	12/18/2...	State Water Resources Control Board	Regional Water Board Annual Permit Fee 10/1-9/30/19	8,539.00	10	GENERAL
Total 24759	12/18/2...			8,539.00		
24760	12/18/2...	Synoptek, LLC	IT service for January 2019	83.00	10	GENERAL
Total 24760	12/18/2...			83.00		
24761	12/18/2...	Time Warner Cable	Internet, Fire Station 12/10/18-1/9/19	74.98	10	GENERAL
Total 24761	12/18/2...			74.98		
24762	12/18/2...	U. S. Bank	Tree light event, Veterans day event, office supplies	1,194.09	10	GENERAL
Total 24762	12/18/2...			1,194.09		
24763	12/18/2...	Verizon Wireless	Cell Phones, 11/4/18-12/3/18	544.46	10	GENERAL
24763	12/18/2...	Verizon Wireless	iPads, 11/4/18-12/3/18	199.08	10	GENERAL
Total 24763	12/18/2...			743.54		

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Report Total				216,672.87		

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

Vendor ID	Invoice Description	Cash Required
Aflac	Supplemental Insurance December 2018	500.30
AMERICAN FORENSIC	Sheriff's Dept Blood Draws November 2018	55.00
ANIMAL FRIENDS	Animal Control Services September and October 2018	7,000.00
BIO-TOX	Blood Testing Services	728.00
Charles Abbott	Building and Safety Services November 2018	200.00
	Building and Safety Services November 2018	14,288.03
	Engineering Services November 2018	330.00
	Engineering Services November 2018	192.50
	Engineering Services November 2018	3,277.50
	Environmental Services November 2018	290.00
CL CHAMBER	Chamber Contribution FY 18/19	2,000.00
Cole Huber	Attorney Services, November 2018	5,377.50
DATA TICKET	Citation Processing, Code Enforcement November 2018	100.00
DIRECTV	Satellite Service, Fire Station 12/12/18-1/11/18	224.14
DOJ	Sheriff's Blood Alcohol Analysis November 2018	70.00
	Sheriff's Dept Fingerprinting November 2018	160.00
EVMWD	Water Service, Fire Station 10/27/18-11/27/18	333.70
	Water Service, City Hall 10/24/18-11/23/18	112.14
	Water Service, Irrigation 10/27/18-11/27/18	2,496.23
FRIDAY FLYER	Notice of Public Hearing	56.70
	Notice of public hearing	23.10
Frontier	Phone and Internet, Fire Station 12/13/18-1/12/19	273.15
	Phones, City Hall 12/13/18-1/12/19	130.94
	Internet, City Hall 12/10/18-1/9/19	148.98
GAS CO	Gas, 10/29/18-11/29/18	30.37
GREENHALGH	Retiree Health Insurance January 2019	163.37
Joe's	Supplies, Fire Station	41.10
LANCE, SOLL	2018 City Audit Engagement	8,550.00
LOCC	Riverside County Division Mtg 11/19, Palmer, Greene & Bonner	90.00
Nate Volk	Council Meeting Broadcasting Services 12/12/18	350.00
REGUS	Library Rent January 2019	250.00
	Library Lease January 2019	1,043.33
SCE	Electricity, Traffic Signals 10/18/18-11/17/18	12.80
	Electricity, Fire Station 11/13/18-12/13/18	318.51
	Electricity, Traffic Signals 11/13/18-12/13/18	191.08
	Electricity, City Hall 11/13/18-12/13/18	677.80
	Electricity, Pump Station 11/6/18-12/7/18	569.32
SDRMA	Dental Insurance January 2019	252.85
Sparkletts	Drinking Water, 12/5/18	45.68
STATE FUND	Workers Comp January 2019	659.17

Vendor ID	Invoice Description	Cash Required
SWRCB	Regional Water Board Annual Permit Fee 10/1-9/30/19	8,539.00
Synoptek	IT service for January 2019	83.00
Time Warner	Internet, Fire Station 12/10/18-1/9/19	74.98
US Bank	Tree light event, Veterans day event, office supplies	1,194.09
VerizonW	iPads, 11/4/18-12/3/18	199.08
	Cell Phones, 11/4/18-12/3/18	544.46
Report Total		62,247.90

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

Vendor ID	Invoice Description	Cash Required
The Christmas Kings	Tree Lighting for Christmas Event; December 2018	2,500.00
Warbirds	T-34 Parade Fly By for Veterans Day; November 2018	2,000.00
Report Total		4,500.00

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

Vendor ID	Invoice Description	Cash Required
BIO-TOX	Sheriff's Dept Blood Testing November 2018	454.00
CACEO	Membership Dues 2018 - Dawn Ecclefield	95.00
	Membership Dues 2018 - Gina Dickson	95.00
	Substandard Cond CA Fire Code Course 5/10/18 D Ecclefield	126.00
Corelogic	Database for Code Enforcement November 2018	10.00
	Database for Code Enforcement November 2018	125.00
CTAI	Landscaping, Plant Replacement	12,659.00
	Irrigation Service - Wire Short	855.00
DATA TICKET	Parking Citation Processing October 2018	100.00
	Code Enforcement Citation Processing October 2018	172.40
Frontier	Internet and Phone, 11/13/18-12/12/18	263.25
	City Hall Phones, 11/13/18-12/12/18	122.42
International Nameplate	Canyon Lake Decals for New Sheriff's Vehicle	791.58
Jani-King	Janitorial Service December 2018	735.50
Joe's	Supplies, Fire Station	9.69
RAMS	Accounting Services October 2018	6,700.00
Riv Co Sheriff Acctg	Sheriff's Contract Law Enforcement 9/13/18-10/10/18	124,711.69
SCE	Electricity, 10/26/18-11/28/18	397.09
Speedy Vehicle	Live Scans	140.00
STAPLES	Office Supplies	533.04
Structural	Pest Control, Fire Station	36.75
Toshiba	Monthly Copier Lease 10/15/18-11/15/18	792.56
Report Total		149,924.97

01/9/2019 City Council Agenda Packet

Department: (1)Staff

		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Hall, Ariel		Reg	Regular	7.75	465.00													
Emp Id	107																Gross	**465.00**
Rate	60.0000																Tot Liab	**465.00**
																	Net Amt	**465.00**
		Total Earnings		**7.75**	**465.00**	**Total Deductions**		**0.00**	**Total Employee Taxes**			**0.00**	**Total Employer Taxes**			**0.00**		

Department: (1)Staff Total

		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Employees	**1**	Reg	Regular	7.75	465.00													
Female	1																Gross	**465.00**
Male	0																Tot Liab	**465.00**
																	Net Amt	**465.00**
		Total Earnings		**7.75**	**465.00**	**Total Deductions**		**0.00**	**Total Employee Taxes**			**0.00**	**Total Employer Taxes**			**0.00**		

Department: (20)City Employees

		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Borja, Miguel A		125CO	125 Cash		492.43	PTAXF	Pre-Tax P.	365.91	CA	California SI	5353.77	177.67	CAETT	CA Edu & Tı	0.00	0.00		
Emp Id	102	Hol	Holiday	19.00	0.00				CASDI	CA SDI - Em	5719.68	57.20	CASUI	California SU	0.00	0.00	Gross	**5719.68**
Salary	3785.25	Reg	Regular		5227.25				FITW	Federal Inco	5353.77	525.85	MED-R	Medicare - E	5719.68	82.94	Tot Liab	**5802.62**
									MED	Medicare	5719.68	82.93					Net Amt	**4510.12**
		Total Earnings		**19.00**	**5719.68**	**Total Deductions**		**365.91**	**Total Employee Taxes**			**843.65**	**Total Employer Taxes**			**82.94**		
Day, Victoria L		Reg	Regular	33.50	686.75	AflacP	Aflac Post	77.69	CA	California SI	697.00	7.68	CAETT	CA Edu & Tı	0.00	0.00		
Emp Id	106	Sick	Sick	5.00	102.50	PTXPE	Pre-Tax P.	92.25	CASDI	CA SDI - Em	789.25	7.90	CASUI	California SU	0.00	0.00	Gross	**789.25**
Rate	20.5000								FITW	Federal Inco	697.00	21.58	MED-R	Medicare - E	789.25	11.44	Tot Liab	**800.69**
									MED	Medicare	789.25	11.44					Net Amt	**570.71**
		Total Earnings		**38.50**	**789.25**	**Total Deductions**		**169.94**	**Total Employee Taxes**			**48.60**	**Total Employer Taxes**			**11.44**		
Manzano, Rubi E		125CO	125 Cash		499.58	PTXPE	Pre-Tax P.	103.86	CA	California SI	2294.95	49.93	CAETT	CA Edu & Tı	0.00	0.00		
Emp Id	98	Comp	Comp Tin	9.50	237.40				CASDI	CA SDI - Em	2398.81	23.99	CASUI	California SU	0.00	0.00	Gross	**2398.81**
Rate	24.9900	Hol	Holiday	19.00	474.81				FITW	Federal Inco	2294.95	201.77	MED-R	Medicare - E	2398.81	34.78	Tot Liab	**2433.59**
		Reg	Regular	47.50	1187.02				MED	Medicare	2398.81	34.78					Net Amt	**1984.48**
		Total Earnings		**76.00**	**2398.81**	**Total Deductions**		**103.86**	**Total Employee Taxes**			**310.47**	**Total Employer Taxes**			**34.78**		
Palmer, Aaron D		125CO	125 Cash		452.83	PTXPE	Pre-Tax P.	338.54	CA	California SI	5530.96	261.35	CAETT	CA Edu & Tı	0.00	0.00		
Emp Id	99	Hol	Holiday	19.00	0.00				CASDI	CA SDI - Em	0.00	0.00	CASUI	California SU	0.00	0.00	Gross	**5869.50**
Salary	5416.67	Reg	Regular		5416.67				FITW	Federal Inco	5530.96	582.35	MED-R	Medicare - E	5869.50	85.11	Tot Liab	**5954.61**
									MED	Medicare	5869.50	85.11					Net Amt	**4602.15**
		Total Earnings		**19.00**	**5869.50**	**Total Deductions**		**338.54**	**Total Employee Taxes**			**928.81**	**Total Employer Taxes**			**85.11**		

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		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Sauseda, Ana		125CO	125 Cash		527.04	457B	457B EE	66.00	CA	California SI	2180.68	21.51	CAETT	CA Edu & Ti	0.00	0.00		
Emp Id	108	Hol	Holiday	19.00	462.27	PTAXI	Pre-Tax P	129.44	CASDI	CA SDI - Em	2376.12	23.76	CASUI	California SI	0.00	0.00	Gross	**2376.12**
Rate	24.3300	Reg	Regular	57.00	1386.81				FITW	Federal Inco	2180.68	125.81	MED-R	Medicare - E	2376.12	34.45	Tot Liab	**2410.57**
									MED	Medicare	2376.12	34.46					Net Amt	**1975.14**
		Total Earnings		**76.00**	**2376.12**	**Total Deductions**		**195.44**	**Total Employee Taxes**			**205.54**	**Total Employer Taxes**			**34.45**		

Department: (20)City Employees Total

Employees	**5**	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Female	3	125CO	125 Cash		1971.88	457B	457B EE	66.00	CA	California SI	16057.36	518.14	CAETT	CA Edu & Ti	0.00	0.00		
Male	2	Comp	Comp Tin	9.50	237.40	AflacP	Aflac Post	77.69	CASDI	CA SDI - Em	11283.86	112.85	CASUI	California SI	0.00	0.00	Gross	**17153.36**
		Hol	Holiday	76.00	937.08	PTAXI	Pre-Tax P	495.35	FITW	Federal Inco	16057.36	1457.36	MED-R	Medicare - E	17153.36	248.72	Tot Liab	**17402.08**
		Reg	Regular	138.00	13904.50	PTXPE	Pre-Tax P	534.65	MED	Medicare	17153.36	248.72					Net Amt	**13642.60**
		Sick	Sick	5.00	102.50													
		Total Earnings		**228.50**	**17153.36**	**Total Deductions**		**1173.69**	**Total Employee Taxes**			**2337.07**	**Total Employer Taxes**			**248.72**		

Department: (30)Special Enforcement Team

Ecclefield, Dawn A		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Emp Id	104	Reg	Regular	51.00	1256.64	457B	457B EE	94.25	CA	California SI	1162.39	8.94	CAETT	CA Edu & Ti	0.00	0.00		
Rate	24.6400					AflacP	Aflac Post	33.43	CASDI	CA SDI - Em	1256.64	12.56	CASUI	California SI	0.00	0.00	Gross	**1256.64**
									FITW	Federal Inco	1162.39	50.82	MED-R	Medicare - E	1256.64	18.22	Tot Liab	**1274.86**
									MED	Medicare	1256.64	18.22					Net Amt	**1038.42**
		Total Earnings		**51.00**	**1256.64**	**Total Deductions**		**127.68**	**Total Employee Taxes**			**90.54**	**Total Employer Taxes**			**18.22**		
Feeney, Michael S		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
		Reg	Regular	36.00	998.28				CA	California SI	998.28	14.52	CAETT	CA Edu & Ti	0.00	0.00		
Emp Id	83								CASDI	CA SDI - Em	998.28	9.99	CASUI	California SI	0.00	0.00	Gross	**998.28**
Rate	27.7300								FITW	Federal Inco	998.28	93.36	MED-R	Medicare - E	998.28	14.48	Tot Liab	**1012.76**
									MED	Medicare	998.28	14.48					Net Amt	**865.93**
		Total Earnings		**36.00**	**998.28**	**Total Deductions**		**0.00**	**Total Employee Taxes**			**132.35**	**Total Employer Taxes**			**14.48**		
Helgemo Dickson Gina M		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
		125CO	125 Cash		228.02	PTAXI	Pre-Tax P	116.51	CA	California SI	1775.96	55.72	CAETT	CA Edu & Ti	0.00	0.00		
Emp Id	101	Reg	Regular	55.50	1664.45				CASDI	CA SDI - Em	1892.47	18.93	CASUI	California SI	0.00	0.00	Gross	**1892.47**
Rate	29.9900								FITW	Federal Inco	1775.96	139.49	MED-R	Medicare - E	1892.47	27.44	Tot Liab	**1919.91**
									MED	Medicare	1892.47	27.44					Net Amt	**1534.38**
		Total Earnings		**55.50**	**1892.47**	**Total Deductions**		**116.51**	**Total Employee Taxes**			**241.58**	**Total Employer Taxes**			**27.44**		

Department: (30)Special Enforcement Team Total

Employees	**3**	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Female	2	125CO	125 Cash		228.02	457B	457B EE	94.25	CA	California SI	3936.63	79.18	CAETT	CA Edu & Ti	0.00	0.00		
Male	1	Reg	Regular	142.50	3919.37	AflacP	Aflac Post	33.43	CASDI	CA SDI - Em	4147.39	41.48	CASUI	California SI	0.00	0.00	Gross	**4147.39**
						PTAXI	Pre-Tax P	116.51	FITW	Federal Inco	3936.63	283.67	MED-R	Medicare - E	4147.39	60.14	Tot Liab	**4207.53**
									MED	Medicare	4147.39	60.14					Net Amt	**3438.73**
		Total Earnings		**142.50**	**4147.39**	**Total Deductions**		**244.19**	**Total Employee Taxes**			**464.47**	**Total Employer Taxes**			**60.14**		

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Department: (50)Council Members

		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Bonner, Randall P		Reg	Regular		300.00				CA	California SI	300.00	0.00	CAETT	CA Edu & Tı	300.00	0.30		
Emp Id	78								FITW	Federal Incoı	300.00	0.00	CASUI	California SU	300.00	13.50	Gross	**300.00**
Salary	300.00								MED	Medicare	300.00	4.35	MED-R	Medicare - E	300.00	4.35	Tot Liab	**318.15**
																	Net Amt	**295.65**
		Total Earnings		**0.00**	**300.00**	**Total Deductions**		**0.00**	**Total Employee Taxes**			**4.35**	**Total Employer Taxes**			**18.15**		
Ehrenkranz, Jordan		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
		Reg	Regular		300.00				CA	California SI	300.00	0.00	CAETT	CA Edu & Tı	300.00	0.30		
Emp Id	62								FITW	Federal Incoı	300.00	0.00	CASUI	California SU	300.00	13.50	Gross	**300.00**
Salary	300.00								MED	Medicare	300.00	4.35	MED-R	Medicare - E	300.00	4.35	Tot Liab	**318.15**
																	Net Amt	**295.65**
		Total Earnings		**0.00**	**300.00**	**Total Deductions**		**0.00**	**Total Employee Taxes**			**4.35**	**Total Employer Taxes**			**18.15**		
Greene, Larry B		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
		Reg	Regular		300.00				CA	California SI	300.00	0.00	CAETT	CA Edu & Tı	300.00	0.30		
Emp Id	103								FITW	Federal Incoı	300.00	0.00	CASUI	California SU	300.00	13.50	Gross	**300.00**
Salary	300.00								MED	Medicare	300.00	4.35	MED-R	Medicare - E	300.00	4.35	Tot Liab	**318.15**
																	Net Amt	**295.65**
		Total Earnings		**0.00**	**300.00**	**Total Deductions**		**0.00**	**Total Employee Taxes**			**4.35**	**Total Employer Taxes**			**18.15**		
Haggerty, Dawn M		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
		Reg	Regular		300.00				CA	California SI	300.00	0.00	CAETT	CA Edu & Tı	300.00	0.30		
Emp Id	95								FITW	Federal Incoı	300.00	30.00	CASUI	California SU	300.00	13.50	Gross	**300.00**
Salary	300.00								MED	Medicare	300.00	4.35	MED-R	Medicare - E	300.00	4.35	Tot Liab	**318.15**
																	Net Amt	**265.65**
		Total Earnings		**0.00**	**300.00**	**Total Deductions**		**0.00**	**Total Employee Taxes**			**34.35**	**Total Employer Taxes**			**18.15**		
Warren, Vicki		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
		Reg	Regular		300.00				CA	California SI	300.00	0.00	CAETT	CA Edu & Tı	300.00	0.30		
Emp Id	94								FITW	Federal Incoı	300.00	0.00	CASUI	California SU	300.00	13.50	Gross	**300.00**
Salary	300.00								MED	Medicare	300.00	4.35	MED-R	Medicare - E	300.00	4.35	Tot Liab	**318.15**
																	Net Amt	**295.65**
		Total Earnings		**0.00**	**300.00**	**Total Deductions**		**0.00**	**Total Employee Taxes**			**4.35**	**Total Employer Taxes**			**18.15**		

Department: (50)Council Members Total

		Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Employees	**5**	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Female	2	Reg	Regular		1500.00				CA	California SI	1500.00	0.00	CAETT	CA Edu & Tı	1500.00	1.50		
Male	3								FITW	Federal Incoı	1500.00	30.00	CASUI	California SU	1500.00	67.50	Gross	**1500.00**
									MED	Medicare	1500.00	21.75	MED-R	Medicare - E	1500.00	21.75	Tot Liab	**1590.75**
																	Net Amt	**1448.25**
		Total Earnings		**0.00**	**1500.00**	**Total Deductions**		**0.00**	**Total Employee Taxes**			**51.75**	**Total Employer Taxes**			**90.75**		

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Report Total

Employees	**14**	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount		
Female	8	125CO	125 Cash		2199.90	457B	457B EE I	160.25	CA	California SI	21493.99	597.32	CAETT	CA Edu & Ti	1500.00	1.50		
Male	6	Comp	Comp Tin	9.50	237.40	AflacP	Aflac Post	111.12	CASDI	CA SDI - Em	15431.25	154.33	CASUI	California SI	1500.00	67.50	Gross	**23265.75**
		Hol	Holiday	76.00	937.08	PTAXF	Pre-Tax P	611.86	FITW	Federal Inco	21493.99	1771.03	MED-R	Medicare - E	22800.75	330.61	Tot Liab	**23665.36**
		Reg	Regular	288.25	19788.87	PTXPE	Pre-Tax P	534.65	MED	Medicare	22800.75	330.61					Net Amt	**18994.58**
		Sick	Sick	5.00	102.50													
		Total Earnings		**378.75**	**23265.75**	**Total Deductions**		**1417.88**	**Total Employee Taxes**			**2853.29**	**Total Employer Taxes**			**399.61**		

Aaron D Palmer
Aaron Palmer, City Manager

12/11/18
Date

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Department: (20)City Employees

Borja, Miguel A
Emp Id 102
Salary 3785.25

Code	Earning	Hours	Amount
125CO	125 Cash		492.43
Reg	Regular		3785.25
Sick	Sick	25.00	0.00
Total Earnings		**25.00**	**4277.68**

Code	Deduction	Amount
PTAXF	Pre-Tax P	264.97
Total Deductions		**264.97**

Code	Tax	Taxable	Amount
CA	California SI	4012.71	159.59
CASDI	CA SDI - Em	4277.68	42.77
FITW	Federal Inco	4012.71	438.55
MED	Medicare	4277.68	62.03
Total Employee Taxes			**702.94**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tı	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	4277.68	62.03
Total Employer Taxes			**62.03**

Gross	**4277.68**
Tot Liab	**4339.71**
Net Amt	**3309.77**

Day, Victoria L
Emp Id 106
Rate 20.5000

Code	Earning	Hours	Amount
Reg	Regular	39.50	809.75
Sick	Sick	5.00	102.50
Total Earnings		**44.50**	**912.25**

Code	Deduction	Amount
AflacP	Aflac Post	77.69
PTXPE	Pre-Tax P	14.10
Total Deductions		**91.79**

Code	Tax	Taxable	Amount
CA	California SI	898.15	12.11
CASDI	CA SDI - Em	912.25	9.12
FITW	Federal Inco	898.15	41.69
MED	Medicare	912.25	13.23
Total Employee Taxes			**76.15**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tı	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	912.25	13.23
Total Employer Taxes			**13.23**

Gross	**912.25**
Tot Liab	**925.48**
Net Amt	**744.31**

Manzano, Rubi E
Emp Id 98
Rate 24.9900

Code	Earning	Hours	Amount
125CO	125 Cash		499.58
Reg	Regular	76.00	1899.24
Total Earnings		**76.00**	**2398.82**

Code	Deduction	Amount
PTXPE	Pre-Tax P	118.70
Total Deductions		**118.70**

Code	Tax	Taxable	Amount
CA	California SI	2280.12	49.28
CASDI	CA SDI - Em	2398.82	23.99
FITW	Federal Inco	2280.12	199.99
MED	Medicare	2398.82	34.79
Total Employee Taxes			**308.05**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tı	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	2398.82	34.78
Total Employer Taxes			**34.78**

Gross	**2398.82**
Tot Liab	**2433.60**
Net Amt	**1972.07**

Palmer, Aaron D
Emp Id 99
Salary 5416.67

Code	Earning	Hours	Amount
125CO	125 Cash		452.83
Reg	Regular		5416.67
Vac	Vacation	40.00	2850.88
Total Earnings		**40.00**	**8720.38**

Code	Deduction	Amount
PTXPE	Pre-Tax P	338.54
Total Deductions		**338.54**

Code	Tax	Taxable	Amount
CA	California SI	8381.84	261.35
CASDI	CA SDI - Em	0.00	0.00
FITW	Federal Inco	8381.84	582.35
MED	Medicare	8720.38	126.45
Total Employee Taxes			**970.15**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tı	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	8720.38	126.45
Total Employer Taxes			**126.45**

Gross	**8720.38**
Tot Liab	**8846.83**
Net Amt	**7411.69**

Sauseda, Ana
Emp Id 108
Rate 24.3300

Code	Earning	Hours	Amount
125CO	125 Cash		527.04
Reg	Regular	76.00	1849.08
Total Earnings		**76.00**	**2376.12**

Code	Deduction	Amount
457B	457B EE	66.00
PTAXF	Pre-Tax P	129.44
Total Deductions		**195.44**

Code	Tax	Taxable	Amount
CA	California SI	2180.68	21.51
CASDI	CA SDI - Em	2376.12	23.76
FITW	Federal Inco	2180.68	125.81
MED	Medicare	2376.12	34.45
Total Employee Taxes			**205.53**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tı	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	2376.12	34.45
Total Employer Taxes			**34.45**

Gross	**2376.12**
Tot Liab	**2410.57**
Net Amt	**1975.15**

Department: (20)City Employees Total

Employees 5
Female 3
Male 2

Code	Earning	Hours	Amount
125CO	125 Cash		1971.88
Reg	Regular	191.50	13759.99
Sick	Sick	30.00	102.50
Vac	Vacation	40.00	2850.88
Total Earnings		**261.50**	**18685.25**

Code	Deduction	Amount
457B	457B EE	66.00
AflacP	Aflac Post	77.69
PTAXF	Pre-Tax P	394.41
PTXPE	Pre-Tax P	471.34
Total Deductions		**1009.44**

Code	Tax	Taxable	Amount
CA	California SI	17753.50	503.84
CASDI	CA SDI - Em	9964.87	99.64
FITW	Federal Inco	17753.50	1388.39
MED	Medicare	18685.25	270.95
Total Employee Taxes			**2262.82**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tı	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	18685.25	270.94
Total Employer Taxes			**270.94**

Gross	**18685.25**
Tot Liab	**18956.19**
Net Amt	**15412.99**

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Department: (30)Special Enforcement Team

Ecclefield, Dawn A
Emp 104
Rate 24.6400

Code	Earning	Hours	Amount
Reg	Regular	57.50	1416.80
Total Earnings		**57.50**	**1416.80**

Code	Deduction	Amount
457B	457B EE	102.16
AflacP	Aflac Post	33.43
Total Deductions		**135.59**

Code	Tax	Taxable	Amount
CA	California SI	1314.64	12.29
CASDI	CA SDI - Er	1416.80	14.17
FITW	Federal Inco	1314.64	66.05
MED	Medicare	1416.80	20.55
Total Employee Taxes			**113.06**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tr	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	1416.80	20.54
Total Employer Taxes			**20.54**

Gross	**1416.80**
Tot Liab	**1437.34**
Net Amt	**1168.15**

Feeney, Michael S
Emp 83
Rate 27.7300

Code	Earning	Hours	Amount
Reg	Regular	18.00	499.14
Total Earnings		**18.00**	**499.14**

Code	Deduction	Amount
Total Deductions		**0.00**

Code	Tax	Taxable	Amount
CA	California SI	499.14	0.00
CASDI	CA SDI - Er	499.14	4.99
FITW	Federal Inco	499.14	34.50
MED	Medicare	499.14	7.23
Total Employee Taxes			**46.72**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tr	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	499.14	7.24
Total Employer Taxes			**7.24**

Gross	**499.14**
Tot Liab	**506.38**
Net Amt	**452.42**

Helgemo Dickson, Gina M
Emp Id 101
Rate 29.9900

Code	Earning	Hours	Amount
125CO	125 Cash		228.02
Reg	Regular	67.00	2009.33
Sick	Sick	6.00	179.94
Total Earnings		**73.00**	**2417.29**

Code	Deduction	Amount
PTAXF	Pre-Tax P	153.25
Total Deductions		**153.25**

Code	Tax	Taxable	Amount
CA	California SI	2264.04	94.71
CASDI	CA SDI - Er	2417.29	24.17
FITW	Federal Inco	2264.04	198.06
MED	Medicare	2417.29	35.05
Total Employee Taxes			**351.99**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tr	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	2417.29	35.05
Total Employer Taxes			**35.05**

Gross	**2417.29**
Tot Liab	**2452.34**
Net Amt	**1912.05**

Department: (30)Special Enforcement Team Total

Employees 3
Female 2
Male 1

Code	Earning	Hours	Amount
125CO	125 Cash		228.02
Reg	Regular	142.50	3925.27
Sick	Sick	6.00	179.94
Total Earnings		**148.50**	**4333.23**

Code	Deduction	Amount
457B	457B EE	102.16
AflacP	Aflac Post	33.43
PTAXF	Pre-Tax P	153.25
Total Deductions		**288.84**

Code	Tax	Taxable	Amount
CA	California SI	4077.82	107.00
CASDI	CA SDI - Er	4333.23	43.33
FITW	Federal Inco	4077.82	298.61
MED	Medicare	4333.23	62.83
Total Employee Taxes			**511.77**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tr	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	4333.23	62.83
Total Employer Taxes			**62.83**

Gross	**4333.23**
Tot Liab	**4396.06**
Net Amt	**3532.62**

Report Total

Employees 8
Female 5
Male 3

Code	Earning	Hours	Amount
125CO	125 Cash		2199.90
Reg	Regular	334.00	17685.26
Sick	Sick	36.00	282.44
Vac	Vacation	40.00	2850.88
Total Earnings		**410.00**	**23018.48**

Code	Deduction	Amount
457B	457B EE	168.16
AflacP	Aflac Post	111.12
PTAXF	Pre-Tax P	547.66
PTXPE	Pre-Tax P	471.34
Total Deductions		**1298.28**

Code	Tax	Taxable	Amount
CA	California SI	21831.32	610.84
CASDI	CA SDI - Er	14298.10	142.97
FITW	Federal Inco	21831.32	1687.00
MED	Medicare	23018.48	333.78
Total Employee Taxes			**2774.59**

Code	Tax	Taxable	Amount
CAETT	CA Edu & Tr	0.00	0.00
CASUI	California SU	0.00	0.00
MED-R	Medicare - E	23018.48	333.77
Total Employer Taxes			**333.77**

Gross	**23018.48**
Tot Liab	**23352.25**
Net Amt	**18945.61**

Aaron Palmer, City Manager

12/18/18
Date

myCalPERS

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.** Print
- 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
1001217398	12/06/2018	100000015496601	Health PA Billing - PERS	EFT - Debit	Citizens Business Bank -5402	$133.76

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Build: v7.7 Baseline: 181121_084137_v7.7_Int.9584 **UID: 318**

my|CalPERS

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.** Print
- 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: $2,419.13

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001217501	12/06/2018	100000015461091	Employer Contribution, PEPRA, 26189, CalPERS, 11/16/2018 - 11/30/2018	EFT - Debit	Citizens Business Bank -5402	$1,030.04
1001217502	12/06/2018	100000015461052	Employer Contribution, Classic, 1684, CalPERS, 11/16/2018 - 11/30/2018	EFT - Debit	Citizens Business Bank -5402	$1,389.09

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Build: v7.7 Baseline: 181121_084137_v7.7_Int.9584 **UID: 318**

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.** Print
- 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: $2,320.57

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001230901	12/27/2018	100000015490873	Employer Contribution, PEPRA, 26189, CalPERS, 12/01/2018 - 12/15/2018	EFT - Debit	Citizens Business Bank -5402	$1,077.24
1001230902	12/27/2018	100000015490835	Employer Contribution, Classic, 1684, CalPERS, 12/01/2018 - 12/15/2018	EFT - Debit	Citizens Business Bank -5402	$1,243.33

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Build: v7.7.1 Baseline: 181129_154757_v7.7.1_Int.7074 **UID: 318**

Ok to pay 1/2/19

Nationwide

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:**12/12/2018**

Submission time:**05:23 PM**

Pay period end date:**11/30/2018**

Payment method:**Debit ACH**

Bank routing number:**122234149**

Bank account number:**245125402**

Contributions payment amount:**$206.98**

Contributions count:**1**

Draft date:**12/14/2018**

Ok to pay
12/13/18
AF

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.

Nationwide®

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:**12/12/2018**

Submission time:**05:22 PM**

Pay period end date:**11/30/2018**

Payment method:**Debit ACH**

Bank routing number:**122234149**

Bank account number:**245125402**

Contributions payment amount:**$132.00**

Contributions count:**1**

Draft date:**12/14/2018**

Ok to pay
12/13/18

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.

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

Credit Card Review

U S BANK Statement dated 12/6/18

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Canyon Lake Flowers	Flowers for Veterans Day event	$ 324.15	10-100-6830
2	Michaels Store	Office Supplies	$ 19.56	10-310-6210
3	Amazon	Veterans Day event supplies	$ 49.11	10-100-6830
4	Amazon	Veterans Day event supplies	$ 55.62	10-100-6830
5	Stater Bros	Turkey Drive	$ 37.80	10-100-6830
6	Lowes	Tree lighting event	$ 56.96	10-100-6830
7	Lowes	Tree lighting event	$ 39.39	10-100-6830
8	Lowes	Tree lighting event	$ 117.90	10-100-6830
9	Target	Tree lighting event	$ 35.60	10-100-6830
10	Stater Bros	Tree lighting event	$ 83.99	10-100-6830
11	Dollar Tree	Tree lighting event	$ 21.75	10-100-6830
12	Eagles Mark	Council nameplates and plaque for Dawn	$ 282.31	10-310-6210
13	New Hub Auto Services	Front end alignment for SUV	$ 69.95	10-520-6220
			$ 1,194.09	

Account Breakdown

Council Meeting	10-100-6510		
Council Special Dept. Expense	10-100-6520		
Promotion and Advertising	10-100-6830	$ 822.27	
Office Expense	10-310-6210	$ 301.87	
Conference/Meeting/Travel Expense	10-310-6510		
Professional/Specialized Services	10-310-6610		
City Clerk Dues	10-320-6520		
Professional/Specialized Services	10-320-6610		
Fire Station Expenses	10-420-8018		
Emergency Preparedness Supplies	10-425-6215		
Code Enforcement Supplies	10-520-6210		
Special Enforcement Misc Expense	10-520-6220	$ 69.95	
Code Enforcement Vehicle Equipment	10-520-6410		
Vehicle Maintenance	10-520-6415		
Code Enforcement Membership Dues	10-520-6520		
Code Endoecement Training	10-520-6710		
Gas Tax	20-000-6720		
		$ 1,194.09	
	Check Figure	$ -	

Copies for City Council as directed by the Finance Committee

Investment Report

CITIZENSTRUST

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

000000070 MCBB1000120618960318 01 000000 43 004

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

STATEMENT FOR THE PERIOD FROM 11/01/2018 TO 11/30/2018
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.

RECEIVED
DEC 17 2018
BY:_____

* 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.

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CITIZENSTRUST™

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

Account Statement

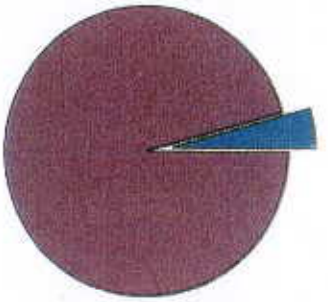
Account Number: **1035003119**
November 01, 2018 To November 30, 2018

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

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

Investment Portfolio Summary

Market Value As Of	11/01/2018	11/30/2018	% Of Account
CASH & CASH EQUIVALENTS	119,091.43	120,307.46	4.6%
FIXED INCOME	2,507,021.14	2,510,594.97	95.4%
Total	2,626,112.57	2,630,902.43	100.0%



Activity Summary

	This Period	Year To Date
Beginning Market Value	**2,626,112.57**	**2,622,592.86**
Income	482.77	47,553.36
Asset Activity	1,582.57	157,463.32-
Fees	849.31-	9,178.08-
Cash Management	1,216.03-	119,088.04
Change In Market Value	4,789.86	8,309.57
Ending Market Value	**2,630,902.43**	**2,630,902.43**

Realized Capital Gains / Losses

	This Period	Year To Date
Long Term	110.78-	2,945.76-
Total Gains / Losses	**110.78-**	**2,945.76-**

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Portfolio Statement

Quantity	Description	Market Value	Cost Basis
Cash & Cash Equivalents			
Cash Equivalents			
Unclassified			
120,307.460	31607A703 FIDELITY GOVERNMENT PORTFOLIO	120,307.46	120,307.46
Total Unclassified		120,307.46	120,307.46
Total	Cash Equivalents	120,307.46	120,307.46
Total	**Cash & Cash Equivalents**	120,307.46	120,307.46
Fixed Income			
Taxable			
75,000.000	05531FAU7 BB&T CORPORATION DTD 06/29/15 CALL 2.625% 06/29/2020-2020	74,148.75	75,220.19
100,000.000	05580ACZ5 BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020	98,547.48	99,980.00
100,000.000	14042RAR2 CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020	98,533.05	99,615.00
100,000.000	24422ERE1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021	101,059.00	106,192.36
100,000.000	29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020	97,676.63	100,000.00
70,000.000	3130A1CE6 FEDERAL HOME LOAN DTD 03/27/14 2% 12/27/2019	69,426.00	70,346.33
100,000.000	3130A6NA1 FEDERAL HOME LOAN DTD 10/29/15 CALL 1.4% 10/29/2019-2016	98,772.00	100,000.00
50,000.000	3130A8EN9 FEDERAL HOME LOAN BANK DTD 06/14/16 CALL 1.64% 06/14/2021-2016	48,509.00	50,000.00
100,000.000	3130A8NT6 FEDERAL HOME LOAN DTD 07/13/16 CALL 1.48% 07/13/2021-2017	96,538.00	100,000.00
150,000.000	3130ADZ88 FEDERAL HOME LOAN DTD 4/17/18 3% 4/17/23 CALL 3% 04/17/2023-2019	148,701.00	150,000.00
100,000.000	313380FB8 FEDERAL HOME LOAN BANK DTD 08/09/12 1.375% 09/13/2019	98,946.00	99,667.18

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	97,088.00	99,909.00
200,000.000	3134G9J40 FREDDIE MAC DTD 07/26/16 CALL 1% 04/26/2019-2017	198,748.00	200,000.00
50,000.000	3134GAHK3 FREDDIE MAC DTD 09/30/16 CALL 1.6% 09/30/2021-2016	48,093.00	49,967.50
100,000.000	3134GAZR8 FREDDIE MAC DTD 12/30/2016 CALL 2.05% 12/30/2021-2017	97,069.00	100,000.00
100,000.000	3134GB7F3 FREDDIE MAC DTD 12/29/17 CALL 2.5% 12/29/2022-2018	97,813.00	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	96,881.00	100,000.00
150,000.000	3134GSYQ2 FREDDIE MAC DTD 9/27/2018 CALL 3% 09/27/2021-2019	150,007.50	149,902.50
50,000.000	3136G1C98 FANNIE MAE DTD 02/05/13 1.42% 02/05/2020	49,220.00	50,229.49
100,000.000	3136G3J30 FANNIE MAE DTD 07/28/16 CALL 1.6% 07/28/2021-2016	96,602.00	100,000.00
100,000.000	3136G3VG7 FANNIE MAE DTD 06/29/16 CALL 1.5% 09/29/2020-2016	97,651.00	100,000.00
100,000.000	3136G3XZ3 FANNIE MAE DTD 07/28/16 CALL 1.5% 07/28/2021-2016	95,972.00	100,000.00
100,000.000	3136G4EV1 FANNIE MAE DTD 10/28/16 CALL 1.625% 10/28/2021-2017	95,554.00	99,959.00
39,952.220	31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	40,212.06	42,748.88
200,000.000	69353REW4 PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021	193,418.00	202,044.74
25,000.000	713448BN7 PEPSICO INC DTD 01/14/10 4.5% 01/15/2020	25,409.50	26,021.88
Total	Taxable	2,510,594.97	2,571,804.05

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Portfolio Statement (Continued)

Quantity	Description	Market Value	Cost Basis
Fixed Income			
Total	**Fixed Income**	2,510,594.97	2,571,804.05
Miscellaneous			
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
Total	**Miscellaneous**	0.00	0.00
Grand Total Assets		**2,630,902.43**	**2,692,111.51**

Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
Balances Beginning Of Period	0.00	2,692,588.83	2,633,968.04
Prior Accruals			7,855.47-
Unrealized Appreciation This Period			4,900.64
Current Accruals			11,954.87
Asset Activity	1,582.57	1,693.35-	1,582.57
Cash Management	1,216.03-	1,216.03	1,216.03-
Fees	849.31-	0.00	849.31-
Income	482.77	0.00	482.77
Realized Gain/loss			110.78-
Non Cash Asset Changes			
Balances End Of Period	0.00	2,692,111.51	2,642,857.30

Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
11/01/18		**Beginning Balance**		**0.00**	**2,692,588.83**
Income					
Interest					
11/01/18		31607A703 FIDELITY GOVERNMENT PORTFOLIO 29266NS32	INTEREST RCVD	193.79	
11/16/18		ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020 31398R7H2	INTEREST RCVD	148.63	
11/26/18		FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	INTEREST RCVD	132.18	

Transaction Statement (Continued)

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
11/26/18		31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	INTEREST RCVD	8.17	
Total Interest				482.77	0.00
Total Income				**482.77**	**0.00**
Asset Activity					
Assets Sold					
11/26/18	1,582.570-	31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT	1,582.57	1,693.35-
11/26/18		31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT		
Total Assets Sold				1,582.57	1,693.35-
Total Asset Activity				**1,582.57**	**1,693.35-**
Fees					
11/28/18		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 11/20/2018	DISBURSEMENT	849.31-	
Total Fees				**849.31-**	**0.00**
Cash Management					
11/30/18	1,216.030	31607A703 NET CASH MANAGEMENT	NET CASH MGMT	1,216.03-	1,216.03
Total Cash Management				**1,216.03-**	**1,216.03**
11/30/18		**Ending Balance**		**0.00**	**2,692,111.51**

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.

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Expense Report

2018 Expense Reports

		January	February	March	April	May	June	July	August	September	October	November	December
Randall Bonner	Internet	$ 20.00	$ 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	$ 56.39	
	Travel									$ 162.07			
	Total	$ 73.62	$ 73.62	$ 73.67	$ 73.57	$ 74.07	$ 73.57	$ -	$ 78.82	$ 242.07	$ 80.00	$ 76.39	$ -
Jordan Ehrenkranz	Internet			$ 40.00	$ 40.00		$ 40.00		$ 40.00	$ 40.00	$ 40.00		
	Cell Phone												
	Travel									$ 80.33			
	Total	$ -	$ -	$ 40.00	$ 40.00	$ -	$ 40.00	$ -	$ 40.00	$ 120.33	$ 40.00	$ -	$ -
Larry Greene	Internet												
	Cell Phone												
	Travel	$ 696.75											
	Total	$ 696.75	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Dawn Haggerty	Internet	$ 30.00		$ 30.00		$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00		
	Cell Phone												
	Travel									$ 134.33			
	Total	$ 30.00	$ -	$ 30.00	$ -	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 164.33	$ 30.00	$ -	$ -
Vicki Warren	Internet											$ 40.00	
	Cell Phone											$ 60.00	
	Travel									$ 981.07			
	Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 981.07	$ -	$ 100.00	$ -

Utility User Tax Update

City of Canyon Lake
Utility Taxed Summary by Service Period
FY 2018/2019

	July	August	September	October	November	December	January	February	March	April	May	June
Electric												
Calpine Energy Solutions	15.67	21.25	33.37	13.23	19.90							
Constellation New Energy, Inc	-	-	12.32	-	-							
Just Energy Solutions, Inc.	106.00	-	-	-	-							
Southern California Edison	36,035.60	59,263.65	48,780.07	40,159.60	27,244.29							
Water												
EMWD	2,113.85	2,289.26	2,388.29									
EVMWD	23,435.10	25,197.99	23,743.40	23,598.72	24,750.61							
Solid Waste												
CR&R	891.57	957.68	1,206.04									
CR&R Tax Roll												
Sewer												
Gas												
The Gas Company	135.06	149.93	159.56	147.17	162.47							
Xoom Energy, LLC	-	-	-	-	-							
Telecom												
AT&T Corp (Split)	33.87	24.06	22.95	25.16	28.75							
Century Link Communications Company, LLC	0.75	0.75	0.75	0.64	0.64							
Compliance Solutions, Inc - GreatCall, Inc. dba Jitterbug	39.92	41.60	39.73	38.56	49.97							
Compliance Solutions, Inc. - Nextiva, Inc.	20.24	20.40	21.47	21.42	21.67							
Compliance Solutions, Inc. - dba Opex	0.35	0.35	0.39	0.38	0.37							
Compliance Solutions, Inc. - Metrix Telecom, Inc.				1.92	1.59							
Compliance Solutions, Inc - Utility Telecom Group, LLC		-	-	-								
Compliance Solutions, Inc. - Google North America	3.04		0.26	0.26								
Compliance Solutions, Inc. - Google North America dba Project Fi			2.36	2.31	2.41							
Compliance Solutions, Inc. - Total Holdings, Inc.	0.14	0.13	-	-	-							
Consumer Cellular, Inc.	57.15	67.59	61.94	60.59	65.86							
Cricket Wireless LLC	56.26	57.35	58.78	58.25	56.05							
Flash Wireless, LLC c/o Avalara, Inc. (FKA Eztax Services)	-	-	-	-								
Frontier California Inc. (Split)	1,836.18	1,764.91	1,749.85	1,729.68								
Frontier Communications of America	239.39	228.92	240.29	228.34	228.61							
Granite Telecommunications LLC	-	-	-	-	-							
Google North America Inc. dba Project Fi by Google	0.34	9.51			0.27							
Google North America Inc. dba Project Fi by Google - Wireline		0.39										
Google North America Inc. c/o Avalara, Inc.												
iWireless	-	-	-	-	-							
InReach, Inc. c/o Avalara, Inc. (FKA Eztax Services)	0.64	0.99	0.99	0.65	0.76							
Level 3 Communications LLC		0.35	49.14	43.38	43.68							
Los Angeles SMSA Limited Partnership	3,110.28	3,049.24	3,122.92									
MCI Communications Services, Inc.	-	-	-	-	-							
MCI Metro Access Transmission Services Corp	1.92	1.93	0.97	-	-							
Metro PCS California, LLC	50.66	43.93	15.26	14.14	18.29							
Mitel Cloud Services, Inc.	18.00	8.99	8.97	9.04	9.01							
New Cingular Wireless PCS LLC	3,681.63	4,020.23	3,541.04									
Pacific Bell Telephone Company - At&t	5.46	5.46	4.65	4.64	4.64							
PNG Telecommunications Inc. c/o Avalara, Inc. (FKA Eztax Services)	-	-	-									
Ready Wireless LLC	-	-	-	-	-							
Ooma, Inc.	13.24	8.11	8.11	8.49	13.72							
OnStar LLC	11.90	15.36	12.87	14.16	12.24							
Spectrotel, Inc.	-	-	-	-	-							
Spok, Inc.	-	-	-	-	-							
SprintCom, Inc.	20.99	17.74	16.08	18.79	15.17							
Sprint Communications	-	-	-	-	-							
Sprint Spectrum LP	879.82	802.96	760.07	826.53	708.01							
Sprint Telephony PCS, LP												
Sprint Telephony PCS, LP CA Prepaid												
Star2star Communications	9.51	9.51	9.51	9.54	9.54							
T-Mobile USA Inc.												
T-Mobile West LLC	839.35	829.40	411.40	369.33	396.52							
TWC Digital Phone LLC												
U.S. Telepacific Corp.	101.35	98.50	67.82	66.22	70.51							
Utility Telephone, Inc.												
Utility Telecom Group, LLC	-		-		-							
Verizon Long Distance, LLC	-	-	-	-	-							
Virgin Mobile USA, LP	85.36	80.12	79.18	79.29	75.77							
Vonage American c/o Avalara, Inc	57.77	39.68	56.36	44.80	44.62							
Vonage Business Solutions, Inc. c/o Avalara, Inc.	40.90	56.91	38.64	39.46	37.64							
Video Users												
AT&T Corp (Split)												
Frontier California Inc. (Split)	2,664.72	2,706.49	2,639.86	2,714.88								
Verizon California, Inc.												
Time Warner Cable Info Services (CA) LLC	1,462.61	1,443.76	1,449.62	1,444.20								
Time Warner Cable Business LLC	33.78	37.73	29.74	33.69	33.69							
DirectTV LLC	44.83	180.98	190.36	317.20	414.79							
Total	$ 78,155.20	$ 103,548.09	$ 91,035.38	$ 72,144.66	$ 54,542.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -

2/19/2019 City Council Agenda Packet

City of Canyon Lake
Utility Users Tax Remittance
December, 2018

** All types of Utility Services are subjected to a 3.95% tax percentage to be remitted to the City of Canyon Lake monthly.*

	Vendor	Deposit Date	Check Date	Amount	Tax Period	(3.95%) Gas	(3.95%) Electric	(3.95%) Video Users	(3.95%) Solid Waste	(3.95%) Water	(3.95%) Sewer	Telecom
1	AT&T Corp	1/3/2019	12/18/2018	$ 28.75	Nov-18							$ 28.75
2	Calpine Energy Solutions	12/18/2018	12/6/2018	$ 19.90	Nov-18		$ 19.90					
3	CenturyLink Communications Company, LLC	12/18/2018	12/14/2018	$ 0.64	Nov-18							$ 0.64
4	Compliance Solutions, Inc. - Ready Wireless, LLC	12/18/2018	12/20/2018	$ -	Nov-18							$ -
5	Compliance Solutions, Inc. - GreatCall, Inc dba Jitterbug	12/18/2018	12/10/2018	$ 49.97	Nov-18							$ 49.97
6	Compliance Solutions, Inc. - Matric Telecom	12/18/2018	12/10/2018	$ 1.59	Nov-18							$ 1.59
7	Compliance Solutions, Inc. - Nextiva, Inc.	12/18/2018	12/10/2018	$ 21.67	Nov-18							$ 21.67
8	Compliance Solutions, Inc. - dba Opex Comm.	12/18/2018	12/10/2018	$ 0.37	Nov-18							$ 0.37
9	Compliance Solutions, Inc. - Total Holdings Inc	N/A	N/A	$ -	Nov-18							$ -
10	Compliance Solutions, Inc. - Utility Telecom Group, LLC	12/17/2018	12/10/2018	$ -	Nov-18							$ -
11	Compliance Solutions, Inc. - Spectrotel, Inc.	12/18/2018	12/20/2018	$ -	Nov-18							$ -
12	Constellation New Energy, Inc	12/17/2018	12/9/2018	$ -	Nov-18		$ -					
13	Consumer Cellular Inc. c/o Avalara, Inc.	12/27/2018	12/14/2018	$ 65.86	Nov-18							$ 65.86
14	CR & R											
15	Cricket Wireless LLC	1/3/2019	12/18/2018	$ 56.05	Nov-18							$ 56.05
16	Direct TV, LLC	1/3/2019	12/18/2018	$ 414.79	Nov-18			$ 414.79				
17	EMWD											
18	EVMWD	12/18/2018	12/13/2018	$ 24,750.61	Nov-18					$ 24,750.61		
19	Frontier California, Inc. (Split)											
20	Frontier Communications of America	1/3/2019	12/17/2018	$ 228.61	Nov-18							$ 228.61
21	Flash Wireless, LLC c/o Avalara, Inc.											
22	Granite Telecommunications LLC	N/A	N/A	$ -	Nov-18							$ -
23	Google North America Inc. dba Project Fi by Google	12/18/2018	12/10/2018	$ 2.68	Nov-18							$ 2.68
24	iWireless	N/A	N/A	$ -	Nov-18							$ -
25	InReach, Inc. c/o Avalara, Inc. (FKA Eztax Services)	12/18/2018	12/13/2018	$ 0.76	Nov-18							$ 0.76
26	Just Energy, Inc.	N/A	N/A	$ -	Nov-18							$ -
27	Level 3 Communications LLC	12/18/2018	12/12/2018	$ 43.68	Nov-18							$ 43.68
28	Los Angeles SMSA Limited Partnership											
29	MCI Communications Services, Inc.	N/A	N/A	$ -	Nov-18							$ -
30	MCI Metro Access Transmission Services Corp.	N/A	N/A	$ -	Nov-18							$ -
31	MetroPCS California, LLC	12/18/2018	12/13/2018	$ 18.29	Nov-18							$ 18.29
32	Mitel Cloud Services, Inc.	1/3/2019	12/17/2018	$ 9.01	Nov-18							$ 9.01
33	New Cingular Wireless PCS LLC											
34	Ooma, Inc.	1/3/2019	12/10/2018	$ 13.72	Nov-18							$ 13.72
35	Onstar LLC	1/3/2019	12/17/2018	$ 12.24	Nov-18							$ 12.24
36	Pacific Bell Telephone Company, At&t	1/3/2019	12/18/2018	$ 4.64	Nov-18							$ 4.64
37	PNG Telecommunications Inc c/o Avalara Inc											
38	Southern California Edison	12/18/2018	12/2/2018	$ 27,244.29	Nov-18		$ 27,244.29					
39	Spok, Inc.	N/A	N/A	$ -	Nov-18							$ -
40	Sprint Communications Company	N/A	N/A	$ -	Nov-18							$ -
41	SprintCom, Inc.	1/3/2018	12/18/2018	$ 15.17	Nov-18							$ 15.17
42	Sprint Spectrum LP	1/3/2019	12/18/2018	$ 708.01	Nov-18							$ 708.01
43	Sprint Telephony PCS, LP - CA Prepaid Wireless MTS Surcharge											
44	Sprint Telephony PCS, LP - Wireless Post Paid											
45	Star2Star Communications	12/18/2018	12/20/2018	$ 9.54	Nov-18							$ 9.54
46	The Gas Company	N/A	12/18/2018	$ 162.47	Nov-18	$ 162.47						
47	T-Mobile West	12/18/2018	12/13/2018	$ 396.52	Nov-18							$ 396.52
48	Time Warner Cable Info Services (CA) LLC											
49	Time Warner Cable Business LLC	1/3/2019	12/18/2018	$ 33.69	Nov-18							$ 33.69
50	TWC Digital Phone LLC											
51	U.S. TelePacific Corp	1/3/2019	12/17/2018	$ 70.51	Nov-18							$ 70.51
52	Utility Telephone, Inc.											
53	Verizon California Inc.											
54	Verizon Long Distance, LLC	N/A	N/A	$ -	Nov-18							$ -
55	Vonage American c/o Avalara, Inc.	12/27/2018	12/14/2018	$ 44.62	Nov-18							$ 44.62
56	Vonage Business Solutions, Inc. c/o Avalara, Inc.	12/27/2018	12/14/2018	$ 37.64	Nov-18							$ 37.64
57	Virgin Mobile USA - LP	1/3/2019	12/18/2018	$ 75.77	Nov-18							$ 75.77
58	Vonage Business Solutions, Inc. c/o Eztax Services, Inc.											
59	Xoom Energy California, LLC	N/A	N/A	$ -	Nov-18	$ -						
				$ 54,542.06		$162.47	$27,264.19	$414.79	$0.00	$24,750.61	$0.00	$1,950.00
						0.00	0.50	0.01	0.00	0.45	0.00	0.03575222

received a zero report

MINUTES

REGULAR MEETING OF THE CANYON LAKE CITY COUNCIL
Wednesday, December 5, 2018

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

THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE SCHEDULED FOR DECEMBER 5, 2018 HAD BEEN ADJOURNED FOR LACK OF A QUORUM AND WAS RESCHEDULED TO WEDNESDAY, DECEMBER 12, 2018.

Respectfully Submitted,

_____
Ana V. Sauseda
Deputy City Clerk

MINUTES

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.

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

Closed Session – 5:30 p.m.

CALL TO ORDER
Mayor Warren called the meeting to order at 5:29 p.m.

CITY COUNCIL ROLL CALL
Present: Council Members Ehrenkranz, Haggerty, Mayor Pro Tem Greene, and Mayor Warren.
Absent: Council Member Bonner

PUBLIC COMMENTS
There were no public comments.

CLOSED SESSION
The City Council entered Closed Session at 5:30 p.m.

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

The City Council returned from Closed Session at 6:20 p.m. with no reportable action.

Open Session – 6:30 p.m.

CALL OPEN SESSION TO ORDER
Mayor Warren called the meeting to order at 6:34 p.m.

INVOCATION
Invocation & Flag Salute were led by Dennis Pitts.

CITY COUNCIL ROLL CALL

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

APPROVAL OF THE CITY COUNCIL AGENDA

Motion and Second by Councilmember Bonner/Mayor Pro Tem Greene to approve the City Council Agenda
Vote: Unanimous

CEREMONIAL MATTERS

Presentations, Awards, Proclamations, Announcements

Recognition – Nancy Horton for her service on EVMWD
Mayor Warren presented Nancy with a plaque and thanked her for her services on EVMWD.

Nancy Horton gave a brief speech.

Councilmembers Ehrenkranz and Bonner also thanked Nancy for all her contributions.

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.

Deputy City Clerk, Ana V. Sauseda, introduced the item.

Motion and Second by Councilmember Bonner/Mayor Pro Tem Greene to approve Resolution No. 2018-29.

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

PRESENTATION TO OUTGOING COUNCIL MEMBERS

Mayor Pro Tem Greene presented Dawn Haggerty with a plaque.
Dawn Haggerty gave a brief speech and thanked everyone who supported her throughout the years.

Mayor Pro Tem Greene presented Mayor Vicki Warren with a plaque and gavel.
Vicki Warren gave a brief speech and thanked everyone for their continued support.

COMMENTS BY OUTGOING COUNCIL MEMBERS

Comments by Outgoing Council were made with the acceptance of their plaques.

CERTIFICATES OF ELECTION AND OATH OF OFFICE

PRESENTATION OF CERTIFICATES OF ELECTION

Deputy City Clerk Sauseda called the newly elected City Officials forward and presented them with their Certificates of Election.

OATH OF OFFICE TO NEWLY ELECTED CITY COUNCIL MEMBERS

Gregory Castillo administered the Ceremonial Oath of Office to Councilmember-Elect Kasey Castillo.

Cameron Wessel administered the Ceremonial Oath of Office to Councilmember-Elect Jeremy Smith.

COMMENTS BY NEWLY ELECTED CITY COUNCIL MEMBERS

Kasey Castillo expressed her excitement to be voted to the City Council.

Jeremy Smith thanked everyone for their support and also congratulated newly elected Councilmember Kasey Castillo.

Councilmember Ehrenkranz stated that he will miss the outgoing Councilmembers.

Mayor Pro Tem Greene called for a recess at 6:52 p.m.

Mayor Pro Tem Greene called the meeting back to order at 7:05 p.m.

ROLL CALL Councilmembers Bonner, Castillo, Ehrenkranz, Greene, Smith

CITY COUNCIL REORGANIZATION

Selection of Mayor

Deputy City Clerk Sauseda asked for nominations for appointment to the Mayor seat.

Council Member Ehrenkranz nominated Mayor Pro Tem Greene for the Mayor seat.

There were no further nominations, Deputy City Clerk Sauseda conducted a roll call vote.

Council Member Bonner, Castillo, Ehrenkranz, Smith and Mayor Pro Tem Greene voted for Larry Greene to be appointed to the Mayor Seat.

Selection of Mayor Pro Tem

Deputy City Clerk Sauseda asked for nominations for appointment to Mayor Pro Tem.

Council Member Bonner nominated Councilmember Ehrenkranz for Mayor Pro Tem.

There were no further nominations, Deputy City Clerk Sauseda conducted a roll call vote.

Council Member Bonner, Castillo, Ehrenkranz, Smith and Mayor Greene voted for Jordan Ehrenkranz to be appointed to Mayor Pro Tem.

Mayor Greene paused for a moment to allow for the nameplates on the Dais to be rearranged.

COMMITTEE ASSIGNMENTS

(2) Discussion & Possible Approval of Committee Assignments
Mayor Greene asked if there were any questions or comments on the Committee Assignment sheet which was given to the Council.

Councilmember Bonner questioned if Vicki Warren will remain as Chair for the Veterans Day Committee.

Mayor Greene confirmed that she will in fact continue as Chair for the Veterans Day Committee.

There was discussion regarding eliminating the Public Works Committee as it is covered under the Finance & Planning Committee.

Councilmember Bonner questioned the Temecula Valley Task Force and why Councilmember Smith was recommended for this Agency Assignment. Discussion ensued.

City Manager Palmer requested that the Public Works Committee be left as is until the Resolution is revised at a later time.

Deputy City Clerk Sauseda conducted a roll call vote to approve the 2019 Agency and Committee Assignments; and Appointments
Vote: Unanimous

CEREMONIAL MATTERS
Presentations, Awards, Proclamations, Announcements

- Chamber of Commerce Announcement

Jim Randall stated that he will be the Chamber's Liaison with the City for the next 6 months. He thanked the outgoing Councilmembers and gave an update on upcoming Chamber events.

PUBLIC COMMENT
Paul Queen, resident, congratulated the newly elected Councilmembers and thanked Dawn Haggerty for all her services throughout the years.

Jack Wamsley, resident, congratulated the newly elected Councilmembers and expressed his support for working with the POA going forward.

Randon Lane, Public Affairs Manager for Southern California Gas Company, gave a presentation to raise awareness on a proposal in California which would require new buildings to be all electric.

CONSENT CALENDAR

Mayor Greene asked if any Councilmember would like an item pulled from the consent calendar.

Councilmember Smith requested to pull Item No. 5

Councilmember Bonner commented on the importance of approving Item No. 6 & Item No. 8.

(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

Motion and Second by Councilmember Bonner/Mayor Pro Tem Ehrenkranz to approve the Consent Calendar with the exception of Item No. 5.

Motion carried 5-0, with Council Members Bonner, Castillo, Smith, Mayor Pro Tem Ehrenkranz, and Mayor Greene voting aye.

PULLED CONSENT CALENDAR ITEMS

(5) City Council Meeting Minutes

- November 7, 2018 – Regular Meeting Minutes
- November 15, 2018 – Special Meeting Minutes

Councilmember Smith stated that he cannot vote on this item as he was not present for that meeting.

Motion and Second by Mayor Pro Tem Ehrenkranz/Councilmember Bonner to approve Item No. 5.

Motion carried 3-0-2, with Council Member Bonner, Mayor Pro Tem Ehrenkranz, and Mayor Greene voting aye and Council Members Castillo and Smith abstaining.

SCHEDULE OF FUTURE EVENTS

City Manager Palmer stated that he will provide the schedule of future events during his City Manager Comments.

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

City Manager Palmer presented the item.

Motion and Second by Councilmember Bonner/ Mayor Pro Tem Ehrenkranz to introduce Ordinance No. 178

Motion failed 2-1-2, with Council Member Bonner and Mayor Pro Tem Ehrenkranz voting aye, Mayor Greene voting no, and Council Members Castillo and Smith abstaining.

Mayor Pro Tem Ehrenkranz requested that the representative from the WCE be allowed to speak so that the Council could reconsider or revisit this item at a later date rather than have the motion fail.

Discussion on this item ensued.

City Attorney Martyn stated that it would be appropriate to characterize the request by Mayor Pro Tem as a request for reconsideration of this item. She clarified that the request by Mayor Pro Tem was to reconsider the item so that the no vote doesn't stand and would require a second.

Motion and Second by Mayor Pro Tem Ehrenkranz/Councilmember Bonner to reconsider the item.

Councilmember Smith questioned the deadline for this item.

Barbara Spoonhour, Deputy Executive Director of Operations for Western Riverside Council of Governments (WRCOG) and Western Community Energy (WCE), clarified that they can add language which would allow the Council to take action in January and allow for additional time for her to give a detailed presentation to the newly elected Council.

Discussion between the Council and the representatives from WRCOG/WCE continued.

Mayor Greene directed staff to bring this item back in January to allow the Council enough time to gather all the information.

Jack Wamsley, resident, had a question, however, it was not related to this item.

Paul Queen, resident, had a question relating to a bill that was recently passed by Governor Brown allowing utility companies to charge extra to cover costs of lawsuits for recent fires.

Spoonhour clarified that the increase approved by that bill will be felt by everyone.

Former Councilmember Dawn Haggerty questioned why the Council did not move forward with this item.

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 SOLID WASTE DIVERSION FOR THE 2018-2019 FISCAL YEAR.

- Public Hearing Opened
  The Public Hearing was opened at 7:50 pm

- Staff Presentation
  Administrative Services Manager Mike Borja presented the item

- Questions to Staff by City Council
  There were no questions

- Testimony by Proponents
  Jack Wamsley, resident, stated that the cost was not referenced. He spoke in Favor of CR&R. Discussion regarding the cost ensued.

Councilmember Bonner stepped away from the Dais at 7:52 pm

- Testimony by Opponents
  There were no speakers

- Response by Proponents
  Councilmember Smith thanked the representative from CR&R for providing him information to better understand this item

- Public Hearing Closed
  The Public Hearing was closed at 7:54 pm

- Discussion by City Council
  There was no discussion

- Action by City Council – Adopt Resolution No. 2018-31

Motion and Second by Councilmember Smith/Mayor Pro Tem Ehrenkranz to approve Resolution No. 2018-31.

Councilmember Bonner returned to the Dais at 7:55 pm.

Motion carried 5-0, with Council Members Bonner, Castillo, Smith, Mayor Pro Tem Ehrenkranz, and Mayor Greene voting aye.

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

- Public Hearing Opened
  The Public Hearing was opened at 7:56 pm

- Staff Presentation
  City Manager Palmer presented the item.

  City Attorney Martyn explained each Resolution.

- Questions to Staff by City Council
  Mayor Greene commented on the importance of this item.

  City Attorney Martyn stated that in the event that the Council decided to split the fees, Staff has requested that they go forward with the Code Enforcement and Animal Control fees as they are needed for a new system which is supposed to take effect on January 1, 2019.

  Discussion between the Council and the City Attorney continued.

  Mayor Pro Tem Ehrenkranz recommended that this be started as soon as possible

- Testimony by Proponents
  There were no speakers

- Testimony by Opponents
  There were no speakers

- Response by Proponents
  There were no speakers

- Public Hearing Closed
  The Public Hearing was closed at 8:10 pm

- 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; AND

  - 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

Motion and Second by Councilmember Smith/Bonner to approve Resolution No. 2018-32A.

Discussion regarding the separate Resolutions continued.

Motion amended by Council Member Smith, seconded by Council Member Bonner to adopt Resolution No. 2018-32A along with Resolution No. 2018-32B.

Motion carried 5-0, with Council Members Bonner, Castillo, Smith, Mayor Pro Tem Ehrenkranz, and Mayor Greene voting aye.

CITY MANAGER COMMENTS

City Manager Palmer welcomed the newly Elected Councilmembers. He also spoke about the City's Tree Lighting Event which took place the prior month and reminded the community that the City will be closed starting at noon on December 20th and re-open on January 2, 2019.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

- **COUNCIL MEMBER BONNER**

Council Member Bonner discussed the RCTC Meeting which he attended earlier that day. He also discussed attending the WRCOG meeting on behalf of Mayor Pro Tem Ehrenkranz.

- **COUNCIL MEMBER CASTILLO**

Councilmember Castillo expressed her excitement for working on the committees which she was appointed to.

- **MAYOR PRO TEM EHRENKRANZ**

Mayor Pro Tem Ehrenkranz stated that WRCOG has appointed him to SCAG for the next 2 years and will have more to report next month. He also wished everyone a Merry Christmas and a Happy New Year.

- **COUNCIL MEMBER SMITH**

Thanked staff for putting together this agenda. He congratulated Mayor Greene and thanked him for all his efforts on the fee project. He also expressed his excitement to serve on the committees which he was appointed to. Lastly, he wished everyone a Merry Christmas.

- **MAYOR GREENE**

Mayor Greene discussed attending the RCA Meeting. He also discussed the meeting regarding the BLM land. He discussed the Emergency Preparedness Meeting and the Oath of Affirmation which was given to the entire group. Lastly, he thanked everyone who voted for Measure S.

ANNOUNCEMENTS

The next regular City Council meeting would be Wednesday, January 09, 2019 at 6:30 p.m. for Open Session

ADJOURNMENT

Mayor Greene adjourned the meeting at 8:22 p.m.

Respectfully submitted,

_____

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

DATE: **January 9, 2019**

SUBJECT: **Authorization to Terminate Existing Service Agreement with Jani-King of California Inc. and Authorize New Service Agreement with Delgado Janitorial Services**

Recommendation

That the City Council authorize the City Manager to terminate existing service agreement with Jani-King of California Inc., effective January 10, 2019, and enter into a new service agreement with Delgado Janitorial Services effective January 15, 2019.

Background

The City's current service agreement with Jani-King of California Inc. expires annually on January 10th. Due to the ongoing lack of service or expectation not being met by the current contractor, city staff has determined not to continue and renewal its services with Jani-King, effective January 10, 2019. In replace, city staff is recommending the approval of Delgado Janitorial Services for City Hall's janitorial services, effective January 15, 2019. The general of scope of work performed, as well as the monthly cost, will remain the same at $735.50, but the work performed will also include the following at no additional cost:

1. Special Enforcement Department – remove trash, vacuum and dust office area and conference room
2. City Hall Windows – clean and maintain the interior windows inside at City Hall and Building Department
3. Main Doors of City Hall – clean and maintain the exterior entryway and main door of City Hall

Fiscal Impact

The fiscal impact will remain the same under the city's General Fund-Building Maintenance account at $735.50 per month.

Attachments

1. Service Agreement with Delgado Janitorial Services
2. Exhibit A – Scope of Work
3. Letter of Termination with Jani-King of California Inc.

ATTACHMENT 1

PROFESSIONAL SERVICES AGREEMENT

FOR JANITORIAL SERVICES

THIS AGREEMENT for Professional Services ("Agreement") is made this January 15 day of 2019 ("Effective Date") by and between the City of Canyon Lake (the "City") and Delgado Janitorial Services ("Provider") (together sometimes referred to the "Parties").

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Provider shall provide to the 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 and shall end on 1/15/2022, which is the date of completion specified in Exhibit A. Provider shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended as provided for in Section 8. The time provided to Provider 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.** Provider 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 Provider is engaged and to the sole satisfaction of the Contract Administrator.

1.3 **Assignment of Personnel.** Provider shall assign only competent personnel to perform services pursuant to Agreement. In the event that the City,

in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Provider shall, immediately upon receiving notice from the City of such desire of the City, reassign such person or persons.

1.4 Time. Provider shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to satisfy Provider's obligations hereunder.

1.5 Authorization to Perform Services. The Provider 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. The City hereby agrees to pay Provider a sum not to exceed $735.50 each 15th of the month notwithstanding any contrary indications that may be contained in Provider's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Exhibit A, regarding the amount of compensation, this Agreement shall prevail. The City shall pay Provider 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 the City to Provider for services rendered pursuant to this Agreement. Provider shall submit all invoices to the City in the manner specified herein. Except as specifically authorized in advance by the City, Provider shall not bill the City for duplicate services performed by more than one person.

2.1 Invoices. Provider 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:

- The beginning and ending dates of the billing period;
- A Task Summary containing the total due this period;
- At the City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person

doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;

- The total number of hours of work performed under the Agreement by Provider and each employee, agent, and subcontractor of Provider performing services hereunder necessary to complete the work described in Exhibit A;
- Receipts for expenses to be reimbursed;
- The Provider's signature.

2.2 **Monthly Payment.** The City shall make payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred.

2.3 **Total Payment.** The City shall not pay any additional sum for any expense or cost whatsoever incurred by Provider in rendering services pursuant to this Agreement. The City shall make no payment for any extra, further, or additional service pursuant to this Agreement. The City shall be exempt from existing or any and all future fuel service charges, minimum order or one-time order service charge.

In no event shall Provider 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.** Fees for work performed by Provider 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.** Provider 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 Provider terminates this Agreement pursuant to Section 8, the City shall compensate the Provider for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Provider shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

Section 3. **FACILITIES AND EQUIPMENT.** Provider shall, at its sole cost and expense, provide all facilities, supplies and equipment necessary to perform the services required by this Agreement.

Section 4. **INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Provider, at its own cost and expense, shall procure the types and amounts of insurance checked below and provide Certificates of Insurance, indicating that Provider has obtained or currently maintains insurance that meets the requirements of this section and which is satisfactory, in all respects, to the City. Provider 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 Provider's compensation. Provider shall not allow any subcontractor to commence work on any subcontract until Provider has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to the 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 Provider 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.** Provider 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 Provider. 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, Provider 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 Provider, 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. Provider, 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 TWO MILLION DOLLARS ($2,000,000.00) 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 Provider to comply with reporting provisions of the policy shall not affect coverage provided to the City and its officers, employees, agents, and volunteers.

4.3 Professional Liability Insurance. – Intentionally Omitted

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, Provider shall furnish the 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, Provider shall provide written notice to the City at Provider's earliest possible opportunity and in no case later than ten (10) working days after Provider is notified of the change in coverage.

4.4.4 **Additional insured; primary insurance.** The 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 Provider, including the insured's general supervision of Provider; products and completed operations of Provider, as applicable; premises owned, occupied, or used by Provider; and automobiles owned, leased, or used by the Provider in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to the 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 **Subcontractors.** Provider 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.

4.4.6 **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.

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

4.5 **Remedies.** In addition to any other remedies the City may have if Provider fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, the City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies the City may have and are not the exclusive remedy for Provider'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 Provider to stop work under this Agreement or withhold any payment that becomes due to Provider hereunder, or both stop work and withhold any payment, until Provider demonstrates compliance with the requirements hereof; and/or

- Terminate this Agreement.

Section 5. INDEMNIFICATION

Provider shall indemnify, defend with counsel acceptable to the 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 Provider or by any individual or entity for which Provider is legally liable, including but not limited to officers, agents, employees or subcontractors of Provider.

The foregoing obligation of Provider 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 Provider 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 Provider to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by the City of insurance certificates and endorsements required under this Agreement does not relieve Provider 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, Provider acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

Section 6. STATUS OF PROVIDER.

6.1 **Independent Contractor.** At all times during the term of this Agreement, Provider shall be an independent contractor and shall not be an employee of the City. The City shall have the right to control Provider only insofar as the results of Provider's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise the City shall not have the right to control the means by which Provider accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Provider 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 the City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of the City and entitlement to any contribution to be paid by the 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.** Provider 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.** Provider represents and warrants to the City that Provider 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. Provider represents and warrants to the City that Provider 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, Provider and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from the City.

Section 8. TERMINATION AND MODIFICATION.

8.1 **Termination.** The City may cancel this Agreement at any time and without cause upon written notification to Provider.

Provider may cancel this Agreement upon thirty (30) days' written notice to the City and shall include in such notice the reasons for cancellation.

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

8.2 **Extension.** The 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. Provider understands and agrees that, if the City grants such an extension, the City shall have no obligation to provide Provider with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, the City shall have no obligation to reimburse Provider 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.** The City and Provider recognize and agree that this Agreement contemplates personal performance by Provider and is based upon a determination of Provider's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to the City for entering into this Agreement was and is the professional reputation and competence of Provider. Provider may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Provider 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 Provider's employ, Provider shall notify the City immediately.

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

8.6 **Options upon Breach by Provider.** If Provider materially breaches any of the terms of this Agreement, the 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 Provider pursuant to this Agreement;

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

8.6.4 Charge Provider 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 the City would have paid Provider pursuant to Section 2 if Provider had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 **Records Created as Part of Provider'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 Provider prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Provider 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. The City and Provider agree that, until final approval by the 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 **Provider's Books and Records.** Provider 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 Provider to this Agreement.

9.3 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Provider 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 the 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.

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 **Provider Representative**. All matters under this Agreement shall be handled for Provider by Genesis Delgado.

10.7 **City Contract Administration.** This Agreement shall be administered by the City Administrative Services Manager Mike Borja ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

8. **Notices.** Any written notice to Provider shall be sent to:

Genesis A. Delgado, Owner

Delgado Janitorial Services

24971 Camino De Oro Way

Moreno Valley, CA 92557

Any written notice to the City shall be sent to the Contract Administrator:

Mike Borja, Administrative Services Manger

City of Canyon Lake

31516 Railroad Canyon Rd.

Canyon Lake, CA 92587

10.9 Intentionally Omitted.

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

10.11 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.

THE CITY OF CANYON LAKE	DEGLADO JANITORIAL SERVICES
_____	_____
Aaron Palmer, City Manager	Genesis A. Delgado, Owner

Attest:

_____

Approved as to Form:

Elizabeth Martyn, City Attorney

ATTACHMENT 2

Exhibit A - Scope of Work

A. THE PERFORMANCE OF SERVICES are for the following Client; **City of Canyon Lake**
•Performance of these services are scheduled to begin the 15th day of January, year 2019.
•This term agreement will be for 1 year or ____ months from the date said services are to begin.
•Delgado Janitorial Services agrees to provide these services on the following days:

Monday Tuesday Wednesday Thursday Friday
Saturday Sunday

•Delgado Janitorial Services agrees to use all tools and equipment necessary to complete said services.

B. PAYMENT OF SERVICES
•Client agrees to pay Delgado Janitorial Services each 25th of the month the total sum stated in the pricing schedule.
•In the event payment for the services are not received within 30 days of the due date, Delgado Janitorial Services may suspend or temporarily suspend services unless other agreement to when payment shall be received is discussed with Delgado Janitorial Services and said Client, **City of Canyon Lake**. If there is still no set agreement after or within the 30 day mark, contract will be terminated and Client must still pay what is due to Delgado Janitorial Services. In such occasion Client has approximately 30 days to pay the amount due.
•It is expressly agreed that annually there may be a percentage increase to the monthly payment according to the Consumer Price Index, but this shall be discussed with Client and Delgado Janitorial Services before any change is made.

C. INDEPENDENT BUSINESS RELATIONSHIP
•It is expressly agreed that services will be provided by authorized Delgado Janitorial Services owner and said employees if any.
•The Client agrees that during the term this agreement , and within ninety (90) days after termination, that Client will not employ any employees of Delgado Janitorial Services without express written consent of Delgado Janitorial Services.
•Delgado Janitorial Services agrees that during the term of service and within ninety (90) days after termination, it will not employ or engage as a contractor, any employees of Client without the express written consent of Client.

D. RENEWAL AND TERMINATION

•This Agreement shall be automatically renewed or extended for another 1 year and or _____ months term on the same terms and conditions, unless either party shall give a written notice of termination at least sixty (60) days before the scheduled expiration date. Otherwise, this Agreement may only be terminated for non performance as will be written below.
•If failure to perform any act under this agreement. Before any said termination for non-performance is effective, terminating party must give the other party written notice, specifying in detail the nature of the failure or defects in the performance.

•Upon the effective date of the receipt of notice of the non-performance, the non-terminating party shall have thirty (30) days in which they will have to cure what was defective in said performance to the reasonable satisfaction of the terminating party. In case satisfactory performance is still not provided the non-terminating party shall give a second written notice and contract will be terminated in the following fifteen (15) days.

CLEANING SCHEDULE

NAMED AREAS; Offices , Lobby , Conference Room , Auditorium , Library , Bathrooms , Common Areas , Stairways

1. Special Forces Office, (wkly 2 , mthly___ ,yr__) 2. Remove trash on Tuesdays in Library, (wkly 1, mthly ___ yr__) 3. Clean cobwebs in front door area on the exterior of City Hall,(wkly ___, mthly 1, yr__)4. Clean main windows in the interior part of the building,(wkly 2, mthly ___yr__)5._____

6._____,(wkly___,mthly___)7._____, (wkly___,mthly___)8._____,(wkly___,mthly___)9._____, (wkly___,mthly___)10._____

NIGHTLY CLEANING

A. Offices, Lobby, Conference Room and Common Areas

- ___Empty all trash receptacles, replace trash liners, as needed and remove trash to designated collection point designated by Client.(Client will provide trash liners)
- ___Vacuum all carpeting , carefully paying attention to corners, edges and under desks.
- ___Dust all horizontal surfaces this includes top of cabinets, desktops, window sills, chairs, picture frames, tables, and all manners of furnishings.
- ___Damp wipe entry way and clean finger prints from entrance glass/glass door.
- ___Spot clean the partition glass
- ___Have to insure all doors and the security systems are secured as it is instructed by the Client.
- ___Clean interior of microwave removing food particles and stains
- ___Dust/Clean telephones
- ___Polish/Clean drinking fountains
- ___Wipe/Damp wipe surfaces to remove any spillage or coffee rings.

B. Restrooms

- ___Toilet/urinals to be cleaned and sanitized inside and outside
- ___Polish/Clean mirror
- ___Toilet seats are to be cleaned and disinfected on both sides
- ___Empty sanitary napkin receptacles, wipe with an disinfectant
- ___Empty trash receptacles/ wipe if needed
- ___Clean/Sanitize all sinks, remove splash marks from walls around sinks
- ___Mop floors with disinfectant

C. Lunchroom/Break room
•___All trash receptacles must be emptied including entrance containers and therefore the trash is to be removed to the designated collection point.
•___Damp mop hard surface floors
•___Clean/sanitize sink (Client is responsible for dishes)
•___Spot clean cabinets/exterior of appliances
•___Clean trash receptacles with disinfectant as needed.
(ALL SUPPLIES ARE TO BE SUPPLIED BY THE CLIENT UNLESS OTHERWISE DISCUSSED,DELGADO JANITORIAL SERVICES WILL PROVIDE THE CLEANERS SUCH AS DISINFECTANT,GLASS CLEANER ETC.)

EXTRA WORK

A. Auditorium - Twice per year there will be a strip and waxing of the vinyl flooring in the auditorium.

All other extra work such as ceramic tile wax/strip, carpet cleaning , window washing etc. shall be discussed and agreed upon with both parties regarding date, time and payment.

PRICING SCHEDULE

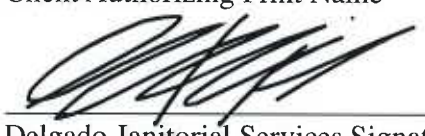
Billing and Notice Address of Client to the following:
31516 Railroad Canyon Road in the city of Canyon Lake, California zip code 92587.

Notice Address for Delgado Janitorial Services:
24971 Camino De Oro Way, Moreno Valley, CA 92557
(951) 259-9584

The Services as defined in this Agreement, will be performed for the monthly charge of:
Seven Hundred - Thirty Five DOLLARS and Fifty CENTS.
($ 735.50)

_____
Client Authorizing Signature

_____
Client Authorizing Print Name



_____
Delgado Janitorial Services Signature
Genesis A. Delgado, Owner

ATTACHMENT 3

CITY OF CANYON LAKE

December 5, 2018

Veronica Martinez
Asst. Operations Manager
Jani-King of California, Inc.
Los Angeles/Colton Region
2300 East Katella Avenue, Suite 355
Anaheim, CA 92806

Dear Mrs. Martinez,

Effective January 10, 2019, the City of Canyon Lake is terminating its agreement with Jani-King of California, Inc. for its current janitorial services at City Hall, located at 31516 Railroad Canyon Road, Canyon Lake, California 92587. We have been pleased with our working relationship with Jani-King and it is our wish to part ways on good terms at this time. Unfortunately, we have decided to go with another provider due to their ability of being able to provide more service at a lower monthly cost.

As part of our agreement, this letter serves as our 30-day notice that's due prior to the scheduled expiration date of the agreement, which is January 10, 2019. Please confirm the receipt of this letter as termination of our contract and the closing of our account. If you have any questions regarding this contract termination letter, please feel free to reach me at (951) 246-2024 or mborja@cityofcanyonlake.com.

Best regards,

Mike A. Borja
Administrative Services Manager
City of Canyon Lake

City of Canyon Lake
City Council
Staff Report

TO:	**Honorable Mayor and Members of the City Council**
FROM:	**Aaron Palmer, City Manager**
DATE:	**January 9, 2019**
SUBJECT:	**Discussion and Possible Direction Regarding Regular Open Joint Meetings with the Property Owners Association Board of Directors**

Recommendation

Discussion and possible direction regarding regular open joint meetings with the Property Owners Association (POA) Board of Directors.

Background

In order to work together with the POA, it has been suggested to have regular, open meetings between the City Council and the POA Board of Directors. The City Council will need to discuss this issue, and decide if this something that the entire Council desires to pursue.

Budget (or Fiscal) Impact

None

Attachments

None

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City of Canyon Lake
City Council
Staff Report

TO:	**Honorable Mayor and Members of the City Council**
FROM:	**Aaron Palmer, City Manager**
BY:	**Mike A. Borja, Administrative Services Manager**
DATE:	**January 9, 2019**
SUBJECT:	**Authorize the Transfer of Reserve AQMD Funds into the City's FY18/19 Budget to Purchase a Code Enforcement Vehicle and to Surplus the 2009 GMC Sierra Enforcement Truck**

Recommendation

That the City Council authorize the City Manager to transfer Air Quality Management District funds (AQMD-Fund 25) into the City's FY18/19 expenditures (Acct.#8000) and purchase a new vehicle and accessories for the Code Enforcement Department. In addition, authorize the City Manager to surplus the 2009 GMC Sierra Truck from the City's Enforcement Department.

Background

As part of the AB2766 Subvention Program, funds are given to cities and counties to meet requirements of federal and state Clean Air Acts, and for implementation of motor vehicle emission reduction measures. In the past, the City utilized these funds to purchase hybrid vehicles for the Code Enforcement Department in 2008, 2009, and most recently in 2017. Of these vehicles was the purchase of a 2009 GMC Sierra Hybrid 4x4 Truck. Aside from the annual maintenance and service that's done for each vehicle, the truck has endured the most significant maintenance during its time. Most recently, for the last two years, the truck has been experiencing transmission issues, most of the time occurring in the BLM area where the terrain is steep. Although the vehicle has been taken in for service when this happens, issues continue to come up throughout its time. Conclusion from Lake Chevrolet, who services our vehicles, believes that years of use on BLM terrain has diminished the lifespan of the motor itself. Because of that, the City is looking to purchase and replace this truck with a more current model or equivalent vehicle, that both meets the purchasing requirements of AQMD and can endure the terrain in the BLM area for our Enforcement Department.

Upon staff's research, the only available hybrid vehicle that's suitable for BLM terrain is a 2019 Ford F250 Super Duty XL 4WD Crew Cab, that Ford converts to a hybrid vehicle. Per AQMD, this conversion meets the purchasing requirements and guidelines under AB2766. If approved, staff will proceed with purchasing the vehicle from National Auto Fleet Group, who the City has used in purchasing its last new vehicles and because they meet the requirements of the California State Contract Index so that the City can benefit from the convenience and competitive pricing with pre-established contracts.

In addition to the approval of purchasing the vehicle, staff is also seeking authorization to surplus its 2009 GMC Sierra 4x4 Hybrid truck, under the conditions and requirements set forth by AQMD when an AB2766 funded vehicle is surplus.

Fiscal Impact

Item #	Item Description	Subtotal
1	2019 Ford Super Duty F250 XL 4WD Crew Cab	$36,519.76
2	XL Hybrid System	$4990.00
3	Lights and Siren equipment	$2,693.43
4	Digital graphics	$650.00
5	Tax & Tire Fee	$3,471.32
	List Total:	**$48,324.51**

Total cost for the complete vehicle with required accessories comes to $48,324.51. There is no fiscal impact to the city's General Fund. The vehicle will be purchased through AQMD-Fund 25 and per the guidelines of AB2766.

Attachments

1. Vehicle and Accessory Quotes from National Auto Fleet Group, West Coast Lights & Siren Inc., XL Fleet Electrification, Awthentik Design Group
2. AB 2766 Subvention Fund Program Resource Guide

ATTACHMENT 1

National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

11/27/18

Quote ID#8848 R2

Mike Feeney
City of Canyon Lake
31516 Railroad Canyon Rd.
Canyon Lake, CA 92587

Dear Mike Feeney,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
One (1) New/Unused (2019 Ford Super Duty F-250 SRW (W2B) XL 4WD Crew Cab 6.75' Box 160" WB with XL Hybrid System, and West Coast Lights & Sirens Equipment), delivered to your department yard, each for

	(1) Unit One
Contract Price	$ 36,519.76
XL Hybrid System	$ 4,990.00
West Coast Lights & Sirens Equip.	$ 2,693.43
Tax (7.750%)	$ 3,425.75
Tire Fee	$ 8.75
Total	**$ 47,637.69**

-per your attached specifications:

This vehicles(s) is available under the **Sourcewell (Formerly known as NJPA) 120716-NAF.**
Please reference this Contract Number on all Purchase Orders to National Auto Fleet Group.
Payment terms are Net 30 days after receipt of vehicle.
Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
National Fleet Manager
Office (855) 289-6572

In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:

Fax: (831) 480-8497

Mail: National Auto Fleet Group
490 Auto Center Drive
Watsonville, CA 95076

Email: Fleet@nationalautofleetgroup.com

We will then send a W-9 if you need one

Please contact our main office with any questions:
1-855-289-6572

Vehicle Configuration Options

WEST COAST LIGHTS & SIRENS, INC.

601 COLUMBIA AVENUE
UNIT "B"
RIVERSIDE, CA 92507

Phone # 9517799257 trish@wcls.us
Fax # 951-779-9256 WCLS.US

PROPOSAL

Date	Estimate #
11/8/2018	8159

Name / Address
CITY OF CANYON LAKE 31516 RAILROAD CANYON RD. CANYON LAKE, CA 92587 ATTN: ACCOUNTS PAYABLE

Project

Item	Description	Qty	Cost	Total
75.00/HOUR	LABOR >>TO INSTALL A LIGHTBAR ON A NEW FORD F250<< >>CUSTOMER SUPPLIED RADIO MOTOROLA CM200D 400MHZ	11	75.00	825.00
LGD45Z-1389800750	45" LEGEND ALL AMBER, CLEAR LENS, 6 LAMP SIGNAL MASTER, TD/ALY, 6 BTN CONTROLLER	1	1,200.00	1,200.00T
FABRICATED	FABRICATION OF HOOK KITS	1	47.50	47.50T
FABRICATED	FABRICATION - RADIO BRACKET OR FACEPLATE DEPENDING ON WHERE RADIO IS MOUNTED	1	95.00	95.00T
PAP112	POWER AIR HORN, W/ PUBLIC ADDRESS, INCLUDES MICROPHONE	1	211.38	211.38T
ES100C	ES100C SPEAKER W/O BRACKET	1	144.00	144.00T
ESB-U	KIT, UNIVERSAL BAIL BRACKET , ALL VEHICLES	1	21.84	21.84T
ANXMB8U	3/4" HOLE NMO STYLE BRASS MT W/17" RG58U & NO CONNECTOR	1	10.47	10.47T
ANXQWFTB120	LAIRD/ ANTENEX 118-970 MHZ 0DB FIELD TUNABLE 1/4 WAVE BLACK MOBILE ANTENNA	1	10.65	10.65T
90-201	BOSCH 75 AMP RELAY	1	42.59	42.59T
JOB MATERIALS	MISC. PARTS, WIRE, ZIP TIES, CLAMPS, FASTENERS, RELAYS, ETC. -MOTOROLA CM200D POWER SUPPLY - ON/OFF SWITCH	1	85.00	85.00T

PROPOSAL IS VALID FOR 30 DAYS

CALIFORNIA CERTIFIED SMALL BUSINESS #49878

NOTE: SALES TAX WILL BE CHARGED ON ANY INSTALLATION LABOR ON A VEHICLE WITH 500 MILES OR LESS PER NEW CALIFORNIA STATE BOE REGULATIONS.

Subtotal	$2,693.43
Sales Tax (8.75%)	$163.49
Total	$2,856.92

Hybrid Conversion Quote

Fleet Electrification

Quote Number	00000163
Created Date	11/7/2018
Expiration Date	12/31/2018

Prepared By	Jeremy Twomey
XL Hybrids Inc.	
Company Address	145 Newton Street Boston, MA 02135 US
Phone	+1 7812415726
Email	jtwomey@xlhybrids.com

Contact Name	Neil Carroll
Bill To Name	National Auto Fleet Group
Bill To	490 Auto Center Watsonville, CA 95076 USA
Contact Phone	(855) 289-6572
Contact Email	neil@nationalautofleetgroup.com

Quantity	Product Code	Product	Sales Price	Total Price
1.00	VOUCHER-CA HEV	Voucher Program Reimbursement - California (HEV Class 2)	($6,000.00)	($6,000.00)
1.00	X3.1-FPSX50	XLH Hybrid System - Ford F250, Fleet Price (Install Included), 1-5 UNITS	$10,990.00	$10,990.00
		Grand Total		$4,990.00

Notes

Requested Upfitter	Knapheide - Louisville
Ship-Thru Code	31W
Plant Code	D9E

Terms & Conditions

This is a quotation on the goods named, subject to the conditions noted below:
1. Pricing: Price is quoted in U.S. dollars and includes all hybrid system hardware and software. Unless otherwise specified, pricing includes installation. This price is guaranteed if XL Hybrids receives a signed Quote or Purchase Order before quote expiration date.
2. Payment Terms: XL Hybrids will invoice after installation is complete. Customer will pay Net 15 days from date of invoice. Amounts not paid according to agreed-upon terms shall bear interest at the maximum rate permitted by law.
3. F.O.B. (Shipping) and/or Ship-Thru. F.O.B. charges for moving vehicles to / from installation location are the responsibility of the customer and are not included in this quote.
4. XL Hybrids Warranty: See attached XL Hybrids warranty for details.
5. OEM Warranty: The Original Equipment Manufacturer's vehicle warranty stays intact. XL Hybrids' products follow all OEM body builder guidelines. Customers can obtain regular OEM warranty service without any procedural changes. OEM service centers can contact XL Hybrids directly (via our toll free service number on the B pillar label) for any support required, and XL Hybrids will resolve any questions directly.
6. Taxes: This quote does not include federal or provincial sales, value added or other taxes as applicable by law. Purchaser is responsible for paying all required taxes. Non-profit, government, and tax exempt customers must provide XLH a valid sales tax exemption certificate or number before issuing Purchase Order.

PROPRIETARY & CONFIDENTIAL

Product Warranty
Terms and Conditions

To accept this agreement, sign here and return: _____

Hybrid Conversion Quote

XL Fleet Electrification

Date: June 2015
service@xlfleet.com

1. Thank you for purchasing a hybrid conversion system from XL Hybrids, Inc. ("XL") for use in commercial vehicles. XL's hybrid conversion system is a parallel, charge-sustaining hybrid electric powertrain, which includes an electric motor, a motor controller, an energy storage pack, a hybrid controller, cooling circuitry, and integration hardware, and is referred to in these terms and conditions ("Terms") as the "Product".

2. XL warrants to the end use customer (the "Customer") of the Product, that the Product, as installed on Customer's XL-approved compatible vehicle, and all components of the Product, will be free of material or manufacturing defects (the "Warranty") during the Warranty Period (defined in Section 3). Customer's Warranty is contingent upon the terms contained herein. The Warranty is limited to the original purchaser of the Product and any subsequent bona fide purchaser of a vehicle on which the Product is originally installed.

3. The Standard Warranty Period commences on the Installation Date and continues until the earlier of either three (3) years from that date, or 75,000 miles (the "Standard Warranty Period") and there is no fee payable for the Standard Warranty Period. The Standard Warranty Period may be extended by the Customer at the time of Product purchase by paying the applicable fee for an extended warranty quoted by XL at the time of Product purchase. The applicable Customer warranty period (i.e., whether standard or extended) is defined as the "Warranty Period".

4. If the Product does not meet the Warranty during the Warranty Period, and if Customer notifies XL's customer service department of this by calling the phone number or using the email address in the header of this document, then XL will, at XL's expense, repair or replace the Product as soon as possible upon XL's receipt of (1) a completed Warranty Claim Form (enclosed herein and available on XL's website) within the Warranty Period; and (2) proof (to XL's reasonable satisfaction) of the applicable Installation Date, and (3) proof (to XL's reasonable satisfaction) of Customer's vehicle mileage at the Installation Date, and Customer's current vehicle mileage. In order to repair or replace the Product, Customer will need to bring the vehicle in which Product is installed to an XL Authorized Repair Center near Customer. XL reserves the right to perform the repair or replacement (either an "Assessment") at customer's placed of business. If after XL or its designee has conducted an Assessment, and if XL or its designee determines that the Product meets the Warranty or that the claim does not comply with these Terms, then XL may invoice Customer for a $500 diagnostic fee. XL's obligation to repair the Product means that XL will use commercially reasonable efforts to repair the Product such that it meets the Warranty, at its own expense.

5. The Warranty only applies to the specific Product that is either accompanied by this document or registered and times-stamped in XL's vehicle database, and not to any other product. The following circumstances will void the Warranty and are excluded from the Warranty: (i) the Product is used other than in accordance with the Product manual that accompanied Customer's purchase of the Product; (ii) the Product is installed, removed, modified, altered or repaired other than by an Authorized XL Installer or Upfitter; (iii) the software, controls calibrations and/or component calibrations of the Product are modified; (iv) the Product becomes damaged or destroyed after installation due to collision damage, road debris, or acts of nature; (v) the Product is not supplied by XL or an XL Authorized Installer; (vi) the Product is installed on a non-XL-approved vehicle make and/or model; (vii) negligence, theft or vandalism; or (viii) installation of the Product on a vehicle with an altered odometer, where an odometer has been altered after Product installation, or where an accurate mileage reading cannot be taken. The Warranty also excludes any representations or warranties made by XL or any installer or upfitter that are not included within this document, and XL does not authorize anyone to lengthen the Warranty Period or alter the Warranty or these Terms. For Product problems that occur after the Warranty Period, or for problems that are excluded from the Warranty, XL will offer to repair the Product by charging XL's standard hourly rate and Product component replacement prices as necessary.

6. THE WARRANTY IS THE EXCLUSIVE WARRANTY REGARDING THE PRODUCT, AND XL MAKES NO OTHER WARRANTY WITH RESPECT TO THE PRODUCT OR ANY XL SERVICES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR NON-INFRINGEMENT.

7. XL's sole and exclusive liability and Customer's sole and exclusive remedy with respect to Product that fails to meet the Warranty, is repair or replacement as described in this document. There are no refund remedies. XL may use new or remanufactured or refurbished parts when making Product repairs or replacements. A repaired or replaced Product is covered by the Warranty for the duration of the original Warranty Period only; Product repair or replacement does not extend its Warranty Period.

8. XL shall not be liable for indirect, incidental, special, consequential or economic loss or damage (e.g. loss of time, loss of vehicle use, inconvenience, incurred transportation costs such as rental cars, lost business) under these Terms.

9 All Warranty repairs must be authorized by XL or by an XL Authorized Repair Center before the repairs are made as provided above.

10. If XL asks Customer for relevent vehicle maintenance records, Customer must provide those prior to receipt of a Warranty repair authorization.

To accept this agreement, sign here and return: _____

145R Newton Street
Brighton, MA 02135

ENGINE	
Code	**Description**
996	ENGINE: 6.2L 2-VALVE SOHC EFI NA V8 FLEX-FUEL, -inc: Flex-Fuel badge on fleet orders only (STD)
TRANSMISSION	
Code	**Description**
44S	TRANSMISSION: TORQSHIFT-G 6-SPD AUTO W/SELECTSHIFT, (STD)
WHEELS	
Code	**Description**
64A	WHEELS: 17" ARGENT PAINTED STEEL, -inc: painted hub covers/center ornaments (STD)
TIRES	
Code	**Description**
TCD	TIRES: LT265/70RX17E OWL A/T
PRIMARY PAINT	
Code	**Description**
Z1	OXFORD WHITE
PAINT SCHEME	
Code	**Description**
___	STANDARD PAINT
SEAT TYPE	
Code	**Description**
4S	MEDIUM EARTH GRAY, CLOTH 40/MINI-CONSOLE/40 FRONT SEAT, -inc: driver's side manual lumbar
AXLE RATIO	
Code	**Description**
X37	3.73 AXLE RATIO, (STD)
ADDITIONAL EQUIPMENT	
Code	**Description**
90L	POWER EQUIPMENT GROUP, -inc: Deletes passenger-side lock cylinder, upgraded door trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, Remote Keyless Entry, Manual Telescoping/Folding Trailer Tow Mirrors, power heated glass, heated convex spotter mirror and integrated clearance lights and turn signal indicators, Power Front & Rear Seat Windows, 1-touch up/down driver/passenger window, Power Tailgate Lock, Power Locks
52B	TRAILER BRAKE CONTROLLER, -inc: Verified to be compatible w/select electric over hydraulic brakes, smart trailer tow connector

41P	TRANSFER CASE & FUEL TANK SKID PLATES
76C	EXTERIOR BACKUP ALARM (PRE-INSTALLED), -inc: Custom accessory
924	PRIVACY GLASS
43B	FIXED REAR-WINDOW W/DEFROST
85G	TAILGATE STEP & HANDLE
66B	BOXLINK, -inc: 4 premium locking cleats and interface brackets
85S	TOUGH BED SPRAY-IN BEDLINER, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts
585	RADIO: AM/FM STEREO/MP3, -inc: 6 speakers, SYNC Communications & Entertainment System, enhanced voice recognition w/911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls
525	STEERING WHEEL-MOUNTED CRUISE CONTROL
66S	UPFITTER SWITCHES (6), -inc: Located in overhead console
43C	110V/400W OUTLET, -inc: 1 in-dash mounted outlet
OPTION PACKAGE	
Code	**Description**
600A	ORDER CODE 600A

2019 Fleet/Non-Retail Ford Super Duty F-250 SRW XL 4WD Crew Cab 6.75' Box 160" WB

WINDOW STICKER

2019 Ford Super Duty F-250 SRW XL 4WD Crew Cab 6.75' Box 160" WB

CODE	MODEL	MSRP
W2B	2019 Ford Super Duty F-250 SRW XL 4WD Crew Cab 6.75' Box 160" WB	$39,545.00
	OPTIONS	
996	ENGINE: 6.2L 2-VALVE SOHC EFI NA V8 FLEX-FUEL, -inc: Flex-Fuel badge on fleet orders only (STD)	$0.00
44S	TRANSMISSION: TORQSHIFT-G 6-SPD AUTO W/SELECTSHIFT, (STD)	$0.00
64A	WHEELS: 17" ARGENT PAINTED STEEL, -inc: painted hub covers/center ornaments (STD)	$0.00
TCD	TIRES: LT265/70RX17E OWL A/T	$455.00
Z1	OXFORD WHITE	$0.00
---	STANDARD PAINT	$0.00
4S	MEDIUM EARTH GRAY, CLOTH 40/MINI-CONSOLE/40 FRONT SEAT, -inc: driver's side manual lumbar	$615.00
X37	3.73 AXLE RATIO, (STD)	$0.00
90L	POWER EQUIPMENT GROUP, -inc: Deletes passenger-side lock cylinder, upgraded door trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, Remote Keyless Entry, Manual Telescoping/Folding Trailer Tow Mirrors, power heated glass, heated convex spotter mirror and integrated clearance lights and turn signal indicators, Power Front & Rear Seat Windows, 1-touch up/down driver/passenger window, Power Tailgate Lock, Power Locks	$1,125.00
52B	TRAILER BRAKE CONTROLLER, -inc: Verified to be compatible w/select electric over hydraulic brakes, smart trailer tow connector	$270.00
41P	TRANSFER CASE & FUEL TANK SKID PLATES	$100.00
76C	EXTERIOR BACKUP ALARM (PRE-INSTALLED), -inc: Custom accessory	$140.00
924	PRIVACY GLASS	$30.00
43B	FIXED REAR-WINDOW W/DEFROST	$60.00
85G	TAILGATE STEP & HANDLE	$375.00
66B	BOXLINK, -inc: 4 premium locking cleats and interface brackets	$75.00
85S	TOUGH BED SPRAY-IN BEDLINER, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts	$595.00
585	RADIO: AM/FM STEREO/MP3, -inc: 6 speakers, SYNC Communications & Entertainment System, enhanced voice recognition w/911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls	$550.00
525	STEERING WHEEL-MOUNTED CRUISE CONTROL	$235.00
66S	UPFITTER SWITCHES (6), -inc: Located in overhead console	$165.00
43C	110V/400W OUTLET, -inc: 1 in-dash mounted outlet	$175.00
600A	ORDER CODE 600A	$0.00

Please note selected options override standard equipment

SUBTOTAL	**$44,510.00**
Advert/ Adjustments	$0.00
Manufacturer Destination Charge	$1,495.00
TOTAL PRICE	**$46,005.00**

Est City: N/A MPG
Est Highway: N/A MPG
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Standard Equipment

MECHANICAL

Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel -inc: Flex-Fuel badge on fleet orders only
Transmission: TorqShift-G 6-Spd Auto w/SelectShift
3.73 Axle Ratio
GVWR: 10,000 lb Payload Package
50-State Emissions System
Transmission w/Oil Cooler
Electronic Transfer Case
Part-Time Four-Wheel Drive
72-Amp/Hr 650CCA Maintenance-Free Battery w/Run Down Protection
157 Amp Alternator
Class V Towing Equipment -inc: Harness, Hitch and Trailer Sway Control
3470# Maximum Payload
HD Shock Absorbers
Front Anti-Roll Bar
Firm Suspension
Hydraulic Power-Assist Steering
34 Gal. Fuel Tank
Single Stainless Steel Exhaust
Auto Locking Hubs
Front Suspension w/Coil Springs
Leaf Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments
Tires: LT245/75Rx17E BSW A/S (4)
Regular Box Style
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass

Variable Intermittent Wipers
Aluminum Panels
Black Grille
Front License Plate Bracket
Tailgate Rear Cargo Access
Manual Tailgate/Rear Door Lock
Fully Automatic Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light

ENTERTAINMENT

Radio: AM/FM Stereo -inc: digital clock and 4 speakers
Fixed Antenna
1 LCD Monitor In The Front

INTERIOR

4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Manual Rear Windows
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shift Knob
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
2 12V DC Power Outlets
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Fade-To-Off Interior Lighting
Front And Rear Map Lights
Full Vinyl/Rubber Floor Covering
Underhood And Pickup Cargo Box Lights
Instrument Panel Bin and Covered Dashboard Storage
Manual 1st Row Windows

Systems Monitor
Trip Computer
Outside Temp Gauge
Analog Display
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Securilock Anti-Theft Ignition (pats) Engine Immobilizer
Air Filtration

SAFETY

Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
Safety Canopy System Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Dual Stage Driver And Passenger Front Airbags
Back-Up Camera

awthentik
design group

Estimate

Date	Estimate #
11/27/2018	AW-1044

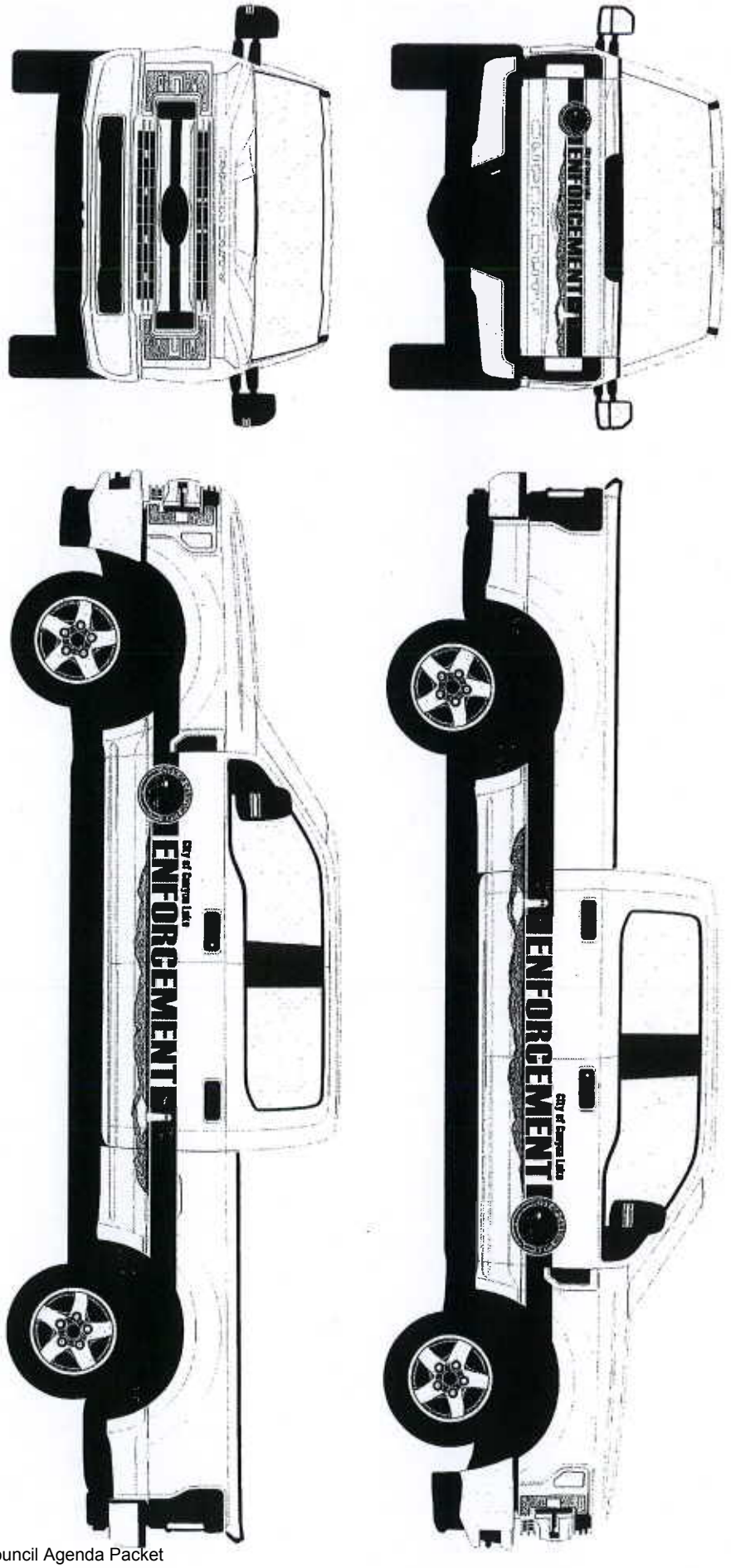
Name / Address
City of Canyon Lake

A 50% deposit is REQUIRED to start this project

All Deposits are NON-REFUNDABLE as it pays for the artists time on your project.

Description	Qty	Rate	Total
Digital prints for be: 2019 Ford Super Duty F-250 SRW XL 4WD Crew Cab		475.00	475.00T
Installation of be: 2019 Ford Super Duty F-250		175.00	175.00

Subtotal	$650.00
Sales Tax (7.75%)	$36.81
Total	$686.81


ENFORCEMENT
City of Canyon Lake
ENFORCEMENT
City of Canyon Lake
ENFORCEMENT
City of Canyon Lake
ENFORCEMENT
City of Canyon Lake

ATTACHMENT 2

AB 2766 Subvention Fund Program
Resource Guide

March 2013

South Coast
Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4182

AB 2766 Subvention Fund Program Resource Guide

A Resource Guide for Local Government Recipients of Motor Vehicle Registration Fee Revenues

March 2013

South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765

AB 2766 Program Staff

Carol Gomez, Planning and Rules Manager
(909) 396-3264 / cgomez@aqmd.gov

Kathryn Higgins, Program Supervisor
(909) 396-3309 / khiggins@aqmd.gov

Arroyo Verdugo Cities Association
Las Virgenes / Malibu Conejo COG
Westside Cities Association

Eyvonne Drummonds, Air Quality Specialist
(909) 396-3287 / edrummonds@aqmd.gov

San Gabriel Valley COG
Coachella Valley COG
Western Riverside COG
San Bernardino Association of Governments

Ernest Lopez, Air Quality Specialist
(909) 396-3305 / elopez@aqmd.gov

Gateway Cities COG
South Bay Cities COG
Orange County COG

AB 2766 Office Assistance

ab2766@aqmd.gov / fax: (909) 396-3893

AB 2766 Financial Staff

John Kampa, Financial Analyst
(909) 396-3026 / jkampa@aqmd.gov

TABLE OF CONTENTS

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INTRODUCTION

The AB 2766 Resource Guide is designed to help local governments identify projects that are eligible for AB2766 funding. The program descriptions and examples outlined in this document are in keeping with criteria, guidelines, and philosophies of the South Coast Air Quality Management District (SCAQMD) and the California Air Resource Board (CARB) for the use of Motor Vehicle Registration Fees. Not every strategy will be applicable for each jurisdiction or region. Local governments should make project implementation choices based on their individual need and requirements. Use of AB 2766 Subvention Funds should include quantifiable strategies that specifically reduce motor vehicle emissions. Subvention Funds should be considered as a source of funding to encourage the development of motor vehicle emission reduction measures or projects that result in the reduction of motor vehicle emissions.

Since 1991, local governments have received AB 2766[1] funds to implement programs that reduce air pollution from motor vehicles. A Motor Vehicle Registration fee surcharge of $6 per vehicle is collected by the Department of Motor Vehicles and subvened to the SCAQMD for disbursement. Four dollars of the registration fee is divided as follows: 40 percent of the funds go to local governments (subvention portion); 30 percent goes to the Mobile Source Air Pollution Reduction Review Committee (MSRC) (discretionary portion); 30 percent is allocated to the SCAQMD for its vehicle emission reduction programs. The remaining $2 of the registration fee funds projects eligible for grants under the Carl Moyer Memorial Air Quality Standards Attainment Program.

The AB 2766 Subvention Program provides a funding source for cities and counties to meet requirements of federal and state Clean Air Acts, and for implementation of motor vehicle emission reduction measures in the SCAQMD Air Quality Management Plan (AQMP). The legislation creating this revenue source provides for oversight of the use of these monies by local governments. Air districts that receive AB 2766 monies report annually to CARB on the use and results of the programs funded by the fees. Cities and counties under SCAQMD's jurisdiction provide annual program and financial information to the SCAQMD. This information is compiled by the SCAQMD and forwarded as an annual report to CARB. In addition, the SCAQMD works with an independent firm to conduct audits of AB 2766 fee recipients, at least once every two years.

The 2007 State Implementation Plan (SIP) describes the $PM_{2.5}$ challenge in the South Coast Air Basin (SCAB) and the plan to meet the federal $PM_{2.5}$ standard by achieving an additional 74 tons per day of NOx emissions. A consensus between state and local air quality agencies and the metropolitan planning organization identified an action plan which includes the involvement of local governments to achieve 4 tons per day of the NOx reduction targets by the $PM_{2.5}$ attainment date of 2014, by funding SIP credible projects. Primary emphasis is directed towards those projects that provide cost-effective emission reductions. A quantitative analysis is needed to determine the amount of emission reductions achieved for projects implemented using AB 2766 funds. CARB has defined cost-effectiveness as project funding divided by the total emissions reduced. Projects are considered cost-effective if emission reduction costs are less than $20,000/ton or $10/pound of emissions reduced. Most studies, plan development, or research projects are demonstrative by nature and may be an exception to this threshold. ***Therefore, funding of all research and development projects, which includes environmental impact report (EIR) related studies for goods movement and major***

[1] California Health and Safety Code § 44220 *et seq.*

transportation projects, public education and website development projects shall not exceed 10% of the jurisdiction's total Subvention Funds received during the fiscal year reporting cycle. This 10% limitation also includes the portion of AB 2766 funds given to Councils of Governments by their member cities for implementation of these types of projects. Council of Governments (COGs) receiving AB 2766 funds from their member cities are required to report to the SCAQMD on an annual basis, project descriptions and emission reduction data for projects implemented using the AB 2766 funds.

Numerous projects can be executed with modest budgets. Partnering and fund leveraging are encouraged to increase the cost effectiveness of the funds used by each local government, increase the overall project success and achieve quantifiable regional benefits. Cost sharing of total project expenses to include initial startup, operation and maintenance are critical considerations when developing a joint venture partnership. As a financial planning tool, jurisdictions are strongly encouraged to pre-designate funds in anticipation of accumulating adequate funding to implement larger, more costly projects. Local jurisdictions are never allowed to purchase or sell AB 2766 funds.

The ***Project Implementation*** section gives examples of various projects that local governments may choose to implement.

The ***Financial Administration*** section describes the financial and program reporting guidelines that each agency receiving motor vehicle registration fee revenue is required to follow.

PROJECT IMPLEMENTATION

1. Alternative Fuels / Electric Vehicles

Alternative fuel projects promote and support the use of alternative fuels. Alternative fuel projects can be electric, compressed natural gas, propane, fuel cell, hydrogen, and non-diesel hybrids that meet specific CARB certification standards.

Light duty (LD) alternative fuel vehicles, light duty hybrid vehicles, light duty plug-in hybrid electric vehicles, and medium duty (MD) alternative fuel vehicles must meet Super Ultra Low Emission Vehicle (SULEV)/Advanced Technology Partial Zero Emission Vehicle (AT PZEV) standards.

Medium duty hybrid vehicles must meet Ultra Low Emission Vehicle (ULEV) certification standards. Light and medium duty vehicle sizes are defined according to CARBs gross vehicle weight (GVW) classes. LD vehicles weigh up to 8,500 lbs GVW; MD vehicles weigh between 8,501-14,000 lbs GVW[2]

This project category assists in fleet conversions from the use of conventionally fueled vehicles and helps facilitate compliance with SCAQMD Fleet Rules. Local jurisdictions should consider partnering with other jurisdictions and private entities to develop or improve the necessary infrastructure. Maximum benefits will be achieved when a fueling facility is accessible to local jurisdictions and the public. In this way, groups of local governments and commercial entities could all benefit from the economies of scale achieved from centrally located infrastructure.

The most cost-effective projects would be those that fund the cost differential, the difference between alternative fueled versus conventionally fueled vehicles. However, funding more than the differential cost is acceptable for jurisdictions that commit to convert a large portion of their fleet to alternative fuel vehicles. When a local jurisdiction is considering purchasing alternative fuel vehicles, it should take into consideration planned uses for the vehicles, available technologies, and infrastructure requirements.

Project Subcategories & Examples:

(1-a) Alternative Fuel Vehicle Purchases/Leases
Replacement of older and dirtier, more polluting diesel or gasoline engines with engines powered with cleaner alternative fuels such as compressed natural gas, liquefied natural gas or hydrogen.

Examples:

- New purchases, leases, retrofits or re-powers of alternative fuel vehicles.
- New purchases or leases of allowable hybrid and plug-in hybrid electric vehicles.
- Vehicles used for local government code or parking enforcement, citizen patrol, public safety programs, public works, refuse collection, park maintenance, and guaranteed ride-home programs.
- Purchasing/leasing of alternative fuel vacuum street sweepers would assist local jurisdictions in complying with SCAQMD Rule 1186.1 – Alternative-Fuel Sweepers. See Project Subcategory (9-a) Road Dust Control for additional information.

[2] Source: California Air Resources Board, 2011. EMFAC2011 Technical Documentation, September 19, 2011. Available from: www.arb.ca.gov/msei/emfac2011-documentation-final.pdf

- Strategies that allow a few alternative fuel vehicles to be purchased initially, followed by only alternative fuel fleet purchases in the future.

(1-b) Alternative Fuel Vehicle Conversions
Converting or re-powering conventionally fueled vehicles with alternative fuel engines.

Examples:
- Fleet conversions from conventionally fueled vehicles to alternative fuel engines.

(1-c) Alternative Fuel Infrastructure
Building, constructing or installation of compressed natural gas (CNG), liquefied natural gas (LNG) and/or hydrogen fueling and refueling facilities. On-going maintenance and upkeep of alternative fuel infrastructure is not an allowable expenditure.

Examples:
- Constructing infrastructure near fleets to minimize local government vehicle(s) travel distance to refueling destinations.
- The full cost of alternative fuels, for up to three years after vehicle purchase, but only the differential cost thereafter.
- Expansion, enhancements, or upgrades that improve usability or safety.
- Purchasing of specialized tools necessary to maintain alternative fueled infrastructure is an allowable expenditure for this project category.

Public access to alternative fueling service stations is encouraged through public/private partnerships. Potential locations include malls, libraries, public parking structures, existing conventional fuel service stations, etc.

(1-d) Electric Vehicle Purchases/Leases
Purchasing or leasing electric vehicles.

Examples:
- Purchasing/leasing of neighborhood electric vehicles, buses, shuttles and forklifts, etc.

The purchase of zero-emission electric vehicles supports California's transition to zero and near zero motor vehicle technologies and related infrastructure.

(1-e) Electric Vehicle Conversions
Converting conventionally fueled vehicles to electric vehicles.

(1-f) Electric Vehicle Infrastructure
Construction or installation of electric charging stations. On-going maintenance and upkeep of electric vehicle infrastructure is not an allowable expenditure.

Examples:

- Constructing electric charging stations in close proximity of fleets to minimize city or county vehicles travel distance to charging destinations.
- Expansions, enhancements, or upgrades that improve usability or safety.
- Purchasing of specialized tools necessary to maintain electric infrastructure is an allowable expenditure for this project category.

Public access to alternative fueling service stations is encouraged through public/private partnerships. Potential locations include malls, libraries, public parking structures, existing conventional fueling service stations, etc.

(1-g) Mechanic Training on Vehicle Operation and Maintenance

Education and training of personnel on the operations, mechanics, safety, and maintenance of alternative fuel vehicles, equipment structures and refueling stations (i.e., pumps, compressors). Also provides for the education and training of personnel on the tools, materials and other specialized mechanical instruments and utensils involved in the implementation of emission reducing projects.

Acquisition/purchasing of specialized tools necessary to maintain alternative fueled or electric vehicles is an allowable expenditure for this project category. On-going maintenance and upkeep of infrastructure and alternative fuel vehicles, or electric vehicles are <u>not</u> allowable expenditures.

(1-h) Alternative Vehicles Research and Development

The study and investigation of developing alternative fuel vehicles. ***Funding of all research and development projects shall not exceed 10% of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.***

2. Vehicle Emissions Abatement

Installing CARB-approved add-on emission control equipment is an eligible expenditure for both on-road and off-road diesel engines. Subvention Funds may be used to reduce emissions from specified conventionally fueled vehicles by replacing dirty off-road diesel engines with newer, cleaner diesel engines when alternative fuel engines that meet the needs of the application are not yet available or practical. Funding of the differential cost for these projects, the difference between re-powering with a new, cleaner diesel engine and rebuilding the older engine, is a preferred project expenditure. Ensuring that vehicles are properly tuned and maintained is essential to achieve the lowest possible emissions.

Project Subcategories & Examples:

(2-a) Off-Road Cleaner Diesel Vehicle Purchases, Re-powering or CARB Approved Add-on Control Equipment

Off-road construction and agriculture-related motor vehicles. CARB-verified diesel emission control systems (VDECS) and particulate trap retrofits for off-road diesel engines that meet CARB emission standards; funding the differential cost is preferable.

Examples:

- Re-powering or adding on emission control devices/systems to backhoes, forklifts, rollers/compactors, concrete pavers, loaders, dozers, dumpers, excavators, graders, cranes and tractors, etc.

(2-b) On-Road CARB-Verified Diesel Emission Control Systems (VDECS) and Particulate Trap Retrofits

Installation of On-road CARB-verified diesel emission control systems (VDECS) and particulate trap retrofits for medium and heavy duty vehicles that meet CARB emission standards.

Examples:

- Installation of particulate traps or other certified catalytic reduction devices/systems onto trash trucks, dump trucks and/or long and short haul vehicles.

(2-c) Old Vehicle Scrappage

Old Vehicle Scrapping Programs that specifically target elimination of the highest polluting vehicles on the road.

Examples:

- Participation in the SCAQMD Rule 1610 – Old Vehicle Scrapping; or
- Rule 2202 – On-Road Motor Vehicle Mitigation Options

(2-d) Improved Maintenance and Vehicle Emission Abatement / Research and Development

Periodic inspections of vehicles and their respective engines exhaust systems and other components at intervals more frequent than required by law to pass SMOG check, such as a Smoking Vehicle Enforcement Program which includes abatement requirements. ***Funding of all research and development projects shall not exceed 10% of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.***

3. Land Use

Projects utilizing land use strategies can make it easier for people to walk, bicycle or use public transit, thus reducing automobile trips and their related emissions. Design, develop, implement and work with policy makers on projects and/or plans that will encourage significant areas of appropriate mixed-use developments.

Local governments should ensure that staff time charged against their Subvention Funds is only for work performed on elements of their planning documents that specifically reduce motor vehicle travel and/or are related to reducing emissions from motor vehicles.

Use of AB2766 funding for CEQA document preparation and review should adhere to each of the following parameters:

- **Limit expenditures to goods movement and major transportation projects only.** Goods movement and major transportation projects have potential for significant long-term mobile source emissions and often require the development of CEQA documents. Local governments use of AB 2766 funds to support air quality analyses required for environmental documents is allowed; and
- **Fund CEQA related studies that will identify additional mobile source mitigation measures or project alternatives resulting in reduced emissions.** To maintain consistency with the AB 2766 program and with current implementation guidelines, funds should only be used for the portion of any project that results in or leads to the reduction of mobile source emissions; and
- **Funding is not to be used to replace funds otherwise available to perform CEQA related activities.** Funds are not intended to be used in place of existing funding (i.e., funding by project proponents); but instead as a supplemental source of funding that would encourage the development of mobile source emission reduction measures. The funds should be considered for analyses that otherwise would not be implemented without the availability of AB 2766 funds; and
- **Expenditures on CEQA related studies must be captured within the Resource Guide's 10% cap for Research & Development projects.** Funds are to be directed towards projects that achieve quantifiable emission reductions.

Project Subcategories & Examples:

(3-a) General Plan Elements

Develop and update general plans, air quality policies, air quality elements and AQMP measures ***specifically related*** to motor vehicle reduction strategies.

Examples:

- Developing traffic mitigation measures, on-site improvements to encourage the use of alternate modes of transportation, and updating codes and regulations to support land use-based actions to improve air quality.
- Planning activities for development or redevelopment strategies in which significant emphasis is given to reducing vehicle travel.
- Funding costs incurred by groups or organizations preparing applications and plans for projects that will reduce vehicle trips or vehicle miles traveled.

- Preparing plans for mixed-use housing and commercial developments, co-housing projects near major activity centers or transit oriented developments (TODs).
- Developing the air quality portion of EIRs for goods movement and/or major transportation projects that include the identification of motor vehicle mitigation measures or project alternatives. Funding of EIRs are included in the 10% R&D expenditure limit.

Performance targets, tracking and monitoring measures should be part of any such project.

(3-b) Guidelines Development
Guidelines developed by cities can facilitate the implementation of land use strategies conducive to reducing the reliance on the automobile.

Examples:
- Developing guidelines that increase residential densities around transit stations or bus transit corridors, or increasing the density of mixed residential and commercial uses around existing or planned transit stations.
- To require office parks, business centers or other employment centers to provide shuttles to and from transit facilities.

(3-c) Facilities (Pedestrian, Mixed Use, etc.)
Plan, design and construct facilities that decrease the use of the automobile.

Examples:
- A planned community which includes housing, retail and public transit access.

(3-d) Land Use Research
The study and investigation of developing various land uses that lead to reduction of vehicle trips and miles traveled. This may include the study of land use densification or mixed land uses.

Funding of all research and development projects AND related environmental impact reports shall not exceed 10% of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.

4. Public Transportation

Public transportation projects are those that reduce single occupancy vehicle trips. If a public transportation project simply replaces existing public transit service, no additional emission reductions will be achieved and therefore is not an eligible project. An eligible project must provide new or extended transit service.

Operational costs for new projects may be funded for up to three years. Funds may be used as an incentive to launch new transportation services and demonstration projects, but should ***not*** be considered an ongoing source of revenue for projects.

Often new transportation projects are funded without long-term financing in place and when the interim project funding is exhausted, on-going funding is very difficult to achieve if the cost per passenger is high and/or emission reductions are not significant. Therefore, this is an important consideration when local jurisdictions decide to fund new service or add to existing transit service.

Project Subcategories & Examples:

(4-a) Public Transportation Facilities
Construction, reconstruction, rehabilitation and maintenance of public mass transportation facilities designed to increase the use of the system.

Examples:

- Installation of rail feeder facilities, shelters at bus stops or public transit infrastructure, bus pullouts and bus pads.

(4-b) Information Access Equipment
Marketing via kiosks, bus stop displays and other information providing structures.

Examples:

- Construction or installation of structures that contain mass transit schedules, routes and other information necessary to facilitate the convenience of traveling on public mass transit.

(4-c) Transit Operations
Purchase or lease of vans/buses/rail.

Examples:

- New or replacement vehicles should operate on alternative fuels.
- Fleet conversion assistance to transit agencies and schools.
- Implementation of shuttle/rail feeder operations for residents commuting within their jurisdiction or to other local cities.
- Lunchtime or all-day shuttle services that transport to nearby activity centers.
- Services that pick-up multiple passengers along an established route or at specific locations.

Projects that use alternative fueled vehicles are preferred to achieve maximum emission reductions, thereby, making the project more cost effective.

Projects such as dial-a-ride or taxis will not qualify as an eligible project because they typically transport one or two passengers which do not achieve any reduction of vehicle trips or motor vehicle emissions.

(4-d) Passenger Fare Subsidies
Discount and/or reimbursement of transportation costs.

Examples:

- Fare subsidies and discounts should be used for encouraging new ridership on local and regional public transit and commuter rail systems.

(4-e) Public Transportation Research and Development
The study and investigation of mass transit planning to make transit routes more efficient, attracting new riders and reducing vehicle trips and vehicle miles traveled. ***Funding of all research and development projects shall not exceed 10% of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.***

5. Traffic Management and Signal Coordination

Traffic management encompasses monitoring, processing, controlling and communicating of travel conditions and the incorporation of policy guidelines, strategies and institutional relationships required to implement continuous actions and adjustments for improving those travel conditions.

Signal coordination should improve and/or maintain a balanced traffic load/level of service, reduce trip travel time and result in the reduction of traffic congestion as well as motor vehicle emissions throughout a specific area or corridor, while enhancing the performance of public transportation systems.

Posted, constant and moderate speeds can be beneficial to all modes of travel. On-going monitoring, before and after project implementation, will be necessary to identify the changes in traffic patterns and growth.

Project Subcategories & Examples:

(5-a) Traffic Calming
Projects that calm traffic and reduce vehicle speeds; measures that reduce idling or control vehicle speeds are benefits to air quality.

Examples:
- Construction of roundabouts and pedestrian islands.
- Design changes in street and intersections that calm traffic and reduce vehicle speeds.
- Striping and re-striping of pedestrian crosswalks and/or facilities.

(5-b) Traffic Flow or Signalization
Projects that optimize traffic conditions and reduce vehicle speeds and idling. Project parameters shall not be limited to one traffic signal or intersection, but should encompass an entire road segment, network or corridor.

Examples:
- Traffic incident management actions such as changeable message signs.
- System integration and coordination of fixed time directional flow or full traffic-adaptive systems to adjust to traffic conditions.
- Implementation of Freeway Emergency Towing Services.
- Periodic adjustments may be made in order to prevent traffic congestion from returning to pre-project levels

(5-c) Alternative Mode Signalization
Installation of transit bus signal pre-emption equipment, bicycle signals and pedestrian traffic control devices.

(5-d) Traffic Management Research and Development
Research and evaluation of trends in traffic management with respect to its effect on air quality. Provide information to local decision-makers required to support advance traffic management technologies. ***Funding of all research and development projects shall not exceed 10% of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.***

6. Transportation Demand Management

Transportation Demand Management (TDM) is the application of plans and policies designed to change or reduce demand for automobile use by encouraging the behavioral change of household choices of travel. TDM strategies are designed to improve transportation efficiency by reducing vehicular congestion, resulting in reduced motor vehicle emissions.

There are many different TDM strategies with a variety of impacts. Some improve the availability of transportation options, while others provide incentives to choose more efficient travel patterns. There are strategies that reduce the need for physical travel through mobility substitutes and can change travel timing, routes, destinations or modes.

Employers and other entities may join together in order to develop cohesive approaches to developing and implementing TDM strategies and to enable leveraging of funds. This will encourage regional transportation choices and investments that minimize environmental impacts, make efficient use of the entire system and reduce congestion.

Project Subcategories & Examples:

(6-a) Employer Based Work-Related Trip Reduction
An employer based work-related trip reduction plan is developed with strategies designed to reduce or eliminate "drive alone trips" to the worksite.

Examples:

- A successful trip reduction program that reduces or eliminates single occupancy vehicle trips to the worksite by encouraging the use of public transit, facilitating carpooling and vanpooling, biking, walking, implementation of telecommuting programs and policies and/or implementing compressed workweek schedules.
- Local jurisdictions may develop a trip reduction plan for their own employees as well as provide incentives for employers located within their jurisdictions.

A survey should be conducted as part of a trip reduction program to determine the number of drive alone trips eliminated in order to quantify the emissions reduced.

(6-b) Other Trip Reduction Incentive Programs
Develop a program that focuses on reducing trips to facilities other than the work place.

Examples:

- Reduction of trips to shopping facilities, special event centers, or other attractions within a local jurisdiction through the implementation of shuttle and/or transit service or establishing vanpools.

(6-c) Vanpool Programs
Lease and/or purchase of vans for resident work commutes resulting in fewer vehicle trips and miles traveled.

(6-d) Park and Ride Lots
Costs for design, construction, maintenance, security and facility enhancements at park and ride lots that provide commuter designated parking spaces.

Examples:

- Agreements between private and/or public owners to develop and construct Park and Ride facilities for short-term commuter parking at safe and convenient locations to facilitate carpools and/or vanpools and is transit accessible.

Locations should be close to major residential areas, preferably adjacent to a State or major route, with easy access to HOV, pedestrian and bicycle facilities as well as bus/transit connections.

(6-e) Telecommunication
Telecommuting allows employees to work from home or at a satellite work center.

Examples:

- Expenditures may include purchasing telecommuting equipment, materials and other additional resources necessary to perform work related functions at home.
- Costs associated with design, development, purchase/leasing or rental of satellite work center locations, including equipment installation, facility modifications and maintenance of telecommuting equipment.

Local jurisdictions may use Subvention Funds to develop internet programs and website projects that yield quantifiable emission reductions and ***shall not exceed 10%*** *of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.*

(6-f) Transportation Management Association (TMA)/Transportation Management Organization (TMO)
Membership in an organization of employers, firms or individuals that work together to provide assistance to employees in finding the best commute alternatives to solo driving in the immediate area.

Examples:

- Organizations that collectively establish policies, programs and services to eliminate or reduce motor vehicle emissions.

Those member cities that provide AB 2766 funding to support TMA/TMO motor vehicle reduction activities should coordinate with their TMAs/TMOs to obtain project description and emission reduction information that is to be included in the individual city's AB 2766 Annual Report.

(6-g) Transportation Control Measure Effectiveness Research and Development
To fund the research and evaluation of trends resulting from the implementation of TDM strategies and transportation control measures. The ultimate goal of funding such projects is to reduce motor vehicle emissions as a result of fewer vehicle trips and miles traveled. ***Funding of all research and development projects shall not exceed 10% of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.***

7. Market Based Strategies

Market based strategies primarily involve the use of incentives and disincentives such as user fees or congestion charges for consumers that will encourage behavioral changes that result in emission reductions. Local jurisdictions must ensure that these strategies are designed to consider all levels of income to mitigate potential hardships.

Project Subcategories & Examples:

(7-a) Parking Management and Congestion Pricing
Develop and implement parking cash-out programs, parking fees programs, congestion pricing, toll charges, emission fees and/or elimination of free parking.

Examples:

- California State law (*Health & Safety Code 43845, Parking Cash-Out Program*) requires that certain employers who provide subsidized parking for their employees to offer a cash allowance in lieu of a parking space. Parking Cash-Out will reduce vehicle commute trips and emissions by offering employees the option of "cashing out" their subsidized parking space and taking transit, biking, walking or carpooling to work. Programs must be designed to apply the law as it relates specifically to the parking circumstances.
- Systems that would cordon areas around a city center, with charges for passing the cordon line.
- A city center toll ring, with toll collection surrounding the city.
- Corridor or single facility congestion pricing, where access to a lane or a facility is priced.

(7-b) Market Based Measures Research and Development
The study and investigation of market based strategies that will provide fair, equitable efficient local and/or regional pricing strategies that encourage the development of advanced transportation technologies and associated economic development. Studies can also include research on financial and air quality impacts as a result of adopting policies that support the use of less-congesting or less-polluting forms of transportation. ***Funding of all research and development projects shall not exceed 10% of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.***

8. Bicycles

The more effective bike expenditures are those that are linked to other bike-friendly policies, places and practices that help people feel more comfortable about traveling by bicycle with other forms of traffic and reduce motor vehicle emissions. Projects provide safe accommodations and facilities for bicyclists and encourage residents to bike for transportation. When local jurisdictions contemplate using funds for this category, special attention should be given to whether the expenditures truly reduce single occupancy vehicle trips.

Project Subcategories & Examples:

(8-a) Bicycle Lanes, Trails and Bridges
Design, develop and install designated bicycle routes, bikeways/bike paths and implement bike trail improvements.

Examples:

- Facilities that safely link residential areas and major activity centers and are physically separated from motor vehicle traffic.

Bike lanes, paths or routes are most effective when they reduce commute and non-recreational auto travel by encouraging and increasing the use of bicycles. A bike path must eliminate and/or decrease single commuter vehicle trips and miles traveled, while improving safety and accessibility.

Bike paths strictly used for recreational activities will not qualify as an eligible project because there are no motor vehicle emission reductions or vehicular commuter trips reduced or eliminated.

(8-b) Other Bicycle Facilities
Bicycle facilities that promote and facilitate the increased use of non-motorized travel.

Examples:

- Facilities would include bicycle racks, lockers, signals and bus racks; installation of bike storage units within park and ride facilities or at the end of bicycle trails.

(8-c) Bicycle Usage
A bicycle loan or purchase program.

Examples:

- Purchase or enter into a loan agreement for electric or standard bicycles in lieu of gas powered vehicles for police officers, community service personnel and community residents.

(8-d) Bicycle Research and Development
The study and investigation of establishing appropriate bikeways for commuter travel and that reduce commuter vehicle trips; conducting research on other types of bicycle facilities and programs that have the potential to reduce motor vehicle emissions. ***Funding of all research and development projects shall not exceed 10% of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.***

9. PM Reduction Strategies

Particulate Matter (PM) emissions are minute particles of dust generated by driving on paved and unpaved roads. Projects that reduce and/or eliminate the amount of materials deposited onto paved or unpaved roadways can be either preventive or mitigative measures. Preventive measures attempt to prevent deposits of materials from build-up on roadway surfaces; mitigative measures seek to remove material which has been previously deposited onto driving lanes.

PM is linked to respiratory disease, in addition to hindering visibility. Potential sources of PM include, but are not limited to mud and dirt carryout, dust fall, litter and pavement wear. Some paved PM emissions are a result of vehicle tires re-suspending PM sized or smaller materials previously deposited onto the paved surface, or vehicles crushing larger sized particles into PM sized materials or smaller.

Project Subcategories & Examples:

(9-a) Road Dust Control
Paving of roads, shoulders and other areas that generate/contribute to dust.

Examples:

- Implementing SCAQMD's Rule 1186 – PM_{10} Emissions from Paved and Unpaved Roads and Livestock Operations, requires local jurisdictions to purchase street sweepers that are capable of removing minute particles of dust generated by driving on unpaved roads.
- Purchasing PM efficient street sweepers.

If the sweeper purchased is an alternative fuel vehicle, select Project Subcategory 1a - Alternative Fuels/Electric Vehicles when completing the AB 2766 Annual Report.

(9-b) PM Research and Development
The study and investigation of developing strategies that eliminate or reduce PM emissions. ***Funding of all research and development projects shall not exceed 10% of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.***

10. Public Education

Educating the public about options that reduce single occupancy vehicle trips is vital to the success of any emission reduction strategy. Public education campaigns are especially critical when launching new programs and demonstration projects.

Effective public outreach campaigns inform the public about current air quality improvement programs and options as well as the details and descriptions of the incentives designed to entice the public to try those options. Coordination of promotional events or programs will educate the public and schools about transportation alternatives, will get the public's attention and interest in air quality issues and will provide education on the relationships between motor vehicles and air pollution.

Students are an important focus of any public outreach campaign because it is easier to get young people to consider developing an air quality friendly lifestyle, rather than getting them to change their behavior in later years.

Project Subcategories & Examples:

(10-a) Short Term Public Education
Projects, programs and/or activities taking place for one year or less.

Examples:

- Marketing of demonstration or pilot projects.
- Public outreach highlighting specific and/or special events with periodic changes, modifications and/or updates to information is most effective.
- Intermittent public messages relative to statistics on clean air; minimizing hard accelerations, excessive speeds and vehicle trips; safety precautions for pedestrians to encourage use of bicycles and walking.

(10-b) Long Term Public Education
Routine, regularly scheduled, frequent, ongoing updates and/or dissemination of curriculum, videos, brochures, presentations, and printed materials that encourage behavioral changes, resulting in the reduction of motor vehicle emissions.

Funds expended for long and short term public education programs should not exceed a total of ten percent (10%) of the jurisdiction's Subvention Funds received during the fiscal year reporting cycle.

11. Miscellaneous Projects

(11-a) Miscellaneous Projects and Examples

The "Miscellaneous Projects" category allows local jurisdictions to identify projects that reduce motor vehicle emissions, but are not identified in this Resource Guide. Project description, emission reduction and cost effectiveness data and any other pertinent project information should be identified.

Councils of Governments (COGs), either on a regular basis or periodically, receive AB 2766 Funds from local governments that finance inter-jurisdictional projects. Those member cities that provide AB 2766 funding should coordinate with their COGs to receive project descriptions and emission reduction data that will be included in the individual city's AB 2766 Annual Program Report.

Examples:

- Horse-mounted patrols that replace conventionally fueled vehicle patrols.
- Participation in and/or contributions to COG Sponsored Projects.
- Adoption and implementation of other regional emission reduction air quality programs.

All COG projects should be reported as a "COG Sponsored Project" on the Project Name line in the Annual Program Report. Local governments should also include a description of the project(s) and, if available, emission reduction data.

SCAQMD Staff is available to help identify appropriate projects and guidance on quantifying emission reductions from a proposed project reported in the Miscellaneous Project category.

Funding of all research and development projects shall not exceed 10% of the jurisdiction's total subvention funds received during the fiscal year reporting cycle.

FINANCIAL ADMINISTRATION

12. Audit of AB 2766 Fee Revenues

Health and Safety Code Section 44244.1 stipulates that each recipient of AB 2766 funds be subject to an audit at least once every two years by an independent auditor selected by the SCAQMD. The audit cost is to be deducted from disbursements of AB 2766 fee revenues made to local governments.

To assist local governments in complying with the requirements of the Health and Safety Code Sections 44220 *et seq.*, the SCAQMD has developed audit guidelines for local governments with input from the Technical Advisory Committee Audit Subcommittee of the Inter-Agency AQMP Implementation Committee (IAIC), representatives of the Finance Committee of the League of Cities and Certified Public Accounting (CPA) firms whose clients include local governments. These guidelines were adopted by the SCAQMD Governing Board on December 4, 1992 and further revisions were subsequently approved by the Board on January 13, 1995 and August 1, 2003.

The Audit Guidelines describe the financial and program reporting requirements for local governments. The AB 2766 program legislation requires that each agency receiving motor vehicle registration fee revenues must submit:

- an annual program progress report
- an annual audited financial statement of AB 2766 funds

These reports must be received by the SCAQMD no later than the **first Friday in February** of each year.

Audit requirements are based on the amount of annual receipts:

Large Recipients (annual AB 2766 receipts of more than $100,000) may elect to meet the audit requirement in one of the following ways:

a) Separately disclose the air quality improvement trust fund financial results and balance sheet in their combining financial statements of the Comprehensive Annual Financial Report (CAFR). General purpose financial statements, which present results on a combined basis, are not deemed adequate disclosure.

   An unqualified opinion issued on the general purpose financial statements, report on internal controls over AB 2766 funds, and report on compliance with laws and regulations required by AB 2766 will be sufficient for the local government to comply with the AB 2766 audit requirement.

b) Issue independent audited financial statements specific to the Air Quality Investment Fund (AQIF) that includes:

   1. Balance sheet;
   2. Statement of revenues, expenditures, and changes in fund balances;
   3. An Independent Auditor's Report on the internal control structure of the AQIF must be submitted; and
   4. An Independent Auditor's Compliance Report with the laws and regulations required by AB 2766 must be submitted.

In accordance with Statement on Auditing Standards Number 63, Compliance Auditing Applicable to Governmental Entities and Other Recipients of Governmental Financial Assistance (SAS-63), the independent auditors report must make specific reference to tests for compliance with provisions of Assembly Bill 2766 Chapter 1705 [44220 through 44247].

c) Submit to an independent audit by an auditor selected by the SCAQMD. Large recipients that select this option are required to notify the SCAQMD Finance contact person, in writing, by the first Friday in February.

Small recipients (annual AB 2766 receipts of less than $100,000) may submit their Comprehensive Annual Financial Report (CAFR) or an audit report specific to the trust fund. All small recipients that comply with the reporting requirements will be placed in a pool of cities, from which a sample of 10 percent of participants will be selected for an audit. The cost of such audit will be deducted from the total amount distributed to the cities in the pool.

Large or small recipients who do not submit either one or both annual reports (financial and progress) will be subject to an audit. Large recipients that request an audit and all (large and small) recipients who do not comply with the reporting requirements will bear the cost of their own audit.

Cities that are members of consortiums or joint powers authorities equally share the cost of the audit of the joint powers authorities or consortium.

The SCAQMD shall review the audit report and determine if the monies received by the agency were expended on programs which reduce pollution from motor vehicles. If it is determined that the expenditure will not result in the reduction of pollution from motor vehicles then the SCAQMD shall do all of the following:

- Notify the affected agency of its determination;
- Within 45 days of this notification hold a public hearing at which the agency may present information related to the expenditure of the revenue from the fees;
- After the public hearing, if the SCAQMD determines that the expenditure was contrary to the intent of Health and Safety Code sections 44240 et seq., the SCAQMD may withhold these revenues from the agency in the amount that was inappropriately expended.

The audit reports are available to the affected agency and the public upon request.

13. Pooling of AB 2766 Funds in Consortiums

What are consortiums and why are they created?

Local governments are encouraged to pool their resources for implementing the requirements for the use of AB 2766 fee revenues through a joint powers agreement. The entity created through the joint powers agreement is generally referred to as a consortium or joint powers authority (JPA) and is wholly or partially funded by member local governments from their AB 2766 fee revenues. The JPA or consortiums are created to undertake programs to reduce pollution from motor vehicles on behalf of its members.

What are the responsibilities of the consortiums?

The consortiums are subject to the same spending, reporting and audit requirements as the member cities, such as, separate accounting of AB 2766 fee revenues and expenditures, allocate interest income on unused AB 2766 cash balances, and submit annual progress reports and audited financial statements to the SCAQMD. Consortiums receiving AB 2766 fee revenues must spend the money on the reduction of emissions from motor vehicles. Consortiums are audited once every two years.

What if the consortium was not created specifically for implementing motor vehicle emission reduction projects? Are they subject to the same requirements?

If the member cities/counties of a consortium created for another purpose agree to implement a motor vehicle emission reduction project and contribute monies from their individual AB 2766 annual fee revenues, then the consortium is subject to all AB 2766 tracking, reporting, and audit requirements.

Can AB 2766 monies received from member cities of a consortium be combined with other monies contributed by member cities?

No. AB 2766 fee revenues must be accounted for and tracked separately within the accounting records of the consortium.

What are the duties and obligations of member cities/counties with respect to the consortium?

Member cities/counties must report their AB 2766 fee revenue contributions to the consortium in the annual progress reports provided to the SCAQMD. Additionally, as the primary recipient cities/counties are responsible for ensuring the work conducted under the pooling arrangement complies with the legal mandate, e.g. for the purpose of reduction of air pollution by motor vehicles. Sub-recipients (entities that receive funds from primary recipients through joint powers agreements, memorandum of agreement, or contract) shall be subject to the same audit requirements as the primary recipients. The legal document binding the cities/counties to the consortium with respect to the use of AB 2766 fee revenues must specify the statutory requirements governing the use of the money, state that the consortium shall be audited at least once every two years as stipulated in the Health And Safety Code section 44244.1, and provide for expenditure documentation and tracking requirements similar to those applicable to the member cities/counties.

The primary recipient of AB 2766 funds is the party subject to audit and thus responsible for providing SCAQMD with audited financial statements annually. Any legal documents between the primary and sub-recipient should state that the sub-recipient acknowledges that it is subject to audit by accepting AB 2766 funds.

Who pays the cost of auditing the consortium?

Member cities share equally in the cost of auditing the consortium.

How does the SCAQMD resolve monetary audit findings cited in an audit of a consortium (e.g., disallowed expenditures, excessive administrative costs, etc.)?

Member cities are notified of the finding by the SCAQMD. The JPA/consortium must also submit a copy of the audit to member cities/counties which addresses the findings. Cities/counties have the option of reimbursing the SCAQMD their prorated share of the total amount of the funding or having the said amount deducted by the SCAQMD from future remittances to the member cities.

14. Accounting of AB 2766 Fee Revenues

How should a city/county account for AB 2766 revenues?

Health and Safety code Section 44243(b)(1)(C) (AB 2766) requires local governments to establish a separate air quality improvement trust fund for the receipts and expenditures of these funds. Cities/counties may vary in their naming of this fund, therefore, for purposes of this document all references to this fund shall be "Special Revenue Fund."

What is the SCAQMD's fiscal year for accounting of AB 2766 revenues?

The SCAQMD's fiscal year for AB 2766 revenues is July 1 of a given year through June 30 of the following year.

At what times during the year will the city/county receive AB 2766 revenues?

Quarterly disbursements are generally made to each city/county as follows:

- 1st Quarter – mid December – for July, August, September revenues
- 2nd Quarter – mid March – for October, November, December revenues
- 3rd Quarter – mid June – for January, February, March revenues
- 4th Quarter – mid August – for April, May, June revenues

The total amount disbursed for those four quarters should equal the annual AB 2766 revenues for the city/county.

If the fourth quarter revenues are not received until August of any given year, how can the city/county account for all four quarters in the accounting records at the close of the fiscal year on June 30?

The third quarter disbursement mailed to cities/counties in June of any year includes an estimate for the fourth quarter disbursement to be mailed in August of the same year. An accrual entry to record the revenue and a receivable account for the amount of the estimate must be made prior to the close of the fiscal year ending June 30.

How can a city/county project the amount of AB 2766 fee revenues to be received by the city/county in a year?

The amount received in the prior year can be used as a guide to estimate the annual revenues and calculate the cap on administrative expenses. Motor Vehicle Registration revenues do not fluctuate significantly from year to year.

Can revenues from other fee sources be combined with AB 2766 revenues in the Special Revenue Fund?

No. AB 2766 revenues may not be combined with revenues from other fee revenues. However, AB 2766 monies from the MSRC (discretionary portion) and co-funding for projects being funded by AB 2766 monies may be accounted for in the same fund. MSRC funds are provided to agencies on a reimbursement basis as the projects are completed and invoices are submitted to the SCAQMD for payment out of the discretionary portion of the AB 2766 Fund.

What about co-funding received from other agencies (public or private) to implement emission reduction programs? Can such funding be combined and accounted for in the Special Revenue Fund with AB 2766 funds?

Yes, however it is the responsibility of the city/county to provide accurate and adequate documentation to maintain segregated balances and revenue and expenditure allocations for reporting and audit purposes.

What about contract awards of discretionary funds received from the MSRC? Can those funds be deposited in the AB 2766 Special Revenue Fund?

Yes. Awards received from the MSRC (discretionary funds) may be combined with the AB 2766 subvention monies received by cities/counties. However, it is the responsibility of the city/county to provide accurate and adequate documentation to support revenue and expenditure allocations as well as segregated balances for reporting and audit purposes.

If the AB 2766 Special Revenue Fund has available funds, can it advance monies to other city/county funds?

No. AB 2766 fee revenues are legislatively mandated to be spent for projects to achieve motor vehicle emission reductions only. If these fee revenues are not immediately spent and are accumulated to fund higher cost or larger projects, the accumulating balance earns interest which is then credited back to the fund for use on projects with the same objective. In the event a project is approved and implemented and an advance is a necessary and material factor in the implementation of the project, then such an advance may be made against a contractual agreement to implement the project.

Is the city required to identify assets purchased from AB 2766 monies as belonging to the SCAQMD?

Assets purchased by the city/county from AB 2766 monies must be identified as AB 2766 assets. However ownership of these assets rests with the city/county. These assets do not belong to the SCAQMD but proceeds on the disposition of the asset must be returned to the special revenue fund.

Does the asset revert to the SCAQMD if the project is canceled or the asset is not being used for motor vehicle emission reduction projects?

The asset does not revert back to the SCAQMD if the project for which it was purchased is canceled. In this case the money expended on the purchase of the asset must be reimbursed to the special revenue fund.

What happens to revenues generated from the implementation of a motor vehicle emission reduction project (e.g., revenues generated from operating a shuttle or parking cash out program)?

There is no statutory requirement governing the use of revenues generated from implementing projects for motor vehicle emission reduction. It would be in keeping with the intent of the legislation to recycle such revenues into the special revenue fund to cover the cost of an existing project or to fund other projects to achieve motor vehicle emission reductions.

Local Governments are never allowed to purchase or sell AB 2766 funds.

15. Allocation of Interest Income

How should interest on AB 2766 Special Revenue Fund be treated?

Since AB 2766 requires a segregation of motor vehicle registration fee revenues to ensure separation of these monies from other fee revenues and expenditures of local governments, interest earned on unused cash balances of this money must be deposited in the same fund. Additionally, the AB 2766 Special Revenue Fund is legally restricted to expenditures for the designated purpose of reduction of emissions from motor vehicles. Interest earned on cash balances held in this fund must therefore be put to the same use.

Why is interest income significant?

Often local governments accumulate funds over an extended period for costly projects. Depending on the amount of annual AB 2766 receipts and the timeliness of project expenditures, cities/counties may have large cash balances in the AB 2766 Special Revenue Fund. Interest earned on these cash balances could amount to a significant sum of money.

How is interest income calculated?

If AB 2766 fees are invested with cash balances from other general fund revenues, an equitable proration of interest earned on the total funds invested must be made to the AB 2766 Special Revenue Fund. Several methods are available to determine an equitable distribution of interest earned. Interest can be calculated on a monthly, quarterly or annual basis. The method for calculating interest will be analyzed in the course of the biennial audit to determine reasonableness and confirm distribution of interest allocation.

How is interest calculated on monies transferred from the AB 2766 Special Revenue Fund to other city/county funds through the budget process for use on AB 2766 authorized projects?

Since it is not possible to segregate earned interest on funds transferred to other city/county funds for authorized AB 2766 projects, these transfers should be performed on a monthly or quarterly frequency on an expense reimbursement basis.

Does the interest distribution methodology allow for negative distributions?

No. Negative interest constitutes an interest charge and a related loan to the fund. Loans to the fund are not permitted. General fund monies advanced to the AB 2766 Special Revenue Fund are to be reimbursed as AB 2766 funds become available. However, investment losses are allocable based on an equitable distribution of losses among all funds.

16. Administrative Costs

What are Administrative Costs?

A reasonable definition of administrative costs would be those direct and indirect costs necessary and attributable to accounting, administering, providing legal assistance and managing the entire fund as opposed to those costs directly attributable to individual project implementation. Staff hours relating to administrative costs must be readily identifiable and preferably documented separately from project costs. Documentation of the hourly charges may be provided either in the form of time sheets or any other generally accepted mechanism to allocate and document staff time.

Provide examples of administrative costs.

Determination of whether a cost qualifies as an administrative cost depends on the nature of activity for which the expenditures are incurred. Expenditures for overall administrative time and materials for reporting, legal advice, and financial accounting of AB 2766 monies would constitute administrative costs. Examples would include preparing reports on overall AB 2766 activities to City Councils and other levels of management, accounting and monitoring of AB 2766 fees, legal advice on AB 2766 projects or programs, coordinating financial and compliance audits, review and payment of contractor invoices, etc., as opposed to reports on specific projects and time spent preparing specific project reports.

Are there any limitations on Administrative Costs?

Yes. AB 2766 legislation limits expenditures on administrative costs to 5 percent of the fee subvened. It is calculated on the amount recognized as revenue by the city/county for a fiscal year beginning July 1 of a given year and ending June 30 of the following year. The intent of the legislation was to limit expenditures on administrative costs in order to maximize the amount available to be spent on motor vehicle emission reduction programs.

Can a city/county include interest earnings in the total annual receipts to calculate the 5 percent cap on administrative expenses?

AB 2766 legislation does not address this issue. Past practice by local governments, MSRC and SCAQMD has been to exclude interest earnings from the base used to calculate the limitation.

Are unused amounts of administrative costs carried forward into following years?

No. The limitation on administrative costs is not intended to be a set aside amount. The statute sets the cap as the maximum amount to be spent on administrative costs. Keeping administrative costs below the 5 percent cap does not qualify the unused amount to carry over into the following fiscal year.

17. Direct Program Costs

How would you describe program costs?

Direct program costs are those associated specifically with planning, monitoring and implementing a motor vehicle emission reduction project. Typical program costs are: a) compensation for employees for the time identified specifically for a project; b) cost of materials acquired, consumed, or expended specifically on the project; c) equipment and other approved capital expenditures for the project; d) travel expenses incurred specifically to carry out the project; e) outreach conducted to directly implement the project, etc.

What is included in the compensation for employees working directly on a specific program objective? Is it limited to salary only? What about the cost of benefits for these employees? What about other indirect costs applicable to direct staff time?

Direct and indirect (fully burdened) costs of staff working on motor vehicle emission reduction programs are allowable program costs. Similarly, direct and indirect costs for staff activities that are classified as administrative must be charged as administrative cost.

Define direct costs as used in the above answer.

For administrative costs, direct costs are the sum of documented hourly labor costs for providing staff time and materials for coordinating, reporting, legal advice, and financial accounting of AB 2766 monies. For project costs, direct costs are the sum of documented hourly labor charges, purchases, contracts or other direct costs directly and solely related to implementing and overseeing a project.

Define indirect costs as used in the above answer.

Indirect costs are the reasonable overhead costs incurred in providing a place of work and general support services and oversight. Examples include rent, utilities, office supplies, computer, payroll, reproduction, mailroom support staff, and management oversight.

Our city has only one staff member working on administering and implementing the city's motor vehicle emission reduction programs. Do we categorize that staff person's fully burdened salary and benefits as direct program costs or administrative costs?

As described earlier, the activity determines the nature of the costs charged to the program. If an individual spends time on both administrative and program activities, fully burdened salary and benefits for that individual can be prorated between the two costs based on a percentage allocation. The staff person must keep detailed records of time spent on different activities to calculate administrative and program percentage allocations.

Our city just purchased a computer and office furniture for the staff person implementing our motor vehicle emission reduction programs funded with AB 2766 revenues. Is the purchase a qualified direct expense?

If the staff person's sole responsibility is the implementation of motor vehicle emission reduction programs, and the computer is the tool by which the person will track, monitor, and complete their

responsibilities, then expenditures are direct expenditures. However, if AB 2766 program activities are only one of the many activities performed by the staff person and the other criterion described above are applicable, then only a prorated portion of the expenditure is an acceptable direct expenditure.

What documentation is required to support expenditures on direct costs?

- Expenditures on equipment, materials, and subcontractor services must be supported by a warrant and other source document clearly showing that the payment was for an expenditure charged against the fund and included in the annual program report to the SCAQMD. It is also important that the source document (invoice, requisition, equipment rental charge, and other pertinent data) clearly identify the project to establish a readily discernible audit trail.

- Direct labor must be documented on time sheets. If time sheets do not permit the level of detail required to document direct labor hours to be charged to AB 2766 projects specifically, then a detailed log of time spent on projects, the activities performed and the outcome or product generated must be maintained. Direct labor costs must identify the project to establish a clear audit trail. *Allocating a fixed or budgeted amount of staff time and associated salary expense each pay period will not meet the requirements for the audit.*

- Benefits associated with the salary for direct labor are permissible direct expenditures. In the event staff time is divided between direct labor, administrative costs and/or other functions not related to AB 2766 projects, the associated cost of the benefits must be similarly split between the different categories of labor costs. It is important that there is documentation to support calculations for benefits allocation.

- Payment of rideshare incentives must be supported with verification of each participant's eligibility, justification for the payment amount, and a reporting system that demonstrates evidence of program participation. There are several ways to monitor ridesharing for which incentives are paid. Periodic self-certification, issuance of special parking privileges, and limiting and designating parking spots are the popular methods that verify ridesharing by employees.

18. Common Audit Findings

- Submittal of Audited Financial Statements by the first Friday of February.
    - If audited financial statements have not been completed by the first Friday of February, local governments can request an extension until April 1st by submitting an interim statement of program receipts and expenditures certified by the local government's finance director.
    - Local governments that do not comply with the financial reporting requirements will be subject to an audit conducted by an independent auditor selected by the SCAQMD. The cost of the audit will be deducted from the amount distributed to the non-compliant local governments.

The following findings will result in the affected local government having to replace the amount of the finding by either agreeing to have future AB 2766 disbursements withheld or providing supporting documentation that the funds have been replaced.

- Direct Labor charged is not supported by time cards or time studies.
- Administrative expenses exceed the 5% cap.
- Unsupported documentation on direct program costs.
- Interest earned on AB 2766 cash balances are not deposited into the AB 2766 Special Revenue Fund.
- Expenditures charged against the AB 2766 Fund do not meet the program requirements of reducing air pollution from motor vehicles.

19. Other Audit Findings

- Failure to maintain a separate Air Quality Improvement Fund (AQIF) for AB 2766 receipts and expenditures.
    - To resolve the finding, the local government will be required to set up a separate AB 2766 fund.
- Local government does not keep a copy of their adopted ordinance accepting AB 2766 funds on file.
    - To resolve the finding the local government will have to provide the SCAQMD with a copy of the ordinance.

20. Budgeting of AB 2766 Funds

Are local governments required to obtain approval from their City Councils or Board of Supervisors to fund projects and/or programs using AB 2766 funds?

Yes. All local governments are required to obtain approval from their respective City Councils or Board of Supervisors for a project or program using AB 2766 funds. This can be done through the budget adoption process or as an amendment to the adopted budget.

In order to keep elected officials apprised of the use of AB 2766 funding, it is recommended that each local government highlight the use of AB 2766 funds when gaining approval for a project/program.

City of Canyon Lake
City Council
Staff Report

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

FROM: **Aaron Palmer, City Manager**

DATE: **January 9, 2019**

SUBJECT: **Reconsideration 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**

Recommendation

Reconsideration 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.

Background

At the December 12, 2018 City Council meeting, the City Council voted 3-2 to not introduce Ordinance No. 178 and not approve the first amendment to the Western Community Energy Joint Powers Agreement.

After the vote, there was much discussion about this issue. The City Council then decided to revisit this issue at the January 9, 2019 City Council meeting,

Budget (or 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

A. Staff Report from December 12, 2018
B. Staff Report from November 7, 2018

ATTACHMENT A

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**

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:

_____
Ana V. Sauseda,
Deputy City Clerk

Approved as to form:

_____
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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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: _____
Dated: _____

By: _____
Mayor

ATTEST:

City Clerk
City of Eastvale

CITY OF EASTVALE

By: _____
Dated: _____

By: _____
Mayor

ATTEST:

City Clerk
City of Hemet

CITY OF HEMET

By: _____
Dated: _____

By: _____
Mayor

ATTEST:

City Clerk
City of Jurupa Valley

CITY OF JURUPA VALLEY

By: _____
Dated: _____

By: _____
Mayor

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ATTEST:

City Clerk
City of Norco

By: _____
Dated: _____

CITY OF NORCO

By: _____
Mayor

ATTEST:

City Clerk
City of Perris

By: _____
Dated: _____

CITY OF PERRIS

By: _____
Mayor

ATTEST:

City Clerk
City of Wildomar

By: _____
Dated: _____

CITY OF WILDOMAR

By: _____
Mayor

ATTACHMENT 3

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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.

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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]

ATTACHMENT B

City of Canyon Lake
City Council
Staff Report

TO:	**Honorable Mayor and Members of the City Council**
FROM:	**Aaron Palmer, City Manager**
DATE:	**November 7, 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**

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 November 7, 2018 and December 5, 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.

_____
Vicki Warren, 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

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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.

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ATTEST:

City Clerk
City of Canyon Lake

By: _____
Dated: _____

CITY OF CANYON LAKE

By: _____
Mayor

ATTEST:

City Clerk
City of Eastvale

By: _____
Dated: _____

CITY OF EASTVALE

By: _____
Mayor

ATTEST:

City Clerk
City of Hemet

By: _____
Dated: _____

CITY OF HEMET

By: _____
Mayor

ATTEST:

City Clerk
City of Jurupa Valley

By: _____
Dated: _____

CITY OF JURUPA VALLEY

By: _____
Mayor

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ATTEST:

City Clerk
City of Norco

By: _____
Dated: _____

CITY OF NORCO

By: _____
Mayor

ATTEST:

City Clerk
City of Perris

By: _____
Dated: _____

CITY OF PERRIS

By: _____
Mayor

ATTEST:

City Clerk
City of Wildomar

By: _____
Dated: _____

CITY OF WILDOMAR

By: _____
Mayor

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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

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

FROM: **Aaron Palmer, City Manager**

DATE: **January 9, 2019**

SUBJECT: **Approve the Proposed Resolution Extending Updated Development Processing Fees Along with a CPI Escalator and Declaring the Continued Urgency for those Fess to Remain Effective for an Additional 30 Days**

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, EXTENDING UPDATED DEVELOPMENT PROCESSING FEES ALONG WITH A CPI ESCALATOR AND DECLARING THE CONTINUED URGENCY FOR THOSE FEES TO REMAIN EFFECTIVE FOR AN ADDITIONAL 30 DAYS

Background

On December 12, 2018 the City Council approved implementing the fee study completed by NBS. Development fees have a 60 day period before they can be implemented unless it is passed as an urgency resolution. Such actions only last 30 days. This was done through an urgency resolution and all fees took effect January 1, 2019.

As the 30 days comes to a close, it is required to hold another public hearing and adopt a resolution extending the approved development processing fees that were originally adopted on December 12, 2018. This will require a 4/5th's vote for the resolution to be adopted and the development processing fees to be effective for an additional 30 days.

Fiscal Impact

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.

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 4/5th's vote of a City Council. The next extensions would be at the February 6, 2019 City Council meeting and would require a noticed public hearing to be extended.

Attachments

A. December 12, 2018 Staff Report
B. Resolution No. 2018-32A-1

ATTACHMENT A

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**

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: o Financial Reporting
  - Preparing the Annual Operating Budget
  - Internal Auditing
  - Accounts Receivable / Payable
  - Administration
  - Business Licenses and related permits and applications
- Planning: o Environmental / CEQA Review
  - Conditional / Special Use Permits
  - Tentative Parcel / Subdivision Maps
  - Site Development Plans
  - Other types of Planning entitlements and permits
- Public Works / Engineering: o Grading Inspection and Plan Check
  - Storm water Management
  - Encroachment Permits
  - Other Engineering and Public Works related activities
- Building & Safety: o 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 4/5th'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

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 amount 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 further finds that the revision of such fees and charges are 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 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 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 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

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 amount 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 further finds that the revision of such fees and charges are 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 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:

_____
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 to 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.

NBS
helping communities fund tomorrow

Exhibit 1

Citywide User Fee Study

Prepared for the

City of Canyon Lake

Decedmber 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

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

01/09/2019 City Council Agenda Packet

	Fee Description	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
7	**Fees for Copy of Public Records**			
7.1	Copy for public records	per page	[2,3]	$ 0.10
7.2	Copies of DVD, CD, and/or Tape	each		$ 32
8	**Special Event Permit**			$25 deposit for cost of services
9	**Commercial Film Permit**			$150 deposit for cost of services
10	**Multi Purpose Rooms**		[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

01/09/2019 City Council Agenda Packet

	Fee Description	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
Hourly Rates				
11	**Finance/ Administration**			$ 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 *No fee shall be charged to City Council members for filing an appeal*	[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	**ENVIRONMENTAL REVIEW**		
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	**TIME EXTENTIONS**		
8.1	Permits	[3]	Deposit $1,500
8.2	Tentative Maps	[3]	Deposit $2,500
9	General Plan Amendment	[3]	Deposit $4,500
10	**MAPS**		
10.1	Final Map	[2]	$ 715
10.2	Final Map Phasing	[2]	$ 715
11	Lot Line Adjustment		$ 1,666
12	Parcel Merger		$ 1,666

01/09/2019 City Council Agenda Packet

Fee No.	Fee Name	Notes	Recommended Fee Level/ Deposit
13	**PLOT PLANS**		
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
14	Pre-Application review before City Land Development Committee (8-30-09)		$ 1,548
15	**PRELIMINARY PROJECT REVIEW**		
15.1	Planning project		$ 179
15.2	Engineering project		$ 179
16	Revised Permit fee by Planning Department(8-30-09)	[3]	Deposit $750
17	Reversion to Acreage (5 or more parcels)		$ 1,666
18	Second Unit Permits		$ 536
19	Sign Review by Planning Department		$ 179
20	Banner Review (8-30-09)		$ 89
21	Specific Plans	[3]	Deposit $7,500 plus environmental deposit if an EIR is Required
22	Specific Plan Amendment	[2,3]	Deposit $5,000
23	Substantial conformance applications related to specific plans		$ 1,666

01/09/2019 City Council Agenda Packet

Fee No.	Fee Name	Notes	Recommended Fee Level/ Deposit
24	**TEMPORARY USE PERMIT**		
24.1	If public hearing is Required		Deposit $500
24.2	If public hearing is not required (plus environmental cost if applicable)		$ 358
25	Tentative Tract and Parcel Maps	[4]	Deposit $5,000
26	Tree Permit Removal		$ 268
27	Variance		Deposit $3,000
28	Zone Change		Deposit $3,500
29	Zoning Code Amendments		Deposit $3,500
30	Landscape Plan	[2]	$ 715
Hourly Rates			
31	Planning		$ 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
ENCORACHMENT FEES				
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
2	**Engineering Plan Check Fees**			
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
Grading Fees (Subdivision)				
3	Grading Plan Review Fees - Per Sheet		[5,7]	$ 713
Other fees:				
4	Additional plan reviews required by changes, additions or revisions to approved plan (minimum charge – one half hour)		[2]	$ 238

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Fee No.	Fee Name	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
Grading Permit Fees				
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
Other Inspections and Fees				
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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Fee No.	Fee Name	Fee Unit / Type	Notes	Recommended Fee Level / Deposit
Fats, Oil and Grease (FOG) Fees				
8	Food Service Establishment with Grease Control Devise (billed monthly); covers 1 insp/yr - see below		[3,6]	$ 36
9	Food Service Establishment without Grease Control Devise (billed monthly; covers 2 insp/yr) - see below		[3,6]	$ 143
10	Food Service Establishment - Re-Inspection		[3,6]	$ 36
Stormwater Management/ NPDES				
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
Hourly Rates				
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

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
Dog License Fees			
1	**Altered:**		
1.1	Altered 1 year		$ 15
1.2	Altered 2 year		$ 20
1.3	Altered 3 year		$ 25
2	**Unaltered (includes processing and penalty):**		
2.1	Unaltered 1 year		$ 50
2.2	Unaltered 2 year		$ 100
2.3	Unaltered 3 year		$ 150
3	**Senior Citizen Altered:**		
3.1	Senior Citizen/Altered 1 year		$ 8
3.2	Senior Citizen/Altered 2 year		$ 10
3.3	Senior Citizen/ Altered 3 year		$ 12
4	Late Penalty	[3]	$ 20
5	Late Penalty Senior/Altered	[3]	$ 15
6	Transfer		$ 6
7	Duplicate		$ 6

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Fee No.	Fee Name	Notes	Recommended Fee Level / Deposit
IMPOUND FEES			
8	**Altered:**		
8.1	Dog Altered – 1st time	[3]	$ 40
8.2	Dog Altered – 2nd time	[3]	$ 60
8.3	Dog Altered – 3rd time	[3]	$ 100
9	**Unaltered:**		
9.1	Dog Unaltered – 1st time	[3]	$ 40
9.2	Dog Unaltered – 2nd time	[3]	$ 60
9.3	Dog Unaltered – 3rd time	[3]	$ 100
10	**Altered:**		
10.1	Cat Altered – 1st time	[3]	$ 40
10.2	Cat Altered – 2nd time	[3]	$ 60
10.3	Cat Altered – 3rd time	[3]	$ 100
11	**Unaltered:**		
11.1	Cat Unaltered – 1st time	[3]	$ 40
11.2	Cat Unaltered – 2nd time	[3]	$ 60
11.3	Cat Unaltered – 3rd time	[3]	$ 100
12	**Senior Citizen Altered:**		
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
BOARDING			
13.1	Dogs or Cats	per day	$ 12
13.2	Sheep, swine, horse, cattle, goats	per day	$ 12
13.3	Fowl, rodents, retiles, amphibians	per day	$ 5
14	Running at large fee - Non-Licensed Penalty (In addition to Impound fee)	[2, 3]	$35/ $50/ $100
Hourly Rates			
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.

NBS
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Building Fee Cost Analysis

Prepared for the

City of Canyon Lake

FEE TABLES (@ recommended fee levels)

November 30, 2018

Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check

01/09/2019 City Council Agenda Packet

		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

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
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.	$ 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
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			
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

Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check

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		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	$ 0.13
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
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	
2,000 - 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

Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check

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		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	$ 0.38
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

Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Inspection

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		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

Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Inspection

01/09/2019 City Council Agenda Packet

		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.	$ 2,850.20	
2,000 - 4,999	per project base @ 2,000 s.f.	$ 2,850.20	$ 0.32
5,000 - 9,999	per project base @ 5,000 s.f.	$ 3,800.27	$ 0.19
10,000 - 24,999	per project base @ 10,000 s.f.	$ 4,750.33	$ 0.13
25,000 - 49,999	per project base @ 25,000 s.f.	$ 6,650.47	$ 0.05
50,000	per project base @ 50,000 s.f.	$ 7,980.56	$ 0.16
> 50,000 plus cost per sq. ft.			$ 0.16
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.	$ 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	$ 0.11
10,000 - 24,999	per project base @ 10,000 s.f.	$ 2,850.20	$ 0.06
25,000 - 49,999	per project base @ 25,000 s.f.	$ 3,800.27	$ 0.04
50,000	per project base @ 50,000 s.f.	$ 4,750.33	$ 0.10
> 50,000 plus cost per sq. ft.			$ 0.10

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

Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Inspection

01/09/2019 City Council Agenda Packet

		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	$ 0.85
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

Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check and Inspection

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		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 @ 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
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.	$ 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

Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check and Inspection

01/09/2019 City Council Agenda Packet

		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

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		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

Cost/s.f. Fee Tables for New Construction, Additions and Major Remodels - Plan Check and Inspection

01/09/2019 City Council Agenda Packet

		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.			$ 1.24
Residential Repeat / Subsequent Lot Plan Check	per project	$ 380.03	
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

Itemized Fee Tables for Minor Commercial and Residential Improvements

	Fee Description	Fee Unit	PC / Processing	Inspection	Total
MISCELLANEOUS PERMITS					
BL 10	Permit Center Processing Fee - Standard	each	$ 63.34	$ -	$ 63.34
BL 11	Accessory and Utility Uses (U Occupancy)				
	500 s.f. or less	each	$ 760.05	$ 1,140.08	$ 1,900.13
	501 s.f. or more	each	$ 1,140.08	$ 1,140.08	$ 2,280.16
BL 12	Address Assignment	each	$ 79.17	$ -	$ 79.17
BL 13	Antenna/Cell Tower				
	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)				
	> 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 Masonary Garden Wall				
	> 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				
	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.)				
	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) - 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

Itemized Fee Tables for Minor Commercial and Residential Improvements

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	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					
	Perm Foundation	each		$ 380.03	$ 570.04	$ 950.07
	Installation	each		$ 190.01	$ 380.03	$ 570.04
	Site Prep	each		$ 190.01	$ 190.01	$ 380.02
BL 33	Partition - Commercial, Interior up to 30 l.f.	up to 30 l.f..		$ 190.01	$ 475.03	$ 665.04
	Each additional 30 l.f.	each 30 l.f..		$ -	$ 142.51	$ 142.51
BL 34	Partition - Residential, interior	each		$ 190.01	$ 427.53	$ 617.54
BL 35	Patio Cover					
	Non-Enclosed, all types	up to 300 s.f.		$ 190.01	$ 285.02	$ 475.03
	Additional Non-Enclosed cover	each 300 s.f.		$ 95.01	$ 62.70	$ 157.71
	Enclosed, all types	up to 300 s.f.		$ 285.02	$ 475.03	$ 760.05
	Additional enclosed cover	each 300 s.f.		$ 95.01	$ 62.70	$ 157.71
BL 36	Photovoltaic System (Commercial) (All Trades)					
	Up to 50 kw	each	[6,8]			$ 1,000.00
	> 50 kw	each	[6,8]			$ 1,000.00
BL 37	Photovoltaic System (Residential) (All Trades)					
	No Fire Review	each	[6,8]			$ 500.00
	With Fire Review	each	[6,8]			$ 500.00
BL 38	Propane Tank	each		$ 190.01	$ 190.01	$ 380.02
BL 39	Replacement Lien Release	each		$ 190.01	$ -	$ 190.01
BL 40	Retaining Wall/Foundation Repair and Replacement					
	First 50 l.f.	up to 50 l.f..		$ 190.01	$ 475.03	$ 665.04
	Each additional 50 l.f.	each 50 l.f..		$ 47.50	$ 95.01	$ 142.51
BL 41	Re-Roof	each		$ 47.50	$ 190.01	$ 237.51
BL 42	Re-Roof- refelt only- same tile	each		$ 47.50	$ 142.51	$ 190.01
BL 43	Roof Structure Replacement (Residential)	up to 1500 s.f.		$ 570.04	$ 475.03	$ 1,045.07
	Each additional 500 s.f.	each 500 s.f.		$ 47.50	$ 142.51	$ 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)					
	Wall Mounted	each		$ 190.01	$ 142.51	$ 332.52
	Monument	each		$ 285.02	$ 285.02	$ 570.04
BL 48	Skylight					
	Less than 10 s.f.	each		$ 190.01	$ 285.02	$ 475.03
	Greater than 10 s.f. or structural	each		$ 190.01	$ 427.53	$ 617.54
BL 49	Spa or Hot Tub	each		$ 190.01	$ 427.53	$ 617.54
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					
	Storage/High Pile Racks	first 100 l.f..		$ 190.01	$ 142.51	$ 332.52
	Each Additional 100 l.f.	each 100 l.f..		$ 47.50	$ 142.51	$ 190.01

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

	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	[6]			$ 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 occurance	[6]		Double the permit fee	
BL 63	After-hours or Emergency Call-Out (2 hr. min.)	hourly (min 2 hrs.)	[5]	$ -	$ 190.01	$ 190.01

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

Itemized Fee Tables for Mechanical, Plumbing, and Electrical Permits (not part of a larger building permit)

	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
	Mechanical Permit Fees				
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
	Plumbing and Gas Permit Fees				
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

Itemized Fee Tables for Mechanical, Plumbing, and Electrical Permits (not part of a larger building permit)

	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
	Electrical Permit Fees				
	Swimming Pools				
Bbl. 86	All other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools	each	$ 95.01	$ 190.01	$ 285.02
	Temporary Power Service				
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	each	$ 95.01	$ 190.01	$ 285.02
	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
	Receptacle, Switch and Lighting Outlets				
BL 89	Receptacle, switch and lighting outlets at which current is used or controlled, except services, feeders and meters				
	First 10 (or portion thereof)	each	$ 95.01	$ 190.01	$ 285.02
	Each additional 10 (or fraction thereof)	each	$ -	$ 190.01	$ 190.01
	Residential Appliances				
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

Itemized Fee Tables for Mechanical, Plumbing, and Electrical Permits (not part of a larger building permit)

	Fee Description	Fee Unit	PC / Processing	Inspection	Total
	Non-residential Appliances				
BL 91	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
	Power Apparatus				
BL 92	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
	Busways				
BL 93	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
	Signs, Outline Lighting, and Marquees				
BL 94	Signs, Outline Lighting, or Marquees supplied from one branch circuit	each	$ 95.01	$ 190.01	$ 285.02
BL 95	Additional branch circuits within the same sign, outline lighting system or marquee	each	$ 95.01	$ 190.01	$ 285.02
	New Services or Additional Panels				
BL 96	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
	Miscellaneous Apparatus, Conduits, and Conductors				
BL 97	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

NBS
helping communities
fund tomorrow

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)

Finance / Admin Services	Appendix A.1
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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 XIIIC, 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

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.[1]

[1] 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
Department Total	**$ 168,853**
Fully Burdened Hourly Rate	**$ 186**
Reference: Direct Hours Only	**908**

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
Department Total	$ 41,206	$ 8,241	$ 12,362	$ 20,603	$ 82,412
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
Fully Burdened Hourly Rate					$ 179
Reference: Direct Hours Only					311

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		-	-	-	-
Department Total		$ 46,120	$ 11,530	$ 123,602	$ 181,253
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
Fully Burdened Hourly Rate					$ 238
Reference: Direct Hours Only					714

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
Department Total	**$ 295,576**
Cost Recovery Targeted from Fees	100%
Amount Targeted for Consideration in Billings/I	295,576
Amount Requiring Another Funding Source	-
Fully Burdened Hourly Rate	**$ 190**
Reference: Direct Hours Only	**1,556**

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
Department Total	**$ 57,721**	**$ 36,457**	**$ 131,569**	**$ 60,620**	**$ 286,367**
Fully Burdened Hourly Rate					**$ 71**
Reference: Direct Hours Only					**4,017**

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
Department Total	**$ 213,717**
Fully Burdened Hourly Rate	**$ 75**
Reference: Direct Hours Only	**2,860**

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 to 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 25, 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.

NBS
helping communities
fund tomorrow

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

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APPENDIX A.1

	Fee Description	Fee Unit / Type	Notes	Activity Service Cost Analysis: Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Cost Recovery Analysis: Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
Business License Fee										
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				
						$ 157	$ 90	57%	$ 157	100%
1.1	Renewal									
	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	1.5 times fee	n/a
	60-90 days late		[2]				2 times fee	n/a	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%

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APPENDIX A.1

				Activity Service Cost Analysis			Cost Recovery Analysis			
	Fee Description	Fee Unit / Type	Notes	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 %
8	Fees for Copy of Public Records									
8.1	Copy for public records	per page	[2,3]				$ 0.10	n/a	$ 0.10	n/a
8.2	Copies of DVD, CD, and/or Tape	each		0.17	$ 186	$ 32	$ 15	47%	$ 32	100%
9	Special Event Permit									
	Admin			0.08	$ 186	$ 15				
	Special Enforcement			0.33	$ 71	$ 24				
	Planning			0.25	$ 179	$ 45				
	Total			0.67		$ 84	$25 deposit for cost of services	100%	$25 deposit for cost of services	100%
10	Commercial Film Permit									
	Admin			0.08	$ 186	$ 15				
	Special Enforcement			0.33	$ 71	$ 24				
	Planning			1.50	$ 179	$ 268				
	Total			1.91		$ 307	$150 deposit for cost of services	100%	$150 deposit for cost of services	100%
11	Multi Purpose Rooms		[2]							
11.1	Classification I - City government activities or sponsored events. Official Property Owners Association meetings and committee functions.		[2]				No fees or deposits	n/a	No fees or deposits	n/a
11.2	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	n/a	$25 fees and no deposits – each use or repeated scheduled use	n/a
11.3	Classification III – Other government, school district, official public service agencies		[2]				No fees – normally no deposits	n/a	No fees – normally no deposits	n/a
11.4	Classification IV – Other non-profit organizations		[2]				Per use fee $25, refundable security deposit of $100 maximum	n/a	Per use fee $25, refundable security deposit of $100 maximum	n/a
11.5	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	n/a	Per use fee of $185, refundable security deposit of $205	n/a

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APPENDIX A.1

				Activity Service Cost Analysis			Cost Recovery Analysis			
	Fee Description	Fee Unit / Type	Notes	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	$ 186	$ 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.									
TOTAL										

[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

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

APPENDIX A.2

			Activity Service Cost Analysis			Cost Recovery Analysis			
Fee No.	Fee Name	Notes	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	[3,4]				Deposit $1,500	100%	Deposit $2,500	100%
	PW/Eng		4.00	$ 238	$ 951				
3	Appeal	[3]				Deposit $500	100%	Deposit $1,500	100%
	No fee shall be charged to City Council members for filing an appeal								
4	Certificate of Compliance	[3,4]				Deposit $400	100%	Deposit $1,500	100%
	PW/Eng		4.00	$ 238	$ 951				
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	**ENVIRONMENTAL REVIEW**								
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	**TIME EXTENTIONS**								
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	**MAPS**								
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		4.00	$ 179	$ 715				
	PW/Eng		4.00	$ 238	$ 951				
					$ 1,666	Deposit $1,500	100%	$ 1,666	100%
13	Parcel Merger								
	Planning		4.00	$ 179	$ 715				
	PW/Eng		4.00	$ 238	$ 951				
					$ 1,666	Deposit $500	100%	$ 1,666	100%

APPENDIX A.2

			Activity Service Cost Analysis			Cost Recovery Analysis			
Fee No.	Fee Name	Note	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 %
14	PLOT PLANS								
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								
	Planning		3.00	$ 179	$ 536				
	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%
15	Pre-Application review before City Land Development Committee (8-30-09)								
	Planning		6.00	$ 179	$ 1,073				
	PW/Eng		2.00	$ 238	$ 475				
					$ 1,548	$ 500	32%	$ 1,548	100%
16	PRELIMINARY PROJECT REVIEW								
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%
19	Reversion to Acreage (5 or more parcels)								
	Planning		4.00	$ 179	$ 715				
	PW/Eng		4.00	$ 238	$ 951				
					$ 1,666	Deposit $500	100%	$ 1,666	100%
20	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%

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

APPENDIX A.2

			Activity Service Cost Analysis			Cost Recovery Analysis			
Fee No.	Fee Name	Notes	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%
Hourly Rates									
	Planning		1.00	$ 179	$ 179	$ -	0%	$ 179	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.								
TOTAL									

[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

APPENDIX A.3

Fee No.	Fee Name	Fee Unit / Type	Activity	Activity Service Cost Analysis: Estimated Average Labor Time Per Activity (hours)	Activity Service Cost Analysis: FBHR	Activity Service Cost Analysis: Cost of Service Per Activity	Cost Recovery Analysis: Current Fee / Deposit	Cost Recovery Analysis: Existing Cost Recovery %	Cost Recovery Analysis: Recommended Fee Level / Deposit	Cost Recovery Analysis: Recommended Cost Recovery %
ENCORACHMENT FEES										
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		[4]				Deposit $2,000 review + Deposit $2,000 prior to issuance of the permit	100%	Deposit 3.5 % of construction cost	100%
2	**Engineering Plan Check Fees**									
2.1	New Development - Improvement Plan Check		[4]				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%
Grading Fees (Subdivision)										
3	Grading Plan Review Fees - Per Sheet		[5,7]	3.00	$ 238	$ 713	$ -	n/a	$ 713	100%
Other fees:										
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%

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

APPENDIX A.3

				Activity Service Cost Analysis			Cost Recovery Analysis			
Fee No.	Fee Name	Fee Unit / Type	Notes	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 %
Grading Permit Fees										
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%
Other Inspections and Fees										
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 (g)	per hour	[2]	1.00	$ 238	$ 238	$ 120	50%	Actual Cost using FBHR	%

APPENDIX A.3

				Activity Service Cost Analysis			Cost Recovery Analysis			
Fee No.	Fee Name	Fee Unit / Type	Notes	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 %
Fats, Oil and Grease (FOG) Fees										
9	Food Service Establishment with Grease Control Devise (billed monthly); covers 1 insp/yr - see below		[3,6]	0.50	$ 71	$ 36	$ -	0%	$ 36	100%
10	Food Service Establishment without Grease Control Devise (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%
Stormwater Management/ NPDES										
	Projects Under Construction									
12	Construction Site Inspection (includes 2 visits)		[3,6]	1.00	$ 71	$ 71	$ -	0%	$ 71	100%
	Existing Businesses					$ -				
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%
Hourly Rates										
16	Engineer			1.00	$ 238	$ 238	$ 120	%	$ -	%
17	Environmental Engineer			1.00	$ 238	$ 238	$ 130	%	$ -	%

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

APPENDIX A.3

				Activity Service Cost Analysis			Cost Recovery Analysis			
Fee No.	Fee Name	Fee Unit / Type	Note [1]	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 %
Cross-Departmental Support										
	PLANNING APPLICATIONS									
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				
	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.									
TOTAL										

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

APPENDIX A.4

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	Fee Description [1]	Fee Unit		Activity Service Time 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)	Activity Service Cost Analysis: 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]
NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS			[8]							
	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.		9.00	12.00	21.00	$ 190	$ 1,710	$ 2,280	$ 3,990
	2,000 - 4,999	per project base @ 2,000 s.f.		11.00	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.		[9]					See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table
	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.		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	70.00	92.00	$ 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.		[9]					See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table
	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.		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	20.00	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.		[9]					See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table

APPENDIX A.4

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	Fee Description [1]	Fee Unit		Cost Recovery Analysis			
				Recommended Fee [2]			Recommended Cost Recovery Percentage
				PC / Processing	Inspection	Total	
NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS			[8]				
	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.		[9]	See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	
	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	$ 2,850.20	$ 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.		[9]	See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	
	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.		$ 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.		[9]	See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	

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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
NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS			[8]					
	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.		4	4		$ 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.		[9]					
	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.		7	7		$ 35,913	$ 35,913
	2,000 - 4,999	per project base @ 2,000 s.f.		9	9		$ 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.		[9]					
	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.		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.		[9]					

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Building & Safety - User Fee Study FY18
Cost Estimation for Providing Fee Related Activities and Services

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	Fee Description [1]	Fee Unit		Activity Service Time 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)	Activity Service Cost Analysis: 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.		[9]					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, 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.		12.00	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.		[9]					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.		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.		[9]					See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table

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	Fee Description [1]	Fee Unit		Cost Recovery Analysis: Recommended Fee [2] PC / Processing	Recommended Fee [2] Inspection	Recommended Fee [2] Total	Recommended Cost Recovery Percentage
	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.		$ 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.		[9]	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, 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	$ 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.		[9]	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.		[9]	See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	

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Cost Estimation for Providing Fee Related Activities and Services

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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
	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.		[9]	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
	2,000 - 4,999	per project base @ 2,000 s.f.		1	1		$ 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.		[9]	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.		[9]	0	0			

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	Fee Description [1]	Fee Unit		Activity Service Time 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)	Activity Service Cost Analysis: 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]
	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.		9.00	15.00	24.00	$ 190	$ 1,710	$ 2,850	4,550
	1000 - 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.		[9]					See N.C. Plck Table	See N. C. Insp Table	See N. C. Total Table
	Residential Repeat / Subsequent Lot Plan Check	per project		2.00	N/A	2.00	$ 190	$ 380	N/A	380
	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.		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.		16.00	15.00	31.00	$ 190	$ 3,040	$ 2,850	5,890
	> 2,000 plus cost per sq. ft.		[9]					See N.C. Plck Table	See N. C. Insp Table	See N. C. Total Table
	TOTAL: NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS									

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	Fee Description [1]	Fee Unit		Cost Recovery Analysis: Recommended Fee [2] PC / Processing	Recommended Fee [2] Inspection	Recommended Fee [2] Total	Recommended Cost Recovery Percentage
	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	$ 2,850.20	$ 4,560.32	100%
	1000 - 2,499	per project base @ 1,000 s.f.		$ 1,710.12	$ 2,850.20	$ 4,560.32	100%
	2,500 - 3,999	per project base @ 2,500 s.f.		$ 2,470.17	$ 3,420.24	$ 5,890.41	100%
	4,000 - 5,999	per project base @ 4,000 s.f.		$ 3,230.23	$ 3,800.27	$ 7,030.50	100%
	6,000 - 7,999	per project base @ 6,000 s.f.		$ 3,800.27	$ 4,750.33	$ 8,550.60	100%
	8,000	per project base @ 8,000 s.f.		$ 4,560.32	$ 5,320.37	$ 9,880.69	100%
	> 8,000 plus cost per sq. ft.		[9]	See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	
	Residential Repeat / Subsequent Lot Plan Check	per project		$ 380.03	N/A	$ 380.03	100%
	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.		[9]	See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	
	TOTAL: NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS						

APPENDIX A.4

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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
	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.		0	0		$ -	$ -
	1000 - 2,499	per project base @ 1,000 s.f.		7	7		$ 31,922	$ 31,922
	2,500 - 3,999	per project base @ 2,500 s.f.		0	0		$ -	$ -
	4,000 - 5,999	per project base @ 4,000 s.f.		0	0		$ -	$ -
	6,000 - 7,999	per project base @ 6,000 s.f.		1	1		$ 8,551	$ 8,551
	8,000	per project base @ 8,000 s.f.		0	0		$ -	$ -
	> 8,000 plus cost per sq. ft.		[9]	0	0			
	Residential Repeat / Subsequent Lot Plan Check	per project		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)							
	Square Footage:							
	0-299	per project base @ 199 s.f.		0	0		$ -	$ -
	200 - 599	per project base @ 200 s.f.		7	7		$ 17,291	$ 17,291
	600 - 999	per project base @ 600 s.f.		0	0		$ -	$ -
	1,000 - 1,499	per project base @ 1,000 s.f.		1	1		$ 3,420	$ 3,420
	1,500 - 1,999	per project base @ 1,500 s.f.		0	0		$ -	$ -
	2,000	per project base @ 2,000 s.f.		0	0		$ -	$ -
	> 2,000 plus cost per sq. ft.		[9]	0	0			
	TOTAL: NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS			39	39	$ 133,817	$ 170,632	$ 170,632

01/09/2019 City Council Agenda Packet

CITY OF CANYON LAKE
Building & Safety - User Fee Study FY18
Cost Estimation for Providing Fee Related Activities and Services

APPENDIX A.4

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	Fee Description [1]	Fee Unit	Activity Service Time Analysis: Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Activity Service Time Analysis: Estimated Average Inspection Time Per Activity (hours)	Activity Service Time Analysis: Estimated Average Total Time Per Activity (hours)	Activity Service Cost Analysis: Fully Burdened Hourly Rate	Activity Service Cost Analysis: Cost of Service Per Activity (Processing and Plan Check) [4]	Activity Service Cost Analysis: Cost of Service Per Activity (Inspection) [4]	Activity Service Cost Analysis: Total Cost of Service Per Activity [4]
MISCELLANEOUS PERMITS									
	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	$ 1,140	1,900
	501 s.f. or more	each	6.00	6.00	12.00	$ 190	$ 1,140	$ 1,140	2,280
	Address Assignment	each	0.42	0.00	0.42	$ 190	$ 79	$ -	79
	Antenna/Cell Tower								
	Equipment Shelter (All Trades)	each	6.00	3.00	9.00	$ 190	$ 1,140	$ 570	1,710
	Cellular/Mobile Phone (All Trades)	each	6.00	4.50	10.50	$ 190	$ 1,140	$ 855	1,995
	Awning/Canopy	each	2.00	0.75	2.75	$ 190	$ 380	$ 143	523
	Carport	each	3.00	2.50	5.50	$ 190	$ 570	$ 475	1,045
	Certificate of Occupancy - Residential	each	0.00	0.75	0.75	$ 190	$ -	$ 143	143
	Certificate of Occupancy - Commercial	each	0.00	0.75	0.75	$ 190	$ -	$ 143	143
	Certificate of Occupancy - Change of Ownership	each	0.33	0.00	0.33	$ 190	$ 63	$ -	63
	Combination Wall (City Stnd) first 50 L.F.	each	0.25	3.00	3.25	$ 190	$ 48	$ 570	618
	Combination Wall (City Stnd) Each Addtl 50 L.F.	each	0.25	0.50	0.75	$ 190	$ 48	$ 95	143
	Combination Wall - first 50 L.F.	each	1.00	3.00	4.00	$ 190	$ 190	$ 570	760
	Combination Wall - Each Addtl 50 L.F.	each	0.25	0.50	0.75	$ 190	$ 48	$ 95	143
	Commercial Trailer	each unit	2.00	1.50	3.50	$ 190	$ 380	$ 285	665
	Deck - ground floor	each	1.00	1.50	2.50	$ 190	$ 190	$ 285	475
	Deck - (City Standard) second story and above	each	0.25	2.00	2.25	$ 190	$ 48	$ 380	428
	Deck - second story and above	each	1.50	2.00	3.50	$ 190	$ 285	$ 380	665
	Demand Letter	each	1.00	0.00	1.00	$ 190	$ 190	$ -	190
	Updated Demand Letter	each	0.50	0.00	0.50	$ 190	$ 95	$ -	95
	Demolition	each	1.00	1.25	3.25	$ 190	$ 190	$ 428	618
	Duplicate/Replacement Job Card	each	0.33	0.00	0.33	$ 190	$ 63	$ -	63
	Freestanding Wall (wood frame)								
	> 5'.9" in height	up to 100 l.f.	3.00	0.75	3.75	$ 190	$ 570	$ 143	713
	> 5'.9" in height	each 100 l.f.	0.00	0.25	0.25	$ 190	$ -	$ 48	48
	Freestanding Masonary Garden Wall (City Stnd)						$ -	$ -	
	> 3 FT in height	up to 100 l.f.	1.00	2.00	3.00	$ 190	$ 190	$ 380	570
	> 3 FT in height	each 100 l.f.	0.00	0.50	0.50	$ 190	$ -	$ 95	95
	Freestanding Masonary Garden Wall						$ -	$ -	
	> 3 FT in height	up to 100 l.f.	1.00	2.00	3.00	$ 190	$ 190	$ 380	570
	> 3 FT in height	each 100 l.f.	0.00	0.50	0.50	$ 190	$ -	$ 95	95
	Fireplace								
	Masonry	each	2.00	3.00	5.00	$ 190	$ 380	$ 570	950
	Pre-fabricated/Metal	each	2.00	2.25	4.25	$ 190	$ 380	$ 428	808
	Flag Pole	each	2.00	1.50	3.50	$ 190	$ 380	$ 285	665
	Garage/ Workshop (all trades included) - Up to 1,000 SF (U Occ.)	each	8.00	4.50	10.50	$ 190	$ 1,140	$ 855	1,995
	Garage/ Workshop (all trades included) - 1,001 - 3,000 SF (U Occ.)	each	8.00	6.00	14.00	$ 190	$ 1,520	$ 1,140	2,660
	Greenhouse (All Trades)	each	4.00	1.50	5.50	$ 190	$ 760	$ 285	1,045
	Light Pole (All Trades)	each	4.00	1.50	5.50	$ 190	$ 760	$ 285	1,045
	Each additional pole	each	2.00	0.75	2.75	$ 190	$ -	$ 143	143
	Mobile Home Set Up								
	Perm Foundation	each	2.00	3.00	5.00	$ 190	$ 380	$ 570	950
	Installation	each	1.00	2.00	3.00	$ 190	$ 190	$ 380	570
	Site Prep	each	1.00	1.00	2.00	$ 190	$ 190	$ 190	380
	Partition - Commercial, Interior up to 30 l.f.	up to 30 l.f.	1.00	2.50	3.50	$ 190	$ 190	$ 475	665
	Each additional 30 l.f.	each 30 l.f.	0.00	0.75	0.75	$ 190	$ -	$ 143	143
	Partition - Residential, Interior	each	1.00	2.25	3.25	$ 190	$ 190	$ 428	618

APPENDIX A.4

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	Fee Description [1]	Fee Unit	Cost Recovery Analysis: Recommended Fee [2] PC / Processing	Recommended Fee [2] Inspection	Recommended Fee [2] Total	Recommended Cost Recovery Percentage
MISCELLANEOUS PERMITS						
	Permit Center Processing Fee - Standard	each	$ 69.34	$ -	$ 69.34	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 Stnd) first 50 L.F.	each	$ 47.50	$ 570.04	$ 617.54	100%
	Combination Wall (City Stnd) Each Addtl 50 L.F.	each	$ 47.50	$ 95.01	$ 142.51	100%
	Combination Wall - first 50 L.F.	each	$ 190.01	$ 570.04	$ 760.05	100%
	Combination Wall - Each Addtl 50 L.F.	each	$ 47.50	$ 95.01	$ 142.51	100%
	Commercial Trailer	each unit	$ 380.03	$ 285.02	$ 665.05	100%
	Deck - ground floor	each	$ 190.01	$ 285.02	$ 475.03	100%
	Deck - (City Standard) second story and above	each	$ 47.50	$ 380.03	$ 427.53	100%
	Deck - second story and above	each	$ 285.02	$ 380.03	$ 665.05	100%
	Demand Letter	each	$ 190.01	$ -	$ 190.01	100%
	Updated Demand Letter	each	$ 95.01	$ -	$ 95.01	100%
	Demolition	each	$ 190.01	$ 427.53	$ 617.54	100%
	Duplicate/Replacement Job Card	each	$ 63.34	$ -	$ 63.34	100%
	Freestanding Wall (wood frame)					
	> 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 Masonary Garden Wall (City Stnd)					
	> 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 Masonary 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	$ 760.05	$ 285.03	$ 1,045.07	100%
	Each additional pole	each	$ -	$ 142.51	$ 142.51	100%
	Mobile Home Set Up					
	Perm Foundation	each	$ 380.03	$ 570.04	$ 950.07	100%
	Installation	each	$ 190.01	$ 380.03	$ 570.04	100%
	Site Prep	each	$ 190.01	$ 190.01	$ 380.02	100%
	Partition - Commercial, Interior up to 30 l.f.	up to 30 l.f..	$ 190.01	$ 475.03	$ 665.04	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%

CITY OF CANYON LAKE
Building & Safety - User Fee Study FY18
Cost Estimation for Providing Fee Related Activities and Services

APPENDIX A.4

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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
MISCELLANEOUS PERMITS							
	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						
	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				$ -	$ -
	Combination Wall (City Stnd) Each Addtl 50 L.F.	each				$ -	$ -
	Combination Wall - first 50 L.F.	each	1	1		$ 760	$ 760
	Combination Wall - Each Addtl 50 L.F.	each	17	17		$ 2,423	$ 2,423
	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)						
	> 5'.9" in height	up to 100 l.f.				$ -	$ -
	> 5'.9" in height	each 100 Lf.				$ -	$ -
	Freestanding Masonary Garden Wall (City Stnd)						
	> 3 FT in height	up to 100 Lf.				$ -	$ -
	> 3 FT in height	each 100 Lf.				$ -	$ -
	Freestanding Masonary Garden Wall						
	> 3 FT in height	up to 100 Lf.				$ -	$ -
	> 3 FT in height	each 100 Lf.				$ -	$ -
	Fireplace						
	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						
	Perm Foundation	each	3	3		$ 2,850	$ 2,850
	Installation	each				$ -	$ -
	Site Prep	each				$ -	$ -
	Partition - Commercial, Interior up to 30 Lf.	up to 30 Lf.				$ -	$ -
	Each additional 30 Lf.	each 30 Lf.				$ -	$ -
	Partition - Residential, Interior	each				$ -	$ -

APPENDIX A.4

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	Fee Description [1]	Fee Unit		Activity Service Time 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)	Activity Service Cost Analysis: 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 Stnd)									
	Non-Enclosed, all types	up to 300 s.f.		0.25	1.50	1.75	$ 190	$ 48	$ 285	333
	Additional Non-Enclosed cover	each 300 s.f.		0.50	0.33	0.83	$ 190	$ 95	$ 63	158
	Patio Cover									
	Non-Enclosed, all types	up to 300 s.f.		1.00	1.50	2.50	$ 190	$ 190	$ 285	475
	Additional Non-Enclosed cover	each 300 s.f.		0.50	0.33	0.83	$ 190	$ 95	$ 63	158
	Enclosed, all types	up to 300 s.f.		1.50	2.50	4.00	$ 190	$ 285	$ 475	760
	Additional enclosed cover	each 300 s.f.		0.50	0.33	0.83	$ 190	$ 95	$ 63	158
	Photovoltaic System (Commercial) (All Trades)									
	Up to 50 kw	each	[6,7]							
	> 50 kw	each	[6,7]							
	Photovoltaic System (Residential) (All Trades)	each								
	No Fire Review	each	[6,7]							
	With Fire Review	each	[6,7]							
	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	$ -	190
	Retaining Wall (City Stnd)									
	First 50 l.f.			0.25	2.50	2.75	$ 190	$ 48	$ 475	523
	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.		3.00	2.50	5.50	$ 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- refelt 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
	Sauna - Steam	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	each		1.00	0.75	1.75	$ 190	$ 190	$ 143	333
	Monument	each		1.50	1.50	3.00	$ 190	$ 285	$ 285	570
	Skylight									
	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	$ 190	$ 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 (gunite)	each		2.00	5.25	7.25	$ 190	$ 380	$ 998	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	[6]							
	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	1,093
	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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CITY OF CANYON LAKE
Building & Safety - User Fee Study FY18
Cost Estimation for Providing Fee Related Activities and Services

APPENDIX A.6

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	Fee Description [1]	Fee Unit		Cost Recovery Analysis			
				Recommended Fee [2]			Recommended Cost Recovery Percentage
				PC / Processing	Inspection	Total	
	Patio Cover (City Std)						
	Non-Enclosed, all types	up to 300 s.f.		$ 47.50	$ 285.02	$ 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	$ 285.02	$ 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	[6,7]			$ 1,000.00	
	> 50 kw	each	[6,7]			$ 1,000.00	
	Photovoltaic System (Residential) (All Trades)	each					
	No Fire Review	each	[6,7]			$ 500.00	
	With Fire Review	each	[6,7]			$ 500.00	
	Propane Tank	each		$ 190.01	$ 190.01	$ 380.02	100%
	Replacement Lien Release	each		$ 190.01	$ -	$ 190.01	100%
	Retaining Wall (City Std)						
	First 50 l.f.			$ 47.50	$ 475.03	$ 522.53	100%
	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- refelt only- same tile	each		$ 47.50	$ 142.51	$ 190.01	100%
	Roof Structure Replacement (Residential)	up to 1500 s.f.		$ 570.04	$ 475.03	$ 1,045.07	100%
	Each additional 500 s.f.	each 500 s.f.		$ 47.50	$ 142.51	$ 190.01	100%
	Sales Office Conversion	each		$ 190.01	$ 380.03	$ 570.04	100%
	Sauna - 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	each		$ 190.01	$ 142.51	$ 332.52	100%
	Monument	each		$ 285.02	$ 285.02	$ 570.04	100%
	Skylight						
	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	[6]			$ 60.00	N/A
	Window or Door						
	Replacement	up to 5		$ 95.01	$ 285.02	$ 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%

APPENDIX A.4

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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
	Patio Cover (City Std)							
	Non-Enclosed, all types	up to 300 s.f.			14		$ 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
	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
	Photovoltaic System (Commercial) (All Trades)							
	Up to 50 kw	each	{6,7}	22	22		$ 22,000	$ 22,000
	> 50 kw	each	{6,7}	2	2		$ 2,000	$ 2,000
	Photovoltaic System (Residential) (All Trades)	each						
	No Fire Review	each	{6,7}	134	134		$ -	$ -
	With Fire Review	each	{6,7}				$ -	$ -
	Propane Tank	each			3		$ 570	$ 570
	Replacement Lien Release	each					$ -	$ -
	Retaining Wall (City Std)							
	First 50 l.f.			25	25		$ 13,063	$ 13,063
	Each additional 50 l.f.			77	77		$ 3,658	$ 3,658
	Retaining Wall/Foundation Repair and Replacement							
	First 50 l.f.	up to 50 l.f.		9	9		$ 5,985	$ 5,985
	Each additional 50 Lf.	each 50 Lf.		23	23		$ 3,278	$ 3,278
	Re-Roof	each		7	12		$ 2,613	$ 2,613
	Re-Roof- refelt only- same tile	each					$ -	$ -
	Roof Structure Replacement (Residential)	up to 1500 s.f.		2	2		$ 2,090	$ 2,090
	Each additional 500 s.f.	each 500 s.f.					$ -	$ -
	Sales Office Conversion	each					$ -	$ -
	Sauna - Steam	each					$ -	$ -
	Seismic Retrofit/Strengthening per Plan	each					$ -	$ -
	Signs (All Trades)							
	Wall Mounted	each		1	1		$ 333	$ 333
	Monument	each			1		$ 285	$ 285
	Skylight							
	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							
	Storage/High Pile Racks	first 100 Lf.					$ -	$ -
	Each Additional 100 l.f.	each 100 Lf.						
	Swimming Pool/Spa (All Trades)							
	Pre-fabricated (vinyl)	each		1	1		$ 909	$ 909
	Custom-built (gunite)	each		11	11		$ 15,154	$ 15,154
	Commercial Pool	each					$ -	$ -
	Temporary Certificate of Occupancy	each					$ -	$ -
	Trash Enclosure	each					$ -	$ -
	Water Heater Replacement	each	{6}	5	10		$ -	$ -
	Window or Door							
	Replacement	up to 5		4	11		$ 3,515	$ 3,515
	Additional Replacement	each 5		2	2		$ 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.)					$ -	$ -

CITY OF CANYON LAKE
Building & Safety - User Fee Study FY18
Cost Estimation for Providing Fee Related Activities and Services

APPENDIX A.4

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	Fee Description [1]	Fee Unit	Activity Service Time 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)	Activity Service Cost Analysis: 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	$ -	$ 150	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
	TOTAL: MISCELLANEOUS PERMITS								
MECHANICAL, PLUMBING, AND ELECTRICAL PERMITS (Not associated with an existing building permit)									
	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
	Mechanical Permit Fees								
	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
	Plumbing and Gas Permit Fees								
	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

CITY OF CANYON
Building & Safety - User Fee Study FY18
Cost Estimation for Providing Fee Related Activities and Services

APPENDIX A.4

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	Fee Description [1]	Fee Unit		Cost Recovery Analysis: Recommended Fee [2] PC / Processing	Recommended Fee [2] Inspection	Recommended Fee [2] Total	Recommended Cost Recovery Percentage
	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		$ 380.03	$ 95.01	$ 475.04	100%
	Investigative Fee	per occurance			Double the permit fee		
	After-hours or Emergency Call-Out (2 hr. min.)	hourly (min 2 hrs.)	[3]	$ -	$ 190.01	$ 190.01	100%
	TOTAL: MISCELLANEOUS PERMITS						
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%
	Mechanical Permit Fees						
	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%
	Plumbing and Gas Permit Fees						
	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 - Septic	each		$ 190.03	$ 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%

APPENDIX A.4

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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
	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 occurance						
	After-hours or Emergency Call-Out (2 hr. min.)	hourly (min 2 hrs.)	[5]				$ -	$ -
	TOTAL: MISCELLANEOUS PERMITS			355	390	$ 72,319	$ 89,997	$ 89,997
MECHANICAL, PLUMBING, AND ELECTRICAL PERMITS (Not associated with an existing building permit)								
	Permit Processing / Filing Fee - Standard	per project					$ -	$ -
	Plan Review	per hour					$ -	$ -
	Other Mechanical, Plumbing, or Electrical inspections not otherwise listed below	per hour					$ -	$ -
	Mechanical Permit Fees							
	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
	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					$ -	$ -
	Plumbing and Gas Permit Fees							
	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
	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
	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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APPENDIX A.4

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	Fee Description [1]	Fee Unit	Activity Service Time Analysis: Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Activity Service Time Analysis: Estimated Average Inspection Time Per Activity (hours)	Activity Service Time Analysis: Estimated Average Total Time Per Activity (hours)	Activity Service Cost Analysis: Fully Burdened Hourly Rate	Activity Service Cost Analysis: Cost of Service Per Activity (Processing and Plan Check) [4]	Activity Service Cost Analysis: Cost of Service Per Activity (Inspection) [4]	Activity Service Cost Analysis: Total Cost of Service Per Activity [4]
	Electrical Permit Fees								
	Swimming Pools								
	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
					0.00	$ 190	$ -	$ -	-
	Temporary Power Service				0.00	$ 190	$ -	$ -	-
	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	0.25	0.75	1.00	$ 190	$ 48	$ 143	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
	Receptacle, Switch and Lighting Outlets								
	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
	Residential Appliances								
	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
	Non-residential Appliances								
	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
	Power Apparatus								
	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
	Busways								
	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	0.50	1.00	1.50	$ 190	$ 95	$ 190	285

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APPENDIX A.4

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	Fee Description [1]	Fee Unit	Cost Recovery Analysis			
			Recommended Fee [2]			Recommended Cost Recovery Percentage
			PC / Processing	Inspection	Total	
	Electrical Permit Fees					
	Swimming Pools					
	All other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools	Simple	$ 95.01	$ 190.01	$ 285.02	100%
			$ -	$ -	$ -	0%
	Temporary Power Service		$ -	$ -	$ -	0%
	Temporary service power pole or pedestal, including all pole or pedestal-mounted receptacles and grounding	Simple	$ 95.01	$ 190.01	$ 285.02	100%
	Temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, etc.	Complex	$ 47.50	$ 142.51	$ 190.01	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%
	Receptacle, Switch and Lighting Outlets					
	Receptacle, switch and lighting outlets at which current is used or controlled, except services, feeders and meters					
	First 20 (or portion thereof)	each	$ 95.01	$ 190.01	$ 285.02	100%
	Each additional 20 (or fraction thereof)	each	$ -	$ 190.01	$ 190.01	100%
	Residential Appliances					
	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%
	Non-residential Appliances					
	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	100%
	Power Apparatus					
	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%
	Busways					
	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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APPENDIX A.4

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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
	Electrical Permit Fees						
	Swimming Pools						
	All other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools	Simple		10		$ 1,900	$ 1,900
						$ -	$ -
	Temporary Power Service					$ -	$ -
	Temporary service power pole or pedestal, including all pole or pedestal-mounted receptacles and grounding	Simple	2	3		$ 780	$ 780
	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				$ -	$ -
	Receptacle, Switch and Lighting Outlets						
	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				$ -	$ -
	Residential Appliances						
	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				$ -	$ -
	Non-residential Appliances						
	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
	Power Apparatus						
	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				$ -	$ -
	Busways						
	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				$ -	$ -

01/09/2019 City Council Agenda Packet

CITY OF CANYON LAKE
Building & Safety - User Fee Study FY18
Cost Estimation for Providing Fee Related Activities and Services

APPENDIX A.4

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	Fee Description [1]	Fee Unit	Activity Service Time 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)	Activity Service Cost Analysis: 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]
	Signs, Outline Lighting, and Marquees								
	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
	New Services or Additional Panels								
	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
	Miscellaneous Apparatus, Conduits, and Conductors								
	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
	TOTAL: MECHANICAL, PLUMBING, ELECTRICAL								
	HOURLY RATES								
	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.								
	TOTAL: PERMIT PROCESSING AND INSPECTION								

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 ones forecast.

[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 §§ 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

CITY OF CAM[illegible]E
Building & Safety - User Fee Study FY18
Cost Estimation for Providing Fee Related Activities and Services

APPENDIX A.4

Input cells in blue font; formula based cells in black font

	Fee Description [1]	Fee Unit	Cost Recovery Analysis: Recommended Fee [2] PC / Processing	Recommended Fee [2] Inspection	Recommended Fee [2] Total	Recommended Cost Recovery Percentage
	Signs, Outline Lighting, and Marquees					
	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%
	New Services or Additional Panels					
	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%
	Miscellaneous Apparatus, Conduits, and Conductors					
	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%
	TOTAL: MECHANICAL, PLUMBING, ELECTRICAL					
HOURLY RATEs						
	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.					
TOTAL: PERMIT PROCESSING AND INSPECTION						

Notes:

[1] Current fee amounts have been omited 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 §§ 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

CITY OF CANYON LAKE
Building & Safety - User Fee Study FY18
Cost Estimation for Providing Fee Related Activities and Services

APPENDIX A.4

Input cells in blue font; formula based cells in black font

	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
	Signs, Outline Lighting, and Marquees						
	Signs, Outline Lighting, or Marquees supplied from one branch circuit	each				$ -	$ -
	Additional branch circuits within the same sign, outline lighting system or marquee	each				$ -	$ -
	New Services or Additional Panels						
	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				$ -	$ -
	Miscellaneous Apparatus, Conduits, and Conductors						
	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, rigid	each				$ -	$ -
	TOTAL: MECHANICAL, PLUMBING, ELECTRICAL		**50**	**117**	**$ 22,661**	**$ 30,022**	**$ 30,022**
	HOURLY RATES						
	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.						
	TOTAL: PERMIT PROCESSING AND INSPECTION				**$ 226,008**	**$ 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 curren 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 trades

[9] For fees between threshold base, please see New Construction Fee Tables

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APPENDIX A.5

Fee No.	Fee Name	Fee Unit / Type	Activity Service Cost Analysis: Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Cost Recovery Analysis: Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Annual Estimated Revenue Analysis: Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
Dog License Fees													
	Altered:												
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
	Unaltered (includes processing and penalty):												
2.1	Unaltered 1 year processing		0.33	$ 75	$ 25	$ 15							
	plus unaltered penalty					$ 35							
	Unaltered 1 year	[3]				$ 50	n/a	$ 50	n/a	81	$ 4,050	$ 4,050	$ 4,050
2.2	Unaltered 2 year processing		0.33	$ 75	$ 25	$ 20							
	plus unaltered penalty					$ 80							
	Unaltered 2 year	[3]				$ 100	n/a	$ 100	n/a	9	$ 900	$ 900	$ 900
2.3	Unaltered 3 year processing		0.33	$ 75	$ 25	$ 25							
	plus unaltered penalty					$ 125							
	Unaltered 3 year	[3]				$ 150	n/a	$ 150	n/a	7	$ 1,050	$ 1,050	$ 1,050
	Senior Citizen Altered:												
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

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APPENDIX A.5

			Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
Fee No.	Fee Name	Fee Unit / Type	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
IMPOUND FEES													
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	$ -	$ -	$ -
BOARDING													
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, retiles, 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	$ -	$ -	$ -

01/09/2019 City Council Agenda Packet

APPENDIX A.5

			Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
Fee No.	Fee Name	Fee Unit / Type	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
Hourly Rates													
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.												
TOTAL											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.

01/09/2019 City Council Agenda Packet

ATTACHMENT 4

City of Canyon Lake

User Fee Study

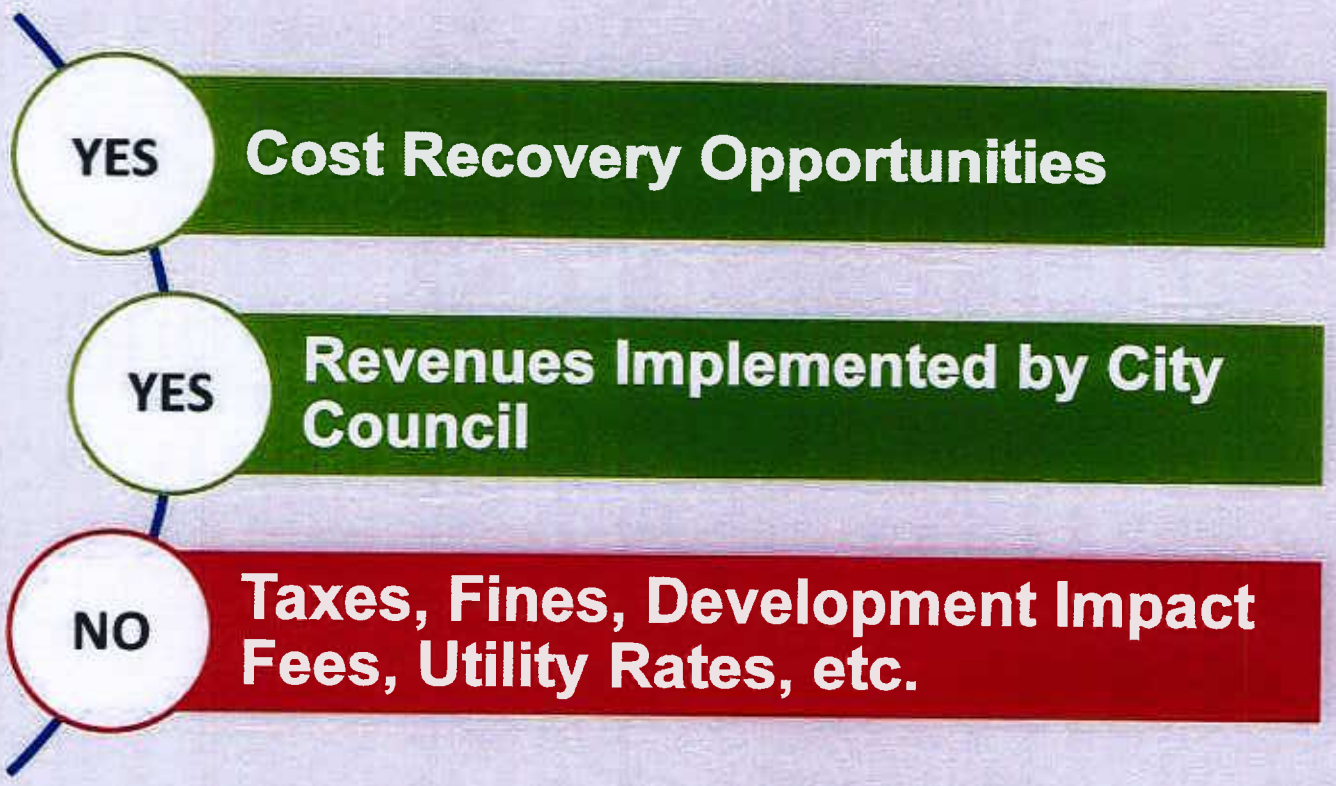
Final Report Presentation

November 15, 2018

Key Issues Framing This Study

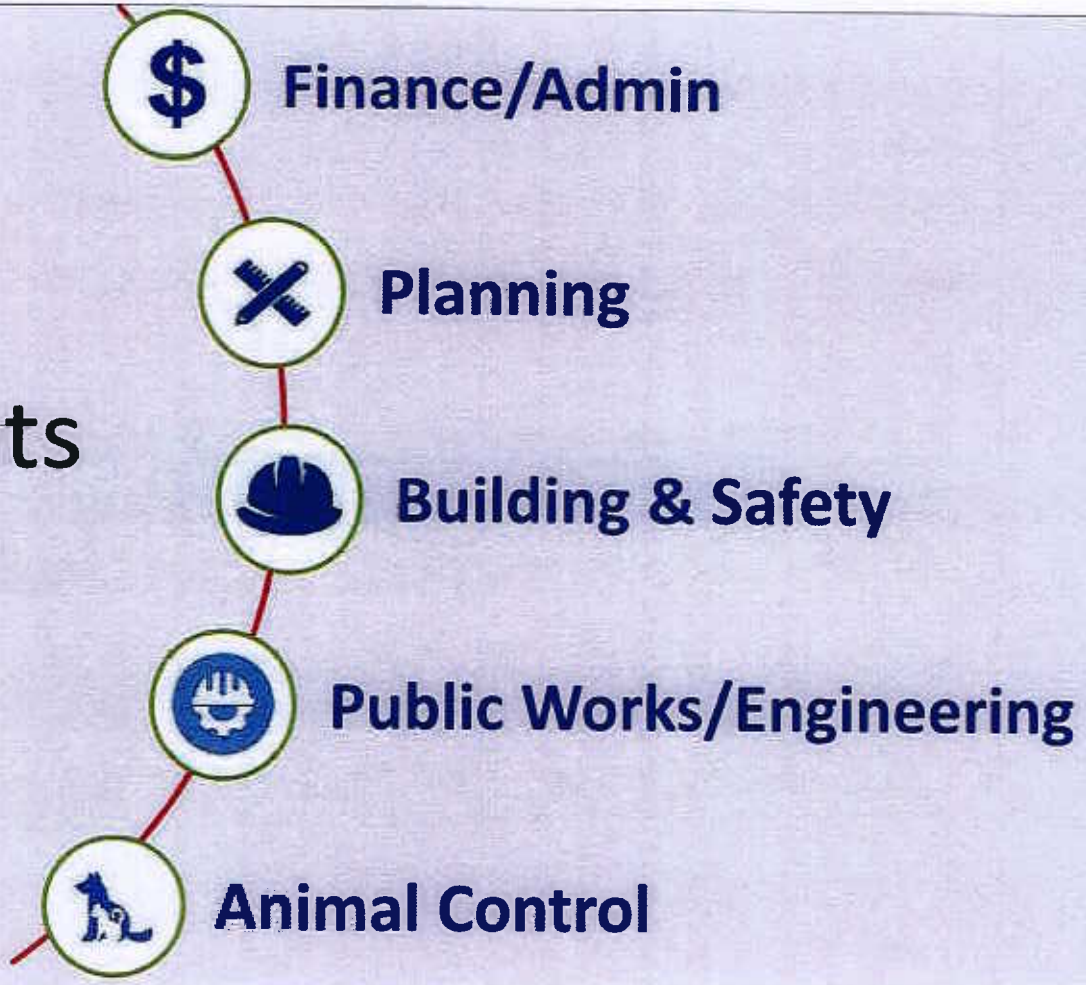
1. Defensible Methodology
2. Compliant Fee-For-Service
3. Reasonable Cost of Providing Services
4. Cost Recovery

User Fee Study



Study Goals

Departments Included:



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	BLENDED BENEFIT	INDIVIDUAL BENEFIT
• Police Emergency Response • Street Maintenance	• Special Enforcement Services • Animal Control Services	• Police Citation Sign-off • Variance Application • Engineering Plan Review

TAX FUNDED → FEE FUNDED

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
2. Fees have been restructured to a square footage basis to provide better documentation and direct nexus to cost of service
3. At same level of activity, an estimated $60k in revenue is estimated

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

ATTACHMENT B

RESOLUTION NO. 2018-32A-1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, EXTENDING UPDATED DEVELOPMENT PROCESSING FEES ALONG WITH A CPI ESCALATOR AND DECLARING THE CONTINUED URGENCY FOR THOSE FEES TO REMAIN EFFECTIVE FOR AN ADDITIONAL 30 DAYS

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 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 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, on December 12, 2018, the City Council also found, by at 4/5ths vote, that the development processing fees for Planning, Public Works/Engineering and Building became effective immediately to protect public health, safety and welfare subject to renewal for two additional 30 day periods; and

WHEREAS, such urgency adoption may be continued for an additional 30-day period with a duly noticed public hearing, which public hearing was conducted on January 9, 2109 and all testimony, for or against such extension, was heard; and

WHEREAS, the City Council confirms its December 12, 2018 findings regarding these development processing fees; and

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. Such fees shall become permanent 60 days after the date of initial approval of Resolution 2018-32A.

PASSED, APPROVED AND ADOPTED this 9th day of January, 2019.

_____
Larry Greene, 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-1 adopted by the City Council of the City of Canyon Lake, California, at an adjourned meeting thereof, held on January 9, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

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:	**Mike Borja, Administrative Services Manager**
DATE:	**January 9, 2019**
SUBJECT:	**Approval of Resolution 2019-02: Authorizing the Allocation of Community Development Block Grant Funds for Fiscal Year 2019 / 2020**

Recommendation

It is recommended that the City Council hold a public hearing and approve Resolution No. 2019-02 for approval of the application from Helping Our People in Elsinore (HOPE) for allocation of the City's FY 2019/2020 Community Development Block Grant (CDBG) funding.

Background

The City of Canyon Lake annually participates in the Community Development Block Grant Program (CDBG) through the Riverside County Economic Development Agency (EDA). Each year, the City is allocated grant funding that's used towards programs to benefit low-moderate income individuals in the City. Traditionally, City Council has allocated 15% of its funding to a non-profit public service agency that serves Canyon Lake residents. At last month's City Council meeting, on the recommendation of city staff, it was determined that 100% of the FY 2019/2020 allocation was to be awarded to public services agencies that support low-moderate income individuals and families in Canyon Lake.

Beginning on October 4, 2018, city staff issued a notice calling for non-profit agencies to submit applications for FY 2019/2020 CDBG funding. Applications were due to City Hall by November 5, 2018. City staff received two applications, Helping Our People of Elsinore (HOPE) and Helping Hands Group. As in previous years, HOPE continues to use funding to support their Pantry Program by purchasing food supplies and paying for pantry operation costs such as rent, utilities, and transportation. Helping Hands Group supports a similar pantry program that distributes food as well, but also provides a minor home repair program that helps install or repair items such as handicap ramps, handrails, guardrails, toilets, ceiling fans, water heaters, etc... Their majority request for allocation would help cover the cost to purchase equipment for their pantry program, such as a pallet jack, sorting

equipment, wire pallet baskets, refrigerators and freezers, work tables, and a box truck with lift gate.

Upon review of both applicants, one of the main objectives we look for with CDBG funding is that each application identifies how their program meets the qualifications of a low and moderate-income program. Based on this factor, County EDA's review determined that HOPE's application meets the funding requirements of CDBG and demonstrates the support that caters to only low-income seniors; grandparents raising grandchildren; working poor families with children; single parents; and disabled, homeless, and unemployed individuals. However, per the County EDA, the application for Helping Hands initially didn't identify in their application how their program meets the qualifications of CDBG. City staff then reached out to Helping Hands Group to revise their application in hopes that they could amend their program. To help give ample time for resubmittal, city staff reached out to County EDA and requested a one-month extension for Canyon Lake's deadline, which County EDA agreed to. Upon review of their revised application, city staff and County EDA still determined that their application didn't provide significant information that's required by the County EDA to administer a CDBG program. So because of that, Helping Hands application was ultimately denied.

Based on this conclusion, and with the approval from Riverside County EDA's office, city staff is recommending that City Council authorize the City's FY 2019/2020 Community Development Block Grant (CDBG) allocation to HOPE.

Budget (or Fiscal) Impact

The City is estimated to receive a total amount of $18,217 in CDBG funding for FY 2019/2020. City staff is recommending City Council to approve the City's full allocation of the total FY2019/2020 funding to HOPE.

Attachments

1. Helping Our People of Elsinore FY 2019/2020 CDBG Application
2. Helping Hands Group FY 2019/2020 CDBG Application and Revision
3. Resolution No. 2019-02

ATTACHMENT 1

COUNTY OF RIVERSIDE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

APPLICATION FOR CITY OF Canyon Lake

2019-2020 CDBG ALLOCATION

I. GENERAL INFORMATION

Applying Organization Name: HOPE (Helping Our People of Elsinore)

Type of Organization: Non-Profit Organization ☑ Faith Based Organization ☐

For-Profit Organization ☐ Institution of Higher Education ☐

Organization Address: 506 Minthorn Street

City: Lake Elsinore Zip Code: 92530

Mailing Address: 506 Minthorn Street

City: Lake Elsinore Zip Code: 92530

Telephone Number: (951) 245-7510 Fax Number:

Executive Director: Brett Masters, Co-Executive Director

Telephone Number: E-mail:

Program Manager: Brett Masters, Co-Executive Director

Telephone Number: (951) 376-3703 E-mail: brett@dreamcenterle.org

Grant Writer: Kristan Lloyd

Address *(If different from above)*: 23164 Cannery Road

Telephone Number: (951) 265-3820 E-mail: kristan.lloyd92595@gmail.com

II. ORGANIZATIONAL HISTORY *(This is applicable only if you are a non-profit organization)*

Date Organization founded: 1990

Date Organization incorporated as a non-profit organization ***(Attach Articles of Incorporation and Bylaws)***: 2-2-1992

Federal identification number: 33-0489728

DUNS Number: 006655633

Organization Web Address: dreamcenterle.org/hope

Does your Organization expend $750,000 or more a year in federal funds? Y ☐ or N ☑

Number of paid staff: 0

Number of volunteers: 150

Members/Board of Directors *(Attach)*: Board of Directors - See Attached

III. PROJECT ACTIVITY

A. Name of Project: Pantry Program

B. Specific Location of Project
(Attach Project Map - include street address; if a street address has not been assigned provide APN)
Street or APN:

City: Zip Code:

C. CDBG Funds Requested: $10,000 *(total amount for the project only)*

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?
HOPE mirrors the services of the Lake Elsinore Unified School District.

E. In which City (ies)/Communities does the activity occur?

City (ies): Cities of Lake Elsinore, Canyon Lake and Wildomar

Community (ies): Lakeland Village and Horsethief Canyon

NOTE: EDA will make the final determination of the appropriate service area of all proposals.

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1st, 2nd, 3rd, 4th, and/or 5th, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)

Requests will be made with the County of Riverside and Lake Elsinore. This year there will be no CDBG funding available through the City of Wildomar.

G. Check ONLY the applicable category your application represents.

- [x] Public Service
- [ ] Homeless Activities
- [ ] Real Property Acquisition (Must consult with EDA prior to submitting application)
- [ ] Housing
- [ ] Rehabilitation/Preservation (please provide picture of structure)
- [ ] Public Facilities (construction)
- [ ] Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)
- [ ] Other: (provide description) _____

H. Respond to A & B only if this application is for a *public service* project.

(a) Is this a NEW service provided by your agency? Yes ☐ No ☑

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

There will always be those struggling with poverty and hunger and in need of assistance securing healthy and attainable food. HOPE is working to improve clients ability to move to independence through mentoring and use of networking with local agencies and their programs.

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:

Through our Pantry Program, we ensure that those at greatest risk of hunger receive the food they need to alleviate food-related consequences. We provide 12 days of food, or 36 meals to qualified individuals per month. In 2017 we served over 500,000 meals to 1200+ clients. This past year our client base has increased significantly and we anticipate serving close to 2000 unique clients or 860,000 meals.

According to the 2014 Food Hardship in America report by the Food Research and Action Center (FRAC) our geographic location is the 10th Highest Metropolitan Statistical Area struggling with food insecurities with a 22.4% hardship rate. HOPE clients are desperate for assistance. 94% of our clients are extremely low income clients, earning on 30% of the AMI. Families are struggling to make ends meet, and food security and housing are the toughest needs to meet, but the most critical. Without access to food children are more likely to be sick more frequently, experience growth and development impairments, have lower academic achievements, and struggle with social and behavioral problems. Seniors without access to healthy and abundant food sources are at a higher risk of illness and loss of independence, resulting in higher rates of depression, suicide and chronic disease.

B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

CDBG funds will be used to cover our most basic, but crucial costs including food, rent, utilities, supplies, and any necessary safety repairs for our Pantry Program.

In 2019/2020 we are looking to maintain and improve our current facility and would like to maintain our ability to open the doors more than three days a week.

Transportation and refrigeration have been items on the task list. We are still in need of a lift-gate truck to move items more efficiently and effectively. We are working on funding for a walk-in refrigerator that would help us achieve the ability to provide fresh produce and goods throughout the week.

We would be utilizing funds from the CDBG program to assist in accomplishing operational needs.

C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

Our main goals is to ensure that those within our community do not go hungry and have access to food. It is our continued goal to provide meals to our residents.

With the increase in our client base this past year, it is also our long-term goal to move willing clients to independence through use of mentorship and local programs.

Using our client management tools, we log every individual and/or family who receives services from HOPE along with the type of assistance they receive. This gives us real time and accurate measurement of the individuals receiving assistance and reportable demographics necessary for progress and final reports.

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

Our main goal is to ensure that those within our community do not go hungry and have access to food. We will provide 3,600 meals per month (43,000 meals per year) to 100 unduplicated Canyon Lake residents between July 1, 2019-June 30, 2020.

V. PROJECT BENEFIT

A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: *Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

We provide services year-round and will serve 100 unduplicated Canyon Lake residents.

B. Indicate the number of unduplicated clients that will be served *(An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year):*

We provide services year-round and will serve 100 unduplicated Canyon Lake residents.

C. Length of proposed CDBG-funded activities or service (weeks, months, year):

12 months of service.

D. Service will be provided to (check one or more):

- ☑ Men
- ☑ Women
- ☑ Children (Range of children's ages : 0-18)
- ☐ Homeless (Number of beds at facility : _____)
- ☑ Seniors
- ☑ Severely Disabled Adults
- ☐ Migrant Farm Workers
- ☑ Families

E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

Our Outreach Team regularly goes out into the community to deliver food and to spread the word to those in need. We have ambassadors at many of the local churches in the valley. We visit local trailer parks, and low-income areas of the city to make food deliveries and work with other agencies for referrals. Other agencies we work with include the Lake Elsinore Unified School District, DPSS, the City of Wildomar, the City of Lake Elsinore, and the City of Canyon Lake. We have become a wholly owned subsidiary of the Dream Center to continue our sustainability in the community. Their outreach into the community is weekly with their Adopt-a-Block. If there is a need, they are able to fill it including providing food.

F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

HOPE has been meeting the needs of those in desperate need of food for over 27 years. CDBG funds have been instrumental in our ability to leverage other funds and partners, however, it is not our only source of income. We have collaborated with other agencies for referrals and partnered with local markets to receive fresh supplies.

We are modeling the Mission Increase principles to multiply fundraising efforts and we have been able to purchase food this past year for the first time in years.

Partnering with the Dream Center-LE will enable us to provide additional volunteers and access to resources at the intake evaluation for willing participants in the mentoring program.

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. Limited Clientele:
   The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

   Through client intake forms and income verification we confirm that all clients receiving services through HOPE are low income persons as determined by HUD guidelines.

2. Clientele presumed to be principally low- and moderate-income persons:
The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- ☐ Abused children
- ☐ Battered spouses
- ☐ Elderly persons
- ☐ Severely disabled adults
- ☐ Homeless persons
- ☐ Illiterate adults
- ☐ Persons living with AIDS
- ☐ Migrant Farm workers

a. Describe the clientele above to be served by this activity:

Through client intake forms and income verification we confirm that all clients receiving services through HOPE are low income persons as determined by HUD guidelines.

b. Discuss how this project directly benefits low- and moderate- income residents:

HOPE only serves those in desperate need of assistance within our community. It is our commitment to ensure that those most vulnerable receive assistance, particularly those who do not have adequate means to purchase food for themselves and/or their families. The majority of our clientèle are extremely low-income clients as defined by HUD. For 6.5% or 723 residents in Canyon Lake living below the poverty line, food costs could easily equate to 30-40% of their income based on the USDA food cost guidelines. Given that the average rent of $1722 is over 65% of a family of four's monthly income, 35% for food and necessities is not realistic, leaving our most vulnerable residents to make tough choices about food security. HOPE ensures that these families and residents have the food they need to stay healthy and secure.

CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within an area where at least 51% of the residents are low/moderate-income. ***(Applicant is welcome to contact a County of Riverside, EDA CDBG Program Manager for Census Information)***

2010 Census Tract and Block Group numbers:

_____

_____

_____

_____

_____

Total population in Census Tract(s) / block group(s):_____

Total percentage of low-moderate population in Census Tract(s) / block group(s):_____

CATEGORY C: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

Proposed Job Creation/Retention

Total Jobs Expected to Create: _____

Total Jobs Expected to Retain: _____

CATEGORY D: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

Proposed Assistance to Businesses

New Businesses expected to assist: _____

Existing Businesses expected to assist: _____

Enter Total Businesses expected to assist: _____

VII. FINANCIAL INFORMATION

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2017. If your proposed CDBG-funded activity will start on a date other than July 1, 2017, please indicate starting date. *Provide total Budget information and distribution of CDBG funds in the proposed budget.*

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. **(Note: CDBG funds requested must match amount requested in Project Activity, C above.)**

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is $15,000 and $10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include $5,000 of other non-CDBG funding and $10,000 in CDBG funds for a Grand Total of $15,000).

	TOTAL ACTIVITY/ PROJECT BUDGET (Include non-CDBG Funds and CDBG Funds)	**CDBG FUNDS REQUESTED-Only**
I. Personnel		
A. Salaries & Wages	$_____	$_____
B. Fringe Benefits	$_____	$_____
C. Consultants & Contract Services	$_____	$_____
PERSONNEL SUB-TOTAL	$_____	$_____

C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

HOPE has been meeting the needs of those in desperate need of food for over 27 years. CDBG funds have been instrumental in our ability to leverage other funds and partners, however it is not our only source of income. We have collaborated with other agencies for referrals and partnered with local markets to receive fresh supplies. However, it is with CDBG funding that we are able to make operational costs to serve our clients.

D. Provide a summary by line item of your organization's previous year's income and expense statement. **(Attach)**

E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes ☑ No ☐

If yes, identify sources and indicate outcome.
We will be submitting CDBG applications for Program Year 2019-2020 to the Cities of Lake Elsinore and to the County of Riverside.

If no, please explain.

F. Was this project or activity previously funded with CDBG? Yes ■ No ☐

If yes, when?
HOPE has been utilizing CDBG funds since July 1995. CDBG funds have been critical in our ability to keep our doors open and our Pantry Program running.

Is this activity a continuation of a previously funded (CDBG) project? Yes ☑ No ☐

If yes, explain:
6.5% or 723 residents in Canyon Lake living below the poverty line, food costs could easily equate to 30-40% of their income based on the USDA food cost guidelines. At HOPE, we ensure that food is available so residents can concentrate on other important essentials such as housing, employment, education, and health.

VIII. MANAGEMENT CAPACITY

A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

HOPE has received CDBG Funds for the past 23 years and all funds have been spent in accordance with agreements and with no compliance issues. All required reports and statistics have been submitted on time.

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

HOPE's board has adopted policies and procedures regarding personnel, volunteer management, procurement, property management, financial management, records, client intake, and other systems required to operate and manage HOPE.

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

Brett Masters, Co-Executive and Wink Davis, Co-Executive will be primarily responsible for the implementation and completion of this project. Brett Masters serves as the main contact for the Dream Center-LE and Wink Davis has been running the Fresh Food program through HOPE at Gracepoint Church of the Nazareen in Wildomar since 2008, giving them the experience required to help HOPE continue to succeed.

IX. APPLICATION CERTIFICATION

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate.
2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program.
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities.
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation.
5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe.
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. **(DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President)**

DATE: 10-3-2018

Signature: Brett Masters

Print Name/Title
Authorized Representative: Brett Masters

CHECK-LIST:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	No	ATTACHMENT
☑	☐	1. Members/Board of Directors
☑	☐	2. Articles of Incorporation and Bylaws
☑	☐	3. Project Activity Map
☐	☑	4. Project Benefit, Category B, Low Mod Area Maps **(Attach if applicable)**
☑	☐	5. Leveraging (Current evidence of commitment)
☑	☐	6. Income and Expense Statement
☑	☐	7. Management Capacity (Detailed organizational chart)
☑	☐	8. Board Written Authorization approving submission of application

Board of Directors 2018-2019

Wink Davis
Co-Executive Director
Wildomar, CA 92595
909-210-1251

Bob Guilliams
Delegate to the Free Methodist Conference
Wildomar, CA 92595
951-544-5164

Brett Masters
Co-Executive Director
Wildomar, CA 92595
858-952-4024

Edwin Rodriguez
2nd Delegate to the Free Methodist Conference
Murrieta, CA 92563
951-972-0840

Chuck Searer
Member at Large
Winchester, CA 92596
951-347-5440

Dick Siems
Member at Large
Canyon Lake, CA 92587
951-230-2479

Diane Simones
Secretary
Canyon Lake, CA 92587
951-244-7028

Kara Vega
Treasurer
Lake Elsinore, CA 92532
951-246-2818

ATTACHMENT ID 1820572

ENDORSED
FILED
In the office of the Secretary of State
of the State of California

APR 30 1992

MARCH FONG EU, Secretary of State

ARTICLES OF INCORPORATION OF
Helping Our People in Elsinore, INC.

I

The name of the corporation is "Helping Our People in Elsinore, INC."

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The specific purpose of this corporation is to provide food, clothing and shelter to needy people.

III

The name and address in the State of California of this corporation's initial agent for service of process is James T. Winkler 31594 Railroad Canyon Road Suite C Canyon Lake California 92587.

IV

A. This corporation is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corportaion shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

2-2-92
DATE

Robert J Bryson
(Signature of Incorporator)

Robert J. Bryson
(Type name of Incorporator)

AMENDED BYLAWS

OF

HELPING OUR PEOPLE IN ELSINORE, INC.

PREAMBLE

RECOGNIZING OUR UNITY IN CHRIST AND OUR COMMON PRACTICE IN THE CHRISTIAN FAITH, DESIRING TO HEED AND FULFILL THE LORD'S IMPERATIVE AS STATED IN MATTHEW 25:31-40, MINDFUL OF OUR CHRISTIAN PRIVILEGES AND DUTIES, AND WISHING TO OBSERVE ORDERLY COOPERATION, WE THE MEMBERS OF HELPING OUR PEOPLE IN ELSINORE, INCORPORATED OF LAKE ELSINORE, CALIFORNIA, ADOPT THE FOLLOWING AMENDED BYLAWS, AND DO PROVIDE THAT THE FOLLOWING ARTICLES SUPERSEDE AND REPLACE THE FORMER BYLAWS THAT WERE ADOPTED AT A DULY CALLED MEETING OF THIS CORPORATION ON SEPTEMBER 9, 1991.

ARTICLE I – NAME AND INCORPORATION

1. The name of this organization shall be HELPING OUR PEOPLE IN ELSINORE, INC.

2. For the purpose of these Bylaws, HELPING OUR PEOPLE IN ELSINORE, INC. is hereafter designated as H.O.P.E., Inc., or simply "this corporation."

3. H.O.P.E., Inc. shall be incorporated under the laws of the State of California as a Non-profit Public Benefit Corporation.

ARTICLE II – OFFICES

1. The principal office of this corporation for the transaction of business is located at 29885 2nd Street, Unit R-S, in Lake Elsinore, California.

2. This corporation is hereby granted full power and authority to change the principal office of the corporation from one location to another in Riverside County, California. Any such change shall be noted by the Secretary in these Bylaws, but shall not be considered an Amendment of the Bylaws.

ARTICLE III – STATEMENT OF PURPOSE

1. The object and purpose of this corporation shall be to propagate the gospel of Jesus Christ by reaching out to those persons who are hungry and who need assistance and renewed hope.

2. To fulfill this object and purpose, this corporation shall provide and dispense food to individuals and families in compliance with the regulations laid down by the governing body of this corporation in the Rules of Qualification. Furthermore, this corporation shall dedicate itself to an ongoing, caring ministry of service to others. We service anyone who qualifies regardless of ethnicity or color. We do not ~~hold religious services.~~

ARTICLE IV – STATEMENT OF FAITH

1. The members of this corporation adhere in faith to the following common symbol, held in the highest regard in all of Christendom, called the Apostolic Creed:

I believe in God, the Father almighty, creator of heaven and earth.

I believe in Jesus Christ, His only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day He rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead.

I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

1820572

State of California

OFFICE OF THE SECRETARY OF STATE

CORPORATION DIVISION

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the corporate record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

MAY - 1 1992

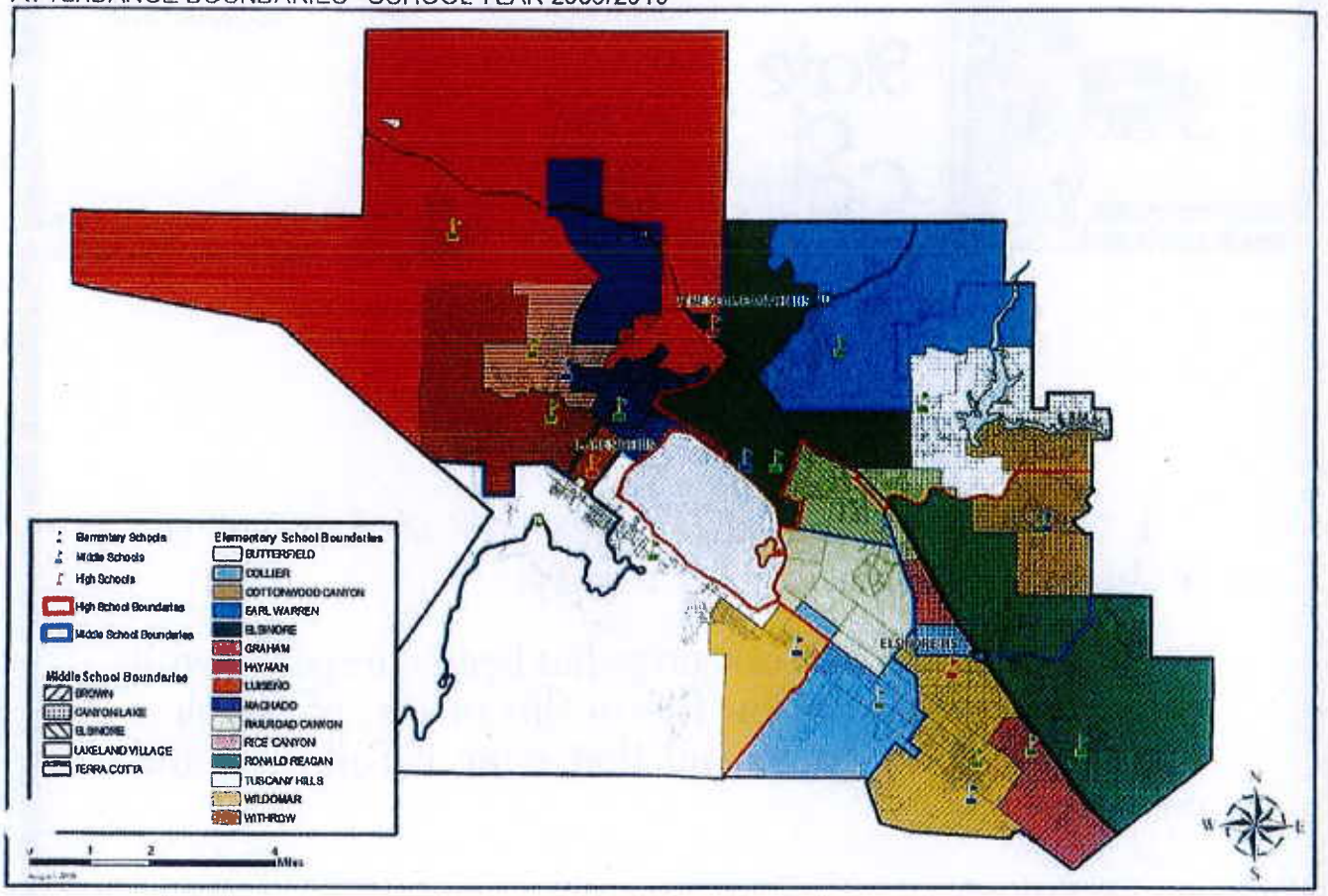
March Fong Eu

Secretary of State

SEC/STATE FORM CE-107

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

ATTENDANCE BOUNDARIES - SCHOOL YEAR 2009/2010



DOLINKA GROUP

Leveraging Statement
Based on 2018-2019 Commitments

Summary of In-kind Donations		Fiscal Year 19/20
Food drives (enter no. of BINS):		51
X 500 lbs. per bin		25500
Feeding America (Retail):		358250
Feeding America (Commodities):		154557.57
TOTAL Lbs. of Food:		538307.57
X $1.70 per lb.	$	$915,123
Volunteer Hours:		7569.75
X $11.00* per hr.	$	$83,267
Hygiene Items:	$	$50,937
Wardrobes (20 clothing items each):		139
X $1.00 per item	$	$2,780
TOTAL IN-KIND DONATIONS:	$	$1,052,107

Income and Expense Statement
Anticipated Income & Expenses

2018-2019 Income

Grant Requests	$142,200.00
Individual Donations	$18,000.00
Government Funds	$12,500.00
Businesses/Organizations	$15,000.00
Misc. Income	$2,500.00
	$190,200.00

2018-2019 Expenses

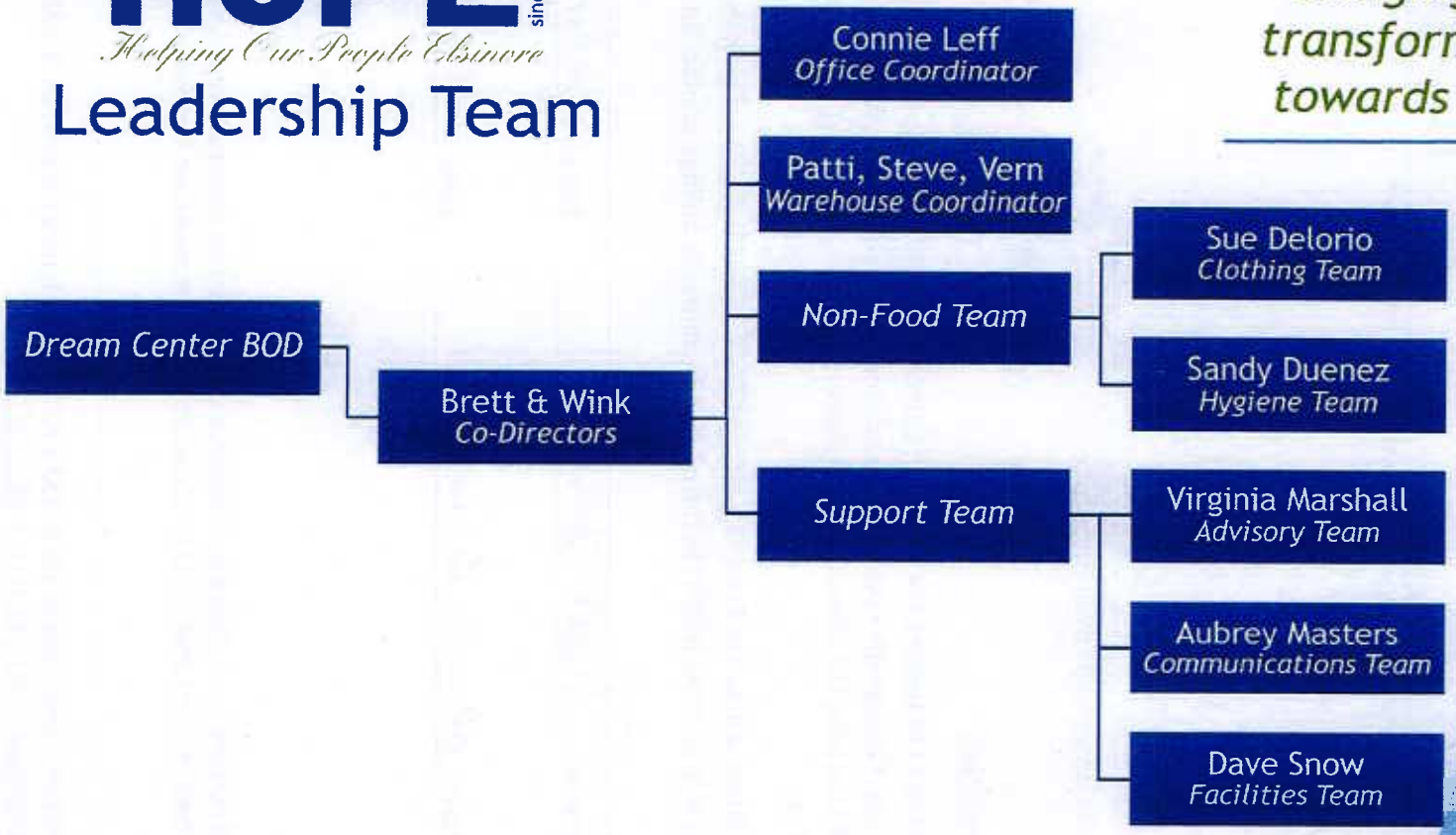
Space Cost	$54,000.00
Rental, Lease or Purchase of Equipment	$15,000.00
Consumable Supplies	$20,000.00
Travel	$15,000.00
Telephone	$1,200.00
Utilities	$10,000.00
Other Costs	$75,000.00
	$190,200.00

HOPE since 1990

Helping Our People Elsinore

Leadership Team

Bringing people into a transformational process towards self-sufficiency



HOPE since 1990
Helping Our People Elsinore

Board of Directors
Special Meeting

September 6, 2018

Time: 3:30 pm

Location:
Dream Center Headquarters *
114 E. Peck Street
Lake Elsinore, CA 92530

Members Present:
Chairperson: Brett Masters
Secretary: Diane Simones
Members: Bob Guilliams, and Edwin Rodriguez

[1] CDBG Authorization

The Board of Directors of Helping our People in Elsinore (HOPE) authorizes Brett Masters or Oliver "Wink" Davis, Co-Executive Directors, to submit a Community Development Block Grant to the County of Riverside, the Cities of Lake Elsinore, Wildomar, and Canyon Lake for 2019-2020 Program Year.

In addition, the Board authorizes Brett Masters or Oliver "Wink" Davis to act on behalf of Helping our People in Elsinore (HOPE) in the matter of contracts, billings, contact and reporting.

Chairperson Signature: Brett Masters Date: 10/31/18

Secretary Signature: Diane Simones Date: 10/31/18

**Note: this special meeting was initiated by Chairperson, Brett Masters, from the Headquarters location listed above with each member connecting electronically from their respective locations.*

ATTACHMENT 2

HELPING HANDS

PEOPLE THAT CARE HELPING PEOPLE IN NEED

A Canyon Lake Based 501(c)3
California Corporation for Public Benefit

Established 2003

31566 Railroad Canyon Road
Suite 2 Box 1122
Canyon Lake, CA 92587

www.HelpingHandsGroup.us

951-445-2354

COUNTY OF RIVERSIDE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

APPLICATION FOR CITY OF Canyon Lake

2019-2020 CDBG ALLOCATION

I. GENERAL INFORMATION

Applying Organization Name: HHG.us (dba) Helping Hands

Type of Organization: Non-Profit Organization ☑ Faith Based Organization ☑

For-Profit Organization ☐ Institution of Higher Education ☐

Organization Address: 31566 Railroad Canyon Road, Suite 2 Box 1122

City: Canyon Lake Zip Code: 92587

Mailing Address: 31566 Railroad Canyon Road, Suite 2 Box 1122

City: Canyon Lake Zip Code: 92587

Telephone Number: 951-445-2354 Fax Number:

Executive Director: Robert Sasser

Telephone Number: 951-445-2354 E-mail: Robert@HelpingHandsGroup.

Program Manager: Mike Augustiene

Telephone Number: 951-232-9794 E-mail: maugie@aol.com

Grant Writer: Robert Sasser

Address *(If different from above)*: 31566 Railroad Canyon Road, Suite 2 Box1122

Telephone Number: 951-445-2354 E-mail: Robert@HelpingHandsGroup.

II. ORGANIZATIONAL HISTORY *(This is applicable only if you are a non-profit organization)*

Date Organization founded: 2002

Date Organization incorporated as a non-profit organization ***(Attach Articles of Incorporation and Bylaws)***: 10/14/2016

Federal identification number: 81-3887604

DUNS Number: 08-044-6957

Organization Web Address: HelpingHandsGroup.us

Does your Organization expend $750,000 or more a year in federal funds? Y ☐ or N ☑

Number of paid staff: 0

Number of volunteers: 250

Members/Board of Directors *(Attach)*: 6 See Appendix 3

III. PROJECT ACTIVITY

A. Name of Project: Senior Care Food & Home Repair Program

B. Specific Location of Project

(Attach Project Map - include street address; if a street address has not been assigned provide APN)

Street or APN: 31877 Corydon, Suite 110

City: Lake Elsinore Zip Code: 92530

C. CDBG Funds Requested: $18,217 *(total amount for the project only)*

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?

Canyon Lake, Lake Elsinore, Menifee, Wildomar, Murrieta, Temecula, Perris, Hemet

E. In which City (ies)/Communities does the activity occur?

City (ies): Same

Community (ies):

NOTE: EDA will make the final determination of the appropriate service area of all proposals.

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1st, 2nd, 3rd, 4th, and/or 5th, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)

No, it is our experience that CDBG funds in other districts are usually committed to existing projects.

G. Check ONLY the applicable category your application represents.

- [x] Public Service
- [x] Homeless Activities
- [ ] Real Property Acquisition (Must consult with EDA prior to submitting application)
- [ ] Housing
- [ ] Rehabilitation/Preservation (please provide picture of structure)
- [ ] Public Facilities (construction)
- [ ] Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)
- [x] Other: (provide description) Food Distribution / Senior Home Repair

H. Respond to A & B only if this application is for a *public service* project.

(a) Is this a NEW service provided by your agency? Yes ☐ No ☑

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

Improved and increased

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:

Please see Appendix A

B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

See Appendix B

C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

See Appendix C

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

See Appendix D

V. PROJECT BENEFIT

A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: *Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

Project Benefits

Our projections based on actual statistics leads us to believe a few more than 1,200 disabled low-income seniors live in our service area. Our recent rapid rate of increase may indicate more than that. Our current projections tell us that we will be serving 500 low-income households and more than 1,200 people every month.

B. Indicate the number of unduplicated clients that will be served *(An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year):*

Our current projections tell us that we will be serving 500 low-income households and more than 1,200 people.

C. Length of proposed CDBG-funded activities or service (weeks, months, year):

Helping Hands Senior Care Food and Home Repair programs are continuing from year to year.

D. Service will be provided to (check one or more):

- ☑ Men
- ☑ Women
- ☐ Children (Range of children's ages :_____)
- ☐ Homeless (Number of beds at facility :_____)
- ☑ Seniors
- ☑ Severely Disabled Adults
- ☐ Migrant Farm Workers
- ☑ Families

E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

We currently work with local churches, local school districts and in home health care workers. Those three sources have endless client contacts with disabled seniors and people in crisis. We are also well known on social media where we constantly find people in need.

F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

Sustainability

Helping Hands has been in operation for more than 15 years. Our Board of Directors is always there for us. Through prayer and hard work we always find the resources we need. By teaming with the USDA / TEFAP program we are guaranteed a endless source of food for our clients. With the donations we receive we are able to offer special items such as granola bars, tooth paste, personal items and hot cocoa. The funding we are requesting will build our infrastructure so that food operations will be self sustaining. Without the grant funds we would not be able to expand the Home Repair part of our service but we will always take care of the seniors in crisis.

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. Limited Clientele:
   The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

   We have United States Department of Agriculture, Temporary Emergency Food Program sign up sheets (see appendix 5) where people attest to being low-income families or individuals.

2. Clientele presumed to be principally low- and moderate-income persons:
The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- ☐ Abused children
- ☐ Battered spouses
- ☑ Elderly persons
- ☑ Severely disabled adults
- ☑ Homeless persons
- ☑ Illiterate adults
- ☐ Persons living with AIDS
- ☐ Migrant Farm workers

a. Describe the clientele above to be served by this activity:

We serve about 250 elderly persons every month. Of those 250 about 100 are severely disabled. About 25 of our clients sign our service sheets with an X due to illiteracy. We serve about 20 homeless people every month. These are estimates as witnessed by observation only and are prohibited by USDA TEFAP rules from asking.

b. Discuss how this project directly benefits low- and moderate- income residents:

See Appendix E

CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within an area where at least 51% of the residents are low/moderate-income. ***(Applicant is welcome to contact a County of Riverside, EDA CDBG Program Manager for Census Information)***

2010 Census Tract and Block Group numbers:
0606590880
0606592060
0605920450
0600928028

Total population in Census Tract(s) / block group(s): 353,646

Total percentage of low-moderate population in Census Tract(s) / block group(s): 68,709

CATEGORY C: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

Proposed Job Creation/Retention

Total Jobs Expected to Create: 0

Total Jobs Expected to Retain: 0

CATEGORY D: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

Proposed Assistance to Businesses

New Businesses expected to assist: 0

Existing Businesses expected to assist: 0

Enter Total Businesses expected to assist: 0

VII. FINANCIAL INFORMATION

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2017. If your proposed CDBG-funded activity will start on a date other than July 1, 2017, please indicate starting date. *Provide total Budget information and distribution of CDBG funds in the proposed budget.*

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. **(Note: CDBG funds requested must match amount requested in Project Activity, C above.)**

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is $15,000 and $10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include $5,000 of other non-CDBG funding and $10,000 in CDBG funds for a Grand Total of $15,000).

	TOTAL ACTIVITY/ PROJECT BUDGET (Include non-CDBG Funds and CDBG Funds)	**CDBG FUNDS REQUESTED-Only**
I. Personnel		
A. Salaries & Wages	$0	$0
B. Fringe Benefits	$0	$0
C. Consultants & Contract Services	$0	$0
PERSONNEL SUB-TOTAL	$0	$0

II.	Non-Personnel		
	A. Space Costs	$ 0	$ 0
	B. Rental, Lease or Purchase of Equipment	$ 23,000	$ 10,000
	C. Consumable Supplies	$ 400	$ 0
	D. Travel	$ 0	$ 0
	E. Telephone	$ 0	$ 0
	F. Utilities	$ 1,200	$
	G. Other Costs	$ 0	$ 0
	NON-PERSONNEL SUB-TOTAL:	**$ 24,600**	**$ 10,000**
III.	Other		
	A. Architectural/Engineering Design	$ 0	$ 0
	B. Acquisition of Real Property	$ 0	$ 0
	C. Construction/Rehabilitation	$ 2,000	$ 8,217
	D. Indirect Costs	$ 0	$ 0
	E. Other	$ 0	$ 0
	OTHER SUB-TOTAL:	**$ 2,000**	**$ 8,217**
	GRAND TOTAL:	**$ 26,600**	**$ 18,217**

B. Leveraging

List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. **(Attach)**

Federal: None

State/Local: None

Private: None

Fees: None

Donations: See Attachment F

Other: None

C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

See Attachment G

D. Provide a summary by line item of your organization's previous year's income and expense statement. **(Attach)**

See attached (appendix 7).

E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes ☐ No ☑

If yes, identify sources and indicate outcome.

If no, please explain.

It has been our experience that funds for other cities are committed to other projects.

F. Was this project or activity previously funded with CDBG? Yes ☐ No ■

If yes, when?

Is this activity a continuation of a previously funded (CDBG) project? Yes ☐ No ☑

If yes, explain:

VIII. MANAGEMENT CAPACITY

A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

See Attachment H

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

Yes, please see attached Bylaws and Operating Agreement (Appendix 2).

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

Capacity

Robert Sasser, Executive Director. Retired from a forty-year career in the food industry that included serving as a founder and chief executive officer of four successful start-ups. Served on Board of Directors of two major food processing corporations and ran mergers and acquisitions of major east coast snack food corporation. Holder of two U.S. patents pertaining to food packaging and proud father to 2 adult children and grandfather to three granddaughters.

Our program manager, Mike Augustine is a retired General Contractor with experience in Construction Development. Operating the past 37 years in the Canyon Lake, Lake Elsinore, and Temecula region. He now volunteers at Canyon Lake Community Church as well as Helping Hands.

Our other Directors, Don Beckendorf, Steve Haney and Jerry Swift are or have been well qualified administrators of large budget programs. It is unlikely we will face issues we are unable to handle.

IX. APPLICATION CERTIFICATION

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate. ✔
2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program. ✔
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities. ✔
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation. ✔
5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe. ✔
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. **(DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President)** ✔

DATE: 02 November 18

Signature: _____

Print Name/Title
Authorized Representative: Robert Sasser, Founder Executive Director

CHECK-LIST:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	No	ATTACHMENT
☑	☐	1. Members/Board of Directors
☑	☐	2. Articles of Incorporation and Bylaws
☑	☐	3. Project Activity Map
☑	☐	4. Project Benefit, Category B, Low Mod Area Maps **(Attach if applicable)**
☑	☐	5. Leveraging (Current evidence of commitment)
☑	☐	6. Income and Expense Statement
☑	☐	7. Management Capacity (Detailed organizational chart)
☑	☐	8. Board Written Authorization approving submission of application

APPENDIX INDEX

Responses to answers where adequate space was not available

Program Description	A
Use of Funds	B
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Project Milestones	D
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Financial Information Narrative	V
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Program Description (continued)

Teams of volunteers that meet in our warehouse to sort and bag the groceries.

Teams of volunteers that deliver the bagged groceries to the homes of our clients.

We have ladies groups that write cards and notes of encouragement, many with Stater Bros. gift cards enclosed. Those cards are randomly placed in the bags of groceries being filled by the warehouse volunteers.

Our construction team preforms minor home repairs and manages major projects.

In short it takes a lot of coordination by our leadership team, dedication of personal time and resources from volunteers and the participation of Feeding America and the USDA / TEFAP program to make Helping Hands the successful program that it is.

Appendix A

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:

answer:

Program Description

Helping Hands Senior Care program has a dual focus. We provide our neighbors in need with home repairs and much needed food. We serve seniors in the cities of Canyon Lake, Lake Elsinore, Menifee, Wildomar, Perris, Murrieta, Hemet and Temecula.

Our Home Repair Program is focused on Canyon Lake seniors. We currently serve less than 20 low-income seniors with plumbing, electrical and air conditioning/heating issues. The real demand comes from the moderate-income senior that is able to at least partially fund a project but lacks the experience to manage the sub contractors. Our project leader is ready to assist these seniors with home repair projects of any size.

Our food program volunteers hand deliver bags of groceries to the homes of our seniors in need. Those bags contain dry groceries such as can tuna, peanut butter, rice, beans, dried fruit, canned fruits and vegetables. The simple bag of groceries enables a low-income senior to divert funds to paying bills or seek medical attention.

In addition, our volunteers are equipped with a long list of resources available through County, State and Federal programs. The home delivery aspect enables our volunteers to build relationships with seniors that often lack personal contact with other persons.

On the surface Helping Hands gives groceries to low-income disabled seniors in our area and repairs broken plumbing. Behind that simple explanation is:

> A team of our volunteers seek out low-income seniors advising them of the local pantry system where they can receive groceries free of charge.
>
> Teams of volunteers focus on arranging food drives, organizing local school children to gather food and toiletries, operate a food collection bin program throughout our communities.

.....continued

Appendix B

IV. PROJECT NARRATIVE

B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

answer:

Use of Funds

The CDBG grant funds will be used in two separate areas of the program, infrastructure and construction cost.

We currently distribute more than 10,000 pounds of food monthly. Our needs have grown faster than our physical capacity can handle. As volunteers we find joy in our journey serving with Helping Hands. This increased capacity is turning our joy into a job. Moving large pallets of food and hand stacking cases takes a toll on our volunteers, many of which are retired church members. We recently have lost volunteers because of their physical limitations. Our Board has taken the position that we will no longer seek out additional clients until we find a better way to operate. We will continue to serve emergencies but cannot expand the program.

In order to handle the large amount of food we distribute we need material handling equipment such as pallet jacks, sorting equipment, wire pallet baskets, refrigerators and freezers, a box truck with a lift gate and work tables.

A little more than half of the $18,212 will go toward funding of this much-needed equipment.

The remainder of funds will go to our Home Repair Program. Our construction team installs handicap ramps, handrails, guardrails, repairs toilets, installs ceiling fans, installs water heaters and advised homeowners on large projects in Canyon Lake. We limit the projects we address based on the funds we have available.

It is important to remember, no funds will go to any volunteer or Board member. Helping Hands has ZERO paid personnel.

Appendix C

IV. PROJECT NARRATIVE

C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

answer:

Program Goals

"Caring People Helping People in Need" As our motto suggest Helping Hands has several goals. We help people/volunteers to effectively serve their neighbors in need. Serving the needs of our most vulnerable population, low-income seniors allows our volunteers to make a difference every time they participate with Helping Hands.

1. **Volunteer Enlistment / 2019 Goal is to enlist more than 400 volunteers.** It is difficult to estimate the number of volunteers we have as everyday we have more asking to join us. Some participate one or two times, some serve sporadically and many can be counted on every time we need help. We do know it is more than 250 but probably closer to 300 volunteers. Our goal is to engage enough volunteers to fill the need we have to serve the seniors. The number of volunteers is driven by how many seniors we serve.

2. **Senior Care Food Program / 2019 Goal is to serve 1,200 low-income seniors.** California Food Policy Advocates reports there are more than 100,000 food insecure adults in Riverside County. Food insecurity is when a person must make a choice between paying rent or seeing a doctor, paying utility bills or purchasing food. Feeding America and Riverside County Office on Aging reports more than 34,000 seniors in Riverside and San Bernardino Counties actually go hungry.

Our teams of volunteers provide pantry information to seniors we come in contact with. Experience has shown they just are not aware of the existing pantry system in the areas. Our experience also has revealed about 40% of the seniors are disabled or cannot travel to a local pantry. Our estimates show more than 1,200 low-income seniors live in our service area that will need our service of home delivery and guidance. Those seniors simply cannot physically make a trip to a local pantry.

3. **Senior Care Home Repair Program / 2019 Goal $10,000 in senior home repairs.** Our Program Manager, Mike Augustine is a well-known and respected retired Canyon Lake custom homebuilder.

.....continued

Program Goals (continued)

With adequate funding Mike will build a team of handymen and tradesmen that will assist with home repairs. Mike has the time desire and energy to assist Canyon Lake seniors with minor repairs as well as selecting subcontractors to fill more advanced projects. Many of our seniors can reimburse parts of projects and those funds will be applied to program expansion.

Appendix D

IV. PROJECT NARRATIVE

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

answer:

Project Milestones

Helping Hands Senior Care Food Program is an ongoing program that has been in operation for more than 4 years. Receiving a grant would enable us to take the program to its fullest potential. With a focus on disabled seniors we currently serve more than 250 households that include 800 individuals. Those individuals are comprised of homeless people, disabled seniors, moderate-income, low-income, very low-income and people in temporary crisis. The need in the community is great however our limited resources prevent us from expanding service to many more disabled seniors.

Our Senior Care Home Repair Program is limited to repairs we pay for from personal funds. This year we have installed hand rails, four toilets, a water heater, repaired a ramp, replaced a GFI, repaired two air conditioners all out of personal funds. We turned away many more projects due to financial consideration.

Given this grant we will implement an aggressive expansion. Please see the following:

Timeline

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Senior Food	250/800	300/850	400/900	500/1,200
Home Repair	2/$1,000	4/$3,000	4/$3,000	5/$4,000
Infrastructure	$33,000			

Note:
Senior Care Food Program - 250 Households Served / People Served
Senior Care Home Repair Program - 2 Projects Completed / Dollars Spent
Infrastructure - Equipment Purchased

Appendix E

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity. CATEGORY A: Benefit to low-moderate income persons (must be documented).

answer:

Project Benefits

Case in point, a severely disabled very low-income person in a wheel chair removed toilet lid dropping and breaking it on the floor. When we arrived we found the large pieces pushed against the wall as they were to heavy for her to pick up. When she used the toilet she was forced to reach in the tank with a coat hanger to flush it.

In addition, her air conditioning was out and her ceiling fan was inoperable. We replaced the toilet and fan and then directed her caretaker to contact Riverside Community Action Partnership (CAP Riverside). Our follow up determined we needed to call CAP for her. They are now helping her monthly. We now deliver two large bags of groceries every month. These groceries have allowed her to divert some of her social security to a medical problem she is experiencing.

The largest benefit we bring to seniors is the food and friendship we offer. The food we supply enables them to divert funds to dental visits, medication and other personal health care items they are unable to afford. It is difficult to believe but someone listening to a lonely senior changes attitudes immediately. So many seniors live alone and are unable to socialize with others. Interacting with a compassionate caring person always brings smiles.

We constantly are called upon to serve low-income seniors in our area. A few examples are as follows:

- Seniors living on peanut butter and water waiting for their Social Security check to come in.
- A mother with three young children being evicted living in an apartment with the utilities turned off.
- A disabled senior calling for help stating her caregiver quit the job and took all of her food.
- A blind man renting a room in Canyon Lake being physically and financially abused by the homeowner.

These are just a few of the people in crisis we have worked with. All of these situations are well documented.

Appendix F

VII. FINANCIAL INFORMATION

B. Leveraging

List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. (Attach)

answer:

Donations:

We receive in excess of $15,000 from public donations to include Board of Directors. Please review our current 2018 financials as well as the 2017 financials (Appendix 7). They clearly demonstrate our ability to raise funds.

Appendix G

VII. FINANCIAL INFORMATION

C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

answer

Long Term Financial Commitment

Helping Hands financials will exhibit an ability to bring in more than $20,000 annually in contributions not including ten's of thousands of dollars in food and supply donations. A little more than half of the CDBG funds requested ($10,000) goes to a non-reoccurring one-time expense to build infrastructure. The balance will go to home repair program. Lack of future funding will impact home repair program. With limited funds we will reduce the program based on our ability to fund the activities.

Helping Hands will go on regardless of being awarded CDBG funds. The funding will enable us to more efficiently serve our seniors in need.

Appendix H

VIII. MANAGEMENT CAPACITY

A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

answer

Management Capacity

Helping Hands has not been funded with any government funds in the past. Our Board of Directors was purposely selected for their business experience. Our Executive Director served as CEO of a $100 million bottle water company and has served on the Boards of similar companies.

Our program manager, Mike Augustine is a retired General Contractor with experience in Construction Development. Operating as a general contractor and custom homebuilder the past 37 years in the Canyon Lake, Lake Elsinore, and Temecula region. He now volunteers at Canyon Lake Community Church as well as Helping Hands.

Our other Directors, Don Beckendorf, Steve Haney and Jerry Swift are or have been well-qualified administrators of large budget programs. It is unlikely we will face issues we are unable to handle.

Appendix Q

Articles of Incorporation

ARTS-PB-501(c)(3)

Articles of Incorporation of a Nonprofit Public Benefit Corporation

3947857

To form a **nonprofit public benefit corporation** in California, you can fill out this form or prepare your own document, and submit for filing along with:

- A **$30** filing fee.
- A separate, non-refundable **$15** service fee also must be included, if you **drop off** the completed form or document.

Important! California nonprofit corporations **are not** automatically exempt from paying California franchise tax or income tax each year. **A separate application is required in order to obtain tax exempt status.** For more information, go to https://www.ftb.ca.gov/businesses/exempt_organizations or call the California Franchise Tax Board at (916) 845-4171.

Note: *Before submitting this form*, you should consult with a private attorney for advice about your specific business needs.

FILED
Secretary of State
State of California
SEP 21 2016

This Space For Office Use Only

For questions about this form, go to *www.sos.ca.gov/business/be/filing-tips.htm*

Corporate Name (List the proposed corporate name. Go to www.sos.ca.gov/business/be/name-availability.htm for general corporate name requirements and restrictions.)

① The name of the corporation is HHG.us

Corporate Purpose (Item 2a: Check one or both boxes. Item 2b: The specific purpose of the corporation must be listed if you are organizing for "public" purposes, or if you intend to apply for tax-exempt status in California.)

② a. This corporation is a nonprofit **Public Benefit Corporation** and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for: ☐ **public** purposes. ☑ **charitable** purposes.

b. The specific purpose of this corporation is to Community service work such as helping homeless

Service of Process (List a California resident or an active 1505 corporation in California that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may **not** list your own corporation as the agent. **Do not** list an address if the agent is a 1505 corporation as the address for service of process is already on file.)

③ a. Robert Sasser
Agent's Name

b. 24256 Cruise Circle Drive | Canyon Lake, CA | CA 92587
Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box | *City (no abbreviations)* | *State Zip*

Corporate Addresses

④ a. 24256 Cruise Circle Drive | Canyon Lake, | CA 92587
Initial Street Address of Corporation- Do not list a P.O. Box | *City (no abbreviations)* | *State Zip*

b. 31566 Railroad Canyon Road, Ste. 2 Box 1122 | Canyon Lake | CA 92587
Initial Mailing Address of Corporation, if different from 4a | *City (no abbreviations)* | *State Zip*

Additional Statements (The following statements are required to obtain tax exemption from the Internal Revenue Service or the California Franchise Tax Board under Internal Revenue Code section 501(c)(3). Note: Corporations seeking other types of tax exemptions should not use this form.)

⑤ a. This corporation is organized and operated exclusively for the purposes set forth in **Article 2a** hereof within the meaning of Internal Revenue Code section 501(c)(3).

b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

c. The property of this corporation is irrevocably dedicated to the purposes in **Article 2a** hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for **charitable, educational and/or religious** purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.

Incorporator Sign here

Robert Sasser
Print your name here

Make check/money order payable to: **Secretary of State**
Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a $5 certification fee.

By Mail
Secretary of State
Business Entities, P.O. Box 944260
Sacramento, CA 94244-2600

Drop-Off
Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814

Corporations Code §§ 5130-5132 et seq., Revenue and Taxation Code §§ 23151 et seq. and 23701 et seq.

2013 California Secretary of State

Appendix R

Bylaws and Operating Agreement

HELPING HANDS GROUP

OPERATING AGREEMENT
BYLAWS

HHG.us / HELPING HANDS GROUP

A California Nonprofit Public Benefit Corporation #3947857

helpinghandsgroup.us

ARTICLE I
NAME

1.01 Name

The name of this corporation shall be HHG.us with a common name of Helping Hands or Helping Hands Group. The business of the corporation may be conducted as Helping Hands Group or Helping Hands.

ARTICLE II
PURPOSES AND POWERS

2.01 Purpose

HHG.us / Helping Hands is a California non-profit corporation and shall be operated exclusively for charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

HHG.us / Helping Hands is nothing more than caring people helping people in need. The "Group" in Helping Hands Group is a group of concerned citizens in our local community that have time and finances to make a difference in the community. They help seniors, disabled persons, low-income families, and the homeless with food, clothing, and access to county services.

2.02 Powers

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

2.03 Nonprofit Status and Exempt Activities Limitation.

(a) Nonprofit Legal Status. HHG.us / Helping Hands is a California non-profit public benefit corporation, seeking tax exempt status under Section 501(c) 3 of the United States Internal Revenue Code.

(b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no Director, officer, employee, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c) 3 of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which

are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.

(c) Distribution Upon Dissolution. Upon termination or dissolution of the HHG.us / Helping Hands any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c) 3 of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the Helping Hands hereunder shall be selected in the discretion of a majority of the managing body of the corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the Helping Hands by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of California.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the Helping Hands, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of California to be added to the general fund.

ARTICLE III
MEMBERSHIP

3.01 No Membership Classes

The corporation shall have no members who have any right to vote or title or interest in or to the corporation, its properties and franchises.

3.02 Non-Voting Affiliates

The Board of Directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the corporation. The board, a designated committee of the board, or any duly elected officer in accordance with board policy, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to

affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the Board of Directors, affiliates may be given endorsement, recognition and media coverage at fundraising activities, clinics, other events or at the corporation website. Affiliates have no voting rights, and are not members of the corporation.

3.03 Dues

Any dues for affiliates shall be determined by the board of directors.

ARTICLE IV
BOARD OF DIRECTORS

4.01 Number of Directors

HHG.us / Helping Hands shall have a Board of Directors consisting of at least 2 and no more than 8 Directors. Within these limits, the Board may increase or decrease the number of Directors serving on the board, including for the purpose of staggering the terms of Directors.

4.02 Powers

All corporate powers shall be exercised by or under the authority of the Board and the affairs of the HHG.us / Helping Hands shall be managed under the direction of the board, except as otherwise provided by law.

4.03 Terms

(a) All Directors shall be elected to serve a two-year term, however the term may be extended until a successor has been elected.

(b) Director terms shall be staggered so that approximately half the number of Directors will end their terms in any given year.

(c) Directors may serve terms in succession.

(d) The term of office shall be considered to begin June 31 and end July1 of the second year in office, unless the term is extended until such time as a successor has been elected.

4.04 Qualifications and Election of Directors

In order to be eligible to serve as a Director on the Board of Directors, the individual must be 18 years of age and an affiliate within affiliate classifications created by the board of directors. Directors may be elected at any Board meeting by the majority vote of the existing Board of Directors. The election of directors to replace those who have fulfilled their term of office shall take place in June of each year.

4.05 Vacancies

The Board of Directors may fill vacancies due to the expiration of a Director's term of office, resignation, death, or removal of a Director or may appoint new Directors to fill a previously unfilled Board position, subject to the maximum number of Directors under these Bylaws.

(a) Unexpected Vacancies. Vacancies in the Board of Directors due to resignation, death, or removal shall be filled by the Board for the balance of the term of the Director being replaced.

4.06 Removal of Directors

A Director may be removed by simple majority of a quorum of the Board of Directors then in office, if:

(a) the Director is absent and unexcused from two or more meetings of the Board of Directors in a twelve month period. The Board President is empowered to excuse Directors from attendance for a reason deemed adequate by the Board President. The President shall not have the power to excuse him/herself from the Board meeting attendance and in that case, the Board Vice President shall excuse the President. Or:

(b) for cause or no cause, if before any meeting of the Board at which a vote on removal will be made the Director in question is given electronic or written notification of the Board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the Board.

4.07 Board of Directors Meetings.

(a) Regular Meetings. The Board of Directors shall have a minimum of two (2) regular meetings each calendar year at times and places fixed by the board. Board meetings shall be held upon four (4) days notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours notice delivered personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.

(b) Special Meetings. Special meetings of the Board may be called by the President, Vice President, Secretary, Treasurer, or any two (2) other Directors of the Board. A special meeting must be preceded by at least 2 days notice to each Director of the date, time, and place, but not the purpose, of the meeting.

(c) Waiver of Notice. Any Director may waive notice of any meeting, in accordance with California law.

4.08 Manner of Acting.

(a) Quorum. At least two of the Directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the Board. No business shall be considered by the Board at any meeting at which a quorum is not present.

(b) Majority Vote. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board.

(C) Hung Board Decisions. On the occasion that Directors of the board are unable to make a decision based on a tied number of votes, the President or Treasurer in the order of presence shall have the power to swing the vote based on his/her discretion.

(d) Participation. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, Directors may participate in a regular or special meeting through the use of any means of communication by which all Directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

4.09 Compensation for Board Service

Directors shall receive no compensation for carrying out their duties as Directors. The board may adopt policies providing for reasonable reimbursement of Directors for expenses incurred in conjunction with carrying out Board responsibilities, such as travel expenses to attend Board meetings.

4.10 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the Corporation. Such remuneration shall be reasonable and fair to the Corporation and must be reviewed and approved in accordance with the Board Conflict of Interest policy and state law.

ARTICLE V
COMMITTEES

5.01 Committees

The Board of Directors may, by the resolution adopted by a quorum of the Directors then in office, designate one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. Any committee, to the extent provided in the resolution of the Board, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

(a) take any final action on matters which also requires Board members' approval or approval of a majority of all directors;

(b) fill vacancies on the Board of Directors of in any committee which has the authority of the Board;

(c) amend or repeal Bylaws or adopt new Bylaws;

(d) amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repealable;

(e) appoint any other committees of the Board of Directors or the members of these committees;

(f) approve any transaction;

(i) to which the corporation is a party and one or more Directors have a material financial interest; or

(ii) between the corporation and one or more of its Directors or between the Corporation or any person in which one or more of its Directors have a material financial interest.

5.2 Meetings and Action of Committees

Meetings and action of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings of the Directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of the committee may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The board of directors may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

5.3 Informal Action By The Board of Directors

Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the Board of Directors to use email to approve actions, as long as a quorum of Board members gives consent.

ARTICLE VI
OFFICERS

6.01 Board Officers

The initial officers of the corporation shall be a Board President and a Secretary. The board will expand to include a Board President, Vice-President, Secretary, and Treasurer, all of whom shall be chosen by, and serve at the pleasure of, the Board of Directors. Each Board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the Board or by direction of an officer authorized by the Board to prescribe the duties and authority of other officers. The board may also appoint additional Vice Presidents and such other officers as it deems expedient for the proper conduct of the business of the corporation, each of whom shall have such authority and shall perform such duties as the Board of Directors may determine. One person may hold two or more Board offices, but no Board officer may act in more than one capacity where action of two or more officers is required.

6.02 Term of Office

Each officer shall serve a two-year term of office and may not serve more than three (3) consecutive terms of office. Unless elected by two-thirds (2/3) of the Board at the end of his/her three (3) year terms or to fill a vacancy in an officer position, each Board officer's term of office shall begin upon the adjournment of the Board meeting at which elected and shall end upon the adjournment of the Board meeting during which a successor is elected.

6.03 Removal and Resignation

The Board of Directors may remove an officer at any time, with or without cause. Any officer may resign at any time by giving written notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

6.04 Board President

The Board President shall be the Chief Volunteer Officer of the corporation. The Board President shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform all other duties incident to the office or properly required by the Board of Directors.

6.05 Vice President

In the absence or disability of the Board President, the ranking Vice President or Vice President designated by the Board of Directors shall perform the duties of the Board President. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the Board President. The Vice President shall have such other powers and perform such other duties prescribed for them by the Board of Directors or the Board President. The Vice President shall normally accede to the office of Board President upon the completion of the Board President's term of office.

6.06 Secretary

The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of Directors and committees of Directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The Secretary shall cause notice to be given of all meetings of Directors and committees as required by the Bylaws. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Board President. The Secretary may appoint, with approval of the Board, a Director to assist in performance of all or part of the duties of the Secretary.

6.07 Treasurer

The treasurer shall be the lead Director for oversight of the financial condition and affairs of the corporation. The treasurer shall oversee and keep the Board informed of the financial condition of the corporation and of audit or financial review results. In conjunction with other directors or officers, the Treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the Board of Directors on a timely basis or as may be required by the Board of Directors. The treasurer shall perform all duties properly required by the Board of Directors or the Board President. The Treasurer may appoint, with approval of the Board a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the Treasurer. The office of the Treasurer may or may not be compensated.

6.08 Non-Director Officers

The Board of Directors may designate additional officer positions of the corporation and may appoint and assign duties to other non-director officers of the corporation.

ARTICLE VII
CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

7.01 Contracts and other Writings

Except as otherwise provided by resolution of the Board or Board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the Treasurer or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the Board.

7.02 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the Board.

7.03 Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depository as the Board or a designated committee of the Board may select.

7.04 Loans

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the Board. Such authority may be general or confined to specific instances.

7.05 Indemnification

(a) Mandatory Indemnification. The corporation shall indemnify a Director or former Director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a Director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings.

(b) Permissible Indemnification. The corporation shall indemnify a Director or former director made a party to a proceeding because he or she is or was a Director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

(c) Advance for Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Directors in the specific case, upon receipt of (I) a written affirmation from the Director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the Director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.

(d) Indemnification of Officers, Agents and Employees. An officer of the corporation who is not a Director is entitled to mandatory indemnification under this article to the same extent as a Director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation who is not a Director, consistent with California Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the Board or by contract.

ARTICLE VIII
MISCELLANEOUS

8.01 Books and Records

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its Board of Directors, a record of all actions taken by Board of Directors without a meeting, and a record of all actions taken by committees of the Board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

8.02 Fiscal Year

The fiscal year of the corporation shall be from June 31 to July 1 of each year.

8.03 Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of HHG.us / Helping Hands not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

8.04 Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of a quorum of the Board of Directors then in office at a meeting of the Board, provided, however,

(a) that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,

(b) that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by vote of a quorum of Directors at a Board meeting.

(c) that all amendments be consistent with the Articles of Incorporation.

ARTICLE IX
COUNTERTERRORISM AND DUE DILIGENCE POLICY

In furtherance of its exemption by contributions to other organizations, domestic or foreign, HHG.us / Helping Hands shall stipulate how the funds will be used and shall require the recipient to provide the corporation with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for US. Based Charities" is not mandatory, Helping Hands willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

HHG.us / Helping Hands shall also comply and put into practice the federal guidelines, suggestion, laws and limitation set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

ARTICLE X
DOCUMENT RETENTION POLICY

10.01 Purpose

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of HHG.us / Helping Hands records.

10.02 Policy

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow

unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.
From time to time, HHG.us / Helping Hands may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. HHG.us / Helping Hands expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the HHG.us / Helping Hands informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories

(a) Corporate Documents. Corporate records include the corporation's Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

(b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the corporation's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

(c) Employment Records/Personnel Records. State and federal statutes require the corporation to keep certain recruitment, employment and personnel information. The corporation should also keep personnel files that reflect performance reviews and any complaints brought against the corporation or individual employees under applicable state and federal statutes. The corporation should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

(d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the corporation's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the corporation.

(e) Press Releases/Public Filings. The corporation should retain permanent copies of all press releases and publicly filed documents under the theory that the corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the corporation.

(f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

(g) Marketing and Sales Documents. The corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

(h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the corporation and are protected as a trade secret where the corporation:

(i) derives independent economic value from the secrecy of the information; and

(ii) has taken affirmative steps to keep the information confidential.

The corporation should keep all documents designated as containing trade secret information for at least the life of the trade secret.

(i) Contracts. Final, execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

(j) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

(k) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

(l) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

(m) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic Mail. E-mail that needs to be saved should be either:

(i) printed in hard copy and kept in the appropriate file; or

(ii) downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

ARTICLE XI
Transparency and Accountability
Disclosure of Financial Information With The General Public

11.01 Purpose

By making full and accurate information about its mission, activities, finances, and governance publicly available, HHG.us / Helping Hands practices and encourages transparency and accountability to the general public. This policy will:

(a) indicate which documents and materials produced by the corporation are presumptively open to staff and/or the public

(b) indicate which documents and materials produced by the corporation are presumptively closed to staff and/or the public

(c) specify the procedures whereby the open/closed status of documents and materials can be altered.

The details of this policy are as follow:

11.02 Financial and IRS documents (The form 1023 and the form 990)

HHG.us / Helping Hands shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

11.03 Means and Conditions of Disclosure

HHG.us / Helping Hands shall make "Widely Available" the aforementioned documents to be viewed and inspected by the general public.

(a) Hhg.us / Helping Hands shall inform anyone requesting the information where this information can be found. This information must be provided immediately for in-person requests within 7 days for mailed requests.

11.04 IRS Annual Information Returns (Form 990)

HHG.us / Helping Hands shall submit the Form 990 to its Board of Directors prior to the filing of the Form 990. While neither the approval of the Form 990 or a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to each member of the board of director's via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

11.05 Board

(a) All Board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.

(b) All Board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.

(c) All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.

11.06 Staff Records

(a) All staff records shall be available for consultation by the staff member concerned or by their legal representatives.

(b) No staff records shall be made available to any person outside the corporation except the authorized governmental agencies.

(c) Within the corporation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that

(d) Staff records shall be made available to the board when requested.

11.07 Donor Records

(a) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.

(b) No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.

(c) Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that ; donor records shall be made available to the board when requested.

(d)

ARTICLE XII
CODES OF ETHICS AND WHISTLEBLOWER POLICY

12.01 Purpose

HHG.us / Helping Hands requires and encourages Directors, officers and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of HHG.us / Helping Hands to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieving compliance with various laws and regulations.

12.02 Reporting Violations

If any Director, officer, staff or employee reasonably believes that some policy, practice, or activity of HHG.us / Helping Hands is in violation of law, a written complaint must be filed by that person with the vice president or the Board President.

12.03 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

12.04 Retaliation

Said person is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of HHG.us / Helping Hands and provides the HHG.us / Helping Hands with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

HHG.us / Helping Hands shall not retaliate against any Director, officer, staff or employee who in good faith, has made a protest or raised a complaint against some practice of HHG.us / Helping Hands or of another individual or entity with whom HHG.us / Helping Hands has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

HHG.us / Helping Hands shall not retaliate against any Director, officer, staff or employee who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of HHG.us / Helping Hands that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in

Conflict of Interest Procedures:

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The Chairperson of the governing Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing Board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

12.07 Handling of Reported Violations

The Board President or Vice President shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the Board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all directors, officers, staffs or employees and they shall have the opportunity to ask questions about the policy.

ARTICLE XIII

AMENDMENTS OF ARTICLES OF INCORPORATION

13.01 Amendment

Any amendment to the Articles of Incorporation may be adopted by approval of a simple majority of board directors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of HHG.us / Helping Hands Group Board of Directors on 2/10/2016 and constitute a complete copy of the Bylaws of the corporation.

_____

Linda S. Sasser

_____

Date

Corporate Seal

Appendix S

Board of Directors

Board of Directors Profiles

Robert Sasser, Executive Director. Retired from a forty-year career in the food industry that included serving as a founder and chief executive officer of four successful start-ups. Served on Board of Directors of two major food processing corporations and ran mergers and acquisitions of major east coast snack food corporation. Proud father to 2 adult children and grandfather to three granddaughters.

Mike Augustine, Director Senior Care Program. Retired from four years of Construction Development and 37 years of custom home building in the Canyon Lake, Lake Elsinore, and Temecula region. Mike now volunteers at Canyon Lake Community Church, as well as with Helping Hands.

Don Beckendorf, Director Emergency/Disaster Services. Don has specialized in a broad spectrum of foodservice consulting from Programming and Design to managing Operator Selection / RFP processes. With more than 35 years of food service experience that included executive level operations management, restaurant real estate, project design and construction.

Jerry Swift, Director Program Development. Retired from serving twenty-years as owner operator of an advertising business in Livermore, CA. Served as Director Client Acquisition for the San Jose Mercury New.

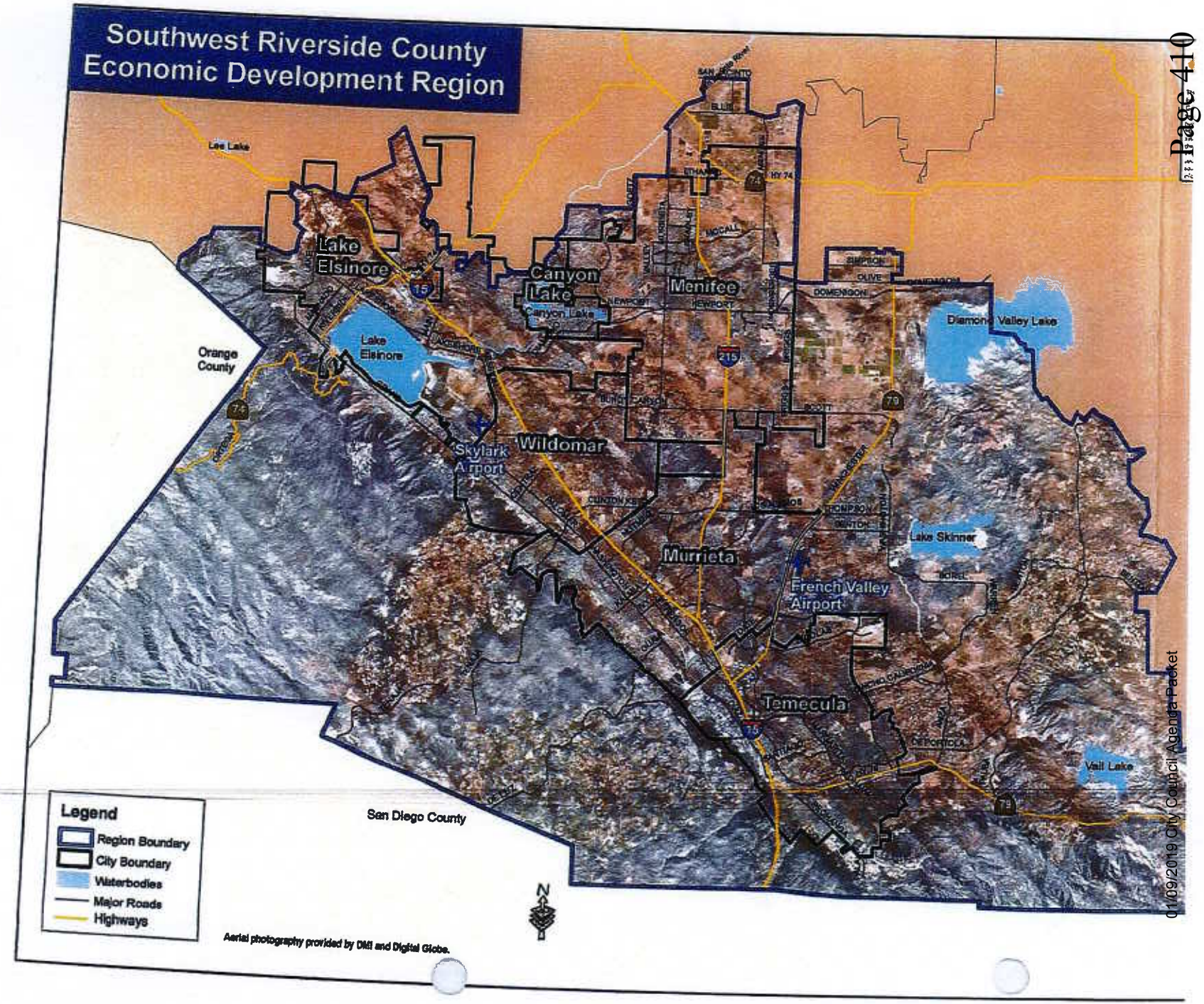
Steve Haney, Director Food Distribution. Retired serving more than 30 years as a school administrator in Riverside County including 15 years as a high school principal in both the Temecula Valley and Lake Elsinore Unified School Districts.

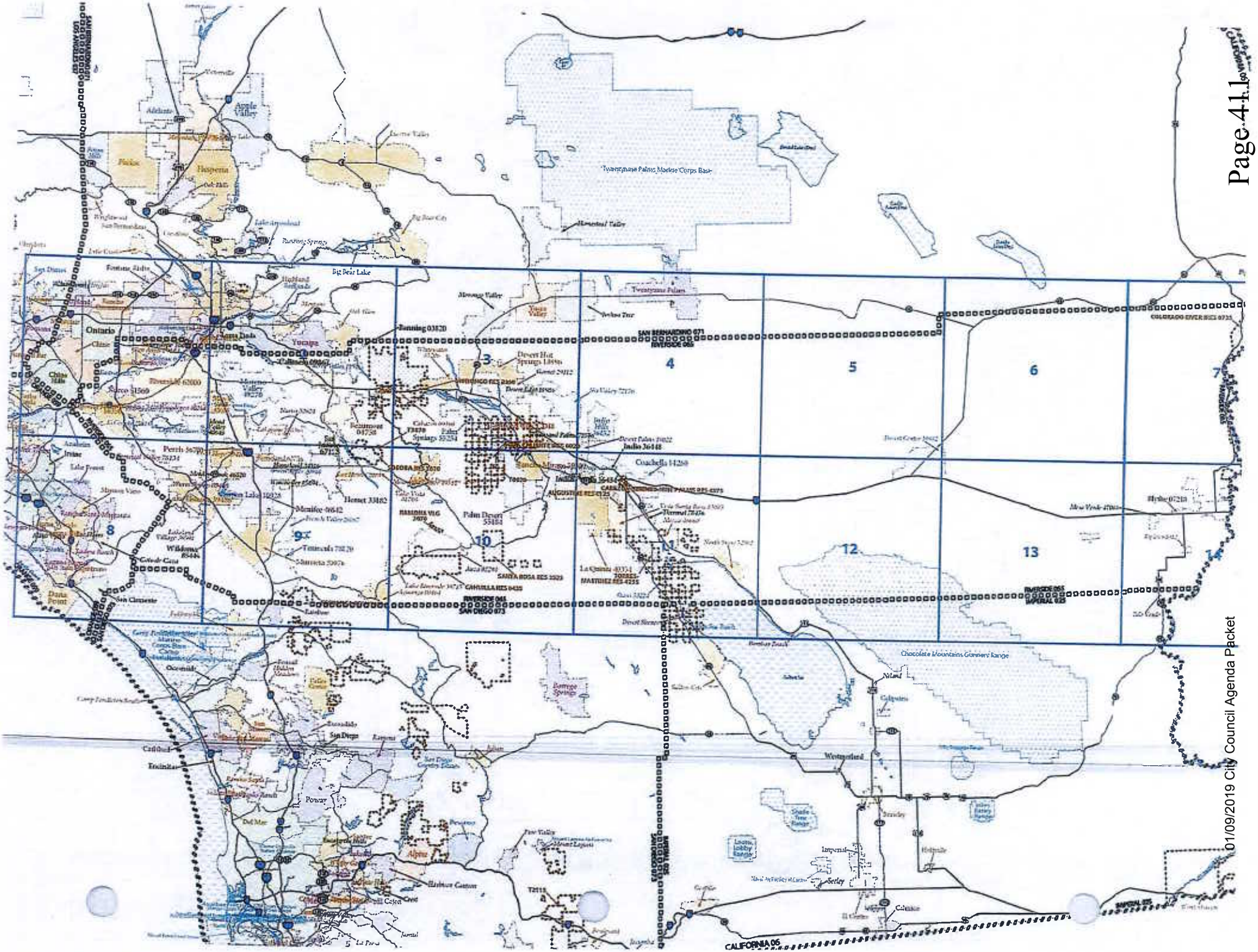
Linda Sasser, Secretary Treasurer. Retired as a secretary with Pacific Bell interrupting that service to raise a daughter and son. As an empty nester she resumed serving as secretary at the Park City Christian Center in Utah. With two adult children and three grandchildren she finds time to serve as a group leader at Canyon Lake Community Church and to manage organizational processes and internal communications for Helping Hands.

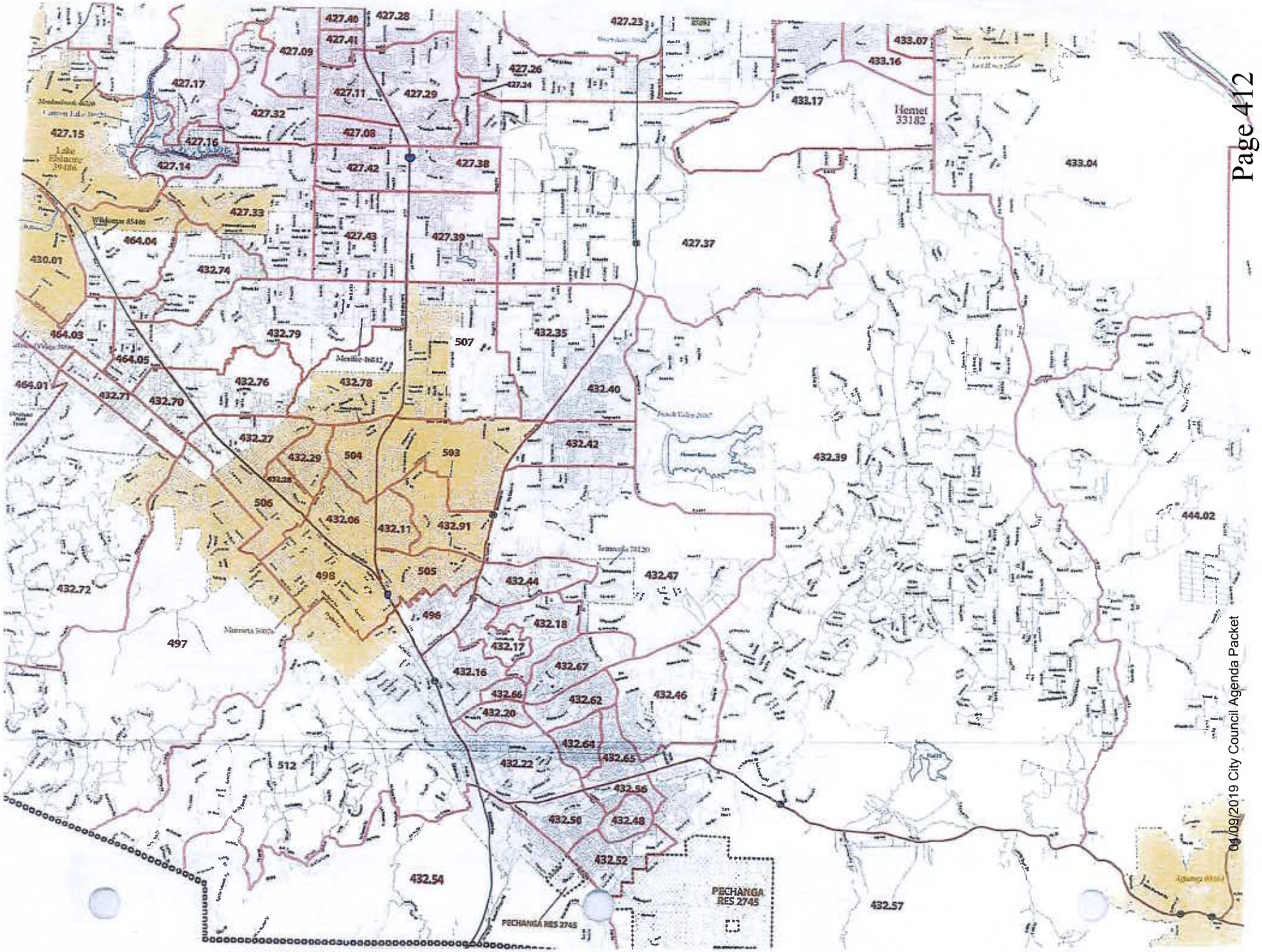
Appendix T

Project Maps

The Diamond
The Links at Summerly
Grape St
15
SEDCO HILLS
Lemon St
Skylark Airport
Corydon St
Grand Ave
Mission Trl
Elsinore High School
Orange St
Central St
0
0.5
1 mile


Southwest Riverside County
Economic Development Region
Lake Elsinore
Canyon Lake
Menifee
Wildomar
Murrieta
Temecula
Skylark Airport
French Valley Airport
Lake Skinner
Diamond Valley Lake
Vail Lake
Lake Elsinore
Canyon Lake
Orange County
San Diego County
Legend
Region Boundary
City Boundary
Waterbodies
Major Roads
Highways
N
Aerial photography provided by DMI and Digital Globe.


Twentynine Palms Marine Corps Base
Big Bear Lake
Ontario
Riverside
Hemet
Menifee
Perris
Irvine
Corona
Temecula
Murrieta
Lake Elsinore
Canyon Lake
Lake Mathews
Lake Perris
Lake Skinner
Diamond Valley Lake
Lake Hemet
Lake Cahuilla
Lake Riverside
Lake Elsinore
Lake Matthews
Lake Perris
Lake Skinner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433.17
Hemet
33182
427.32
427.15
427.08
427.16
Lake
Elsinore
39486
427.14
427.42
427.38
433.04
427.33
464.04
427.43
427.39
427.37
430.01
432.74
464.03
432.79
507
432.35
464.05
464.01
432.76
432.78
432.40
432.71
432.70
432.27
504
503
432.42
432.29
432.39
506
432.06
432.11
432.91
444.02
505
498
432.44
432.47
432.72
496
432.18
497
432.17
432.67
432.16
432.66
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432.20
432.64
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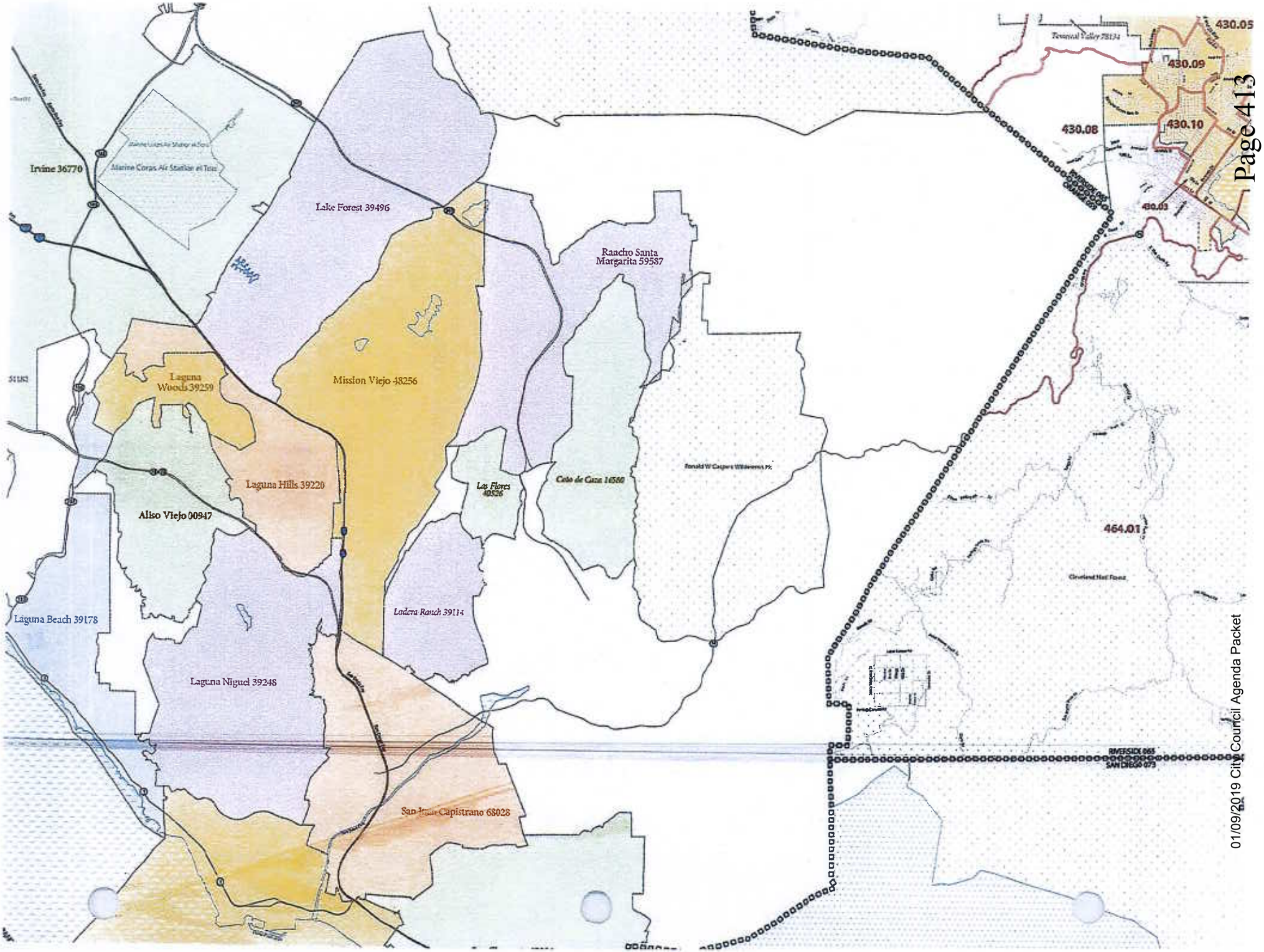
PECHANGA
RES 2745
PECHANGA RES 2745
432.57


Irvine 36770
Marine Corps Air Station el Toro
Lake Forest 39496
Rancho Santa Margarita 59587
Laguna Woods 39259
Mission Viejo 48256
Laguna Hills 39220
Aliso Viejo 00947
Las Flores 40526
Coto de Caza 16580
Ronald W Caspers Wilderness Pk
Ladera Ranch 39114
Laguna Beach 39178
Laguna Niguel 39248
San Juan Capistrano 68028
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430.08
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464.01
RIVERSIDE 065
SAN DIEGO 073

Appendix U

USDA/TEFAP Sign up Sheets

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. *Limited Clientele: The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.*

answer

Helping Hands is a partner with Feeding America Riverside/San Bernardino and has been selected to participate in the United States Department of Agriculture (USDA) Temporary Emergency Food Assistance Program (TEFAP).

The partnership enables us to purchase food from Feeding America at the cost of 18 cents per pound. A large variety of food is available including fresh fruits and vegetables, meat, cheese and paper products.

The TEFAP program is funded by the federal government and is free of charge. We simply must comply with guidelines and inform them of how many individuals we are serving. We are required to ask them to sign the provided sign up forms attesting to their eligibility to participate. Guidelines for participation are posted at the point of distribution.

It should be noted we as TEFAP participants are not allowed to require any corroborating evidence of eligibility. We cannot request identification of any kind. We must take them at their word.

State of California – Health and Human Services Agency | California Department of Social Services

CERTIFICATION

I certify under penalty of perjury that my household income does not exceed the Emergency Food Assistance Program's (TEFAP) posted monthly guidelines, that I am facing an economic emergency, and that the number listed for my household size is true and correct. Commodities are for my personal home use, not to be sold, traded or given away.

	Signature	Address	Zip Code	# of Persons in Household	Is this your first time receiving USDA food this month in this county?	
1.	[illegible]	25329 La Paloma Dr. Wildomar	92548	4	☒ Yes	☐ No
2.	[illegible]	280 Jessica ST	92530	4	☒ Yes	☐ No
3.	Fabian Tzyala	21618 Palomar ST Wildomar	92595	7	☒ Yes	☐ No
4.	José Ramirez M.	32840 Almond TL St	92530	4	☒ Yes	☐ No
5.	SALVADOR DE SANTIAGO	LAKEVIEW TERRA CA 92	92530	4	☒ Yes	☐ No
6.	David Garcia	34341 THE FARM	92595	9	☒ Yes	☐ No
7.	Ambrosio Reyes	24916 Fir St Menifee	92584	9	☒ Yes	☐ No
8.	Juan Medina	33160 Mandeville WAY	92530	5	☒ Yes	☐ No
9.	Miguel Lopez	19390 Elena LN.	92530	5	☒ Yes	☐ No
10.	Adan Guerrero B.	19390 ELENA LN.	92530	4	☒ Yes	☐ No
11.	Tom Manning	24086 Canyon Lake DR N	92587	4	☒ Yes	☐ No
12.	Edwin Reyes	23100 Baxter	92595	4	☒ Yes	☐ No
13.	Roberto Favela	29580 Catavo Rd. Menifee	92584	3	☒ Yes	☐ No
14.	Raul Gonzalez	24990 Kagel St Wildomar CA.	92595	5	☒ Yes	☐ No
15.	Luis Carrillo	10000 Warbonnet Dr. Perris	92570	4	☒ Yes	☐ No
16.	Jose Castaneda	21058 Sedco Blv, Lake Elsinore	92530	6	☒ Yes	☐ No
17.	Juan Mendoza	706 Periwinkle Ln Perris	92571	6	☒ Yes	☐ No
18.	Jose Castaneda Jr.	21058 Sedco Blv, Lake Elsinore	92530	4	☒ Yes	☐ No
19.	Geoff Schaettler	21890 Boggs In Wildomar CA	92595	7	☒ Yes	☐ No
	Jose Vazquez	465 Cochise Rd Perris CA	92570	4	☒ Yes	☐ No
	TOTAL: **For # of people in Household, count only YES**					

This institution is an equal opportunity provider.

State of California – Health and Human Services Agency | California Department of Social Services

CERTIFICATION

I certify under penalty of perjury that my household income does not exceed the Emergency Food Assistance Program's (TEFAP) posted monthly guidelines, that I am facing an economic emergency, and that the number listed for my household size is true and correct. Commodities are for my personal home use, not to be sold, traded or given away.

	Signature	Address	Zip Code	# of Persons in Household	Is this your first time receiving USDA food this month in this county?	
1.	[illegible]	23875 OAK [illegible]	92595	4	☑ Yes	☐ No
2.	Andrea Bullen	32929 Upton St Wildomar 92595	92595	3	☑ Yes	☐ No
3.	Nancy Williams	33864 Harvest way east	92595	4	☑ Yes	☐ No
4.	Anita Orozco	33869 Harvest way east	92594	4	☑ Yes	☐ No
5.	Cinda Clayton	34139 Pamplona Ave	92563	3	☑ Yes	☐ No
6.	Deborah Ruiz	26784 Evergreen	92563	8	☑ Yes	☐ No
7.	Diana Vargas	33767 Windmill	92595	3	☑ Yes	☐ No
8.	Lisa Rains	31889 Vinewood Ct	92532	4	☑ Yes	☐ No
9.	Adelina Gonzalez	32475 Cape DR Lk Elsinore	92530	5	☑ Yes	☐ No
10.	Timothy & Denise Llanes	26260 Burlington Way	92586	2	☑ Yes	☐ No
11.	[illegible]	[illegible]	[illegible]	2	☑ Yes	☐ No
12.	Rachelle Burnett	6 Vista Federo	[illegible]	6	☑ Yes	☐ No
13.	Lori Bershaw	33953 Appleleaf Ct Wildomar, Ca	92595	2	☑ Yes	☐ No
14.	Monique Albritton	162 So. Mass St, Lake Elsinore	92530	3	☑ Yes	☐ No
15.	Mia Schleunige	37351 Deep Wood Dr Murr.	92562	3	☑ Yes	☐ No
16.	Julio Martinez	20310 Oak Creek Rd	92595	1	☑ Yes	☐ No
17.	~~[illegible]~~				☑ Yes	☐ No
18.	Jana Smith	23550 Oak circle Dr Wildomar	92595	4	☑ Yes	☐ No
19.	Kotrina Martinez	23550 Oak circle Dr Wildomar	92595	1	☑ Yes	☐ No
20.	Jackie Hays	23541 Bundy Canyon Rd	92595	2	☑ Yes	☐ No
	TOTAL: **For # of people in Household, count only YES**					

This institution is an equal opportunity provider.

Appendix V

Financial Information Narrative

VII. FINANCIAL INFORMATION

Proposed Project Budget / Complete the following annual program budget to begin July 1, 2017. If your proposed CDBG-funded activity will start on a date other than July 1, 2017, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. (Note: CDBG funds requested must match amount requested in Project Activity, C above.)

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is $15,000 and $10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include $5,000 of other non-CDBG funding and $10,000 in CDBG funds for a Grand Total of $15,000).

This section shows an example of how to respond but does not provide a place to do so. We offer the following statement:

Helping Hands is requesting funding for a expansion of both our Senior Care Food Program and Senior Care Home Improvement Program. The total cost of the program is $44,817 and $18,217 in CDBG funds is being requested for home repair and infrastructure upgrades. The total Activity/Project Budget will include $26,600 of other non-CDBG funding and $18,217 in CDBG funds for a Grand Total of $44,817).

Appendix W

Financial Reports 2017 & 2018

Focus Financial Tax
31714 Railroad Canyon Rd Ste 1
Canyon Lake, CA 92587
Phone (951) 246-1040
Fax (951) 244-5039
BENJAMIN & YOUNG, LLP
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

August 30, 2018

To Whom It Concerns,

Our firm has reviewed the formation of HHG.us dba Helping Hands Group, prepared the annual financials and prepared the tax returns for the Exempt Organization.

It is our determination that the above entity has properly formed and operates with accuracy and exemplary operations. Our validation of financials, bank statements, receipts and records are quintessential to that of a Non-Profit Organization.

Helping Hands Group US is in compliance and good standings with government tax filing obligations.

Sincerely,

Michelle Williams

Office Manager Canyon Lake
(951) 246-1040
(951) 244-5039 fax
Focus Financial Tax
Benjamin & Young, LLP
31524 Railroad Canyon Rd. Ste #1
Canyon Lake, CA 92587
Certified Public Accountants & Consultants

Focus Financial Tax
31714 Railroad Canyon Rd Ste 1
Canyon Lake, CA 92587
Phone (951) 246-1040
Fax (951) 244-5039

BENJAMIN & YOUNG, LLP
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Prepared on August 30, 2018

HHG.us / dba Helping Hands Group
31566 Railroad Canyon Rd
Suite 2 – Box 1122
Canyon Lake, CA 92587
Ph. 951-821-6080
Em.contact@HelpingHandsGroup.us

Year Ending 6/30/18
Statement of Cash Flows

Donations	19,175.00
Gifts In-Kind	5,904.31
Gifts In-Kind Other	8,000.00

Statement of Functional Expenses

Program Services Expense:	
Cash Donation	215.99
Food & Goods Donation	4,303.50
Food & Goods Donation -Other	8,000.00
Management/General Expense:	
Auto Expenses	1774.41
Bank Fees	36.00
Equipment	3,154.34
Filing Fees	10.00
Legal & Professional Fees	750.00
Maintenance & Repairs	1,473.00
Marketing	1,194.86
Materials & Supplies	1,865.25
Meals & Entertainment	238.47
Office Supplies	3001.46
Postage & Mailing Service	189.01
Printing Fees	508.28
Post Box Rental	180.00
Rent	1,500.00
Rental Expense	297.66
Supplies	1,674.12
Storage	294.00
Training	419.77
Website Expense	1,554.57

Welcome to Benjamin & Young, LLP. Certified Public Accountants and Business Advisors

BENJAMIN & YOUNG, LLP
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Welcome to
Focus Financial Tax and Financial Services.

31524 Railroad Canyon Rd. Ste. #1
Canyon Lake, CA 92587

Phone: 951-246-1040
Fax: 951-244-5039

Prepared on September 8, 2017

HHG.us / dba Helping Hands Group
31566 Railroad Canyon Rd
Suite 2 – Box 1122
Canyon Lake, CA 92587
Ph 951-821-6080
Em.contact@HelpingHandsGroup.us

Year Ending 07/01/2017

Statement of Cash Flows

Direct Support Donations	13,924.63
Gift in Kind – Goods	14,300.00

Statement of Functional & Operational Expenses

Program Services Expenses:	
Auto Expense	2,189.73
Contract Services	150.00
Food & Goods Donations	16,753.56
Processing Expense	95.30
Professional Services	188.46
Small Equipment	1,734.00
Operational Expenses:	
Bank Service Fees	32.00
Marketing	1,499.46
Office Supplies	1,792.90
Postage	239.75
Printing	339.70
Storage	508.99
Website Fees	471.93

Appendix X

2010 Census Data

2010 Census Data for our Service Area

Currently our service area is in the southwest portion of Riverside County. The cities of Murrieta, Wildomar, Lake Elsinore, Canyon Lake, some unincorporated portions of Riverside County and Quail Valley. However it is the intention to extend that geographical area to include Perris, Hemet and Moreno Valley. That service area is home to more than 70,000 people living below poverty level with more than 60,000 people exceeding 65 years of age. California Food Policy Advocates, reports there are more than 100,000 food insecure adults in Riverside County and more than 34,000 that actually go hungry.

Recap (2010 U.S. Census)

City	Population	Median Income	Below Poverty Level	Seniors Living Alone
Murrieta	111,674	$78,883	8,152	3,414
Wildomar	32,176	$60,219	4,162	762
Lake Elsinore	55,288	$62,432	8,475	2,965
Canyon Lake	10,561	$74,133	570	1,803
Quail Valley	1,639	$32,344	327	98
Sun City	17,773	$41,174	1,564	5,509
Menifee	77,519	$54,503	7,984	4,153
Perris	68,386	$46,435	19,148	3,348
Hemet	78,657	$32,774	18,327	5,754
Total	353,646	$53,657	68,709	27,806

Murrieta, (92562-92564, population 111,674)

Murrieta does have an organized food pantry "Community Mission of Hope" that serves low-income residents of Temecula and Murrieta only. They do not serve shut-in or disabled seniors and do not conduct a home delivery program. We are unaware of any other food pantry operations in the area conducting home delivery. We are not aware of any other group providing relief to low-income families in that area. Its estimated more than 8,152 residents are living below poverty level, with 3,414 low-income seniors living alone.

Wildomar, (92595, population 32,176)

Our investigation determined Wildomar does not have an organized food pantry that serves low-income residents. They do not serve shut-in or disabled seniors and do not conduct a home delivery program. We are unaware of any other food pantry operations in the

area conducting home delivery. We are not aware of any other group providing relief to low-income families in that area. Wildomar had a median household income of $60,219, with more than 4,182 living below poverty level, and 752 Low-income seniors living alone.

Lake Elsinore, (92530-92532 population 55,288)

Lake Elsinore does have an organized food pantry "HOPE" that serves low-income residents of Lake Elsinore only. They do not serve shut-in or disabled seniors and do not conduct a home delivery program. We are unaware of any other food pantry operations in the area conducting home delivery. We are not aware of any other group providing relief to low-income families in that area. Lake Elsinore has a median household income of $62,436, with 8,475 people living below the federal poverty line and 2,965 seniors.

Canyon Lake, (92587, population 10,561)

Canyon Lake does not have an organized food pantry that serves low-income residents. They do not serve shut-in or disabled seniors and do not conduct a home delivery program. We are unaware of any other food pantry operations in the area conducting home delivery. We are not aware of any other group providing relief to low-income families in that area. Canyon Lake has a medium household income of $74,133 with more than 570 living below poverty level.

Quail Valley, (92587, population 1,639)

Quail Valley does not have an organized food pantry that serves low-income residents. They do not serve shut-in or disabled seniors and do not conduct a home delivery program. We are unaware of any other food pantry operations in the area conducting home delivery. We are not aware of any other group providing relief to low-income families in that area. Quail Valley has a median household income of $32,344, with more than 327 living below poverty level.

Menifee, (92584-92587 & 92596, population 77,519)

Menifee does have an organized food pantry "Community Cupboard" that serves low-income residents of Menifee and Sun City only. They do not serve shut-in or disabled seniors and do not conduct a home delivery program. We are unaware of any other food pantry operations in the area conducting home delivery. We are not aware of any other group providing relief to low-income families in that

area. Menifee has a median household income of $54,503 with more than 7,984 living below poverty level.

Sun City, (92589 population 17,773)

Sun City does have an organized food pantry "Community Cupboard" that serves low-income residents of Menifee and Sun City only. They do not serve shut-in or disabled seniors and do not conduct a home delivery program. We are unaware of any other food pantry operations in the area conducting home delivery. We are not aware of any other group providing relief to low-income families in that area. Sun City has a median household income of $41,174 with more than 1,564 living below poverty level.

Perris, (92570-92572, 92599, population 68,386)

Perris does not have an organized food pantry that serves low-income residents. They do not serve shut-in or disabled seniors and do not conduct a home delivery program. We are unaware of any other food pantry operations in the area conducting home delivery. We are not aware of any other group providing relief to low-income families in that area. Perris has a median household income of $46,435 with more than 19,148 living below poverty level.

Hemet. (92543-92546, population 78,657)

Hemet does have an organized food pantry that serves low-income residents of Hemet only. They do not serve shut-in or disabled seniors and do not conduct a home delivery program. We are unaware of any other food pantry operations in the area conducting home delivery. Median household income is $32,774, with more than 18,327 living below poverty level.

After review of many sources of statistical analysis we have found many discrepancies in the data reported. Our report reflects what we believe to be the best counts available from the U.S. Census Bureau 2010 census.

Appendix Y

IRS Determination Letter

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 14 2016

HHGUS
24256 CRUISE CIRCLE DRIVE
CANYON LAKE, CA 92587-0000

Employer Identification Number:
81-3887604
DLN:
26053685006256
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 21, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

HHGUS

Sincerely,

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Letter 5436

Appendix Z

Background Information

CLMS competition team wins first place at regionals Pg. A9

RDIF reader to be installed at north gate on Monday Pg. A13

City honors Veterans Day volunteers, sponsors Pg. A15

THE FRIDAY FLYER

Helping Hands adds new program

BY PAT VAN DYKE

Many days and many times, one can walk down the streets of Canyon Lake or the surrounding communities and not realize the desperate situations that are present behind walls just a few yards away. However, there is one person who has looked beyond those walls.

As reported in *The Friday Flyer* of September 2016, Canyon Lake resident Robert "Bob" Sasser responded to a pressing need that was so evident in the surrounding communities: to provide concerned people a pathway to serve the disabled, elderly, homeless, abused and low income with compassion and caring.

In order to have this dream become a reality, Bob founded the Helping Hands Group in 2005. In 2015, it became a formal organization with a non-profit status. The September article provided the boost to help the Helping Hands Group to become a vital organization fulfilling their purpose: "to bring people that care together with people in need."

The five volunteers of 2005 grew to 40 volunteers in 2015, however, this past year the organization has seen many step up to help others. As 2018 begins, the list of willing individuals to make themselves available to help others numbers well over 150. Pirada also started to come in and the Helping Hands Group was able to meet needs that they could only hope to help in 2015. They now found themselves as a working organization making a difference in their surrounding area.

Just in the past month alone, Helping Hands had over 100 request for food, six requests for assistance from homeless, four requests for home repair, 124 job site visits, three resumes made and six requests from other non-profits for assistance.

Bob relates one incident in which they were able to make a positive difference in a person's life. A local church contacted Helping Hands Group asking for assistance with a homeless man who was living in a local park. Over several months, Helping Hands helped him with food, clothing and shelter but they found that he sank deeper and deeper into his schizophrenia and became a permanent fixture in that park.

That was a lesson for Helping Hands. They learned to stop enabling people to stay on the street. They continued to visit that man and stayed in touch informing him of the various opportunities that were available for the homeless.

After two years of contact, he asked for help. He had finally had enough of the bad weather, the cold and the dirty conditions in which he had been living. Helping

▶▶CONTINUED PAGE A3

Bob and Linda Sasser, right, founded the Helping Hands Group in 2005. The five volunteers of 2005 grew to 40 volunteers in 2015. As 2018 begins, the list of willing individuals to make themselves available to help others numbers well over 150. Picture with Bob and Linda are volunteers and Canyon Lake residents Mike and Carol Augustine.

as little as offering a kind word or assistance to a service provider in the area. Other times, it is as physical as repairing a wheel chair ramp in a senior's home."

At the heart of the helping Hands Group is a team of volunteers who are willing to make a difference in other's lives. Each volunteer has their own area of expertise, which includes carpenters, electricians, plumbers and people who can take the time to make welfare calls to seniors in their neighborhoods. The jobs can be as simple as taking in the trash cans, but they find that serving people in need changes their own lives. What may seem to be a small act of kindness to one person speaks volumes to others.

Bob is the "captain of the ship" in Helping Hands, but he has close to 40 individuals who are standing behind him waiting for an assignment. When help is needed, Bob sends out a group email and volunteers respond according to their ability to help.

Reaching out to the homeless is perhaps the most difficult task that involves the volunteers of Helping Hands. The volunteers find themselves visiting riverbeds, parks and other specific areas in which homeless people congregate.

Bob remembers an especially difficult time when he and his wife Linda found it necessary to go into the actual lakebed encampment of the homeless. Bob recalls, "Early this year Linda came with me to interview the homeless in the lake bottom in Lake Elsinore. We were assisting the county with a count of the homeless, and the effort required a police escort. The two of us conducted interviews of about 40 people that day.

"During one interview of a group, we both noticed that the sheriffs were getting closer and closer to us. When Linda finished her interview, we saw one of the men running through the brush with all but one of the sheriffs hot on the trail after him. Dust was flying, and branches were breaking. There was a fight in the brush and the man, who we then discovered was an escaped violent felon, ended up in handcuffs.

"I looked at Linda and she broke out in song: 'Bad Boys, Bad Boys.' She just smiled and said we should be on the show 'Cops.' Without hesitation, she continued with me and the remaining sheriffs conducting another two hours of interviews."

Currently, Helping Hands Group members are working with 17 active requests, but Bob can receive up to 10 new requests a week. Requests come via churches and individuals; however, Helping Hands, while being faith-based, is not associated with any specific church or organization.

At this time, Helping Hands is totally self-funded; but Bob would welcome any donations from individuals or groups who wish to give him the ability to meet the needs of more hurting individuals.

Bob Sasser is truly an "Unsung Hero" as he unselfishly leads his team to fulfill their mission, "to bring people who care together with people in need."

If you are interested in becoming a volunteer or donating funds to help meet the many needs of the disabled, elderly, homeless, abused and low income individuals that live in our area, please refer to the Helping Hands Group web page at http://helpinghandsgroup.us/

THE FRIDAY FLYER

Community Care Program volunteers clean up community

For two hours on the morning of Saturday, January 28, the volunteers of the Community Care Program picked up trash along the border of Menifee and Canyon Lake. The volunteers collected enough trash to fill a dumpster supplied by CR&R Environmental Services. Volunteers ranged from middle school aged children to seniors.

The event was sponsored by the Canyon Lake Community Church, Menifee Home Depot, CR&R and Helping Hands. The clean up was the second to be staged, and doubled in size from the first one.

Future events include food drives, visits to senior facilities, yard clean ups, and a variety of other service opportunities. If you would like to join the Community Care Program or make a donation to help support the program, visit www.helpinghandsgroup.us.

THE FRIDAY FLYER

by Pat Van Dyke December 22, 2017

Giving a Home, Receiving Joy. Over eight centuries ago, Saint Francis of Assisi quietly spoke these words: "For it is in giving that we receive." Throughout these hundreds of years, this thought has permeated the minds of many giving souls, especially at Christmas time.

There are many groups that practice the "Christmas Spirit of Giving" in Canyon Lake. Gifts are provided for those who have special needs and lack the funding to provide for those needs. There are other groups that provide monetary gifts to help others that find themselves unable to meet their needs at this Christmas season.

The past few weeks, three Canyon Lake groups have been busy making plans and provisions for a family to have a blessed Christmas. One such group is Helping Hands, led by Canyon Lake resident Robert Sasser. Helping Hands strives to meet the needs of the homeless, elderly and disabled by providing food, counseling and access to available services, and at times, household service needs.

Several weeks ago, Helping Hands was made aware of a Lake Elsinore family of three, a grandmother and her two grandchildren, in need of a home. At that same time, Helping Hands was gifted with a motorhome the size suitable for a family of three.

Immediately, two groups from Canyon Lake swung into action.

The first to realize the need for service was Canyon Lake Community Church's youth groups, Chaos (grades 6 through-8 and APEX (grades 9 through 12).

The students, under the direction of Pastor Jay Farwell, were involved in two aspects of helping with the motorhome. First, they cleaned the entire motorhome inside and out. Anything that could be seen got scrubbed down and worked on. Even the carpets inside were washed.

The second aspect of working on the motorhome was stocking the cabinets with food. Two teams of students with adult chaperones went into neighborhoods to go door to door collecting nonperishable food items. The youth group wanted to put as much food in the motorhome as possible.

"The students learned that they are capable of doing something. Many times the students lack the confidence to know that they are capable of contributing so they become worried about engaging. But each student was able to jump in and participate in a meaningful way to help this project become a reality," said Pastor Jay when asked what the students learned from this experience.

"They also learned and experienced the joy of serving others. There was a sense of satisfaction with the work that was being done by everyone on that day. None of the students there griped at being asked to wash tires or to scrub floors. Everyone was willing to jump in and serve wherever they were asked."

Next to step in to help this motorhome become a "home" was LINKED, a group at Canyon Lake Community Church for families who are in the process of rearing children. The purpose of LINKED is to support, encourage, teach and grow families in a community of fellowship.

LINKED participated by donating new items to furnish the motorhome. Among the items were sheets, blankets, pillows, comforters, towels, cookware, plates, silverware, cooking utensils, coffee maker, crockpot, toaster oven, cleaning supplies, outdoor rug, furniture and BBQ. The group then came together to furnish and decorate the motorhome. This provided an opportunity for families to be able to work alongside their children and teach the value of giving to those in need.

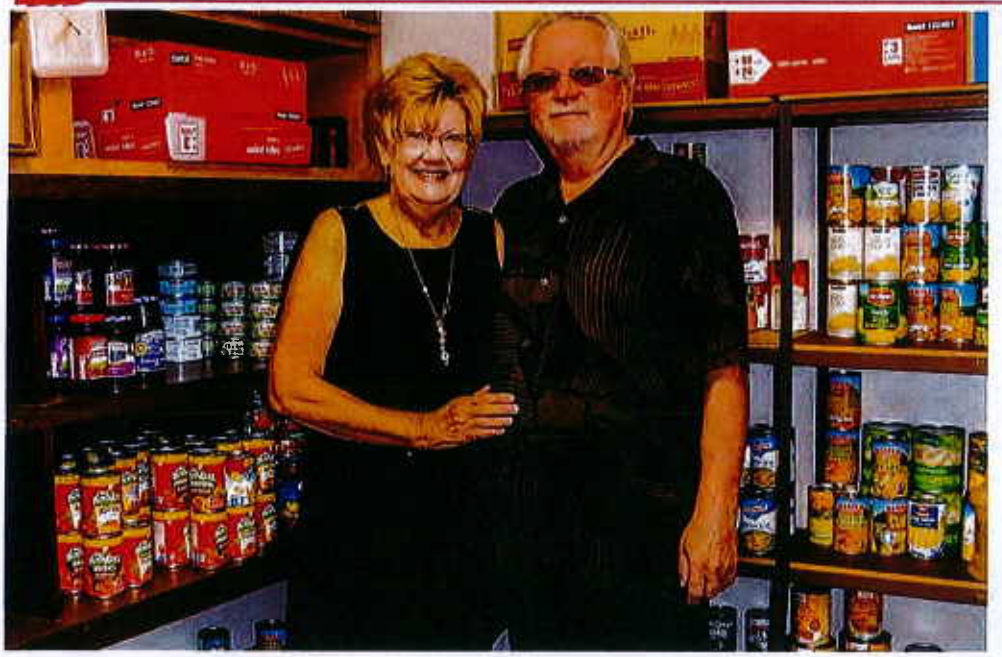
The last items to be placed in the motorhome were very timely. Included were three Christmas filled stockings personalized with names, Christmas presents and a Christmas tree, all donated by various members of Canyon Lake Community Church. The home was ready.

With all the work completed, the community was given the opportunity to tour the motorhome on Sunday, Dec. 17. The family was presented the keys to the motorhome at a private presentation later that day. The motorhome was theirs.

Beginning with a donation, supported by the vision of an organization founded to bring help and joined by a church with the desire to show the love of Jesus, a family has been blessed with a new home and a new beginning.

At this Christmas season, it is wise to remember the words of British statesman, army officer, and writer Winston Churchill: "We make a living by what we get. We make a life by what we give."

THE FRIDAY FLYER



Most everyone desires to make a positive difference in the community and in the lives of those who one touches, but it isn't always easy to know how to begin. Canyon Lake resident, Robert "Bob" Sasser found himself in this dilemma in 2005. He knew that the Lord had a special ministry in which he was to become involved, but Bob just didn't expect to be the founder and director of the ministry.

While Bob was recovering from a devastating injury that he experienced after a successful career, he knew that he didn't want to "just retire." He wanted his life to have meaning. He prayed and searched for the open path in his life and discovered the reward of helping others. This led to the concept of "Helping Hands."

Helping Hands provides concerned people a pathway to serve the disabled, elderly, homeless, abused and low income with compassion and caring. They strive to match people in need with people that have the ability to help.

The Helping Hands Group was founded in 2005; however, in 2015 it became a formal organization. This year, Helping Hands was given the status of a 501(c)3 non-profit organization. At the present time, Helping Hands currently serves the communities of Canyon Lake, Menifee, Quail Valley and Lake Elsinore.

Bob, along with his wife Linda, sees Helping Hands as having a very definite but ever-changing purpose in the surrounding communities. Bob says, "As we see change in the needs of the community, Helping Hands Group changes to meet that need. Sometimes, it is

CHARITY

Inland group offers 'Helping Hands' to needy

By Melanie C. Johnson
Correspondent

More than 15 years ago, Robert "Bob" Sasser founded the Helping Hands Group, a charitable organization dedicated to identifying community needs and working to get them met.

After he was injured in a bad fall in 2007, which was followed by several surgeries and a couple of years in a wheelchair, Sasser found solace in his Christian faith and service to others.

"I went to work for the carpenter (Jesus) and have enjoyed every day of my life since then," he said.

Helping Hands, which became a state corporation in 2010 and a 501(c)(3) charity in 2016, serves Murrieta, Wildomar, Lake Elsinore, Canyon Lake, Menifee, Perris and Hemet.

COURTESY OF HELPING HANDS/CANYON LAKE COMMUNITY CHURCH

Volunteers from Canyon Lake Community Church and Helping Hands get an RV prepared for a homeless family in need.

"Our group identifies community needs and then finds people that care about that need and want to serve," he said. "We put them together and everyone wins."

Recently, the organization teamed up with Canyon Lake Community Church, of which Sasser and his wife are members, to help make the holiday season a little brighter for a grandmother and her two grandchildren who were on the verge of homelessness.

Through the "A Home for Christmas" program, the charity and the church secured a recreational vehicle. Volunteers at the church offered to clean the RV inside and out, as well as provide the needed appliances, kitchenware and linens. The youth group pitched in by conducting a food drive to stock the cupboards.

"'A Home for Christmas' was planned to be a one-time event," Sasser said. "However, before the program was completed, a second RV and a family in need were brought to our attention. We try to always remain open to the direction we are being led.

"Fortunately, we were able to meet that need also."

Sasser said that in terms of homelessness, the charity has shifted its focus to prevention, adding that the homeless population Helping Hands serves is different from what he calls "street people," those he feels mostly have little interest in getting off the street.

"It's far less expensive to keep a family or person in their home than it is to help them get off the street and into housing," he said. "... We believe we have 300 plus transients here. Of those, we estimate there are about 10 that will accept help. We are working on those."

Helping Hands offers a variety of services large and small, from taking out the trash for disabled residents to cleaning lawns to repairing broken items. The nonprofit group also provides food, counseling and access to services for families in need.

Sasser said that the Senior Care program, in which volunteers provide groceries and companionship to disabled seniors, is the most rewarding part of running Helping Hands. The program is expanding, so the charity wants to increase its fundraising efforts.

"Imagine delivering groceries to a 93-year-old senior that hasn't eaten a meal in a week," he said. "Tears of joy come to the senior and the volunteer. That joy is the only reward we need."

HELPING HANDS

What: Helping Hands is a nonprofit group that identifies needs in the community and helps to get those needs met.

Communities it serves: Murrieta, Wildomar, Lake Elsinore, Canyon Lake, Menifee, Perris and Hemet

To contact, volunteer or donate: helpinghandsgroup.us/

in Remembrance of

PATRICK LEE DONOHUE

Patrick Lee Donohue was born in Anaheim, California on February 21, 1959 and passed away in La Jolla, California on January 4, 2018. He is survived by his wife of 32 years Sandra Jean; 3 children Chad Jean, Robert Patrick, & Jamie Lynn; 2 grandchildren Kody James Patrick & Aurora Jean; brother Bill Donohue; and 2 sisters Laurie Irwin & Cindy Donohue.

Patrick owned and operated Pat Donohue's Furniture Repair for 40 years. He took great pride in his work and was very talented and meticulous in his trade. In his youth, Pat was a surfer, water- and snow- skier. More recently, his hobbies included golfing, fishing, and walking his dog, Rowdy. He loved the outdoors and hosted a camping trip annually at the Kern River, where he was in his element. Here Pat would BBQ, fish and enjoy tubing down the river, and have a grand time with his loved ones. Pat was extremely friendly, outgoing and loved to entertain guests. He was a loving husband, father, grandfather, brother, uncle and friend. His humor and love will be missed by all.

A celebration of his life will be held on Sunday, January 14, 2018 at 11:30 a.m. at Evans Brown Sun City Chapel. A reception will immediately follow the service.

EVANS BROWN MORTUARY (951) 679-1114
www.evans-brownmortuary.com/obituaries

BERKLEY B. KAUFHOLD

Berkley B. Kaufhold, age 91, passed away on January 3, 2018. Berkley was born in Amarillo, Texas and molded in Riverside, California for over 50 years, where he was an educator and a volunteer for a number of causes dedicated to improving the lives of others in the community.

Berkley grew up in Amarillo with parents Alvin and Myrtle Kaufhold and his brothers Ross and Marion. He graduated from Amarillo High School and earned his Bachelor of Arts degree from West Texas State in Canyon, Texas and his Masters degree from North Texas State in Denton, Texas.

Prior to moving to California, Berkley served in the United States Army in Korea and around the United States, including as a public information officer, made a number of friends, and began what would be a lifetime interest in advancing and serving the interests of military veterans and their families. This commitment would last the rest of his life.

First in Texas, and then in California, Berkley spent his entire adult life as a teacher, mentor and coach to literally thousands of students, including over 40 years teaching at Norte Vista High School in Riverside and decades teaching evening courses at Riverside Community College. His academic interests included preparing and teaching courses in English, journalism, and speech, among others. After retiring from day-to-day classroom teaching at Norte Vista, Berkley spent another 11 years educating and mentoring new teachers in association with California State University, San Bernardino. One of his many gifts was the ability to see and bring out the best in his students and to help them develop abilities and talents they didn't even know they had.

When his children were in elementary school, Berkley volunteered in a number of ways, including organizing the school's sports programs, which served hundreds of children, and being one of the first fathers to serve as President of the Parent Teacher Association.

In the mid-1970s, Berkley teamed with a small group of local business leaders and educators to found the Riverside Youth Scholarship Foundation (Riverside

IN MEMORY OF DANIEL E. LEAR

April 6, 1956 - January 12, 2008

Last Ride
We love and miss you.
The Lear Family

SARAH JOE MOON

Ago 82, passed away peacefully on Sunday, December 31, 2017 at her daughter's home in Oceanside, California. She was born in Eden, Texas on April 30, 1935. She's preceded in death by her daddy and mother Joe and Myrtice Gilford, her brother James Gilford and husband, Irwin Moon. She is survived by her five children, Luvanna Johnson (Jack), Rhonda Patterson-Boaz (Dennis), Terie Emerick (Donald), Marty Schmalzried (Debbie) and Cindy Davis (Doug). Sarah was blessed with 12 grandchildren and 19 great grandchildren.

She was a woman of many talents, from owning a fire extinguisher business, dealing blackjack at a casino, to having a lingerie business.

Sarah lived life to the fullest. She enjoyed fishing in Alaska, parasailing in Hawaii, and look forward to the bowling tournament in Las Vegas with her children. She had bowled for 60 years. Teammates would say she was there "secret weapon."

Her faith in Jesus Christ with her love for her family was unwavering. She loved unconditionally.

Her Celebration of Life will be held at The Colony in Murrieta, California on January 14, 2018 at 2:00 PM. She will be laid to rest in Deming, New Mexico.

HAROLD WINFRED WHITE

Feb. 16, 1921 - Dec. 28,2017

Harold ("Wink" or "Whitey") was born in Placentia, California, to Claude Lavendale White and Mary Janet (Solestine) White. When he was four years old, the family moved to Campbell, Missouri. They returned to southern California in 1936, where he spent the remainder of his life.

He married his first love, Mildred Katherine Vance, who pre-deceased him. Two children were born to them: Harold Vance (Charlotte) White; and Janet Lou (Lonnie) Lovingier. In addition to his children, he is survived by his beloved wife of 21 years, Mary (Elsa) White; sister Betty Florence (Herschel) Mills; six grandchildren, ten great-grandchildren, many nieces, nephews, and step-sons Raymond (Janet) Smith; David Smith; Paul (Janet) Smith; and Mark (Rosemma) Smith.

Whitey was an Air Force 452'd Bomb Wing (L) Veteran of WW II and 452'd Air Police Group SSG in Korea, a member of The American Legion LA Sheriffs Star Post 309, Shriners International, Men's Bible Study Group, and All Saints Church. As a member of Al Malakah Silver Mounted Patrol, he rode his Missouri Fox Trotter, Boomerang, in the Rose Parade six times. In 1992-3, Whitey served a term on the San Diego County Grand Jury.

Whitey served with honor and duty during his 30 year career in the Los Angeles Sheriffs Department, and retired as a captain. He served as a patrol officer, auto theft detective, fourteen years as a Homicide Investigator, and

ADOPTABLE PETS

PHOTOS COURTESY OF DEVORE ANIMAL SHELTER

Vega, an 8-month-old tan Chihuahua, is available for adoption at the Devore Animal Shelter.

Animals' names: Vega and Rigel
Animal ID: A687926 and A687815, respectively
Breed, age, color: Vega is an 8-month-old tan Chihuahua. Rigel is a 1-year-old white terrier.
Agency: Devore Animal Shelter
Adoption Fees: Dogs cost $80-$85, cats cost $57-$62; spay/neuter and microchips are included; cash, VISA and MasterCard are accepted
Location: 19777 Shelter Way, San Bernardino
Hours: Monday, Tuesday, Thursday and Friday from 10 a.m. to 6:30 p.m.; Wednesday from 10 a.m. to 7 p.m.; Saturday and Sunday from 10 a.m. to 5 p.m.
Information: 909-386-9820, or for lost and adoptable pets, visit sbcounty.gov/acc

Rigel, a 1-year-old male white terrier, also is in need of a good home.

Cremation

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January 18, 2018 8:03 am (GMT +8:00)
Powered by TECNAVIA

HELPING HANDS

CARING PEOPLE HELPING PEOPLE IN NEED

21 November

Mike A. Borja
Administrative Services Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587

Mike:

I received your email yesterday and have made adjustment to the submittal requesting CDBG funds from the City of Canyon Lake. Please note I have eliminated the food program completely as multiple county agencies have either ignored request for assistance or just flat our denied our request for funds for that program.

We thank you for your consideration of the attached application for CDBG funds for 2019-2020.

Sincerely

Robert Sasser
Executive Director

31566 Railroad Canyon Road, Suite 2 Box 1122 • Canyon Lake, CA 92587 • 951.821.6080

HELPING HANDS

PEOPLE THAT CARE HELPING PEOPLE IN NEED

A Canyon Lake Based 501(c)3
California Corporation for Public Benefit

Established 2003

31566 Railroad Canyon Road
Suite 2 Box 1122
Canyon Lake, CA 92587

www.HelpingHandsGroup.us

951-445-2354

COUNTY OF RIVERSIDE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

APPLICATION FOR CITY OF Canyon Lake

2019-2020 CDBG ALLOCATION

I. GENERAL INFORMATION

Applying Organization Name: HHG.us (dba) Helping Hands

Type of Organization: Non-Profit Organization ☑ Faith Based Organization ☑

For-Profit Organization ☐ Institution of Higher Education ☐

Organization Address: 31566 Railroad Canyon Road, Suite 2 Box 1122

City: Canyon Lake Zip Code: 92587

Mailing Address: 31566 Railroad Canyon Road, Suite 2 Box 1122

City: Canyon Lake Zip Code: 92587

Telephone Number: 951-445-2354 Fax Number:

Executive Director: Robert Sasser

Telephone Number: 951-445-2354 E-mail: Robert@HelpingHandsGroup.

Program Manager: Mike Augustiene

Telephone Number: 951-232-9794 E-mail: maugie@aol.com

Grant Writer: Robert Sasser

Address *(If different from above)*: 31566 Railroad Canyon Road, Suite 2 Box1122

Telephone Number: 951-445-2354 E-mail: Robert@HelpingHandsGroup.

II. ORGANIZATIONAL HISTORY *(This is applicable only if you are a non-profit organization)*

Date Organization founded: 2002

Date Organization incorporated as a non-profit organization ***(Attach Articles of Incorporation and Bylaws)***: 10/14/2016

Federal identification number: 81-3887604

DUNS Number: 08-044-6957

Organization Web Address: HelpingHandsGroup.us

G. Check ONLY the applicable category your application represents.

- [x] Public Service
- [ ] Homeless Activities
- [ ] Real Property Acquisition (Must consult with EDA prior to submitting application)
- [ ] Housing
- [ ] Rehabilitation/Preservation (please provide picture of structure)
- [ ] Public Facilities (construction)
- [ ] Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)
- [x] Other: (provide description) Senior Home Repair

H. Respond to A & B only if this application is for a *public service* project.

(a) Is this a NEW service provided by your agency? Yes ☐ No ☑

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

Improved and increased

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:

Please see Appendix A

B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

See Appendix B

C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

See Appendix C

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

See Appendix D

V. PROJECT BENEFIT

A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: *Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

Project Benefits

We estimate their will be 20 to 25 projects in FYI 2019. We also estimate about 20 of those will require CDBG funding.

B. Indicate the number of unduplicated clients that will be served *(An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year):*

Our current projections tell us that we will be serving 20 low to moderate-income households with about 25 people being served.

C. Length of proposed CDBG-funded activities or service (weeks, months, year):

Helping Hands Senior Home Repair program is continuous from year to year.

D. Service will be provided to (check one or more):

- ☑ Men
- ☑ Women
- ☐ Children (Range of children's ages :_____)
- ☐ Homeless (Number of beds at facility :_____)
- ☑ Seniors
- ☑ Severely Disabled Adults
- ☐ Migrant Farm Workers
- ☑ Families

E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

We currently work with local churches, local school districts and in home health care workers. Those three sources have endless client contacts with disabled seniors and people in crisis. We are also well known on social media where we constantly find people in need.

F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

Sustainability

Helping Hands has been in operation for more than 15 years. Our Board of Directors is always there for us. Through prayer and hard work we always find the resources we need. By teaming with the USDA / TEFAP program we are guaranteed a endless source of food for our clients. With the donations we receive we are able to offer special items such as granola bars, tooth paste, personal items and hot cocoa.

Without the grant funds we would not be able to expand the Home Repair part of our service but we will always take care of the seniors in crisis.

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. Limited Clientele:
   The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

   We will seek guidance from other agencies in our area on their proceedures for income verification and doccumentation. We will follow those guidelines.

2. Clientele presumed to be principally low- and moderate-income persons:
The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- ☐ Abused children
- ☐ Battered spouses
- ☑ Elderly persons
- ☑ Severely disabled adults
- ☐ Homeless persons
- ☐ Illiterate adults
- ☐ Persons living with AIDS
- ☐ Migrant Farm workers

a. Describe the clientele above to be served by this activity:

The primary client this program will serve is typically an elderly widowed senior that has been living in a home where repairs have been defered for years due to inability to fund a project or the lack of experience in working with contractors.

b. Discuss how this project directly benefits low- and moderate- income residents:

See Appendix E

CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within an area where at least 51% of the residents are low/moderate-income. ***(Applicant is welcome to contact a County of Riverside, EDA CDBG Program Manager for Census Information)***

2010 Census Tract and Block Group numbers:
0606590880

Total population in Census Tract(s) / block group(s): 11,223

Total percentage of low-moderate population in Census Tract(s) / block group(s): 6.3%

CATEGORY C: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

Proposed Job Creation/Retention

Total Jobs Expected to Create: 0

Total Jobs Expected to Retain: 0

CATEGORY D: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

Proposed Assistance to Businesses

New Businesses expected to assist: 0

Existing Businesses expected to assist: 0

Enter Total Businesses expected to assist: 0

VII. FINANCIAL INFORMATION

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2017. If your proposed CDBG-funded activity will start on a date other than July 1, 2017, please indicate starting date. *Provide total Budget information and distribution of CDBG funds in the proposed budget.*

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. **(Note: CDBG funds requested must match amount requested in Project Activity, C above.)**

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is $15,000 and $10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include $5,000 of other non-CDBG funding and $10,000 in CDBG funds for a Grand Total of $15,000).

	TOTAL ACTIVITY/ PROJECT BUDGET (Include non-CDBG Funds and CDBG Funds)	**CDBG FUNDS REQUESTED-Only**
I. Personnel		
A. Salaries & Wages	$0	$0
B. Fringe Benefits	$0	$0
C. Consultants & Contract Services	$0	$0
PERSONNEL SUB-TOTAL	$0	$0

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

Yes, please see attached Bylaws and Operating Agreement (Appendix R).

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

Capacity

Robert Sasser, Executive Director. Retired from a forty-year career in the food industry that included serving as a founder and chief executive officer of four successful start-ups. Served on Board of Directors of two major food processing corporations and ran mergers and acquisitions of major east coast snack food corporation. Holder of two U.S. patents pertaining to food packaging and proud father to 2 adult children and grandfather to three granddaughters.

Our program manager, Mike Augustine is a retired General Contractor with experience in Construction Development. Operating the past 37 years in the Canyon Lake, Lake Elsinore, and Temecula region. He now volunteers at Canyon Lake Community Church as well as Helping Hands.

Our other Directors, Don Beckendorf, Steve Haney and Jerry Swift are or have been well qualified administrators of large budget programs. It is unlikely we will face issues we are unable to handle.

IX. APPLICATION CERTIFICATION

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate. ✔

2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program. ✔

3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities. ✔

4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation. ✔

5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe. ✔

6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. **(DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President)** ✔

DATE: 02 November 18

Signature:

Print Name/Title
Authorized Representative: Robert Sasser, Founder Executive Director

CHECK-LIST:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	No	ATTACHMENT
☑	☐	1. Members/Board of Directors
☑	☐	2. Articles of Incorporation and Bylaws
☑	☐	3. Project Activity Map
☑	☐	4. Project Benefit, Category B, Low Mod Area Maps **(Attach if applicable)**
☑	☐	5. Leveraging (Current evidence of commitment)
☑	☐	6. Income and Expense Statement
☑	☐	7. Management Capacity (Detailed organizational chart)
☑	☐	8. Board Written Authorization approving submission of application

APPENDIX INDEX

Responses to answers where adequate space was not available

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Appendix A

IV. PROJECT NARRATIVE

A. *Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:*

answer:

Project Description:

We serve seniors in Canyon Lake that need either expertise in project management or lack funds to do their own home repairs. Our focus is serving low to moderate-income seniors.

We currently serve less than 20 low-income seniors with plumbing, electrical and air conditioning/heating issues. The real demand comes from the moderate-income senior that is able to at least partially fund a project but lacks the experience to manage the sub contractors. Our project leader is ready to assist these seniors with home repair projects of any size. In addition, our volunteers are equipped with a long list of resources available through County, State and Federal programs.

CDBG funding would go only to low to moderate-income seniors projects. We will require either proof of Department of Public Social Services qualification, proof of recent IRS tax return or similar official documents. Copies of the proof of income documents will be kept on file.

If granted the funding our management team will seek out agencies that provide assistance for such a program. An example (EVWD provides replacement low-flow toilets.)

Appendix B

IV. PROJECT NARRATIVE

B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

answer:

Use of Funds

The CDBG grant funds will be used for materials and construction cost only in our Home Repair Program. Currently our construction team installs handicap ramps, handrails, guardrails, repairs toilets, installs ceiling fans, installs water heaters and advised homeowners on large projects in Canyon Lake. We currently limit the projects we address based on the funds we have available.

With funding we will expand that program accordingly. We have a backlog of projects that includes a ramp and cement work as well as removal of brush that is causing concrete to break up leading to the front door of a low-income senior. Grab rails and handrail replacement, plumbing repairs, etc.

It is important to remember, no funds will go to any volunteer or Board member. Helping Hands has ZERO paid personnel.

Appendix C

IV. PROJECT NARRATIVE

C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

answer:

Program Goals

"Caring People Helping People in Need" As our motto suggest Helping Hands has several goals. We help people/volunteers to effectively serve their neighbors in need. Serving the needs of our most vulnerable population, low and moderate-income seniors allows our volunteers to make a difference every time they participate with Helping Hands.

1. **Volunteer Enlistment / 2019 Goal is to enlist more than 25 volunteers.** It is difficult to estimate the number of volunteers we have as everyday we have more asking to join us. Some participate one or two times, some serve sporadically and many can be counted on every time we need help. Our goal is to engage enough volunteers to fill the need we have to serve the seniors.

2. **Senior Care Home Repair Program / 2019 Goal $20,000 in senior home repairs.** Our Program Manager, Mike Augustine is a well-known and respected retired Canyon Lake custom homebuilder. With adequate funding Mike will build a team of handymen and tradesmen that will assist with home repairs. Mike has the time desire and energy to assist Canyon Lake seniors with minor repairs as well as selecting subcontractors to fill more advanced projects. Many of our seniors can reimburse parts of projects and those funds will be applied to program expansion.

Appendix D

IV. PROJECT NARRATIVE

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

answer:

Project Milestones

Our Senior Care Home Repair Program is limited to repairs we pay for from personal funds. This year we have installed handrails, four toilets, a water heater, repaired a ramp, replaced a GFI, repaired two air conditioners all out of personal funds. We turned away many more projects due to financial consideration.

Given this grant we will implement an aggressive expansion. Please see the following:

2019 Timeline

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Home Repair	2/$3,000	4/$5,000	4/$5,000	5/$7,000

Appendix E

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity. CATEGORY A: Benefit to low-moderate income persons (must be documented).

answer:

Project Benefits

Case in point, a severely disabled very low-income person in a wheel chair removed toilet lid dropping and breaking it on the floor. When we arrived we found the large pieces pushed against the wall as they were to heavy for her to pick up. When she used the toilet she was forced to reach in the tank with a coat hanger to flush it.

In addition, her air conditioning was out and her ceiling fan was inoperable. We replaced the toilet and fan and then directed her caretaker to contact Riverside Community Action Partnership (CAP Riverside). Our follow up determined we needed to call CAP for her. We now deliver two large bags of groceries every month. These groceries have allowed her to divert some of her social security to a medical problem she is experiencing. Our volunteers have repaired three faucets, built her an entrance ramp and installed handrails in the bathroom.

We have turned down countless other projects for low to moderate seniors in our area of service due to lack of funds. All of these situations are well documented.

Appendix F

VII. FINANCIAL INFORMATION

B. Leveraging

List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. (Attach)

answer:

Donations:

We receive in excess of $15,000 from public donations to include Board of Directors. Please review our current 2018 financials as well as the 2017 financials (Appendix 7). They clearly demonstrate our ability to raise funds.

Appendix G

VII. FINANCIAL INFORMATION

C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

answer

Long Term Financial Commitment

Helping Hands financials will exhibit an ability to bring in more than $20,000 annually in contributions not including ten's of thousands of dollars in food and supply donations. With our recent acceptance into the USDA TEFP we are now able to divert funding from food purchases to the Home Repair Program. All of the CDBG funds will go to home repair program, however it should be noted lack of future funding will impact home repair program. With limited funds we will reduce the program based on our ability to fund the activities.

Helping Hands will go on regardless of being awarded CDBG funds. The funding will enable us to more efficiently serve our seniors in need.

Appendix H

VIII. MANAGEMENT CAPACITY

A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

answer

Management Capacity

Helping Hands has not been funded with any government funds in the past. Our Board of Directors was purposely selected for their business experience. Our Executive Director served as CEO of a $100 million bottle water company and has served on the Boards of similar companies.

Our program manager, Mike Augustine is a retired General Contractor with experience in Construction Development. Operating as a general contractor and custom homebuilder the past 37 years in the Canyon Lake, Lake Elsinore, and Temecula region. He now volunteers at Canyon Lake Community Church as well as Helping Hands.

Our other Directors, Don Beckendorf, Steve Haney and Jerry Swift are or have been well-qualified administrators of large budget programs. It is unlikely we will face issues we are unable to handle.

Appendix Q

Articles of Incorporation

ARTS-PB-501(c)(3)

Articles of Incorporation of a Nonprofit Public Benefit Corporation

3947857

To form a **nonprofit public benefit corporation** in California, you can fill out this form or prepare your own document, and submit for filing along with:

- ✓ A **$30** filing fee.
- ✓ A separate, non-refundable **$15** service fee also must be included, if you **drop off** the completed form or document.

Important! California nonprofit corporations **are not** automatically exempt from paying California franchise tax or income tax each year. **A separate application is required in order to obtain tax exempt status.** For more information, go to https://www.ftb.ca.gov/businesses/exempt_organizations or call the California Franchise Tax Board at (916) 845-4171.

Note: *Before submitting this form*, you should consult with a private attorney for advice about your specific business needs.

FILED SAW
Secretary of State CN
State of California
SEP 21 2016

ICC

This Space For Office Use Only

For questions about this form, go to *www.sos.ca.gov/business/be/filing-tips.htm*

Corporate Name (List the proposed corporate name. Go to www.sos.ca.gov/business/be/name-availability.htm for general corporate name requirements and restrictions.)

① The name of the corporation is HHG.us

Corporate Purpose (Item 2a: Check one or both boxes. Item 2b: The specific purpose of the corporation must be listed if you are organizing for "public" purposes, or if you intend to apply for tax-exempt status in California.)

② a. This corporation is a nonprofit **Public Benefit Corporation** and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for: ☐ **public** purposes. ☑ **charitable** purposes.

b. The specific purpose of this corporation is to Community service work such as helping homeless

Service of Process (List a California resident or an active 1505 corporation in California that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may **not** list your own corporation as the agent. **Do not** list an address if the agent is a 1505 corporation as the address for service of process is already on file.)

③ a. Robert Sasser
Agent's Name

b. 24256 Cruise Circle Drive | Canyon Lake, CA | CA 92587
Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box | *City (no abbreviations)* | *State Zip*

Corporate Addresses

④ a. 24256 Cruise Circle Drive | Canyon Lake, | CA 92587
Initial Street Address of Corporation- Do not list a P.O. Box | *City (no abbreviations)* | *State Zip*

b. 31566 Railroad Canyon Road, Ste. 2 Box 1122 | Canyon Lake | CA 92587
Initial Mailing Address of Corporation, if different from 4a | *City (no abbreviations)* | *State Zip*

Additional Statements (The following statements are required to obtain tax exemption from the Internal Revenue Service or the California Franchise Tax Board under Internal Revenue Code section 501(c)(3). Note: Corporations seeking other types of tax exemptions should not use this form.)

⑤ a. This corporation is organized and operated exclusively for the purposes set forth in **Article 2a** hereof within the meaning of Internal Revenue Code section 501(c)(3).

b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

c. The property of this corporation is irrevocably dedicated to the purposes in **Article 2a** hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for **charitable, educational and/or religious** purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.

Robert Sasser
Incorporator - Sign here | *Print your name here*

Make check/money order payable to: **Secretary of State**
Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a $5 certification fee.

By Mail
Secretary of State
Business Entities, P.O. Box 944260
Sacramento, CA 94244-2600

Drop-Off
Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814

Corporations Code §§ 5130-5132 et seq., Revenue and Taxation Code §§ 23151 et seq. and 23701 et seq.

2013 California Secretary of State

Appendix R

Bylaws and Operating Agreement

HELPING HANDS GROUP

OPERATING AGREEMENT
BYLAWS

HHG.us / HELPING HANDS GROUP

A California Nonprofit Public Benefit Corporation #3947857

helpinghandsgroup.us

ARTICLE I
NAME

1.01 Name

The name of this corporation shall be HHG.us with a common name of Helping Hands or Helping Hands Group. The business of the corporation may be conducted as Helping Hands Group or Helping Hands.

ARTICLE II
PURPOSES AND POWERS

2.01 Purpose

HHG.us / Helping Hands is a California non-profit corporation and shall be operated exclusively for charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

HHG.us / Helping Hands is nothing more than caring people helping people in need. The "Group" in Helping Hands Group is a group of concerned citizens in our local community that have time and finances to make a difference in the community. They help seniors, disabled persons, low-income families, and the homeless with food, clothing, and access to county services.

2.02 Powers

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

2.03 Nonprofit Status and Exempt Activities Limitation.

(a) Nonprofit Legal Status. HHG.us / Helping Hands is a California non-profit public benefit corporation, seeking tax exempt status under Section 501(c) 3 of the United States Internal Revenue Code.

(b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no Director, officer, employee, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c) 3 of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which

are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.

(c) Distribution Upon Dissolution. Upon termination or dissolution of the HHG.us / Helping Hands any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c) 3 of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the Helping Hands hereunder shall be selected in the discretion of a majority of the managing body of the corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the Helping Hands by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of California.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the Helping Hands, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of California to be added to the general fund.

ARTICLE III
MEMBERSHIP

3.01 No Membership Classes

The corporation shall have no members who have any right to vote or title or interest in or to the corporation, its properties and franchises.

3.02 Non-Voting Affiliates

The Board of Directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the corporation. The board, a designated committee of the board, or any duly elected officer in accordance with board policy, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to

affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the Board of Directors, affiliates may be given endorsement, recognition and media coverage at fundraising activities, clinics, other events or at the corporation website. Affiliates have no voting rights, and are not members of the corporation.

3.03 Dues

Any dues for affiliates shall be determined by the board of directors.

ARTICLE IV
BOARD OF DIRECTORS

4.01 Number of Directors

HHG.us / Helping Hands shall have a Board of Directors consisting of at least 2 and no more than 8 Directors. Within these limits, the Board may increase or decrease the number of Directors serving on the board, including for the purpose of staggering the terms of Directors.

4.02 Powers

All corporate powers shall be exercised by or under the authority of the Board and the affairs of the HHG.us / Helping Hands shall be managed under the direction of the board, except as otherwise provided by law.

4.03 Terms

(a) All Directors shall be elected to serve a two-year term, however the term may be extended until a successor has been elected.

(b) Director terms shall be staggered so that approximately half the number of Directors will end their terms in any given year.

(c) Directors may serve terms in succession.

(d) The term of office shall be considered to begin June 31 and end July1 of the second year in office, unless the term is extended until such time as a successor has been elected.

4.04 Qualifications and Election of Directors

In order to be eligible to serve as a Director on the Board of Directors, the individual must be 18 years of age and an affiliate within affiliate classifications created by the board of directors. Directors may be elected at any Board meeting by the majority vote of the existing Board of Directors. The election of directors to replace those who have fulfilled their term of office shall take place in June of each year.

4.05 Vacancies

The Board of Directors may fill vacancies due to the expiration of a Director's term of office, resignation, death, or removal of a Director or may appoint new Directors to fill a previously unfilled Board position, subject to the maximum number of Directors under these Bylaws.

(a) Unexpected Vacancies. Vacancies in the Board of Directors due to resignation, death, or removal shall be filled by the Board for the balance of the term of the Director being replaced.

4.06 Removal of Directors

A Director may be removed by simple majority of a quorum of the Board of Directors then in office, if:

(a) the Director is absent and unexcused from two or more meetings of the Board of Directors in a twelve month period. The Board President is empowered to excuse Directors from attendance for a reason deemed adequate by the Board President. The President shall not have the power to excuse him/herself from the Board meeting attendance and in that case, the Board Vice President shall excuse the President. Or:

(b) for cause or no cause, if before any meeting of the Board at which a vote on removal will be made the Director in question is given electronic or written notification of the Board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the Board.

4.07 Board of Directors Meetings.

(a) Regular Meetings. The Board of Directors shall have a minimum of two (2) regular meetings each calendar year at times and places fixed by the board. Board meetings shall be held upon four (4) days notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours notice delivered personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.

(b) Special Meetings. Special meetings of the Board may be called by the President, Vice President, Secretary, Treasurer, or any two (2) other Directors of the Board. A special meeting must be preceded by at least 2 days notice to each Director of the date, time, and place, but not the purpose, of the meeting.

(c) Waiver of Notice. Any Director may waive notice of any meeting, in accordance with California law.

4.08 Manner of Acting.

(a) Quorum. At least two of the Directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the Board. No business shall be considered by the Board at any meeting at which a quorum is not present.

(b) Majority Vote. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board.

(C) Hung Board Decisions. On the occasion that Directors of the board are unable to make a decision based on a tied number of votes, the President or Treasurer in the order of presence shall have the power to swing the vote based on his/her discretion.

(d) Participation. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, Directors may participate in a regular or special meeting through the use of any means of communication by which all Directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

4.09 Compensation for Board Service

Directors shall receive no compensation for carrying out their duties as Directors. The board may adopt policies providing for reasonable reimbursement of Directors for expenses incurred in conjunction with carrying out Board responsibilities, such as travel expenses to attend Board meetings.

4.10 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the Corporation. Such remuneration shall be reasonable and fair to the Corporation and must be reviewed and approved in accordance with the Board Conflict of Interest policy and state law.

ARTICLE V
COMMITTEES

5.01 Committees

The Board of Directors may, by the resolution adopted by a quorum of the Directors then in office, designate one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. Any committee, to the extent provided in the resolution of the Board, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

(a) take any final action on matters which also requires Board members' approval or approval of a majority of all directors;

(b) fill vacancies on the Board of Directors of in any committee which has the authority of the Board;

(c) amend or repeal Bylaws or adopt new Bylaws;

(d) amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repealable;

(e) appoint any other committees of the Board of Directors or the members of these committees;

(f) approve any transaction;

(i) to which the corporation is a party and one or more Directors have a material financial interest; or

(ii) between the corporation and one or more of its Directors or between the Corporation or any person in which one or more of its Directors have a material financial interest.

5.2 Meetings and Action of Committees

Meetings and action of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings of the Directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of the committee may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The board of directors may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

5.3 Informal Action By The Board of Directors

Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the Board of Directors to use email to approve actions, as long as a quorum of Board members gives consent.

ARTICLE VI
OFFICERS

6.01 Board Officers

The initial officers of the corporation shall be a Board President and a Secretary. The board will expand to include a Board President, Vice-President, Secretary, and Treasurer, all of whom shall be chosen by, and serve at the pleasure of, the Board of Directors. Each Board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the Board or by direction of an officer authorized by the Board to prescribe the duties and authority of other officers. The board may also appoint additional Vice Presidents and such other officers as it deems expedient for the proper conduct of the business of the corporation, each of whom shall have such authority and shall perform such duties as the Board of Directors may determine. One person may hold two or more Board offices, but no Board officer may act in more than one capacity where action of two or more officers is required.

6.02 Term of Office

Each officer shall serve a two-year term of office and may not serve more than three (3) consecutive terms of office. Unless elected by two-thirds (2/3) of the Board at the end of his/her three (3) year terms or to fill a vacancy in an officer position, each Board officer's term of office shall begin upon the adjournment of the Board meeting at which elected and shall end upon the adjournment of the Board meeting during which a successor is elected.

6.03 Removal and Resignation

The Board of Directors may remove an officer at any time, with or without cause. Any officer may resign at any time by giving written notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

6.04 Board President

The Board President shall be the Chief Volunteer Officer of the corporation. The Board President shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform all other duties incident to the office or properly required by the Board of Directors.

6.05 Vice President

In the absence or disability of the Board President, the ranking Vice President or Vice President designated by the Board of Directors shall perform the duties of the Board President. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the Board President. The Vice President shall have such other powers and perform such other duties prescribed for them by the Board of Directors or the Board President. The Vice President shall normally accede to the office of Board President upon the completion of the Board President's term of office.

6.06 Secretary

The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of Directors and committees of Directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The Secretary shall cause notice to be given of all meetings of Directors and committees as required by the Bylaws. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Board President. The Secretary may appoint, with approval of the Board, a Director to assist in performance of all or part of the duties of the Secretary.

6.07 Treasurer

The treasurer shall be the lead Director for oversight of the financial condition and affairs of the corporation. The treasurer shall oversee and keep the Board informed of the financial condition of the corporation and of audit or financial review results. In conjunction with other directors or officers, the Treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the Board of Directors on a timely basis or as may be required by the Board of Directors. The treasurer shall perform all duties properly required by the Board of Directors or the Board President. The Treasurer may appoint, with approval of the Board a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the Treasurer. The office of the Treasurer may or may not be compensated.

6.08 Non-Director Officers

The Board of Directors may designate additional officer positions of the corporation and may appoint and assign duties to other non-director officers of the corporation.

ARTICLE VII
CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

7.01 Contracts and other Writings

Except as otherwise provided by resolution of the Board or Board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the Treasurer or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the Board.

7.02 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the Board.

7.03 Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depository as the Board or a designated committee of the Board may select.

7.04 Loans

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the Board. Such authority may be general or confined to specific instances.

7.05 Indemnification

(a) Mandatory Indemnification. The corporation shall indemnify a Director or former Director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a Director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings.

(b) Permissible Indemnification. The corporation shall indemnify a Director or former director made a party to a proceeding because he or she is or was a Director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

(c) Advance for Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Directors in the specific case, upon receipt of (I) a written affirmation from the Director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the Director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.

(d) Indemnification of Officers, Agents and Employees. An officer of the corporation who is not a Director is entitled to mandatory indemnification under this article to the same extent as a Director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation who is not a Director, consistent with California Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the Board or by contract.

ARTICLE VIII
MISCELLANEOUS

8.01 Books and Records

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its Board of Directors, a record of all actions taken by Board of Directors without a meeting, and a record of all actions taken by committees of the Board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

8.02 Fiscal Year

The fiscal year of the corporation shall be from June 31 to July 1 of each year.

8.03 Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of HHG.us / Helping Hands not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

8.04 Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of a quorum of the Board of Directors then in office at a meeting of the Board, provided, however,

(a) that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,

(b) that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by vote of a quorum of Directors at a Board meeting.

(c) that all amendments be consistent with the Articles of Incorporation.

ARTICLE IX
COUNTERTERRORISM AND DUE DILIGENCE POLICY

In furtherance of its exemption by contributions to other organizations, domestic or foreign, HHG.us / Helping Hands shall stipulate how the funds will be used and shall require the recipient to provide the corporation with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for US. Based Charities" is not mandatory, Helping Hands willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

HHG.us / Helping Hands shall also comply and put into practice the federal guidelines, suggestion, laws and limitation set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

ARTICLE X
DOCUMENT RETENTION POLICY

10.01 Purpose

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of HHG.us / Helping Hands records.

10.02 Policy

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow

unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.
From time to time, HHG.us / Helping Hands may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. HHG.us / Helping Hands expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the HHG.us / Helping Hands informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories

(a) Corporate Documents. Corporate records include the corporation's Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

(b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the corporation's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

(c) Employment Records/Personnel Records. State and federal statutes require the corporation to keep certain recruitment, employment and personnel information. The corporation should also keep personnel files that reflect performance reviews and any complaints brought against the corporation or individual employees under applicable state and federal statutes. The corporation should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

(d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the corporation's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the corporation.

(e) Press Releases/Public Filings. The corporation should retain permanent copies of all press releases and publicly filed documents under the theory that the corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the corporation.

(f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

(g) Marketing and Sales Documents. The corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

(h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the corporation and are protected as a trade secret where the corporation:

(i) derives independent economic value from the secrecy of the information; and

(ii) has taken affirmative steps to keep the information confidential.

The corporation should keep all documents designated as containing trade secret information for at least the life of the trade secret.

(i) Contracts. Final, execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

(j) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

(k) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

(l) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

(m) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic Mail. E-mail that needs to be saved should be either:

(i) printed in hard copy and kept in the appropriate file; or

(ii) downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

ARTICLE XI
Transparency and Accountability
Disclosure of Financial Information With The General Public

11.01 Purpose

By making full and accurate information about its mission, activities, finances, and governance publicly available, HHG.us / Helping Hands practices and encourages transparency and accountability to the general public. This policy will:

(a) indicate which documents and materials produced by the corporation are presumptively open to staff and/or the public

(b) indicate which documents and materials produced by the corporation are presumptively closed to staff and/or the public

(c) specify the procedures whereby the open/closed status of documents and materials can be altered.

The details of this policy are as follow:

11.02 Financial and IRS documents (The form 1023 and the form 990)

HHG.us / Helping Hands shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

11.03 Means and Conditions of Disclosure

HHG.us / Helping Hands shall make "Widely Available" the aforementioned documents to be viewed and inspected by the general public.

(a) Hhg.us / Helping Hands shall inform anyone requesting the information where this information can be found. This information must be provided immediately for in-person requests within 7 days for mailed requests.

11.04 IRS Annual Information Returns (Form 990)

HHG.us / Helping Hands shall submit the Form 990 to its Board of Directors prior to the filing of the Form 990. While neither the approval of the Form 990 or a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to each member of the board of director's via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

11.05 Board

(a) All Board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.

(b) All Board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.

(c) All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.

11.06 Staff Records

(a) All staff records shall be available for consultation by the staff member concerned or by their legal representatives.

(b) No staff records shall be made available to any person outside the corporation except the authorized governmental agencies.

(c) Within the corporation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that

(d) Staff records shall be made available to the board when requested.

11.07 Donor Records

(a) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.

(b) No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.

(c) Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that ; donor records shall be made available to the board when requested.

(d)

ARTICLE XII
CODES OF ETHICS AND WHISTLEBLOWER POLICY

12.01 Purpose

HHG.us / Helping Hands requires and encourages Directors, officers and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of HHG.us / Helping Hands to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieving compliance with various laws and regulations.

12.02 Reporting Violations

If any Director, officer, staff or employee reasonably believes that some policy, practice, or activity of HHG.us / Helping Hands is in violation of law, a written complaint must be filed by that person with the vice president or the Board President.

12.03 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

12.04 Retaliation

Said person is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of HHG.us / Helping Hands and provides the HHG.us / Helping Hands with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

HHG.us / Helping Hands shall not retaliate against any Director, officer, staff or employee who in good faith, has made a protest or raised a complaint against some practice of HHG.us / Helping Hands or of another individual or entity with whom HHG.us / Helping Hands has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

HHG.us / Helping Hands shall not retaliate against any Director, officer, staff or employee who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of HHG.us / Helping Hands that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in

violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

12.05 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

12.06 Conflict of Interest Policy

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:

1. Interested Person

Any Director, Principal Officer, or Member of a committee with governing Board delegated powers, which has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Conflict of Interest Procedures:

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The Chairperson of the governing Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing Board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

12.07 Handling of Reported Violations

The Board President or Vice President shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the Board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all directors, officers, staffs or employees and they shall have the opportunity to ask questions about the policy.

ARTICLE XIII

AMENDMENTS OF ARTICLES OF INCORPORATION

13.01 Amendment

Any amendment to the Articles of Incorporation may be adopted by approval of a simple majority of board directors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of HHG.us / Helping Hands Group Board of Directors on 2/10/2016 and constitute a complete copy of the Bylaws of the corporation.

_____

Linda S. Sasser

_____

Date

Corporate Seal

Appendix S

Board of Directors

Board of Directors Profiles

Robert Sasser, Executive Director. Retired from a forty-year career in the food industry that included serving as a founder and chief executive officer of four successful start-ups. Served on Board of Directors of two major food processing corporations and ran mergers and acquisitions of major east coast snack food corporation. Proud father to 2 adult children and grandfather to three granddaughters.

Mike Augustine, Director Senior Care Program. Retired from four years of Construction Development and 37 years of custom home building in the Canyon Lake, Lake Elsinore, and Temecula region. Mike now volunteers at Canyon Lake Community Church, as well as with Helping Hands.

Don Beckendorf, Director Emergency/Disaster Services. Don has specialized in a broad spectrum of foodservice consulting from Programming and Design to managing Operator Selection / RFP processes. With more than 35 years of food service experience that included executive level operations management, restaurant real estate, project design and construction.

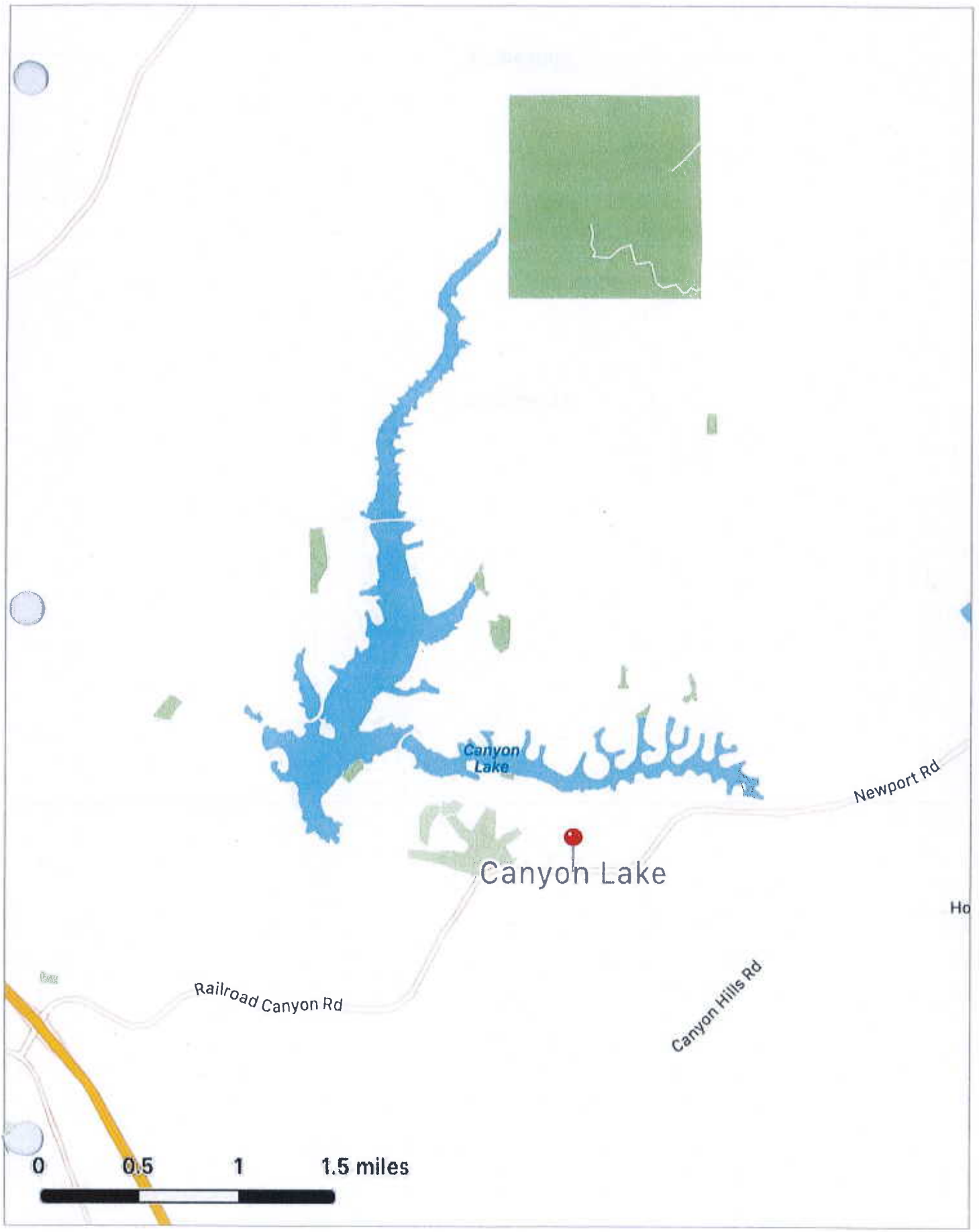
Jerry Swift, Director Program Development. Retired from serving twenty-years as owner operator of an advertising business in Livermore, CA. Served as Director Client Acquisition for the San Jose Mercury New.

Steve Haney, Director Food Distribution. Retired serving more than 30 years as a school administrator in Riverside County including 15 years as a high school principal in both the Temecula Valley and Lake Elsinore Unified School Districts.

Linda Sasser, Secretary Treasurer. Retired as a secretary with Pacific Bell interrupting that service to raise a daughter and son. As an empty nester she resumed serving as secretary at the Park City Christian Center in Utah. With two adult children and three grandchildren she finds time to serve as a group leader at Canyon Lake Community Church and to manage organizational processes and internal communications for Helping Hands.

Appendix T

Project Maps


Canyon Lake
Canyon Lake
Newport Rd
Railroad Canyon Rd
Canyon Hills Rd
0
0.5
1
1.5 miles

Appendix V

Financial Information Narrative

VII. FINANCIAL INFORMATION

Proposed Project Budget / Complete the following annual program budget to begin July 1, 2017. If your proposed CDBG-funded activity will start on a date other than July 1, 2017, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. (Note: CDBG funds requested must match amount requested in Project Activity, C above.)

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is $15,000 and $10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include $5,000 of other non-CDBG funding and $10,000 in CDBG funds for a Grand Total of $15,000).

This section shows an example of how to respond but does not provide a place to do so. We offer the following statement:

Helping Hands is requesting funding for a expansion of both our Senior Care Food Program and Senior Care Home Improvement Program. The total cost of the program is $44,817 and $18,217 in CDBG funds is being requested for home repair and infrastructure upgrades. The total Activity/Project Budget will include $26,600 of other non-CDBG funding and $18,217 in CDBG funds for a Grand Total of $44,817).

Appendix W

Financial Reports 2017 & 2018

Focus Financial Tax
31714 Railroad Canyon Rd Ste 1
Canyon Lake, CA 92587
Phone (951) 246-1040
Fax (951) 244-5039
BENJAMIN & YOUNG, LLP
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

August 30, 2018

To Whom It Concerns,

Our firm has reviewed the formation of HHG.us dba Helping Hands Group, prepared the annual financials and prepared the tax returns for the Exempt Organization.

It is our determination that the above entity has properly formed and operates with accuracy and exemplary operations. Our validation of financials, bank statements, receipts and records are quintessential to that of a Non-Profit Organization.

Helping Hands Group US is in compliance and good standings with government tax filing obligations.

Sincerely,

Michelle Williams

Office Manager Canyon Lake
(951) 246-1040
(951) 244-5039 fax
Focus Financial Tax
Benjamin & Young, LLP
31524 Railroad Canyon Rd. Ste #1
Canyon Lake, CA 92587
Certified Public Accountants & Consultants

Focus Financial Tax
31714 Railroad Canyon Rd Ste 1
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Phone (951) 246-1040
Fax (951) 244-5039
BENJAMIN & YOUNG, LLP
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Prepared on August 30, 2018

HHG.us / dba Helping Hands Group
31566 Railroad Canyon Rd
Suite 2 – Box 1122
Canyon Lake, CA 92587
Ph. 951-821-6080
Em.contact@HelpingHandsGroup.us

Year Ending 6/30/18

Statement of Cash Flows

Donations	19,175.00
Gifts In-Kind	5,904.31
Gifts In-Kind Other	8,000.00

Statement of Functional Expenses

Program Services Expense:	
Cash Donation	215.99
Food & Goods Donation	4,303.50
Food & Goods Donation -Other	8,000.00
Management/General Expense:	
Auto Expenses	1774.41
Bank Fees	36.00
Equipment	3,154.34
Filing Fees	10.00
Legal & Professional Fees	750.00
Maintenance & Repairs	1,473.00
Marketing	1,194.86
Materials & Supplies	1,865.25
Meals & Entertainment	238.47
Office Supplies	3001.46
Postage & Mailing Service	189.01
Printing Fees	508.28
Post Box Rental	180.00
Rent	1,500.00
Rental Expense	297.66
Supplies	1,674.12
Storage	294.00
Training	419.77
Website Expense	1,554.57

Welcome to Benjamin & Young, LLP, Certified Public Accountants and Business Advisors

BENJAMIN & YOUNG, LLP
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Welcome to
Focus Financial Tax and Financial Services.

31524 Railroad Canyon Rd. Ste. #1
Canyon Lake, CA 92587

Phone: 951-246-1040
Fax: 951-244-5039

Prepared on September 8, 2017

HHG.us / dba Helping Hands Group
31566 Railroad Canyon Rd
Suite 2 – Box 1122
Canyon Lake, CA 92587
Ph 951-821-6080
Em.contact@HelpingHandsGroup.us

Year Ending 07/01/2017

Statement of Cash Flows

Direct Support Donations	13,924.63
Gift in Kind – Goods	14,300.00

Statement of Functional & Operational Expenses

Program Services Expenses:	
Auto Expense	2,189.73
Contract Services	150.00
Food & Goods Donations	16,753.56
Processing Expense	95.30
Professional Services	188.46
Small Equipment	1,734.00
Operational Expenses:	
Bank Service Fees	32.00
Marketing	1,499.46
Office Supplies	1,792.90
Postage	239.75
Printing	339.70
Storage	508.99
Website Fees	471.93

Appendix X

2010 Census Data

2010 Census Data for our Service Area

Currently our service area is in the southwest portion of Riverside County.

Recap (2010 U.S. Census)

City	Population	Median Income	Below Poverty Level	Seniors Living Alone
Canyon Lake	11,223	$74,133	570	1,803
Total	11,223	$53,657	68,709	27,806

Canyon Lake, (92587, population 10,561)

Canyon Lake does not have an organized food pantry that serves low-income residents. They do not serve shut-in or disabled seniors and do not conduct a home delivery program. We are unaware of any other food pantry operations in the area conducting home delivery. We are not aware of any other group providing relief to low-income families in that area. Canyon Lake has a medium household income of $74,133 with more than 570 living below poverty level.

After review of many sources of statistical analysis we have found many discrepancies in the data reported. Our report reflects what we believe to be the best counts available from the U.S. Census Bureau 2010 census.

Appendix Y

IRS Determination Letter

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 14 2016

HHGUS
24256 CRUISE CIRCLE DRIVE
CANYON LAKE, CA 92587-0000

Employer Identification Number:
81-3887604
DLN:
26053685006256
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 21, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

HHGUS

Sincerely,

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Letter 5436

Appendix Z

Background Information

CHARITY

Inland group offers 'Helping Hands' to needy

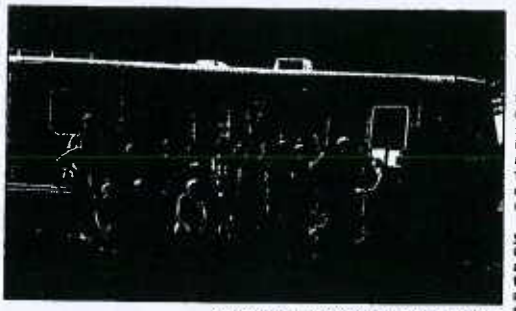
By Melanie C. Johnson
Correspondent

More than 15 years ago, Robert "Bob" Sasser founded the Helping Hands Group, a charitable organization dedicated to identifying community needs and working to get them met.

After he was injured in a bad fall in 2007, which was followed by several surgeries and a couple of years in a wheelchair, Sasser found solace in his Christian faith and service to others.

"I went to work for the carpenter (Jesus) and have enjoyed every day of my life since then," he said.

Helping Hands, which became a state corporation in 2010 and a 501(c)(3) charity in 2016, serves Murrieta, Wildomar, Lake Elsinore, Canyon Lake, Menifee, Perris and Hemet.



COURTESY OF HELPING HANDS/CANYON LAKE COMMUNITY CHURCH

Volunteers from Canyon Lake Community Church and Helping Hands get an RV prepared for a homeless family in need.

"Our group identifies community needs and then finds people that care about that need and want to serve," he said. "We put them together and everyone wins."

Recently, the organization teamed up with Canyon Lake Community Church, of which Sasser and his wife are members, to help make the holiday season a little brighter for a grandmother and her two grandchildren who were on the verge of homelessness.

Through the "A Home for Christmas" program, the charity and the church secured a recreational vehicle. Volunteers at the church offered to clean the RV inside and out, as well as provide the needed appliances, kitchenware and linens. The youth group pitched in by conducting a food drive to stock the cupboards.

"'A Home for Christmas' was planned to be a one-time event," Sasser said. "However, before the program was completed, a second RV and a family in need were brought to our attention. We try to always remain open to the direction we are being led.

"Fortunately, we were able to meet that need also."

Sasser said that in terms of homelessness, the charity has shifted its focus to prevention, adding that the homeless population Helping Hands serves is different from what he calls "street people," those he feels mostly have little interest in getting off the street.

"It's far less expensive to keep a family or person in their home than it is to help them get off the street and into housing," he said. "... We believe we have 300 plus transients here. Of those, we estimate there are about 10 that will accept help. We are working on those."

Helping Hands offers a variety of services large and small, from taking out the trash for disabled residents to cleaning lawns to repairing broken items. The nonprofit group also provides food, counseling and access to services for families in need.

Sasser said that the Senior Care program, in which volunteers provide groceries and companionship to disabled seniors, is the most rewarding part of running Helping Hands. The program is expanding, so the charity wants to increase its fundraising efforts.

"Imagine delivering groceries to a 93-year-old senior that hasn't eaten a meal in a week," he said. "Tears of joy come to the senior and the volunteer. That joy is the only reward we need."

HELPING HANDS

What: Helping Hands is a nonprofit group that identifies needs in the community and helps to get those needs met.

Communities it serves: Murrieta, Wildomar, Lake Elsinore, Canyon Lake, Menifee, Perris and Hemet

To contact, volunteer or donate: helpinghandsgroup.us/

In Remembrance of

PATRICK LEE DONOHUE

Patrick Lee Donohue was born in Anaheim, California on February 21, 1959 and passed away in La Jolla, California on January 4, 2018. He is survived by his wife of 32 years Sandra Jean; 3 children Cheri Jean, Robert Patrick, & Jamie Lynn; 2 grandchildren Kody James Patrick & Aurora Jean; brother Bill Donohue; and 2 sisters Laurie Irwin & Cindy Donohue.

Patrick owned and operated Pat Donohue's Furniture Repair for 40 years. He took great pride in his work and was very talented and meticulous in his trade. In his youth, Pat was a surfer, water- and snow- skier. More recently, his hobbies included golfing, fishing, and walking his dog, Rowdy. He loved the outdoors and hosted a camping trip annually at the Kern River, where he was in his element. Here Pat would BBQ, fish and enjoy tubing down the river, and have a grand time with his loved ones. Pat was extremely friendly, outgoing and loved to entertain guests. He was a loving husband, father, grandfather, brother, uncle and friend. His humor and love will be missed by all.

A celebration of his life will be held on Sunday, January 14, 2018 at 11:00 a.m. at Evans Brown Sun City Chapel. A reception will immediately follow the service.

EVANS BROWN MORTUARY (951) 679-1114
www.evans-brownmortuary.com/obituaries

IN MEMORY OF

DANIEL E. LEAR

April 6, 1956 - January 12, 2008

Last Ride
We love and miss you.
The Lear Family

SARAH JOE MOON

Age 82, passed away peacefully on Sunday, December 31, 2017 at her daughter's home in Oceanside, California. She was born in Eden, Texas on April 30, 1935. She's preceded in death by her daddy and mother Joe and Myrtice Gifford, her brother James Gifford and husband, Irwin Moon. She is survived by her five children, Lavanna Johnson (Jack), Rhonda Patterson-Boaz (Dennis), Terrie Emerick (Donald), Marty Schmalzried (Debbie) and Cindy Davis (Doug). Sarah was blessed with 12 grandchildren and 19 great grandchildren.

She was a woman of many talents, from owning a fire extinguisher business, dealing blackjack at a casino, to having a lingerie business.

Sarah lived life to the fullest. She enjoyed fishing in Alaska, parasailing in Hawaii, and took forward to the bowling tournament in Las Vegas with her children. She had bowled for 60 years. Teammates would say she was there "secret weapon."

Her faith in Jesus Christ with her love for her family was unwavering. She loved unconditionally.

Her Celebration of Life will be held at The Colony in Murrieta, California on January 14, 2018 at 2:00 PM. She will be laid to rest in Deming, New Mexico.

BERKLEY B. KAUFHOLD

Berkley B. Kaufhold, age 91, passed away on January 3, 2018. Berkley was born in Amarillo, Texas and resided in Riverside, California for over 50 years, where he was an educator and a volunteer for a number of causes dedicated to improving the lives of others in the community.

Berkley grew up in Amarillo with parents Alvin and Myrtle Kaufhold and his brothers Ross and Marion. He graduated from Amarillo High School and earned his Bachelor of Arts degree from West Texas State in Canyon, Texas and his Masters degree from North Texas State in Denton, Texas.

Prior to moving to California, Berkley served in the United States Army in Korea and around the United States, including as a public information officer, made a number of friends, and began what would be a lifetime interest in advancing and serving the interests of military veterans and their families. This commitment would last the rest of his life.

First in Texas, and then in California, Berkley spent his entire adult life as a teacher, mentor and coach to literally thousands of students, including over 40 years teaching at Notre Vista High School in Riverside and decades teaching evening courses at Riverside Community College. His academic interests included preparing and teaching courses in English, journalism, and speech, among others. After retiring from day-to-day classroom teaching at Notre Vista, Berkley spent another 11 years educating and mentoring new teachers in association with California State University, San Bernardino. One of his many gifts was the ability to see and bring out the best in his students and to help them develop abilities and talents they didn't even know they had.

When his children were in elementary school, Berkley volunteered in a number of ways, including organizing the school's sports programs, which served hundreds of children, and being one of the first fathers to serve as President of the Parent Teacher Association.

In the mid-1970s, Berkley teamed with a small group of local business leaders and educators to found the

HAROLD WINFRED WHITE

Feb. 18, 1921 - Dec. 28,2017

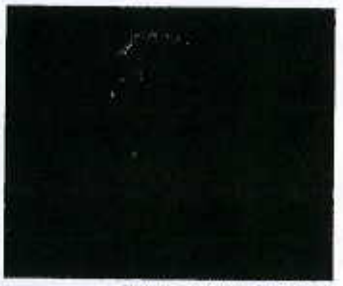
Harold ("Mike" or "Whitey") was born in Placerville, California, to Claude Lawndale White and Mary Jarvel (Solosbee) White. When he was four years old, the family moved to Campbell, Missouri. They returned to southern California in 1936, where he spent the remainder of his life.

He married his first love, Mildred Katherine Vance, who pre-deceased him. Two children were born to them: Harold Vance (Charlotte) White; and Janet Lou (Lonnie) Lovingier. In addition to his children, he is survived by his beloved wife of 21 years, Mary (Elsa) White; sister Betty Florence (Herschel) Mills; six grandchildren, ten great-grandchildren, many nieces, nephews, and step-sons Raymond (Janet) Smith; David Smith; Paul (Janet) Smith; and Mark (Roseanne) Smith.

Whitey was an Air Force 452nd Bomb Wing (L) Veteran of WW II and 452nd Air Police Group SSG in Korea, a member of The American Legion LA Sheriffs Star Post 309, Shriners International, Men's Bible Study Group, and All Saints Church. As a member of Al Malaikah Silver Mounted Patrol, he rode his Missouri Fox Trotter, Boomerang, in the Rose Parade six times. In 1992-3, Whitey served a term on the San Diego County Grand Jury.

Whitey served with honor and duty during his 30 year career in the Los Angeles Sheriffs Department, and retired as a captain. He served as a patrol officer, auto theft detective, fourteen years as a Homicide Investigator, and

ADOPTABLE PETS



PHOTOS: COURTESY OF DEVORE ANIMAL SHELTER

Vega, an 8-month-old tan Chihuahua, is available for adoption at the Devore Animal Shelter.

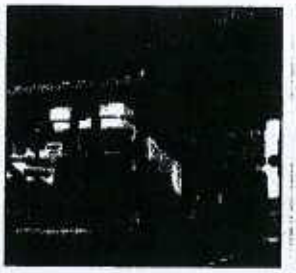
Animals' names: Vega and Rigel
Animal ID: A687626 and A687615, respectively
Breed, age, color: Vega is an 8-month-old tan Chihuahua. Rigel is a 1-year-old white terrier.
Agency: Devore Animal Shelter
Adoption Fees: Dogs cost $80-$85, cats cost $57-$62; spay/neuter and microchip are included; cash, VISA and MasterCard are accepted
Location: 19777 Shelter Way, San Bernardino
Hours: Monday, Tuesday, Thursday and Friday from 10 a.m. to 6:30 p.m.; Wednesday from 10 a.m. to 7 p.m.; Saturday and Sunday from 10 a.m. to 5 p.m.
Information: 909-386-9820, or for lost and adoptable pets, visit sbcounty.gov/acc

Rigel, a 1-year-old male white terrier, also is in need of a good home.

Cremation

Copyright (c) 2018 The Press-Enterprise, Edition 01/12/2018 Please read our Privacy Policy and User Agreement. Please review new arbitration language here.
January 18, 2018 8:03 am (GMT +8:00)

CLMS competition team wins first place at regionals Pg. A9



RDIF reader to be installed at north gate on Monday Pg. A13

City honors Veterans Day volunteers, sponsors Pg. A15

THE FRIDAY FLYER

Helping Hands adds new program

BY PAM VAN DYKE
COMMUNITY THE FRIDAY FLYER

Many days and many times, one can walk down the streets of Canyon Lake or the surrounding communities and not realize the desperate situations that are present behind walls just a few yards away. However, there is one person who has looked beyond those walls.

As reported in *The Friday Flyer* of September 2016, Canyon Lake resident Robert "Bob" Sasser responded to a pressing need that was so evident in the surrounding communities: to provide concerned people a pathway to serve the disabled, elderly, homeless, abused and low income with compassion and caring.

In order to have this dream become a reality, Bob founded the Helping Hands Group in 2005. In 2015, it became a formal organization with a non-profit status. The September article provided the boost to help the Helping Hands Group to become a vital organization fulfilling their purpose: "to bring people that care together with people in need."

The five volunteers of 2005 grew to 40 volunteers in 2015; however, this past year the organization has seen many step up to help others. As 2018 begins, the list of willing individuals to make themselves available to help others members well over 150. Funds also started to come in and the Helping Hands Group was able to meet needs that they could only hope to help in 2015. They now found themselves as a working organization making a difference in their surrounding area.

Just in the past month alone, Helping Hands had over 100 request for food, six requests for assistance from homeless, four requests for home repair, 124 job site visits, three resumes made and six requests from other non-profits for assistance.

Bob relates one incident in which they were able to make a positive difference in a person's life. A local church contacted Helping Hands Group asking for assistance with a homeless man who was living in a local park. Over several months, Helping Hands helped him with food, clothing and shelter but they found that he sank deeper and deeper into his schizophrenia and became a permanent fixture at that park.

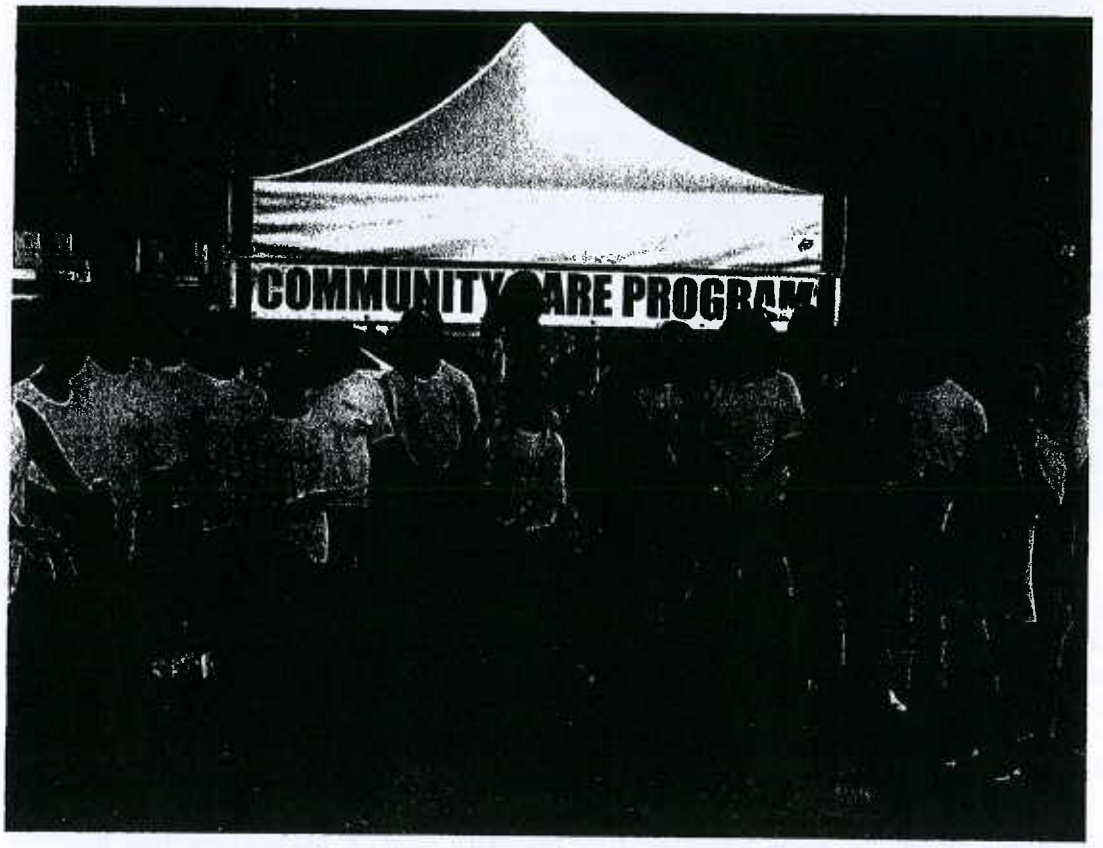
That was a lesson for Helping Hands. They learned to stop enabling people to stay on the street. They continued to visit this man and stayed in touch informing him of the various opportunities that were available for the homeless.

After two years of contact, he asked for help. He had finally had enough of the bad weather, the cold and the dirty conditions in which he had been living. Helping

▶▶CONTINUED PAGE A3

Bob and Linda Sasser, right, founded the Helping Hands Group in 2005. The five volunteers of 2005 grew to 40 volunteers in 2015. As 2018 begins, the list of willing individuals to make themselves available to help others members well over 150. Picture with Bob and Linda are volunteers and Canyon Lake residents Mike and Carol Augustine.

THE FRIDAY FLYER



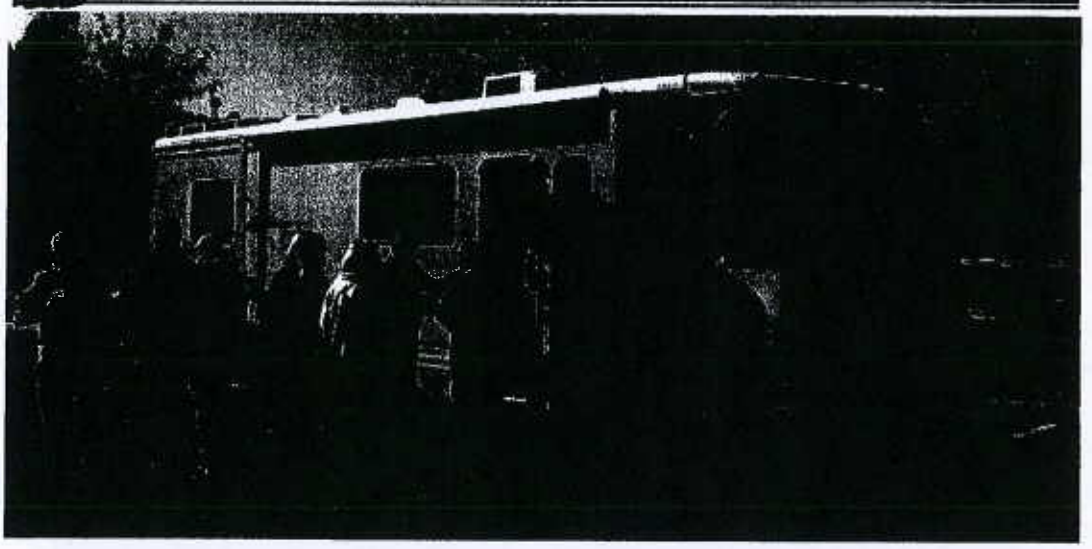
Community Care Program volunteers clean up community

For two hours on the morning of Saturday, January 28, the volunteers of the Community Care Program picked up trash along the border of Menifee and Canyon Lake. The volunteers collected enough trash to fill a dumpster supplied by CR&R Environmental Services. Volunteers ranged from middle school aged children to seniors.

The event was sponsored by the Canyon Lake Community Church, Menifee Home Depot, CR&R and Helping Hands. The clean up was the second to be staged, and doubled in size from the first one.

Future events include food drives, visits to senior facilities, yard clean ups, and a variety of other service opportunities. If you would like to join the Community Care Program or make a donation to help support the program, visit www.helpinghandsgroup.us.

THE FRIDAY FLYER



by Pat Van Dyke December 22, 2017

Giving a Home, Receiving Joy. Over eight centuries ago, Saint Francis of Assisi quietly spoke these words: "For it is in giving that we receive." Throughout these hundreds of years, this thought has permeated the minds of many giving souls, especially at Christmas time.

There are many groups that practice the "Christmas Spirit of Giving" in Canyon Lake. Gifts are provided for those who have special needs and lack the funding to provide for those needs. There are other groups that provide monetary gifts to help others that find themselves unable to meet their needs at this Christmas season.

The past few weeks, three Canyon Lake groups have been busy making plans and provisions for a family to have a blessed Christmas. One such group is Helping Hands, led by Canyon Lake resident Robert Sasser. Helping Hands strives to meet the needs of the homeless, elderly and disabled by providing food, counseling and access to available services, and at times, household service needs.

Several weeks ago, Helping Hands was made aware of a Lake Elsinore family of three, a grandmother and her two grandchildren, in need of a home. At that same time, Helping Hands was gifted with a motorhome the size suitable for a family of three.

Immediately, two groups from Canyon Lake swung into action.

The first to realize the need for service was Canyon Lake Community Church's youth groups, Chaos (grades 6 through-8 and APEX (grades 9 through 12).

The students, under the direction of Pastor Jay Farwell, were involved in two aspects of helping with the motorhome. First, they cleaned the entire motorhome inside and out. Anything that could be seen got scrubbed down and worked on. Even the carpets inside were washed.

The second aspect of working on the motorhome was stocking the cabinets with food. Two teams of students with adult chaperones went into neighborhoods to go door to door collecting nonperishable food items. The youth group wanted to put as much food in the motorhome as possible.

"The students learned that they are capable of doing something. Many times the students lack the confidence to know that they are capable of contributing so they become worried about engaging. But each student was able to jump in and participate in a meaningful way to help this project become a reality," said Pastor Jay when asked what the students learned from this experience.

"They also learned and experienced the joy of serving others. There was a sense of satisfaction with the work that was being done by everyone on that day. None of the students there griped at being asked to wash tires or to scrub floors. Everyone was willing to jump in and serve wherever they were asked."

Next to step in to help this motorhome become a "home" was LINKED, a group at Canyon Lake Community Church for families who are in the process of rearing children. The purpose of LINKED is to support, encourage, teach and grow families in a community of fellowship.

LINKED participated by donating new items to furnish the motorhome. Among the items were sheets, blankets, pillows, comforters, towels, cookware, plates, silverware, cooking utensils, coffee maker, crockpot, toaster oven, cleaning supplies, outdoor rug, furniture and BBQ. The group then came together to furnish and decorate the motorhome. This provided an opportunity for families to be able to work alongside their children and teach the value of giving to those in need.

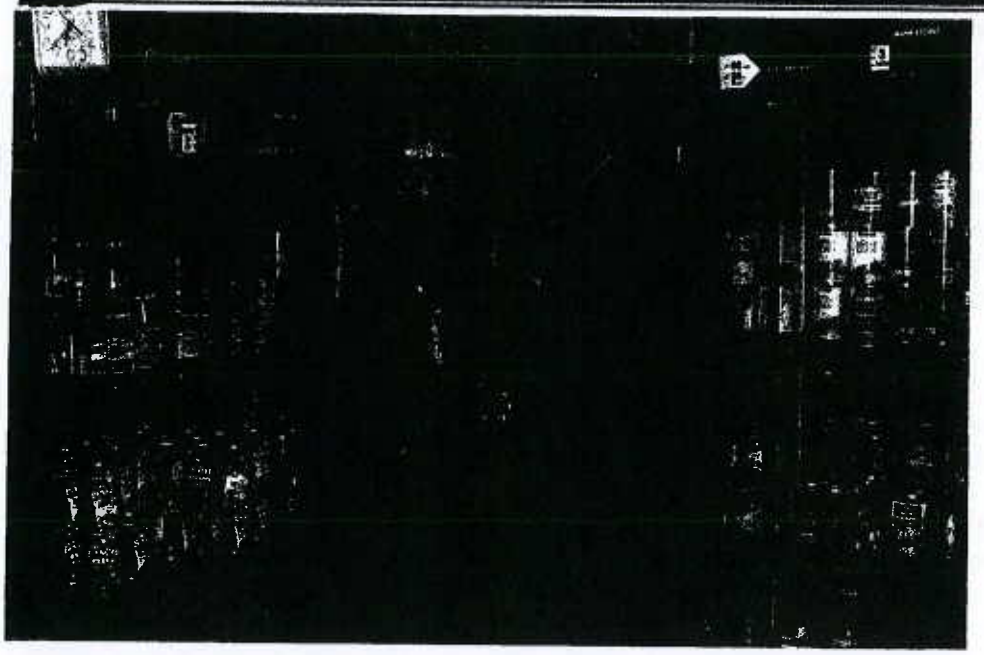
The last items to be placed in the motorhome were very timely. Included were three Christmas filled stockings personalized with names, Christmas presents and a Christmas tree, all donated by various members of Canyon Lake Community Church. The home was ready.

With all the work completed, the community was given the opportunity to tour the motorhome on Sunday, Dec. 17. The family was presented the keys to the motorhome at a private presentation later that day. The motorhome was theirs.

Beginning with a donation, supported by the vision of an organization founded to bring help and joined by a church with the desire to show the love of Jesus, a family has been blessed with a new home and a new beginning.

At this Christmas season, it is wise to remember the words of British statesman, army officer, and writer Winston Churchill: "We make a living by what we get. We make a life by what we give."

THE FRIDAY FLYER



Most everyone desires to make a positive difference in the community and in the lives of those who one touches, but it isn't always easy to know how to begin. Canyon Lake resident, Robert "Bob" Sasser found himself in this dilemma in 2005. He knew that the Lord had a special ministry in which he was to become involved, but Bob just didn't expect to be the founder and director of the ministry.

While Bob was recovering from a devastating injury that he experienced after a successful career, he knew that he didn't want to "just retire." He wanted his life to have meaning. He prayed and searched for the open path in his life and discovered the reward of helping others. This led to the concept of "Helping Hands."

Helping Hands provides concerned people a pathway to serve the disabled, elderly, homeless, abused and low income with compassion and caring. They strive to match people in need with people that have the ability to help.

The Helping Hands Group was founded in 2005; however, in 2015 it became a formal organization. This year, Helping Hands was given the status of a 501(c)3 non-profit organization. At the present time, Helping Hands currently serves the communities of Canyon Lake, Menifee, Quail Valley and Lake Elsinore.

Bob, along with his wife Linda, sees Helping Hands as having a very definite but ever-changing purpose in the surrounding communities. Bob says, "As we see change in the needs of the community, Helping Hands Group changes to meet that need. Sometimes, it is

ATTACHMENT 3

RESOLUTION NO. 2019-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE AUTHORIZING THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR FISCAL YEAR 2019/20

WHEREAS, the City of Canyon Lake receives an annual allocation of Community Development Block Grant (CDBG) funds from the Riverside County Economic Development Agency (EDA); and

WHEREAS, on October 3, 2018 the City Council authorized 100% of the City's CDBG funding for Public Service Agencies; and

WHEREAS, on October 4, 2018 the City advertised for eligible public service agencies to apply for the public service allocation of the estimated CDBG funding of $18,217; and

WHEREAS, two applications were received by the City from Helping Our People in Elsinore (HOPE) to support their pantry program and Helping Hands Group to support their pantry program and minor home repair program.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. 100% of the City's FY19/20 CDBG total funding of $18,217 will be allocated to Helping Our People in Elsinore for their Pantry Program.

Section 2. That in the event the total CDBG allocation is more or less than anticipated, the City Manager is authorized and directed to increase or reduce the approximate amounts of funding based on the percentages set forth above.

Section 3. That the Deputy City Clerk is authorized to submit the required applications for funding for the approved project to Riverside County Economic Development Agency for further review.

Section 4. That the City Manager is authorized to execute documents, including supplemental agreements, with Riverside County, necessary to carry out the intent of this resolution.

Section 5. That the Deputy City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Canyon Lake this 9th day of January, 2019.

_____
Larry Greene, 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. 2019-02 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on January 9, 2019, by the following vote:

AYES: Councilmember _____, _____, _____, Mayor Pro Tem _____, Mayor _____

NOES:

ABSTAIN:

ABSENT:

_____
Ana V. Sauseda, Deputy City Clerk