



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 Ehrenkrantz

Council Members:

Randy Bonner

Kasey Castillo

Jeremy Smith

City Manager Chris Mann

City Attorney Elizabeth Martyn

Deputy City Clerk Ana V. Sauseda

AGENDA

Regular Meeting of the Canyon Lake City Council

Wednesday, May 1, 2019

Closed Session 5:30 P.M.

Open Session 6:30 P.M.

COUNCIL CHAMBER

CLOSED SESSION – 5:30 P.M.

CLOSED SESSION CALLED TO ORDER

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

PUBLIC COMMENT

Limit 3 Minutes

Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to complete a "Speaker Request Form" available on the back counter. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. The City Council has adopted a time limitation of three (3) minutes per person. If you are commenting on the agenda item, your comments will be heard at the time that particular item is scheduled on the agenda. Please note that if you are addressing the City Council on items NOT on the agenda, the Brown Act does not allow discussion of such items. Therefore, the City Council may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response.

- A. CLOSED SESSION PURSUANT TO GOVT. CODE SECTION 54957 – Public Employee Appointment;
City Attorney

CLOSED SESSION REPORT

OPEN SESSION - 6:30 P.M.

OPEN SESSION CALLED TO ORDER

INVOCATION Dave Dick, Executive Pastor – Canyon Lake Community Church

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
- May is Mental Health Awareness Month

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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) Claims & Demands - Adoption of Resolution No. 2019-10 approving claims and demands of the City
- (3) Minutes
 - March 26, 2019
 - April 03, 2019
- (4) Second Reading of Ordinance No. 180 - An Ordinance of the City Council of the City of Canyon Lake repealing and readopting Canyon Lake City Code Chapter 11.08 regarding regulatory authority on Canyon Lake
- (5) Second Reading of Ordinance No. 181 - An Ordinance of The City Council of The City of Canyon Lake Repealing and Readopting the provisions of Title 10, keeping and control of dogs and cats, Chapters 10.01, 10.04, 10.08, 10.16, 10.32 And 10.44

- (6) Second Reading of Ordinance No. 182 - An Ordinance of the City Council of The City of Canyon Lake amending and superseding Ordinance No. 174 to include a process for WRCOG calculation and collection of fees under the Western Riverside County Transportation Uniform Mitigation Fee (TUMF) Program
- (7) Local Hazard Mitigation Plan - Approve Resolution No. 2019-11 Adopting the updated Local Hazard Mitigation Plan Annex
- (8) Agreement - Authorization of Public Works Agreement with PV Maintenance Inc., for Street & Facility Maintenance Services
- (9) Receive & File - Authorization to Implement the Multiple Species Habitat Conservation Plan Local Development Mitigation Fee CPI Adjustment for Fiscal Year 2020
- (10) Contract Amendment – Amendment of the City Attorney’s Contract

PULLED CONSENT CALENDAR ITEMS:

SCHEDULE OF FUTURE EVENTS:

BUSINESS ITEMS

- (11) Balanced Energy Solutions and Local Choice - Adoption of Resolution 2019-12 in Support of Balanced Energy Solutions and Local Choice
- (12) SB 669 - Adoption of Resolution 2019-13 in Support of SB 669, the Safe Drinking Water Trust
- (13) Policy Amendment - Amendment of City Equipment Policy and Travel Policy
- (14) Agreement - Ratification of Professional Services Agreement with Interwest Consulting Group, Inc., for Building Department Services
- (15) CDBG – Authorization to Reallocate Community Development Block Grant Funds to City Hall ADA Accessibility Projects

PUBLIC HEARINGS

- (16) Public Hearing and Adoption of Resolution No. 2019-14
TIME AND PLACE FIXED FOR A PUBLIC HEARING TO CONSIDER THE ADOPTION OF RESOLUTION NO. 2019-14 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED CITY RATES, CHARGES AND USER FEES FOR SPECIAL EVENTS AND COMMERCIAL FILMING PERMITS ALONG WITH A CPI ESCALATOR
 - Public Hearing Opened
 - Staff Presentation
 - Questions to Staff by City Council
 - Testimony by Proponents

- Testimony by Opponents
- Response by Proponents
- Public Hearing Closed
- Discussion by City Council
- Action by City Council – Adopt Resolution No. 2019-14

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, June 5, 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 Ana V. Sauseda, Deputy 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.

May 1, 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 April 25, 2019 before the hour of 5:00 p.m., I caused the above notice to be posted as required by Resolution 2015-36 of the City Council of the City of Canyon Lake.

Ana V. Sauseda
Deputy City Clerk

City of Canyon Lake
City Council
Staff Report

TO: Honorable Mayor and Members of the City Council
FROM: Chris Mann, City Manager
BY: Kayla Lozano, Accountant
DATE: May 1, 2019
SUBJECT: List of Demands

Recommendation:

That the City Council adopt a resolution entitled: RESOLUTION NO. 2019-10

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 April 3, 2019.

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. 2019-10
2. List of Demands

RESOLUTION NO. 2019-10

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 May 1st, in the amount of \$445,188.00 as follows:

Payroll Earnings (Gross)	\$ 42,176.00	(2nd Half of March & 1st Half of April)
Payroll Taxes - Employer	877.34	(2nd Half of March & 1st Half of April)
On-line Retirement	4,550.94	(2nd Half of March & 1st Half of April)
On-line Health	969.49	(For the Month of April)
Nationwide Deferred Comp.	338.05	(For the Month of March)
Southern California Edison	1,596.43	(For the Month of March)
EVMWD	543.17	(For the Month of March)
General	394,136.58	
TOTAL	<u>\$ 445,188.00</u>	

PASSED, APPROVED AND ADOPTED this 1st day of May, 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. 2019-10 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on May 1, 2019, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Ana V. Sauseda, Deputy City Clerk

Claims and Demands

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 4/1/2019 Through 4/30/2019

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24959	4/3/2019	Aflac	Supplmental Insurance for April 2019	378.22	10	GENERAL
Total 24959	4/3/2019			378.22		
24960	4/3/2019	AMERICAN FORENSIC NURSES INC	Sheriff's Blood Draws February 2019	55.00	10	GENERAL
Total 24960	4/3/2019			55.00		
24961	4/3/2019	AMP GLOBAL LLC	Rent for April 31526 Railroad Canyon Rd.	2,600.00	10	GENERAL
Total 24961	4/3/2019			2,600.00		
24962	4/3/2019	BIO-TOX LABORATORIES	Sheriff's Dept. Blood Draw February 2019	138.00	10	GENERAL
Total 24962	4/3/2019			138.00		
24963	4/3/2019	Charles Abbott Associates, Inc.	Engineering Services for August 2018	9,996.08	20	GAS TAX
Total 24963	4/3/2019			9,996.08		
24964	4/3/2019	Cole Huber LLP	Attorney Services for February 2019	11,840.22	10	GENERAL
Total 24964	4/3/2019			11,840.22 ϕ		
24965	4/3/2019	Control Pump	Replace 3" valves, Replace 3 Phase Voltage Monitor Mar 2019	2,055.00	20	GAS TAX
Total 24965	4/3/2019			2,055.00		
24966	4/3/2019	Corelogic Information Solutions, INC.	Code Enforcement Database for March 2019	125.00	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 4/1/2019 Through 4/30/2019

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 24966	4/3/2019			125.00		
24967	4/3/2019	CTAI Pacific Greenscape	Landscaping Maintenance for Fire Station March 2019	250.00	10	GENERAL
24967	4/3/2019	CTAI Pacific Greenscape	Extra Work - Tree Planting, Decoder Replacement, Wiring 3/20	2,859.00	20	GAS TAX
24967	4/3/2019	CTAI Pacific Greenscape	Landscape Maintenance for Median & Parkways March 2019	5,000.00	20	GAS TAX
24967	4/3/2019	CTAI Pacific Greenscape	Landscaping Plant Replacement 3/15/19	4,302.00	20	GAS TAX
Total 24967	4/3/2019			12,411.00		
24968	4/3/2019	DATA TICKET	Code Enforcement Citation Processing for February 2019	100.00	10	GENERAL
24968	4/3/2019	DATA TICKET	Parking Citation Processing for February 2019	100.00	10	GENERAL
Total 24968	4/3/2019			200.00		
24969	4/3/2019	Interwest Consulting Group	Buidling & Safety Services February 2019	30,509.28	10	GENERAL
Total 24969	4/3/2019			30,509.28		
24970	4/3/2019	iWorQ	Code Database Setup and Annual Fee April 2019 - March 2020	15,000.00	10	GENERAL
Total 24970	4/3/2019			15,000.00		
24971	4/3/2019	Joe's Hardware	Cleaner, Shower Hose, Handshower Delta for Fire Station 3/23	58.14	10	GENERAL
24971	4/3/2019	Joe's Hardware	Toilet bowl brush w/caddy & cleaner for Fire Station; 3/29	12.48	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 4/1/2019 Through 4/30/2019

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 24971	4/3/2019			70.62		
24972	4/3/2019	Johnson Controls Security Solutions	Security System 4/1/19 to 6/30/19	220.69	10	GENERAL
Total 24972	4/3/2019			220.69		
24973	4/3/2019	Nate Volk	Broadcast - Joint Meeting w/CL POA - 3/26/19	175.00	10	GENERAL
Total 24973	4/3/2019			175.00		
24974	4/3/2019	CASH	Petty Cash Reimbursement for March 2019	130.79	10	GENERAL
Total 24974	4/3/2019			130.79		
24975	4/3/2019	PZL, Inc.	Planning Services for February 2019	3,300.00	10	GENERAL
24975	4/3/2019	PZL, Inc.	Planning Services for March 2019	3,474.70	10	GENERAL
Total 24975	4/3/2019			6,774.70		
24976	4/3/2019	County Executive Office	SCFA FY 18/19 Debt Service	18,555.00	10	GENERAL
Total 24976	4/3/2019			18,555.00		
24977	4/3/2019	RIV. CO. SHERIFF'S DEPT., Acctg & Fin	Contract Law Enforcement 10/11/18 - 11/7/18	122,813.83	10	GENERAL
Total 24977	4/3/2019			122,813.83		
24978	4/3/2019	COUNTY OF RIVERSIDE-TLMA	SLF Costs February 2019	1,388.22	20	GAS TAX
Total 24978	4/3/2019			1,388.22		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 4/1/2019 Through 4/30/2019

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24979	4/3/2019	Speedy Vehicle Registration	Live Scan for March 2019	60.00	10	GENERAL
Total 24979	4/3/2019			60.00		
24980	4/3/2019	STAPLES	Office Supplies - Creamer, Cardstock, Coffee; 2/26/19	192.23	10	GENERAL
Total 24980	4/3/2019			192.23		
24981	4/3/2019	Structural Termite/Pest Control	Pest Control at Fire Station 4/1/19	36.75	10	GENERAL
Total 24981	4/3/2019			36.75		
24982	4/3/2019	TPx Communications	City Hall Phone System 3/16/19 to 4/15/19	625.22	10	GENERAL
Total 24982	4/3/2019			625.22		
24983	4/3/2019	Toshiba Financial Services	Monthly Copier Lease 3/15/19 to 4/15/19	837.36	10	GENERAL
Total 24983	4/3/2019			837.36		
24984	4/17/2019	American Legal Publishing	Canyon Lake CA Code of Ordinances, 2019 Supp. Pages; 3/27/19	586.85	10	GENERAL
Total 24984	4/17/2019			586.85		
24985	4/17/2019	California Association of Code Enforcement	Training for Dickson on 3/21/19	86.00	10	GENERAL
24985	4/17/2019	California Association of Code Enforcement	Training for Dickson on 3/6/19	86.00	10	GENERAL
24985	4/17/2019	California Association of Code Enforcement	Training for Manzano on 3/21/19	126.00	10	GENERAL
Total 24985	4/17/2019			298.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 4/1/2019 Through 4/30/2019

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24986	4/17/2019	California Bulding Standards Commission	Permit Valuation Fee for January through March 2019	165.60	10	GENERAL
Total 24986	4/17/2019			165.60		
24987	4/17/2019	Charles Abbott Associates, Inc.	Building & Safety Permit Tracking Software, March 2019	2,050.00	10	GENERAL
Total 24987	4/17/2019			2,050.00		
24988	4/17/2019	Circle of Safe-T Inc.	DV/Strangulation Exam for Case#CN190540013; Mar 2019	800.00	10	GENERAL
Total 24988	4/17/2019			800.00		
24989	4/17/2019	Canyon Lake Property Owners Assoc.	Fiesta Day Sponsorship Silver Package May 25, 2019	500.00	10	GENERAL
Total 24989	4/17/2019			500.00		
24990	4/17/2019	DEPARTMENT OF CONSERVATION	Strong Motion Instrument & Seismic Hazard; Jan - Mar 2019	411.51	10	GENERAL
Total 24990	4/17/2019			411.51		
24991	4/17/2019	DIRECTV	Satellite Service, 4/12/19 - 5/11/19	107.34	10	GENERAL
Total 24991	4/17/2019			107.34		
24992	4/17/2019	STATE OF CA DEPT. OF JUSTICE	Fingerprinting Apps, March 2019	32.00	10	GENERAL
Total 24992	4/17/2019			32.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 4/1/2019 Through 4/30/2019

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
24993	4/17/2019	Division of the State Architect	Disability Access Fee Quarter Ended 3/30	722.40	10	GENERAL
Total 24993	4/17/2019			722.40		
24994	4/17/2019	FRIDAY FLYER	Full Page Insertion, 3/22/19	150.00	10	GENERAL
24994	4/17/2019	FRIDAY FLYER	Full Page Insertion, 3/29/19	150.00	10	GENERAL
24994	4/17/2019	FRIDAY FLYER	Full Page Insertion, 4/5/19	150.00	10	GENERAL
Total 24994	4/17/2019			450.00		
24995	4/17/2019	Frontier Communications	City Hall Internet, 4/10/19 to 5/9/19	150.98	10	GENERAL
Total 24995	4/17/2019			150.98		
24996	4/17/2019	THE GAS COMPANY	Gas for 3/1/19 - 4/1/19	120.88	10	GENERAL
Total 24996	4/17/2019			120.88		
24997	4/17/2019	GOLDING PUBLICATIONS	Business Cards for Building Dept.-Petris, Leonard & Haerberle	127.68	10	GENERAL
Total 24997	4/17/2019			127.68		
24998	4/17/2019	NANCY GREENHALGH	Retiree Health Insurance May 2019	163.37	10	GENERAL
Total 24998	4/17/2019			163.37		
24999	4/17/2019	Joe's Hardware	Hoses & Accesory Kit for Fire Station; 4/12/19	107.70	10	GENERAL
Total 24999	4/17/2019			107.70		
25000	4/17/2019	League of California Cities	LOCC Riv. Co Division Mtg. Smith, Mann, Greene, Bonner 3/11	160.00	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 4/1/2019 Through 4/30/2019

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 25000	4/17/2019			160.00		
25001	4/17/2019	MR. WINDOW CLEANING	Window Cleaning April 2019	60.00	10	GENERAL
Total 25001	4/17/2019			60.00		
25002	4/17/2019	National Business Furniture, LLC	Furniture for New Lease - Reception Desk & Chair; 4/10/19	3,302.17	40	CAP. PROJ.
Total 25002	4/17/2019			3,302.17		
25003	4/17/2019	JOHN REGUS	Conference Lease for May 2019	250.00	10	GENERAL
Total 25003	4/17/2019			250.00		
25004	4/17/2019	JOHN REGUS	Library Lease for June 2019	1,074.62	10	GENERAL
Total 25004	4/17/2019			1,074.62		
25005	4/17/2019	County Executive Office	SCFA Admin Expenses 3rd Qtr FY 18/19	918.00	10	GENERAL
25005	4/17/2019	County Executive Office	Sheltering Services April through June 2019	14,590.71	10	GENERAL
Total 25005	4/17/2019			15,508.71		
25006	4/17/2019	RIV. CO. SHERIFF'S DEPT., Acctg & Fin	Contract Law Enforcement, 1/31/19 - 2/27/19	131,472.84	10	GENERAL
Total 25006	4/17/2019			131,472.84		
25007	4/17/2019	COUNTY OF RIVERSIDE-TLMA	SLF Costs March 2019	6.46	20	GAS TAX
Total 25007	4/17/2019			6.46		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 4/1/2019 Through 4/30/2019

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
25008	4/17/2019	Round Up Jr. Mart	City Vehicle Fuel Oct 2018 - Mar 2019 (10/6/18 - 3/21/19)	1,308.15	10	GENERAL
Total 25008	4/17/2019			1,308.15		
25009	4/17/2019	Sparkletts	Drinking Water for City Hall, March 2019	66.42	10	GENERAL
Total 25009	4/17/2019			66.42		
25010	4/17/2019	STATE COMP. INS. FUND	Workers Comp for May 2019	659.17	10	GENERAL
Total 25010	4/17/2019			659.17		
25011	4/17/2019	Synoptek, LLC	IT Services for April 2019	2,436.00	10	GENERAL
25011	4/17/2019	Synoptek, LLC	Subscription License Renewal Meraki	334.98	10	GENERAL
Total 25011	4/17/2019			2,770.98		
25012	4/17/2019	Time Warner Cable	Internet for Fire Station, 4/10/19 - 5/9/19	99.98	10	GENERAL
Total 25012	4/17/2019			99.98		
25013	4/17/2019	Toshiba Business Solutions, USA	Refill Staples in Copier, 4/2/19	92.77	10	GENERAL
Total 25013	4/17/2019			92.77		
25014	4/17/2019	Ur Wire Guy	Wiring of New City Hall Admin Building at 31526 Railroad Cyn	1,745.16	40	CAP. PROJ.
Total 25014	4/17/2019			1,745.16		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 4/1/2019 Through 4/30/2019

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
25015	4/17/2019	U. S. Bank	Student of month, Conf.-League of CA cities, ICMA membership	2,775.18	10	GENERAL
Total 25015	4/17/2019			2,775.18		
25016	4/17/2019	Verizon Wireless	Cell Phones, 3/4/19 - 4/3/19	434.58	10	GENERAL
25016	4/17/2019	Verizon Wireless	iPads, 3/4/19 - 4/3/19	207.09	10	GENERAL
Total 25016	4/17/2019			641.67		
Report Total				405,976.80		

$$\begin{array}{r} -11,840.22 \\ \hline 394,136.58 \end{array}$$

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
AMP	SECURITY DEPOSIT AND 1ST MO RENT 31526 RR CANYON RD STE 5	7,800.00
Report Total		<u>7,800.00</u>

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

Vendor ID	Invoice Description	Cash Required
American Legal	Canyon Lake CA Code of Ordinances, 2019 Supp. Pages; 3/27/19	586.85
CACEO	Training for Manzano on 3/21/19	126.00
	Training for Dickson on 3/6/19	86.00
	Training for Dickson on 3/21/19	86.00
CBSC	Permit Valuation Fee for January through March 2019	165.60
Charles Abbott	Building & Safety Permit Tracking Software, March 2019	2,050.00
Circle	DV/Strangulation Exam for Case#CN190540013; Mar 2019	800.00
CL PROPERTY OWNERS DEPT OF CONSER	Fiesta Day Sponsorship Silver Package May 25, 2019 Strong Motion Instrument & Seismic Hazard; Jan - Mar 2019	500.00 411.51
DIRECTV	Satellite Service, 4/12/19 - 5/11/19	107.34
DOJ	Fingerprinting Apps, March 2019	32.00
DSA	Disability Access Fee Quarter Ended 3/30	722.40
FRIDAY FLYER	Full Page Insertion, 3/29/19	150.00
	Full Page Insertion, 4/5/19	150.00
	Full Page Insertion, 3/22/19	150.00
Frontier	City Hall Internet, 4/10/19 to 5/9/19	150.98
GAS CO	Gas for 3/1/19 - 4/1/19	120.88
GOLDING	Business Cards for Building Dept.-Petris, Leonard & Haeberle	127.68
GREENHALGH	Retiree Health Insurance May 2019	163.37
Joe's	Hoses & Accesory Kit for Fire Station; 4/12/19	107.70
LOCC	LOCC Riv. Co Division Mtg. Smith, Mann, Greene, Bonner 3/11	160.00
MR. WINDOW	Window Cleaning April 2019	60.00
National Business Furniture, LLC	Furniture for New Lease - Reception Desk & Chair; 4/10/19	3,302.17
REGUS	Conference Lease for May 2019	250.00
	Library Lease for June 2019	1,074.62
riv Co Exec	SCFA Admin Expenses 3rd Qtr FY 18/19	918.00
	Sheltering Services April through June 2019	14,590.71
Riv Co Sheriff Acctg	Contract Law Enforcement, 1/31/19 - 2/27/19	131,472.84
Riv Co TLMA	SLF Costs March 2019	6.46
Round Up	City Vehicle Fuel Oct 2018 - Mar 2019 (10/6/18 - 3/21/19)	1,308.15
Sparkletts	Drinking Water for City Hall, March 2019	66.42
STATE FUND	Workers Comp for May 2019	659.17
Synoptek	Subscription License Renewal Meraki	334.98
	IT Services for April 2019	2,436.00
Time Warner	Internet for Fire Station, 4/10/19 - 5/9/19	99.98

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Toshiba Business Solutions, USA	Refill Staples in Copier, 4/2/19	92.77
Ur Wire Guy	Wiring of New City Hall Admin Building at 31526 Railroad Cyn	1,745.16
US Bank	Student of month, Conf.-League of CA cities, ICMA membership	2,775.18
VerizonW	iPads, 3/4/19 - 4/3/19	207.09
	Cell Phones, 3/4/19 - 4/3/19	434.58
Report Total		<u>168,788.59</u>

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

Vendor ID	Invoice Description	Cash Required
Aflac	Supplmental Insurance for April 2019	378.22
AMERICAN FORENSIC	Sheriff's Blood Draws February 2019	55.00
AMP	Rent for April 31526 Railroad Canyon Rd.	2,600.00
BIO-TOX	Sheriff's Dept. Blood Draw February 2019	138.00
Charles Abbott	Engineering Services for August 2018	9,996.08
Cole Huber	Attorney Services for February 2019	11,840.22
Control Pump	Replace 3" valves, Replace 3 Phase Voltage Monitor Mar 2019	2,055.00
Corelogic	Code Enforcement Database for March 2019	125.00
CTAI	Extra Work - Tree Planting, Decoder Replacement, Wiring 3/20	2,859.00
	Landscaping Plant Replacement 3/15/19	4,302.00
	Landscaping Maintenance for Fire Station March 2019	250.00
	Landscape Maintenance for Median & Parkways March 2019	5,000.00
DATA TICKET	Parking Citation Processing for February 2019	100.00
	Code Enforcement Citation Processing for February 2019	100.00
ICG	Buidling & Safety Services February 2019	30,509.28
iWorQ	Code Database Setup and Annual Fee April 2019 - March 2020	15,000.00
Joe's	Cleaner, Shower Hose, Handshower Delta for Fire Station 3/23	58.14
	Toilet bowl brush w/caddy & cleaner for Fire Station; 3/29	12.48
Johnson Controls	Security System 4/1/19 to 6/30/19	220.69
Nate Volk	Broadcast - Joint Meeting w/CL POA - 3/26/19	175.00
PETTY CASH	Petty Cash Reimbursement for March 2019	130.79
PZL, Inc.	Planning Services for February 2019	3,300.00
	Planning Services for March 2019	3,474.70
riv Co Exec	SCFA FY 18/19 Debt Service	18,555.00
Riv Co Sheriff Acctg	Contract Law Enforcement 10/11/18 - 11/7/18	122,813.83
Riv Co TLMA	SLF Costs February 2019	1,388.22
Speedy Vehicle	Live Scan for March 2019	60.00
STAPLES	Office Supplies - Creamer, Cardstock, Coffee; 2/26/19	192.23
Structural	Pest Control at Fire Station 4/1/19	36.75
TelePacific	City Hall Phone System 3/16/19 to 4/15/19	625.22
Toshiba	Monthly Copier Lease 3/15/19 to 4/15/19	837.36
Report Total		237,188.21

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

Vendor ID	Invoice Description	Cash Required
Aflac	Supplemental Insurance for March 2019	378.22
AMERICAN FORENSIC	Sheriff's Blood Draw January 2019	165.00
AmeriGas	Propane for Fire Station	633.11
ANIMAL FRIENDS	Animal Control Services for January 2019	3,500.00
Bonner	Internet & Cell Phone Reimb for February 2019 - Bonner	80.00
	Internet & Cell Phone Reimb. for January 2019 - Bonner	80.00
California State Fire Protection	Fire Extinguishers Annual Certification, 3/7/19	48.23
CCAC	City Clerk's Handbook	40.00
CTAI	Mulching Railroad Canyon - Extra Work	15,900.00
Delgado	Cleaning Service for the month of March 2019	735.50
DFM	2019 California Elections Code Book	57.63
DIRECTV	Satellite Service, 3/12/19 to 4/11/19	103.09
DOJ	Sheriff's Blood Alcohol Analysis February 2019	70.00
Ehrenkranz	Internet & Cell Phone Reimb. for March 2019 - Ehrenkranz	95.88
EVMWD	Water, Fire Detector 1/24/19 to 2/24/19	101.46
Frontier	City Hall Internet; 3/10/19 to 4/9/19	148.98
	Phone & Internet for Fire Station; 3/13/19 to 4/12/19	278.15
	City Hall Phones; 3/13/19 to 4/12/19	130.98
GOLDING	Business Cards for Mann	42.56
GREENHALGH	Retiree Health Insurance April 2019	163.37
ICG	Building & Safety Services January 2019	32,247.63
Jeremy Smith	Internet and Cell Phone Reimb. for March 2019 - Smith	86.43
LANCE, SOLL	2018 City Audit (Final)	950.00
Maureen Kane	Technical Training for Clerks, Series 400	1,550.00
Nate Volk	Video Broadcast for meeting on 3/6/19	350.00
Onsolve	CodeRED extension for 3/24/19 to 3/23/20	7,500.00
REGUS	Conference Lease for April 2019	250.00
	Library Lease for May 2019	1,074.62
Riv Co Sheriff Acctg	Contract Law Enforcement 1/3/19 to 1/30/19	128,648.43
SCE	Electricity for Pump Station; 2/7/19 to 3/11/19	287.61
SDRMA	Dental Insurance for Palmer & Sauseda - April 2019	449.41
Sparkletts	Drinking Water for City Hall February 2019	18.46
STATE FUND	Workers Comp for April 2019	659.17
Synoptek	IT Services for March 2019	2,436.00
The Gas Co	Gas Charges for 1/30/19 to 3/1/19	230.64
Time Warner	Internet for Fire Station, 3/10/19 to 4/9/19	99.98
	Digital Converter for City Hall; 3/22/19 to 4/21/19	5.25

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05-01-2019 City Council Agenda

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
US Bank	Office Supplies, Meetings, CM Backup Renewal, Tripod; 3/6/19	3,012.37
VerizonW	Cell Phones; 2/4/19 - 3/3/19	391.28
	ipads for 2/4/19 - 3/3/19	207.09
Report Total		<u>203,206.53</u>

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 04/15/2019
Process: 2019041501
Period: 04/01/2019 to 04/15/2019

Department: (20)City Employees

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount
125CO	125 Cash		492.43	PTAXI Pre-Tax P.	CA	California SI	264.97	CA	California SI	4012.71	0.00	CA. Edu & T	0.00
102	Reg Regular		3785.25		CASDJ	CA SDI - Eir		CASUI	California SI	4277.68	0.00	California SI	0.00
	Salary		3785.25		FITW	Federal Incon		MED-R	Medicare - E	4012.71	4277.68	Medicare - E	62.03
					MED	Medicare				4277.68			62.03
	Total Earnings	0.00	4277.68	Total Deductions			264.97		Total Employer Taxes				62.03
125CO	125 Cash		103.28	PTXPE Pre-Tax P.	CA	California SI	369.79	CA	California SI	5650.16	0.00	CA. Edu & T	0.00
111	ADML Admin Le	47.50	0.00		CASDJ	CA SDI - Eir		CASUI	California SI	6019.95	0.00	California SI	0.00
5916.67	Reg Regular		5916.67		FITW	Federal Incon		MED-R	Medicare - E	5650.16	6019.95	Medicare - E	87.29
					MED	Medicare				6019.95			87.29
	Total Earnings	47.50	6019.95	Total Deductions			369.79		Total Employer Taxes				87.29
125CO	125 Cash		499.58	PTXPE Pre-Tax P.	CA	California SI	133.54	CA	California SI	2502.68	0.00	CA. Edu & T	0.00
98	Reg Regular	66.50	1661.83		CASDJ	CA SDI - Eir		CASUI	California SI	2636.22	0.00	California SI	0.00
24,9900	Sick Sick	19.00	474.81		FITW	Federal Incon		MED-R	Medicare - E	2502.68	2636.22	Medicare - E	38.22
					MED	Medicare				2636.22			38.22
	Total Earnings	85.50	2636.22	Total Deductions			133.54		Total Employer Taxes				38.22
125CO	125 Cash		527.04	457B EE :	CA	California SI	66.00	CA	California SI	2395.63	0.00	CA. Edu & T	0.00
108	Reg Regular	85.50	2080.21	PTAXI Pre-Tax P.	CASDJ	CA SDI - Eir	145.62	CASUI	California SI	2607.25	0.00	California SI	0.00
24,3300					FITW	Federal Incon		MED-R	Medicare - E	2395.63	2607.25	Medicare - E	37.80
					MED	Medicare				2607.25			37.80
	Total Earnings	85.50	2607.25	Total Deductions			211.62		Total Employer Taxes				37.80

Department: (20)City Employees Total

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount
4	125CO 125 Cash		1622.33	457B EE :	CA	California SI	66.00	CA	California SI	14561.18	0.00	CA. Edu & T	0.00
2	ADML Admin Le	47.50	0.00	PTAXI Pre-Tax P.	CASDJ	CA SDI - Eir	410.59	CASUI	California SI	15541.10	0.00	California SI	0.00
2	Reg Regular	152.00	13443.96	PTXPE Pre-Tax P.	FITW	Federal Incon	503.33	MED-R	Medicare - E	14561.18	15541.10	Medicare - E	225.34
	Sick Sick	19.00	474.81		MED	Medicare				15541.10			225.34
	Total Earnings	218.50	15541.10	Total Deductions			979.92		Total Employer Taxes				225.34

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 04/15/2019
Process: 2019041501
Period: 04/01/2019 to 04/15/2019

Department: (30)Special Enforcement Team

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
Reg	Regular	51.00	1256.64	457B EE ; AflacP; Aflac Post	CA	California SI	94.25	1162.39	CAETT	CA Edu & T	20.59	0.00	0.00
Rate			24.6400		CASDJ	CA SDI - Err	26.26	1256.64	CASUI	California SI	12.57	0.00	0.00
					FITW	Federal Inco		1162.39	MED-R	Medicare - E	67.07	1256.64	18.22
					MED	Medicare		1256.64			18.23		18.22
Total Earnings		51.00	1256.64	Total Deductions			120.51		Total Employer Taxes		118.46		18.22
Reg	Regular	42.00	1164.66		CA	California SI		1164.66	CAETT	CA Edu & T	20.69	649.83	0.00
Rate			27.7300		CASDJ	CA SDI - Err		1164.66	CASUI	California SI	11.65	649.83	40.29
					FITW	Federal Inco		1164.66	MED-R	Medicare - E	112.68	1164.66	16.89
					MED	Medicare		1164.66			16.89		16.89
Total Earnings		42.00	1164.66	Total Deductions			0.00		Total Employer Taxes		161.91		57.18
125CO 125 Cash		73.50	228.02	PTAXI Pre-Tax P.	CA	California SI	154.30	2277.99	CAETT	CA Edu & T	91.86	0.00	0.00
Rate			2204.27		CASDJ	CA SDI - Err		2432.29	CASUI	California SI	24.32	0.00	0.00
					FITW	Federal Inco		2277.99	MED-R	Medicare - E	198.19	2432.29	35.27
					MED	Medicare		2432.29			35.27		35.27
Total Earnings		73.50	2432.29	Total Deductions			154.30		Total Employer Taxes		349.64		35.27

Department: (30)Special Enforcement Team Total

Employees	Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
Female	3	125CO 125 Cash		228.02	457B EE ;	CA	California SI	94.25	4605.04	CAETT	CA Edu & T	133.14	649.83	0.00
Male	1	Reg Regular	166.50	4625.57	AflacP; Aflac Post	CASDJ	CA SDI - Err	26.26	4853.59	CASUI	California SI	48.54	649.83	40.29
					PTAXI Pre-Tax P.	FITW	Federal Inco	154.30	4605.04	MED-R	Medicare - E	377.94	4853.59	70.38
						MED	Medicare		4853.59			70.39		70.38
Total Earnings		166.50	4853.59	Total Deductions				274.81		Total Employer Taxes		630.01		110.67

Report Total

Employees	Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
Female	4	ADML Admin Le	47.50	1850.35	457B EE ;	CA	California SI	160.25	19166.22	CAETT	CA Edu & T	798.31	649.83	0.00
Male	3	Reg Regular	318.50	18069.53	AflacP; Aflac Post	CASDJ	CA SDI - Err	26.26	20394.69	CASUI	California SI	203.95	649.83	40.29
		Sick Sick	19.00	474.81	PTAXI Pre-Tax P.	FITW	Federal Inco	564.89	19166.22	MED-R	Medicare - E	2215.21	20394.69	295.72
					PTAXI Pre-Tax P.	MED	Medicare	503.33	20394.69			295.73		295.72
Total Earnings		385.00	20394.69	Total Deductions				1254.73		Total Employer Taxes		3513.20		336.01

Chris Mann, City Manager
Date 4-17-19

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 03/29/2019
Process: 2019032901
Period: 03/16/2019 to 03/31/2019

Department: (20)City Employees

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		492.43	PTAXI Pre-Tax P.	CA	California SI	264.97	CA	CA Edu & Tj	152.05	4012.71	0.00
ADM/ML	Admin Le	9.50	0.00		CASD/	CA SDI - Err	0.00	CASUI	California SI	42.78	4277.68	0.00
3785.25	Reg Regular		3785.25		FITW	Federal Incon	0.00	MED-R	Medicare - E	429.50	4012.71	62.03
	Sick	28.50	0.00		MED	Medicare	0.00			62.03	4277.68	0.00
	Vac	9.50	0.00									
Total Earnings		47.50	4277.68	Total Deductions			264.97	Total Employer Taxes		686.36		62.03

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		1037.44	PTXPE Pre-Tax P.	CA	California SI	369.79	CA	CA Edu & Tj	523.52	6584.32	1083.33
111	Reg Regular		5916.67		CASD/	CA SDI - Err	0.00	CASUI	California SI	69.54	6954.11	0.00
5916.67	Reg Regular		5916.67		FITW	Federal Incon	0.00	MED-R	Medicare - E	1257.51	6584.32	67.17
	Sick				MED	Medicare	0.00	SS-R	OASDI - Em	100.84	6954.11	100.83
	Vac				SS	OASDI	0.00			0.00	6954.11	0.00
Total Earnings		0.00	6954.11	Total Deductions			369.79	Total Employer Taxes		1951.41		168.00

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		499.58	PTXPE Pre-Tax P.	CA	California SI	118.70	CA	CA Edu & Tj	47.29	2280.12	0.00
98	Reg Regular	76.00	1899.24		CASD/	CA SDI - Err	0.00	CASUI	California SI	23.99	2398.82	0.00
24.9900	Reg Regular		1899.24		FITW	Federal Incon	0.00	MED-R	Medicare - E	198.45	2280.12	0.00
	Sick				MED	Medicare	0.00			34.78	2398.82	34.78
Total Earnings		76.00	2398.82	Total Deductions			118.70	Total Employer Taxes		304.51		34.78

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		527.04	457B EE:	CA	California SI	66.00	CA	CA Edu & Tj	18.62	2180.68	0.00
108	Reg Regular	76.00	1849.08	PTAXI Pre-Tax P.	CASD/	CA SDI - Err	0.00	CASUI	California SI	23.76	2376.12	0.00
24.3300	Reg Regular		1849.08		FITW	Federal Incon	0.00	MED-R	Medicare - E	123.51	2180.68	0.00
	Sick				MED	Medicare	0.00			34.46	2376.12	34.45
Total Earnings		76.00	2376.12	Total Deductions			195.44	Total Employer Taxes		200.35		34.45

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		2556.49	457B EE:	CA	California SI	66.00	CA	CA Edu & Tj	741.48	15057.83	0.00
ADM/ML	Admin Le	9.50	0.00	PTAXI Pre-Tax P.	CASD/	CA SDI - Err	394.41	CASUI	California SI	160.07	16006.73	0.00
3785.25	Reg Regular	152.00	13450.24	PTXPE Pre-Tax P.	FITW	Federal Incon	488.49	MED-R	Medicare - E	2008.97	15057.83	67.17
	Sick	28.50	0.00		MED	Medicare	0.00	SS-R	OASDI - Em	232.11	16006.73	232.09
	Vac	9.50	0.00		SS	OASDI	0.00			0.00	6954.11	0.00
Total Earnings		199.50	16006.73	Total Deductions			948.90	Total Employer Taxes		3142.63		299.26

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		527.04	457B EE:	CA	California SI	66.00	CA	CA Edu & Tj	18.62	2180.68	0.00
108	Reg Regular	76.00	1849.08	PTAXI Pre-Tax P.	CASD/	CA SDI - Err	0.00	CASUI	California SI	23.76	2376.12	0.00
24.3300	Reg Regular		1849.08		FITW	Federal Incon	0.00	MED-R	Medicare - E	123.51	2180.68	0.00
	Sick				MED	Medicare	0.00			34.46	2376.12	34.45
Total Earnings		76.00	2376.12	Total Deductions			195.44	Total Employer Taxes		200.35		34.45

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		2556.49	457B EE:	CA	California SI	66.00	CA	CA Edu & Tj	741.48	15057.83	0.00
ADM/ML	Admin Le	9.50	0.00	PTAXI Pre-Tax P.	CASD/	CA SDI - Err	394.41	CASUI	California SI	160.07	16006.73	0.00
3785.25	Reg Regular	152.00	13450.24	PTXPE Pre-Tax P.	FITW	Federal Incon	488.49	MED-R	Medicare - E	2008.97	15057.83	67.17
	Sick	28.50	0.00		MED	Medicare	0.00	SS-R	OASDI - Em	232.11	16006.73	232.09
	Vac	9.50	0.00		SS	OASDI	0.00			0.00	6954.11	0.00
Total Earnings		199.50	16006.73	Total Deductions			948.90	Total Employer Taxes		3142.63		299.26

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		527.04	457B EE:	CA	California SI	66.00	CA	CA Edu & Tj	18.62	2180.68	0.00
108	Reg Regular	76.00	1849.08	PTAXI Pre-Tax P.	CASD/	CA SDI - Err	0.00	CASUI	California SI	23.76	2376.12	0.00
24.3300	Reg Regular		1849.08		FITW	Federal Incon	0.00	MED-R	Medicare - E	123.51	2180.68	0.00
	Sick				MED	Medicare	0.00			34.46	2376.12	34.45
Total Earnings		76.00	2376.12	Total Deductions			195.44	Total Employer Taxes		200.35		34.45

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 03/29/2019
Process: 2019032901
Period: 03/16/2019 to 03/31/2019

Department: (30)Special Enforcement Team

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular	46.00	1133.44	457B	457B EE	85.01	CA	California SI	1048.43	CA	CA	15.58	1048.43	CA Edu & T	0.00	0.00	0.00
Emp Id	104			AflacP	Aflac Post	26.26	CASDI	CA SDI - Err	1133.44	CASUI	California SI	11.33	1133.44	California SI	0.00	0.00	0.00
Rate	24.6400			FITW	Federal Incoi		FITW	Federal Incoi	1048.43	MED-R	Medicare - E	55.68	1048.43	Medicare - E	1133.44	1133.44	16.43
				MED	Medicare		MED	Medicare	1133.44			16.43	1133.44		16.43	16.43	16.43
Total Earnings		46.00	1133.44	Total Deductions		111.27	Total Employee Taxes		99.02	Total Employer Taxes		16.43					
Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular	38.00	1053.74	CA	California SI	1053.74	CA	California SI	1053.74	CA	CA	15.81	1053.74	CA Edu & T	0.00	0.00	0.00
Emp Id	83			CASDI	CA SDI - Err		CASUI	California SI	1053.74	CASUI	California SI	10.54	1053.74	California SI	65.33	1053.74	65.33
Rate	27.7300			FITW	Federal Incoi		FITW	Federal Incoi	1053.74	MED-R	Medicare - E	99.37	1053.74	Medicare - E	15.28	1053.74	15.28
				MED	Medicare		MED	Medicare	1053.74			15.28	1053.74		15.28	15.28	15.28
Total Earnings		38.00	1053.74	Total Deductions		0.00	Total Employee Taxes		141.00	Total Employer Taxes		80.61					
Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
125CO	125 Cash		228.02	PTAXI	Pre-Tax P.	130.16	CA	California SI	1957.24	CA	CA	65.29	1957.24	CA Edu & T	0.00	0.00	0.00
Emp Id	101						CASDI	CA SDI - Err	2087.40	CASUI	California SI	20.87	2087.40	California SI	0.00	0.00	0.00
Rate	29.9900			FITW	Federal Incoi		FITW	Federal Incoi	1957.24	MED-R	Medicare - E	159.70	1957.24	Medicare - E	30.27	2087.40	30.27
				MED	Medicare		MED	Medicare	2087.40			30.27	2087.40		30.27	30.27	30.27
Total Earnings		62.00	2087.40	Total Deductions		130.16	Total Employee Taxes		276.13	Total Employer Taxes		30.27					

Department: (30)Special Enforcement Team Total

Employees	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Female	3	125CO	125 Cash	228.02	457B	457B EE	85.01	CA	California SI	4059.41	CA	CA	96.68	4059.41	CA Edu & T	0.00	0.00	0.00
Male	2	Reg	Regular	4046.56	AflacP	Aflac Post	26.26	CASDI	CA SDI - Err	4274.58	CASUI	California SI	42.74	4274.58	California SI	65.33	4274.58	65.33
	1	Reg	Regular		PTAXI	Pre-Tax P.	130.16	FITW	Federal Incoi	4059.41	MED-R	Medicare - E	314.75	4059.41	Medicare - E	61.98	4274.58	61.98
								MED	Medicare	4274.58			61.98	4274.58		61.98	61.98	
Total Earnings			146.00	4274.58	Total Deductions		241.43	Total Employee Taxes		516.15	Total Employer Taxes		127.31					

Department: (50)Council Members

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular		300.00	CA	California SI	300.00	CA	California SI	300.00	CA	CA	0.00	300.00	CA Edu & T	0.00	0.00	0.00
Emp Id	78			FITW	Federal Incoi		FITW	Federal Incoi	300.00	CASUI	California SI	0.00	300.00	California SI	18.60	300.00	18.60
Salary	300.00			MED	Medicare		MED	Medicare	300.00	MED-R	Medicare - E	4.35	300.00	Medicare - E	4.36	300.00	4.36
												4.35	300.00		4.36	300.00	295.65
Total Earnings		0.00	300.00	Total Deductions		0.00	Total Employee Taxes		4.35	Total Employer Taxes		22.96					
Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular		300.00	CA	California SI	300.00	CA	California SI	300.00	CA	CA	0.00	300.00	CA Edu & T	0.00	0.00	0.00
Emp Id	110			FITW	Federal Incoi		FITW	Federal Incoi	300.00	CASUI	California SI	0.00	300.00	California SI	18.60	300.00	18.60
Salary	300.00			MED	Medicare		MED	Medicare	300.00	MED-R	Medicare - E	4.35	300.00	Medicare - E	4.35	300.00	4.35
												4.35	300.00		4.35	300.00	295.65
Total Earnings		0.00	300.00	Total Deductions		0.00	Total Employee Taxes		4.35	Total Employer Taxes		22.96					

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 03/29/2019
Process: 2019032901
Period: 03/16/2019 to 03/31/2019

Code	Earning	Hours	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount
05-31	Ehrenkranz, Jordan C	62	300.00	CA	California SI	0.00	CA	CA Edu & T	0.00	300.00	300.00	0.00
	Emp Id	62		FITW	Federal Inco	0.00	CASU	California SI	18.60	300.00	300.00	300.00
	Salary	300.00		MED	Medicare	4.35	MED-R	Medicare - E	4.35	300.00	300.00	322.95
												295.65
	Total Earnings	0.00	300.00	Total Deductions	0.00	0.00	Total Employer Taxes	22.95	22.95			
	Code	Earning	Hours	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
	Reg	Regular		300.00	CA	California SI	0.00	CA	CA Edu & T	0.00	300.00	0.00
					FITW	Federal Inco	0.00	CASU	California SI	18.60	300.00	300.00
					MED	Medicare	4.35	MED-R	Medicare - E	4.35	300.00	322.95
												295.65
	Total Earnings	0.00	300.00	Total Deductions	0.00	0.00	Total Employer Taxes	22.95	22.95			
	Code	Earning	Hours	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
	Reg	Regular		300.00	CA	California SI	0.00	CA	CA Edu & T	0.00	300.00	0.00
					FITW	Federal Inco	0.00	CASU	California SI	18.60	300.00	300.00
					MED	Medicare	4.35	MED-R	Medicare - E	4.35	300.00	322.95
												295.65

Department: (50) Council Members Total

Code	Earning	Hours	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount
5	Reg	Regular	1500.00	CA	California SI	0.00	CA	CA Edu & T	0.00	1500.00	1500.00	0.00
1	Reg	Regular	1500.00	FITW	Federal Inco	0.00	CASU	California SI	18.60	1500.00	1500.00	1500.00
4	Male			MED	Medicare	4.35	MED-R	Medicare - E	4.35	1500.00	1500.00	1614.76
												1478.25
	Total Earnings	0.00	1500.00	Total Deductions	0.00	0.00	Total Employer Taxes	114.76	114.76			
	Code	Earning	Hours	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
	Reg	Regular		1500.00	CA	California SI	0.00	CA	CA Edu & T	0.00	1500.00	0.00
					FITW	Federal Inco	0.00	CASU	California SI	18.60	1500.00	1500.00
					MED	Medicare	4.35	MED-R	Medicare - E	4.35	1500.00	1614.76
												1478.25

Report Total

Code	Earning	Hours	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount
12	125CO	Cash	2784.51	457B	457B EE;	151.01	CA	California SI	838.16	20617.24	3637.07	0.00
5	ADML	Admin Le	0.00	Aflac Pos		20281.31	CASU	California SI	202.81	20281.31	3637.07	225.50
7	Reg	Regular	18996.80	PTAXI	Pre-Tax P.	524.57	FITW	Federal Inco	2323.72	20617.24	21781.31	315.83
	Sick	Sick	0.00	PTXPF	Pre-Tax P.	488.49	MED	Medicare	315.84	21781.31	6954.11	0.00
	Vac	Vacation	0.00			0.00	SS	OASDI - Em	0.00	6954.11	6954.11	0.00
												541.33
	Total Earnings	345.50	21781.31	Total Deductions	1190.33	1190.33	Total Employer Taxes	3680.53	3680.53			
	Code	Earning	Hours	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
	125CO	Cash		2784.51	457B	457B EE;	151.01	CA	California SI	838.16	20617.24	3637.07
	ADML	Admin Le		0.00	Aflac Pos		20281.31	CASU	California SI	202.81	20281.31	3637.07
	Reg	Regular		18996.80	PTAXI	Pre-Tax P.	524.57	FITW	Federal Inco	2323.72	21781.31	315.83
	Sick	Sick		0.00	PTXPF	Pre-Tax P.	488.49	MED	Medicare	315.84	21781.31	6954.11
	Vac	Vacation		0.00			0.00	SS	OASDI - Em	0.00	6954.11	6954.11

Chris Mann, City Manager
Date: 3-28-19

Credit Card Review

U S BANK Statement dated 4/8/19

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Starbucks	City Council - Student of the Month	\$ 140.00	10-100-6830
2	Microsoft	Microsoft 365 Monthly Fee	\$ 355.81	10-310-6210
3	Southwest	Jeremy Smith - Conference for League of CA Cities	\$ 366.96	10-100-6510
4	Southwest	Chris Mann - Conference for League of CA Cities	\$ 366.96	10-310-6510
5	ICMA	Chris Mann Membership	\$ 1,136.00	10-310-6510
6	GoDaddy.com	City of Canyon Lake Website Fees	\$ 131.88	10-310-6610
7	Eagles Mark	City Manager Plate & Engraved Name Tag	\$ 30.17	10-310-6210
8	Southwest	Chris Mann - Flight Adjustment Conference for League of CA Cities	\$ 123.00	10-310-6510
9	Southwest	Jeremy Smith - Flight Adjustment Conference for League of CA Cities	\$ 123.00	10-100-6510
10	Michael Stores	Office Supplies	\$ 1.40	10-100-6510
		Late Fee	\$ -	10-310-6965
			\$ 2,775.18	
		Account Breakdown		
	Council Meeting	10-100-6510	\$ 491.36	
	Council Special Dept. Expense	10-100-6520		
	Promotion and Advertising	10-100-6830	\$ 140.00	
	Office Expense	10-310-6210	\$ 385.98	
	Conference/Meeting/Travel Expense	10-310-6510	\$ 1,625.96	
	Professional/Specialized Services	10-310-6610	\$ 131.88	
	City Clerk Dues	10-320-6520		
	Professional/Specialized Services	10-320-6610		
	City Clerk Training and Education	10-320-6710		
	Building Dept Expense	10-360-6220		
	Fire Station Expenses	10-420-6210		
	Emergency Preparedness Supplies	10-425-6215		
	Code Enforcement Supplies	10-520-6210		
	Special Enforcement Misc Expense	10-520-6220		
	Code Enforcement Vehicle Equipment	10-520-6410		
	Vehicle Maintenance	10-520-6415		
	Code Enforcement Membership Dues	10-520-6520		
	Credit Card Fee	10-310-6965		
			\$ 2,775.18	
			Check Figure \$ -	

*Copies for City Council
as directed by
the Finance Committee*

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Home Profile Reporting Person Information Education Other Organizations

Manage Reports Billing and Payments Payroll Schedule Out-of-Class Validation Member Requests Health Reconciliation Retirement App

Name: City of Canyon Lake CalPERS ID: 3813045770

Payment Request Acceptance

Your request for payment has been accepted

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

Payment Setup Total

Total Payment Amount: \$969.49

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001290504	04/01/2019	100000015617463	Health PA Billing - PERS	EFT - Debit	Citizens Business Bank -5402	\$969.49

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Home Profile Reporting Person Information Education Other Organizations

Manage Reports Billing and Payments Payroll Schedule Out-of-Class Validation Member Requests Health Reconciliation Retirement App

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- Your payment may take longer to post, depending upon your Financial Institution.

Payment Setup Total

Total Payment Amount: \$2,336.77

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001303840	04/18/2019	100000015610791	Employer Contribution, PEPR, 26189, CalPERS, 04/01/2019 - 04/15/2019	EFT - Debit	Citizens Business Bank -5402	\$1,054.34
1001303841	04/18/2019	100000015610734	Employer Contribution, Classic, 1684, CalPERS, 04/01/2019 - 04/15/2019	EFT - Debit	Citizens Business Bank -5402	\$1,282.43

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Manage Reports Billing and Payments Payroll Schedule Out-of-Class Validation Member Requests Health Reconciliation Retirement App

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- Your payment may take longer to post, depending upon your Financial Institution.

Payment Setup Total

Total Payment Amount: \$2,214.17

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001290866	04/01/2019	100000015580549	Employer Contribution, PEPRA, 26189, CalPERS, 03/16/2019 - 03/31/2019	EFT - Debit	Citizens Business Bank -5402	\$1,023.26
1001290867	04/01/2019	100000015580510	Employer Contribution, Classic, 1684, CalPERS, 03/16/2019 - 03/31/2019	EFT - Debit	Citizens Business Bank -5402	\$1,190.91

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CM



CITY OF CANYON LAKE
PLAN SPONSOR: 0035273

CM

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:**04/04/2019**

Submission time:**05:57 PM**

Pay period end date:**03/31/2019**

Payment method:**Debit ACH**

Bank routing number:**122234149**

Bank account number:**245125402**

Contributions payment amount:**\$132.00**

Contributions count:**1**

Draft date:**04/08/2019**

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.



CITY OF CANYON LAKE
PLAN SPONSOR: 0035273

CM

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: **04/04/2019**

Submission time: **06:03 PM**

Pay period end date: **03/31/2019**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$206.05**

Contributions count: **1**

Draft date: **04/08/2019**

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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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.

Thank You!

Your payment has been submitted for processing.

As a reminder, today's electronic payment will activate Paperless Billing.

Please disregard this recurring message if you're already signed up or you've recently changed your billing preferences

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CANYON LAKE,... **2-34-819-3467**

Payment Status	Successful.
Confirmation Number	8348193467108531
Payment Amount	\$272.31
Payment Date	Thursday, April 18, 2019
Payment Method	CITIZENS BUSINESS BANK 5402

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Kayla Lozano

Online Payment

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CANYON LAKE,... 2-06-730-6548

Payment Status	Successful.
Confirmation Number	8067306548093831
Payment Amount	\$669.45
Payment Date	Wednesday, April 3, 2019
Payment Method	CITIZENS BUSINESS BANK 5402

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CANYON LAKE,... 2-10-789-4818

Payment Status	Successful.
Confirmation Number	8107894818093431
Payment Amount	\$177.64
Payment Date	Wednesday, April 3, 2019
Payment Method	CITIZENS BUSINESS BANK 5402

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Online Payment

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CANYON LAKE,... 2-27-655-0696

Payment Status	Successful.
Confirmation Number	8276550696093631
Payment Amount	\$374.49
Payment Date	Wednesday, April 3, 2019
Payment Method	CITIZENS BUSINESS BANK 5402

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CANYON LAKE,... 2-10-789-5146

Payment Status	Successful.
Confirmation Number	8107895146093031
Payment Amount	\$9.00
Payment Date	Wednesday, April 3, 2019
Payment Method	CITIZENS BUSINESS BANK 5402

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Online Payment

Thank You!

Your payment has been submitted for processing.
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CANYON LAKE,... 2-35-379-1122

Payment Status	Successful.
Confirmation Number	8353791122093131
Payment Amount	\$34.81
Payment Date	Wednesday, April 3, 2019
Payment Method	CITIZENS BUSINESS BANK 5402

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Online Payment

Thank You!

Your payment has been submitted for processing.

As a reminder, today's electronic payment will activate Paperless Billing.

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CANYON LAKE,... 2-34-830-0344

Payment Status	Successful.
Confirmation Number	8348300344093231
Payment Amount	\$58.73
Payment Date	Wednesday, April 3, 2019
Payment Method	CITIZENS BUSINESS BANK 5402

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Payment Confirmation

Confirmation Number	Total Payment
40828027	\$106.73
Payment Account:	CBB Checking Account
Bank Account Type:	Checking
Account Holder Name:	City of Canyon Lake
Bank Name:	Citizens Business Bank
Routing Number:	122234149
Bank Account Number:	xxxxx 402
Payment Amount:	\$106.73
Account Number:	0005232-037801
Payment Date:	April 18, 2019

- Please allow 2 business days from the payment date for the amount to post to your account.
- If you have questions about your payment, please call customer service at (951) 674-3146 between the hours of 7:30 a.m.-5:30 p.m., Monday-Thursday 7:30 a.m.-4:30 p.m., Friday.

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Payment Confirmation

Confirmation Number	Total Payment
40837698	\$436.44
Payment Account:	CBB Checking Account
Bank Account Type:	Checking
Account Holder Name:	City of Canyon Lake
Bank Name:	Citizens Business Bank
Routing Number:	122234149
Bank Account Number:	xxxx 402
Payment Amount:	\$436.44
Account Number:	0005232-040478
Payment Date:	April 18, 2019

- Please allow 2 business days from the payment date for the amount to post to your account.
- If you have questions about your payment, please call customer service at (951) 674-3146 between the hours of 7:30 a.m.-5:30 p.m., Monday-Thursday 7:30 a.m.-4:30 p.m., Friday.

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Investment Reports


CITIZENSTRUST™

P.O. Box 2549

Rancho Cucamonga, CA 91729-2549

Return Service Requested

00000050 MCB1000040919844247 01 000000 50 004



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

STATEMENT FOR THE PERIOD FROM 03/01/2019 TO 03/31/2019
ACCOUNT 1035003119

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

* PORTFOLIO: SUMMARY GRAPHICAL DISPLAY WITH MARKET VALUE & PERCENT

* ACTIVITY SUMMARY: MARKET VALUE WITH TRANSACTION SUMMARY

* PORTFOLIO STATEMENT: A LISTING OF COST AND MARKET VALUE OF ASSETS
HELD IN THE PORTFOLIO

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

* TRANSACTION STATEMENT: A COMPLETE LISTING FOR THE PERIOD GROUPED BY
TRANSACTION TYPE.

* DISCLOSURES: CITIZENS BUSINESS BANK MAY RECEIVE RESEARCH AND OTHER BENEFITS
FROM BROKER DEALERS WHICH MAY BE CONSIDERED COMPENSATION TO US. UPON REQUEST
WE WILL DISCLOSE DETAILS OF ANY COMPENSATION RECEIVED.

* TO TRUST BENEFICIARIES: UNDER SECTION 17200 OF CALIFORNIA PROBATE CODE,
YOU MAY PETITION THE COURT TO OBTAIN A COURT REVIEW OF THE ACCOUNT AND
THE ACTS OF THE TRUSTEE. CLAIMS AGAINST THE TRUSTEE FOR BREACH OF TRUST
MUST BE MADE WITHIN THREE YEARS FROM THE DATE OF RECEIPT OF AN ACCOUNTING
OR OTHER REPORT DISCLOSING FACTS GIVING RISE TO THE CLAIM.



Account Statement

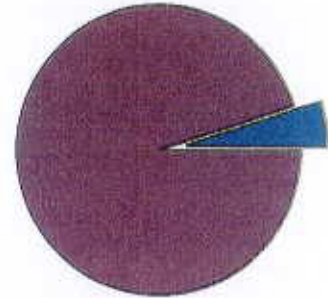
Account Number: **1035003119**
March 01, 2019 To March 31, 2019

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	03/01/2019	03/31/2019	% Of Account
 CASH & CASH EQUIVALENTS	132,132.39	135,620.28	5.1%
 FIXED INCOME	2,528,417.88	2,541,295.96	94.9%
Total	2,660,550.27	2,676,916.24	100.0%



Activity Summary

	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
Beginning Market Value	2,660,550.27	2,651,935.18		
Income	4,174.71	10,353.92	Long Term	5.62-
Asset Activity	80.30	1,692.05		118.45-
Fees	767.12-	2,465.75-	Total Gains / Losses	5.62-
Cash Management	3,487.89-	9,580.22-		118.45-
Change In Market Value	16,365.97	24,981.06		
Ending Market Value	2,676,916.24	2,676,916.24		

Account Statement

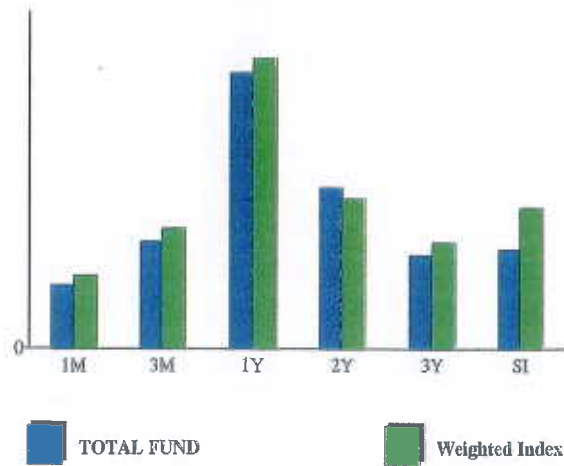
Account Number: 1035003119

March 01, 2019 To March 31, 2019

Performance Summary - Total Returns

	Market Value	1 Month	3 Months	1 Year	2 Years	3 Years	Since Inception 03/01/2010
TOTAL FUND	2,693,595	0.73	1.23	3.17	1.85	1.07	1.14
Return On Indexes Fixed GT (95% FX / 5% C)		0.84	1.38	3.33	1.72	1.22	1.62

Return Comparison



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

Portfolio Statement

Quantity	Description	Market Value	Cost Basis
Cash & Cash Equivalents			
Cash Equivalents			
Unclassified			
135,620.280	31607A703 FIDELITY GOVERNMENT PORTFOLIO	135,620.28	135,620.28
	Total Unclassified	135,620.28	135,620.28
Total	Cash Equivalents	135,620.28	135,620.28
Total	Cash & Cash Equivalents	135,620.28	135,620.28
Fixed Income			
Taxable			
75,000.000	05531FAU7 BB&T CORPORATION DTD 06/29/15 CALL 2.625% 06/29/2020-2020	74,929.50	75,166.09
100,000.000	05580ACZ5 BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020	99,519.40	99,980.00
100,000.000	14042RAR2 CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020	99,472.21	99,615.00
100,000.000	24422ERE1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021	102,716.00	105,175.84
100,000.000	29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020	98,767.71	100,000.00
70,000.000	3130A1CE6 FEDERAL HOME LOAN DTD 03/27/14 2% 12/27/2019	69,786.50	70,231.64
100,000.000	3130A6NA1 FEDERAL HOME LOAN DTD 10/29/15 CALL 1.4% 10/29/2019-2016	99,397.00	100,000.00
50,000.000	3130A8EN9 FEDERAL HOME LOAN BANK DTD 06/14/16 CALL 1.64% 06/14/2021-2016	49,223.00	50,000.00
100,000.000	3130A8NT6 FEDERAL HOME LOAN DTD 07/13/16 CALL 1.48% 07/13/2021-2017	97,956.00	100,000.00
150,000.000	3130ADZ88 FEDERAL HOME LOAN DTD 4/17/18 3% 4/17/23 CALL 3% 04/17/2023-2019	150,013.50	150,000.00
100,000.000	313380FB8 FEDERAL HOME LOAN BANK DTD 08/09/12 1.375% 09/13/2019	99,512.00	99,667.18

Account Statement

Account Number: **1035003119**

March 01, 2019 To March 31, 2019

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	98,549.00	99,909.00
200,000.000	3134G9J40 FREDDIE MAC DTD 07/26/16 CALL 1% 04/26/2019-2017	199,800.00	200,000.00
50,000.000	3134GAHK3 FREDDIE MAC DTD 09/30/16 CALL 1.6% 09/30/2021-2016	48,975.00	49,967.50
100,000.000	3134GAZR8 FREDDIE MAC DTD 12/30/2016 CALL 2.05% 12/30/2021-2017	98,935.00	100,000.00
100,000.000	3134GB7F3 FREDDIE MAC DTD 12/29/17 CALL 2.5% 12/29/2022-2018	99,994.00	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	99,435.00	100,000.00
150,000.000	3134GSYQ2 FREDDIE MAC DTD 9/27/2018 CALL 3% 09/27/2021-2019	150,433.50	149,902.50
50,000.000	3136G1C98 FANNIE MAE DTD 02/05/13 1.42% 02/05/2020	49,581.50	50,153.00
100,000.000	3136G3J30 FANNIE MAE DTD 07/28/16 CALL 1.6% 07/28/2021-2016	98,466.00	100,000.00
100,000.000	3136G3VG7 FANNIE MAE DTD 06/29/16 CALL 1.5% 09/29/2020-2016	98,755.00	100,000.00
100,000.000	3136G3XZ3 FANNIE MAE DTD 07/28/16 CALL 1.5% 07/28/2021-2016	98,242.00	100,000.00
100,000.000	3136G4EV1 FANNIE MAE DTD 10/28/16 CALL 1.625% 10/28/2021-2017	98,347.00	99,959.00
36,562.890	31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	36,853.64	39,122.29
200,000.000	69353REW4 PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021	198,276.00	202,044.74
25,000.000	713448BN7 PEPSICO INC DTD 01/14/10 4.5% 01/15/2020	25,360.50	25,682.38
Total	Taxable	2,541,295.96	2,566,576.16

Portfolio Statement (Continued)

Quantity	Description	Market Value	Cost Basis
Fixed Income			
Total	Fixed Income	2,541,295.96	2,566,576.16
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		2,676,916.24	2,702,196.44

Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
Balances Beginning Of Period	0.00	2,698,794.47	2,675,303.19
Prior Accruals			14,752.92-
Unrealized Appreciation This Period			16,371.59
Current Accruals			13,696.86
Asset Activity	80.30	85.92-	80.30
Cash Management	3,487.89-	3,487.89	3,487.89-
Fees	767.12-	0.00	767.12-
Income	4,174.71	0.00	4,174.71
Realized Gain/loss			5.62-
Non Cash Asset Changes			
Balances End Of Period	0.00	2,702,196.44	2,690,613.10

Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
03/01/19		Beginning Balance		0.00	2,698,794.47
Income					
Interest					
03/01/19		31607A703 FIDELITY GOVERNMENT PORTFOLIO 313380FB8	INTEREST RCVD	236.34	
03/13/19		FEDERAL HOME LOAN BANK DTD 08/09/12 1.375% 09/13/2019 29266NS32	INTEREST RCVD	687.50	
03/18/19		ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020	INTEREST RCVD	134.25	

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Account Statement

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Account Number: 1035003119

March 01, 2019 To March 31, 2019

Transaction Statement (Continued)

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
03/25/19		31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	INTEREST RCVD	116.62	
03/27/19		3134GSYQ2 FREDDIE MAC DTD 9/27/2018 CALL 3% 09/27/2021-2019	INTEREST RCVD	2,250.00	
03/29/19		3136G3VG7 FANNIE MAE DTD 06/29/16 CALL 1.5% 09/29/2020-2016	INTEREST RCVD	750.00	
Total Interest				4,174.71	0.00
Total Income				4,174.71	0.00
Asset Activity					
Assets Sold					
03/25/19	80.300-	31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT	80.30	85.92-
Total Assets Sold				80.30	85.92-
Total Asset Activity				80.30	85.92-
Fees					
03/27/19		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 03/20/2019	DISBURSEMENT	767.12-	
Total Fees				767.12-	0.00
Cash Management					
03/31/19	3,487.890	31607A703 NET CASH MANAGEMENT	NET CASH MGMT	3,487.89-	3,487.89
Total Cash Management				3,487.89-	3,487.89
03/31/19		Ending Balance		0.00	2,702,196.44

Disclosure

DISCLOSURE: CitizensTrust may receive research and benefits from Brokers/Dearlers which may be considered compensation. Upon request we will disclose details. Please contact your Relationship Manager if you have any questions.

* 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	4/23/2019	4/18/2019	\$ 20.06	Mar-19							\$ 20.06
2	Calpine Energy Solutions	4/23/2019	4/12/2019	\$ 0.64	Mar-19							\$ 0.64
3	CenturyLink Communications Company, LLC	N/A	N/A	\$ -	Mar-19							\$ -
4	Compliance Solutions, Inc. - Ready Wireless, LLC	4/23/2019	4/10/2019	\$ 49.50	Mar-19							\$ 49.50
5	Compliance Solutions, Inc. - GreatCall, Inc dba Jitterbug	4/23/2019	4/10/2019	\$ 1.76	Mar-19							\$ 1.76
6	Compliance Solutions, Inc. - Matrix Telecom, Inc.	4/23/2019	4/10/2019	\$ 13.90	Mar-19							\$ 13.90
7	Compliance Solutions, Inc. - Nextiva, Inc.	4/23/2019	4/10/2019	\$ 1.73	Mar-19							\$ 1.73
8	Compliance Solutions, Inc. - Opex Communications, Inc.	4/23/2019	4/10/2019	\$ -	Mar-19							\$ -
9	Compliance Solutions, Inc. - Phone.com Inc.	N/A	N/A	\$ -	Mar-19							\$ -
10	Compliance Solutions, Inc. - Total Holdings Inc	N/A	N/A	\$ -	Mar-19							\$ -
11	Compliance Solutions, Inc. - Utility Telecom Group, LLC	4/18/2019	4/11/2019	\$ 114.89	Mar-19		\$ 114.89					\$ -
12	Constellation New Energy, Inc	4/23/2019	4/15/2019	\$ 82.65	Mar-19							\$ 82.65
13	Constellation New Energy, Inc	4/23/2019	4/15/2019	\$ 82.65	Mar-19							\$ 82.65
14	CR & R	4/23/2019	4/17/2019	\$ 4,180.70	Mar-19							\$ 4,180.70
15	Cricket Wireless LLC	4/23/2019	4/18/2019	\$ 71.27	Mar-19							\$ 71.27
16	Direct, LLC	4/23/2019	4/18/2019	\$ 657.19	Mar-19			\$ 657.19				\$ -
17	EMWD	4/23/2019	4/18/2019	\$ 1,514.83	Mar-19					\$ 1,514.83		\$ -
18	EMWD	4/23/2019	4/18/2019	\$ 18,612.66	Mar-19					\$ 18,612.66		\$ -
19	EVANWD	4/23/2019	4/17/2019	\$ 202.95	Mar-19							\$ 202.95
20	Frontier California, Inc. (Spd)	4/23/2019	4/17/2019	\$ -	Mar-19							\$ -
21	Frontier Communications of America	N/A	N/A	\$ -	Mar-19							\$ -
22	Flash Wireless, LLC c/o Avalara, Inc.	4/23/2019	4/18/2019	\$ -	Mar-19							\$ -
23	Granite Telecommunications LLC	4/23/2019	4/10/2019	\$ 5.98	Mar-19							\$ 5.98
24	Google North America Inc. dba Project Fi by Google	N/A	N/A	\$ -	Mar-19							\$ -
25	iWireless	4/23/2019	4/15/2019	\$ 0.63	Mar-19							\$ 0.63
26	InReach, Inc. c/o Avalara, Inc. (FKA Etax Services)	4/18/2019	4/10/2019	\$ 43.75	Mar-19							\$ 43.75
27	Level 3 Communications LLC	4/23/2019	4/19/2019	\$ 3,040.50	Mar-19							\$ 3,040.50
28	Los Angeles SMSA Limited Partnership	4/23/2019	4/15/2019	\$ -	Mar-19							\$ -
29	MCI Communications Services, Inc.	4/23/2019	4/15/2019	\$ -	Mar-19							\$ -
30	MCI Metro Access Transmission Services Corp.	4/18/2019	4/11/2019	\$ 15.00	Mar-19							\$ 15.00
31	MetroPCS California, LLC	4/23/2019	4/18/2019	\$ 9.01	Mar-19							\$ 9.01
32	Mitel Cloud Services, Inc.	4/23/2019	4/18/2019	\$ 2,235.22	Mar-19							\$ 2,235.22
33	New Cingular Wireless PCS LLC	4/18/2019	4/10/2019	\$ 3.26	Mar-19							\$ 3.26
34	Nuso, LLC	4/23/2019	4/12/2019	\$ 8.27	Mar-19							\$ 8.27
35	Ooma, Inc.	4/23/2019	4/17/2019	\$ 11.00	Mar-19							\$ 11.00
36	Onstar LLC	4/23/2019	4/18/2019	\$ 5.33	Mar-19							\$ 5.33
37	Pacific Bell Telephone Company, At&T	N/A	N/A	\$ -	Mar-19							\$ -
38	PNG Telecommunications Inc c/o Avalara Inc	N/A	N/A	\$ 47,963.51	Mar-19		\$ 47,963.51					\$ -
39	Southern California Edison	4/23/2019	4/18/2019	\$ 15.31	Mar-19							\$ 15.31
40	Spok, Inc.	N/A	N/A	\$ -	Mar-19							\$ -
41	SprintCom, Inc.	4/23/2019	4/18/2019	\$ 820.29	Mar-19							\$ 820.29
42	Sprint Communications Company	4/23/2019	4/18/2019	\$ -	Mar-19							\$ -
43	Sprint Spectrum LP	4/23/2019	4/18/2019	\$ -	Mar-19							\$ -
44	Sprint Telephony PCS, LP - CA Prepaid Wireless MTS Surcharge	4/18/2019	4/12/2019	\$ 10.13	Mar-19							\$ 10.13
45	Sprint Telephony PCS, LP - Wireless Post Paid	4/18/2019	4/12/2019	\$ 448.35	Mar-19							\$ 448.35
46	Star2Star Communications	4/23/2019	4/17/2019	\$ 1,327.40	Mar-19			\$ 1,327.40				\$ -
47	The Gas Company	4/23/2019	4/17/2019	\$ 33.69	Mar-19			\$ 33.69				\$ -
48	T-Mobile West	4/23/2019	4/16/2019	\$ 142.96	Mar-19							\$ 142.96
49	Time Warner Cable Info-Services (CA) LLC	4/23/2019	4/12/2019	\$ 3.77	Mar-19							\$ 3.77
50	Time Warner Cable Business LLC	N/A	N/A	\$ -	Mar-19							\$ -
51	U.S. TelePacific Corp.	4/23/2019	4/15/2019	\$ 43.31	Mar-19							\$ 43.31
52	United Office, Inc. - Avalara, Inc.	4/23/2019	4/18/2019	\$ 78.10	Mar-19							\$ 78.10
53	Utility Telephone, Inc.	4/23/2019	4/12/2019	\$ 30.52	Mar-19							\$ 30.52
54	Verizon California Inc.	N/A	N/A	\$ -	Mar-19							\$ -
55	Verizon Long Distance, LLC	4/23/2019	4/15/2019	\$ 43.31	Mar-19							\$ 43.31
56	Vonage American c/o Avalara, Inc.	4/23/2019	4/18/2019	\$ 78.10	Mar-19							\$ 78.10
57	Vonage Business, Inc. c/o Avalara, Inc.	4/23/2019	4/18/2019	\$ 30.52	Mar-19							\$ 30.52
58	Virgin Mobile USA - CA prepaid Wireless MTS Surcharge	4/23/2019	4/15/2019	\$ -	Mar-19							\$ -
59	Vonage Business Solutions, Inc. c/o Etax Services, Inc.	4/23/2019	4/15/2019	\$ -	Mar-19							\$ -
60	Xoom Energy California, LLC			\$ 81,820.03		\$ 0.00	\$ 48,078.40	\$ 4,651.60	\$ 0.00	\$ 20,127.49	\$ 0.00	\$ 8,962.54

Expense Report

2019 Expense Reports

	January	February	March	April	May	June	July	August	September	October	November	December
Randall Bonner												
Internet	\$ 20.00	\$ 20.00										
Cell Phone	\$ 60.00	\$ 60.00										
Travel												
Total	\$ 80.00	\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kasey Castillo												
Internet												
Cell Phone												
Travel	\$ 12.00	\$ 12.00										
Total	\$ 12.00	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jordan Ehrenkranz												
Internet	\$ 40.00	\$ 40.00	\$ 40.00									
Cell Phone			\$ 55.88									
Travel												
Total	\$ 40.00	\$ 40.00	\$ 95.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Larry Greene												
Internet												
Cell Phone												
Travel												
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jeremy Smith												
Internet	\$ 40.00	\$ 40.00	\$ 40.00									
Cell Phone	\$ 46.56	\$ 46.43	\$ 46.43									
Travel	\$ 146.96	73.48										
Total	\$ 233.52	\$ 159.91	\$ 86.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**MINUTES
SPECIAL MEETING OF THE
CANYON LAKE CITY COUNCIL
Tuesday, March 26, 2019
Open and Closed Session – 5:00 p.m.**

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

Open Session – 5:00 p.m.

CALL TO ORDER

Mayor Greene called the meeting to order at 5:00 p.m.

INVOCATION

FLAG SALUTE

Flag Salute was led by Councilmember Bonner

CITY COUNCIL ROLL CALL

Present: Councilmembers, Bonner, Smith, and Mayor Greene.

Absent: Councilmember Castillo and Mayor Pro Tem Ehrenkranz

PUBLIC COMMENTS

There were no public comments.

**A. RECESS TO CLOSED SESSION PURSUANT TO GOVT. CODE SECTION 54956.8 -
CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Property: 31526 Railroad Canyon Road, Suite 5, Canyon Lake CA 92587

Agency Negotiator: Chris Mann, City Manager

Parties: AMP Global LLC & White Tara Investment LLC

Under Negotiation: Price and Terms of Potential Lease Agreement

Mayor Greene called for a recess into closed session at 5:02 p.m.

B. Reconvene to Open Session

Mayor Greene reconvened the meeting at 5:35 p.m.

C. Reporting Out

Chris Mann, City Manager, reported that during Closed Session, the City Council authorized the City Manager to sign a lease agreement on behalf of the City for approximately 1371 sq. ft. of usable space located at 31526 Railroad Canyon Road, Suite 5, in the City of Canyon Lake. The intention is to house City Administration. The Landlord was identified as AMP Global, LLC and White Terra Investment, LLC. The term of the lease was five years commencing on March 27, 2019. The base rent was set at \$2006.00 per month with an annual increase of three percent. The landlord shall pay property taxes and the City shall pay for other operating expenses including but not limited to insurance, HOA dues, electricity, water, and trash.

Councilmember questioned the location when the City's Code Enforcement Division is currently located.

City Manager Mann stated that the cost of the new lease could be offset by terminating the lease for Code Enforcement's current location. Further discussion will take place at the City Council meeting.

City Manager Mann also reported that motion to approve the item, carried 3-0-2 with Councilmembers Bonner, Smith, and Mayor Greene voting Aye.

ADJOURNMENT

Mayor Greene adjourned the meeting at 5:37 p.m.

Respectfully submitted,

Ana V. Sauseda, Deputy City Clerk

MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, April 3, 2019
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 Greene called the meeting to order at 5:31 p.m.

CITY COUNCIL ROLL CALL

Present: Council Members Bonner, Castillo, Smith, and Mayor Greene
Absent: Mayor Pro Tem Ehrenkranz

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

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

- A. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 –
Public Employment;
Public Employee Evaluation - City Attorney

The City Council returned from Closed Session at 6:40 p.m. with no reportable action.

Open Session – 6:30 p.m.

CALL OPEN SESSION TO ORDER

Mayor Greene called the meeting to order at 6:46 p.m.

INVOCATION

Invocation was led by Pastor Pete VanDyke
Flag Salute was led by Jim Randall

CITY COUNCIL ROLL CALL

Present: Councilmembers Bonner, Castillo, Councilmember Smith, and Mayor Greene.

Absent: Mayor Pro Tem Ehrenkranz

APPROVAL OF THE CITY COUNCIL AGENDA

Motion and second by Councilmembers Bonner/Smith to approve the agenda.

Motion carried 4-0-1, with Councilmembers Bonner, Castillo, Smith, and Mayor Greene voting aye and Mayor Pro Tem Ehrenkranz absent.

CEREMONIAL MATTERS

Presentations, Awards, Proclamations, Announcements

- Chamber of Commerce Announcement

Jim Randall gave an update on events that occurred since the last Council meeting and upcoming Chamber events. He also presented the Urban Craft Eatery with a Certificate of Recognition on behalf of the Chamber of Commerce.

Councilmember Smith thanked the Chamber of Commerce for all their hard work.

PUBLIC COMMENT

Darcy Burke, EVMWD representative, gave updates from the Water District. There was discussion regarding a Resolution opposing the Governor's proposed water tax. There was additional discussion regarding Proposition 1.

Joe Kamashian announced the Speak to the Candidates event which is scheduled for April 8th at 7:00 p.m.

Travis Montgomery commented on Railroad Canyon Road and stated that the landscaping looked great since it was completed.

CONSENT CALENDAR

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Adoption of Resolution No. 2019-09 - Approving Claims and Demands of the City
- (3) City Council Meeting Minutes
 - February 27, 2019
 - March 6, 2019

Motion and Second by Councilmembers Bonner/Castillo to approve the Consent Calendar.

Motion carried 4-0-1, with Councilmembers Bonner, Castillo, Smith, and Mayor Greene voting aye and Mayor Pro Tem Ehrenkranz absent.

PULLED CONSENT CALENDAR ITEMS

SCHEDULE OF FUTURE EVENTS

Mayor Greene announced that the schedule of future events were located on the City's website and in the Friday Flyer.

BUSINESS ITEMS

- (4) Authorization to Purchase Furniture and Office Equipment for New Office Space at 31526 Railroad Canyon Rd., Suite 5

Chris Mann, City Manager, introduced the item. It was stated that Capital Improvement funds could be used to fund this project. He recommended that the Council authorize staff to move forward with furnishing the space and also provide computer and phone networks. He stated that staff will try to adhere to a \$25,000 budget, however, they will work closely with the Finance & Planning Committee should they need to exceed that budget.

It was stated that the City would no longer lease the space where Code Enforcement is currently located and that savings would be applied towards the new lease.

Motion and Second by Councilmembers Castillo/Smith to approve staff's recommendation of Item 4.

Motion carried 4-0-1, with Councilmembers Bonner, Castillo, Smith, and Mayor Greene voting aye and Mayor Pro Tem Ehrenkranz absent.

- (5) Authorization to Support the Canyon Lake City Golf Championship Tournament

Mike Borja, Administrative Services Manager, presented the item. He stated that staff recommends the annual sponsorship of the Canyon Lake City Golf Championship Tournament.

Joe Kamashian thanked the Council for their support in the past and for their consideration of an annual donation.

Mayor Greene requested that a separate bracket be considered for City teams that would consist of Councilmembers throughout the region.

Motion and Second by Councilmembers Bonner/Castillo to approve staff's recommendation of Item 5.

City Manager Mann stated that staff would like authorization to make this an annual donation without having to return for Council approval every year. He stated this would be included as part of the budget process.

Motion carried 4-0-1, with Councilmembers Bonner, Castillo, Smith, and Mayor Greene voting aye and Mayor Pro Tem Ehrenkranz absent.

- (6) Discussion of Establishing and Providing a Commercial, Industrial and Multi-Family Rental Fire Code Inspection/Enforcement Program

City Manager Mann introduced the item. It was stated that under the City has the authority to enforce the Fire Code under the existing City Ordinance. It was recommended that Council direct staff to prepare and execute a plan to provide fire code inspection and enforcement services and establish a fee schedule, forms, and contract with a specialist to train the City's Code Enforcement.

Councilmember Castillo spoke in favor of this item.

Councilmember Smith questioned the cost for inspections from an outside agency. Discussion ensued. He also questioned how current businesses will be notified of the new process. Discussion continued.

There was discussion regarding penalties for businesses who were out of compliance and what that process would entail.

Motion and Second by Councilmembers Smith/Castillo to approve Item 6.

Motion carried 4-0-1, with Councilmembers Bonner, Castillo, Smith, and Mayor Greene voting aye and Mayor Pro Tem Ehrenkranz absent.

- (7) INTRODUCTION AND FIRST READING OF ORDINANCE NO. 180 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE REPEALING AND READOPTING CANYON LAKE CITY CODE CHAPTER 11.08 REGARDING REGULATORY AUTHORITY ON CANYON LAKE

City Manager Mann introduced the item. He stated that language was added to state that while the City does not have jurisdiction over the lake, it recognizes that the jurisdiction does lie with the Property Owners Association and it supports their policies.

Councilmember Castillo spoke in favor of this item.

Motion and Second by Councilmembers Castillo/Smith to approve Item 7.

Motion carried 4-0-1, with Councilmembers Bonner, Castillo, Smith, and Mayor Greene voting aye and Mayor Pro Tem Ehrenkranz absent.

- (8) INTRODUCTION AND FIRST READING OF ORDINANCE NO. 181 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE REPEALING AND READOPTING THE PROVISIONS OF TITLE 10, KEEPING AND CONTROL OF DOGS AND CATS, CHAPTERS 10.01, 10.04, 10.08, 10.16, 10.32 and 10.44

Gina Dickson, Special/Code Enforcement Supervisor, introduced the item. She stated that Chapter 10 was outdated and staff recommended readopting this Ordinance which would eliminate the mandatory pit bull sections, and microchipping requirements.

Councilmember Bonner spoke in favor of this item.

Councilmember Smith questioned if Canyon Lake was the first City to adopt the Ordinance. Discussion ensued.

Motion and Second by Councilmembers Bonner/Castillo to approve Item 8.

Motion carried 4-0-1, with Councilmembers Bonner, Castillo, Smith, and Mayor Greene voting aye and Mayor Pro Tem Ehrenkranz absent.

- (9) INTRODUCTION AND FIRST READING OF ORDINANCE NO. 182 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE AMENDING AND SUPERSEDING ORDINANCE NO. 174 TO INCLUDE A PROCESS FOR WRCOG CALCULATION AND COLLECTION OF FEES UNDER THE WESTERN RIVERSIDE COUNTY TRANSPORTATION UNIFORM MITIGATION FEE (TUMF) PROGRAM

Mike Borja, Administrative Services Manager, introduced the item. He stated that by approving this item, it would allow for WRCOG to collect TUMF fees directly.

Mayor Greene spoke in favor of this item.

Councilmember Bonner stated that TUMF money was used in the past to widen Railroad Canyon Road.

Nancy Horton, resident, spoke on the importance of TUMF fees.

Motion and Second by Councilmembers Smith/Castillo to approve Item 9.

Motion carried 4-0-1, with Councilmembers Bonner, Castillo, Smith, and Mayor Greene voting aye and Mayor Pro Tem Ehrenkranz absent.

CITY MANAGER COMMENTS

City Manager Mann discussed the following items:

- Potentially having a Public Safety Town Hall meeting on Wednesday, May 22nd at 6:00 p.m.
- Potentially having a goals setting workshop on Tuesday, April 23rd at 6:00 p.m.
- He stated that the City has reapplied for the Safer Grant.
- Potentially having a workshop to discuss the housing element on May 16th. Staff will confirm that date as there may be a scheduling conflict.
- He updated the Council on monthly payments to certain vendors through electronic funds transfer in order to avoid late fees.
- He updated the Council on a cash back credit card.
- He stated that staff would like to discuss standing committees in the near future.
- There was discussion regarding the Council's cell phone reimbursement policy and conducting research to streamline the process.
- He stated there will be a number of fee updates at the May Council meeting.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

- **COUNCILMEMBER BONNER**

Councilmember Bonner discussed attending the WRCOG on behalf of Mayor Pro Tem Ehrenkranz. He attended the monthly RCTC meeting. He also discussed attending two ribbon cutting ceremonies. Lastly he reminded everyone of the upcoming round table meeting.

- **COUNCILMEMBER CASTILLO**

Councilmember Castillo thanked her fellow councilmembers for attending the Joint meeting with the POA in her absence. She spoke about the upcoming dredge meeting. She discussed the tentatively scheduled alum treatment. Lastly, she spoke regarding the upcoming luncheon for elected women in the county which she plans on attending.

- **COUNCILMEMBER SMITH**

Councilmember Smith congratulated the City Manager on his upcoming wedding. He thanked staff on a successful Joint City/POA meeting. He thanked Nancy Horton for attending the joint meeting and for providing helpful information on the different entities. He discussed attending RTA and the rate increase for bus riders. He spoke about a meeting with AMR which he attended with the City Manager. He thanked water member Burke for attending the City's meetings. Lastly, he discussed the ribbon cutting ceremony in Lake Elsinore.

- **MAYOR GREENE**

Mayor Greene stated that the Joint City/POA meeting's live feed received a lot of hits and he's looking forward to the next one. He discussed attending the RCA meeting. He attended the meet and greet for the City of Menifee's new Police Chief. He discussed attending a few ribbon cutting ceremonies over the last month. He discussed Lake Elsinore's recent problems caused by fires, floods, fish kill, and flowers.

ANNOUNCEMENTS

The next regular City Council meeting is scheduled for Wednesday, May 1, 2019, at 6:30 p.m. for Open Session and 5:30 p.m. for closed session.

ADJOURNMENT

Mayor Greene adjourned the meeting at 8:01 p.m.

Respectfully submitted,

Ana V. Sauseda,
Deputy City Clerk

ORDINANCE NO. 180**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE REPEALING AND READOPTING CANYON LAKE CITY CODE CHAPTER 11.08 REGARDING REGULATORY AUTHORITY ON CANYON LAKE**

Section 1. The City Council of the City of Canyon Lake does ordain as follows:

Section 2. Chapter 11.08 of the Canyon Lake Municipal is repealed in its entirety and readopted to read as follows:

Section CHAPTER 11.08 – REGULATORY AUTHORITY ON CANYON LAKE

- 11.08.010 Definitions
- 11.08.020 Personal motorized recreation watercraft prohibition.
- 11.08.030 Public Nuisances on Canyon Lake
- 11.08.040 Regulatory Authority over Canyon Lake

11.08.010 Definitions

The following words shall have the following meanings as used in this Chapter:

- (a) “Lake” means the Main Lake of Canyon Lake located on the South Side of the North Causeway and separate from the “North Lake.” “North Lake” means that portion of the body of water known as Canyon Lake completely separate from the Main Lake and north of the North Causeway and that takes in receiving waters. The North Lake and the Main Lake together are referred to as “Canyon Lake.”
- (b) “Navigable waters” means and includes the North Lake and does not include the Main Lake, which is private and which is not navigable waters as provided by the California Harbors & Navigation Code.
- (c) “Personal motorized recreational watercraft” excludes boats and includes but is not limited to jet skis and similar devices which are motor or power driven.
- (d) “Vessel” includes but is not limited to a boat, powerboat, sailboat, raft, and rowboat, or other device that is placed in the water to transport people.

11.08.020 Personal motorized recreation watercraft prohibition.

- (a) Personalized motorized recreational watercraft are prohibited anywhere on navigable waters within the boundaries of the City of Canyon Lake. Use of such personal motorized recreational watercraft shall be deemed to constitute a public nuisance.
- (b) This prohibition may be enforced by any method legally available to the City, including but not limited to by administrative citation fines set out by City Council resolution.

11.08.030 Public Nuisances on Canyon Lake.

Any of the following shall be deemed to constitute public nuisances that may be abated on Canyon Lake pursuant to the City’s police power, and by any other legal means, including but not limited to the issuance of administrative citations:

- (a) Intentionally obstructing other vessels on the lake with a vessel;
- (b) Intentionally throwing any object at a vessel or occupant of a vessel;
- (c) Failure to stop or yield when ordered to do so by City enforcement;
- (d) Negligent or reckless operation of a vessel to endanger persons or property;
- (e) Operating an undocumented, unmarked or unregistered vehicle;
- (f) As requested by law enforcement or authorized representatives of the Canyon Lake Property Owners’ Association, exceeding a safe speed.

11.08.040 Authority for Canyon Lake Regulations

Except as set out in this Chapter or otherwise in this Code, the City does not have or exercise jurisdiction over the Main Lake. Pursuant to its authority, the Canyon Lake Property Owners’ Association has adopted regulations for the Main Lake, as those may be amended from time to time, that are enforced by the Property Owners’ Association.

Section 3. Effective Date

- (a) This ordinance shall take effect 30 days from the date of its adoption.
- (b) The provisions of this Chapter, insofar as they are substantially the same as existing provisions relating to the same subject matter, shall be construed as restatements and continuations thereof and not as new enactments.

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- (c) No action or proceeding commenced before this ordinance takes effect, and no right accrued, is affected by the provisions of this ordinance, but all procedures thereafter taken therein shall conform to the provisions of this ordinance so far as possible.

PASSED, APPROVED AND ADOPTED this _____ day of May 2019.

Larry Greene, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana V. Sauseda, Deputy City Clerk

Elizabeth Martyn, City Attorney

ORDINANCE NO. 181**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE REPEALING AND READOPTING THE PROVISIONS OF TITLE 10, KEEPING AND CONTROL OF DOGS AND CATS, CHAPTERS 10.01, 10.04, 10.08, 10.16, 10.32 and 10.44**

Section 1. The City Council of the City of Canyon Lake finds as follows:

- A. Spaying and neutering of all dogs and cats is necessary to protect public health and welfare; and
- B. Micro-chipping of all dogs and cats is necessary to return lost animals to their owners.
- C. The proposed changes and updates make the City’s regulations consistent with those of other jurisdictions served by the Southwest Animal Shelter and benefit the City of Canyon Lake and the region.

Section 2. Now, therefore, the City Council of the City of Canyon Lake does ordain as follows:

Chapter 10.01 is repealed in its entirety and readopted to read as follows:

CHAPTER 10.01: VACCINATION, LICENSING, SPAYING AND NEUTERING AND MICRO-CHIPPING OF DOGS AND CATS

Section

10.01.010	Definitions.
10.01.020	Appeals under this Title.
10.01.030	Fees
10.01.040	Unvaccinated dog or cat a Code violation.
10.01.050	Unlicensed dog a Code violation.
10.01.060	Terms of Licensure
10.01.070	Unaltered Dog License.
10.01.080	Spaying and Neutering Required
10.01.090	Micro-chipping Required
10.01.100	Penalties for Violation.

10.01.010 Definitions

The following words and phrases shall, for the purposes of this Title, be defined as set out in this Section, unless it is apparent from the context that some other meaning is intended.

(a) “Altered” means a male animal that has been neutered or a female animal that has been spayed and also refers to a sterile animal.

(b) “Animal Control Officer” means the Animal Control Officer designated by the City or his or her duly authorized representative or designee; or, in the absence of such, the City Manager.

Animal Control Service Provider means the Contracted Animal Control Agency that employs the Animal Control Officer.

(c) “At large” means any dog which is off the enclosed premises of its owner, custodian or caretaker and which is not under physical restraint by a leash of a size and material appropriate to the size and temperament of the dog and which is held by a person capable of restraining such dog, or is not otherwise physically restrained by some other device or instrumentality, except that such device or instrumentality shall not include voice control, eye control or signal control of the dog by any person, device or instrumentality; and any cat or other animal which appears to be stray or homeless.

(d) “Cattery” means any building, structure, enclosure or premises whereupon, or within which, ten or more cats, four months of age or older, are kept or maintained.

(e) “Class I Kennel” means any building, structure, enclosure or premises whereupon, or within which, five to ten dogs, four months of age or older, are kept or maintained.

(f) “Class II Kennel” means any building, structure, enclosure or premises whereupon, or within which, 11 or more dogs, four months of age or older, are kept or maintained

(g) “Contracted Animal Control Agency” means Animal Friends of the Valley or another entity with which the City contracts to provide animal control services.

(h) “Days” means calendar days unless otherwise specified.

(i) “Department” means the City of Canyon Lake’s Animal Control services provider.

(j) “Enclosure” means a fence, pen or structure suitable to securely and humanely prevent the animal from escaping or entry of unauthorized persons. The pen or structure shall have secure sides and a secure top that protects the animal from the elements. All sides must be embedded into the ground no less than two feet unless the bottom is adequately secured to the sides. The enclosure shall be of adequate and appropriate size for the animal to be kept in a clean and sanitary condition.

(k) “Guide Dog” means any dog trained or being reared, trained or used for the purpose of guiding a blind person.

(l) “Health Officer” means the Health Officer for the City or his/her duly authorized representative.

(m) “Hearing Officer” means a third party neutral designated by the Contracted Animal Control Agency.

(n) “Impounded” means having been received into the custody of any Animal Control Officer authorized by City to receive such animal.

(o) “Leash” means a leash or other device of a size and material appropriate to the size and temperament of the dog within the length of the leash as allowed by state law, which presently allows a leash to be no longer than six feet, as that may be amended from time to time.

(p) “Leash Law” means the provisions of state law regarding dog leashes, including exemptions for dog parks.

(q) “Owner” means and includes the custodian, applicant, or licensee or any person who possesses, harbors, keeps or has a dog, cat or other animal in his or her custody, care, charge or control, or such persons or facility to which the owner temporarily has entrusted the control of the dog or cat.

(r) “Owner’s premises” means the real or personal property owned, rented or used by the Owner where the dog, cat or other animal is kept.

(s) “Person” means any individual, firm, partnership, joint venture, corporation, association, club or organization.

(t) “Public Entity” means any state, or any political subdivision, municipal corporation or agency thereof.

(u) “Service Dog” means any dog being reared, trained or used for the purpose of fulfilling the particular requirements of a physically disabled person, including, but not limited to, minimal protection work, rescue work, pulling a wheelchair or fetching dropped items and includes a signal dog trained or being reared, trained or used for the purpose of alerting a deaf person or a person whose hearing is impaired to intruders or sounds.

(v) “Unaltered” means a dog or cat, four months of age or older, that has not been spayed or neutered or a condition, that exists in an animal which permits the producing of offspring.

(x) “Unlicensed Dog/Unidentified Cat” means any dog or cat for which no valid license or identification is in force.

(y) “Vaccination” means an inoculation against rabies of any dog or cat, four months of age or older, with any vaccine prescribed for the purpose by the California Department of Health Services.

(z) “Veterinarian” means a professional licensed by the State of California to provide medical services to animals.

10.01.020 Appeals under this Title

Whenever a valid appeal of an administrative decision is received within the applicable timeframes, as set out in this Title, the following appeal procedures shall apply:

(a) The appeal shall be in writing and shall be filed with the Animal Control Officer within 15 days of the decision being appealed. Failure to submit a timely written hearing request shall be deemed a waiver of the right to appeal the license denial or revocation.

(b) Upon receipt of such timely appeal, the contracted Animal Control Agency shall set a hearing date for the appeal. That date shall be within 45 days of the date of the appeal. The Animal Control Officer shall give written notice of the date, time and place of such hearing to the appellant at least ten (10) days before the hearing. Such notice shall be sent by registered or certified mail, first-class, postage prepaid, return receipt requested.

(c) The appeal shall be heard by a Hearing Officer. The Hearing Officer may affirm, modify, or reverse the administrative decision. The appellant and the Contracted Animal Control Agency representative each may present evidence and witnesses. In conducting the hearing, the Hearing Officer shall not be limited by the technical rules relating to evidence and witnesses, but evidence shall be of the type upon which responsible persons are accustomed to rely in the conduct of serious affairs.

(d) During the pendency of the appeal, there shall be in effect an automatic stay of the administrative decision unless otherwise provided or unless to do so creates a health, safety or welfare risk.

(e) The decision of the Hearing Officer shall be final. Any person aggrieved by the order of the hearing officer may obtain judicial review of that order by filing a petition for review with the Superior Court of Riverside County in accordance with the timelines and provisions set forth in California Code of Civil Procedure Section 1094.6.

10.01.030 Fees

The City Council by resolution shall set all fees under this Title.

10.01.040 Unvaccinated dog or cat is a Code violation

(a) It shall be unlawful for any person to own, harbor or keep within the City for a period longer than 30 days, any dog or cat, four months of age or older that has not been vaccinated against rabies. Every person in the City who owns, harbors or keeps any dog or cat over four months of age for a period longer than 30 days shall have such dog or cat vaccinated against rabies as provided herein, by a Veterinarian of his/her choice and such vaccination shall be renewed in accordance with the applicable laws and regulations of the State of California, unless the animal otherwise is exempt pursuant to subsection (c) below.

(b) Each Veterinarian after vaccinating any dog or cat shall sign a certificate of vaccination in duplicate in the form required by the Animal Control Officer. The Veterinarian shall keep one copy and shall give one copy to the owner of the vaccinated dog or cat. The owner shall retain such copy in his/her possession.

(c) Exemption: In the event a dog or cat has a short-term illness, is pregnant, or suffers from a long-term debilitating illness that in the opinion of a Veterinarian contraindicates vaccination for rabies, such dog or cat shall not be required to undergo vaccination during the period of such illness or pregnancy where a request for vaccination deferral has been approved by the Animal Control Officer. Such request shall specify the duration of the requested deferral, the reason for the requested deferral, and shall be signed by the Veterinarian providing that opinion.

(d) The Animal Control Officer shall issue a license for such dog or cat upon approval of the request for vaccination deferral and payment for the applicable license fee. The owner or person having custody of such dog or cat shall confine and shall keep such dog confined to the Owners' premises for the duration of the deferral. Upon expiration of the deferral period, the owner or person having custody of such dog or cat shall present to the Animal Control Officer a certificate of vaccination in accordance with the provisions of this Chapter.

10.01.050 Unlicensed dog a Code violation

(a) It shall be unlawful for any resident to own, harbor or keep any dog, four months of age or older, within the City, for a period longer than 30 days, unless a currently valid license tag has been issued by the Animal Control Officer; notwithstanding, any dog brought into Canyon Lake shall be licensed from Canyon Lake or another licensing jurisdiction.

(b) Upon request of the Animal Control Officer, any owner of a dog for which a license is required under the provisions of this Chapter shall present to the Animal Control Officer a currently valid certificate of rabies vaccination or license tag.

(c) It shall be unlawful for any person to make use of a stolen, counterfeit or unauthorized license, tag, certificate or any other document or thing for the purpose of evading the provisions of this Chapter.

10.01.060 Terms of licensure

(a) Each license specified in this Section shall be valid for the term of the license period and shall be renewed within 30 days after such period terminates, except that where the current vaccination for the dog which is the subject of the license shall expire prior to the expiration date of the license being applied for, the Animal Control Officer may upon request of the owner or custodian of such dog, backdate such license so that its expiration date occurs concurrent with or prior to the expiration date of the vaccination; provided, however, that where such backdating is performed, there shall be no reduction or discount of the license fee applicable to the license applied for, and such license shall be renewed within 30 days after the date of its expiration.

(b) Whenever a dog validly licensed under this Chapter shall have died more than three months before the expiration date of the license, the owner of such dog may return the license tag to the Animal Control Officer, accompanied by a statement signed by a veterinarian or a declaration signed under penalty of perjury by the owner, indicating that such dog is dead and specifying the date of death. In such event, the license shall be cancelled and a pro rata credit of the license fee by full calendar quarters of the original license period remaining after the death of

the dog may be applied to tags during said remaining period to the license fee for another dog acquired by the same owner.

(c) Upon transfer of ownership of any dog validly licensed under this Chapter, the new owner shall notify the Animal Control Officer of such transfer within 30 days of such transfer, on a form prescribed by the Animal Control Officer, accompanied by a transfer fee as set by the City Council.

(d) If a valid license tag is lost or destroyed, a duplicate thereof may be procured from the Animal Control Officer upon submission to the Animal Control Officer of a statement signed by the owner of the dog containing the date and circumstances of such loss or destruction and the payment of a fee.

(e) The term of the license shall be 1, 2 or 3 years from the date of issuance, depending upon the fee paid and the expiration date of the vaccine provided.

(f) The Animal Control Officer shall issue a license only upon presentation of a certificate of vaccination indicating that the date of expiration of the vaccination is not earlier than the date of expiration of the license being issued or renewed, upon payment of the applicable license fee determined by the City, and upon proof of compliance with all other requirements of this Chapter for spaying, neutering and micro-chipping, unless otherwise exempt.

(g) Where the vaccinated dog is between the ages of four months and 12 months, the period of vaccination immunity required for licensing shall be as specified in Title 17, California code of Regulations, Section 2606.4.

(h) Dogs must wear license identification at all times when off the enclosed premises of the owners.

10.01.070 Unaltered dog license

(a) An unaltered dog still must be licensed. A “unaltered license” may be issued in the same manner as set forth in this Chapter. An unaltered dog must also be micro-chipped.

(b) Denial or revocation of unaltered dog license and reapplication.

(1) The Animal Control Officer may deny or revoke an unaltered dog license for one or more of the following reasons:

(i) The owner, is not in compliance with all of the requirements of this Chapter;

(ii) The City has received at least three written and verified complaints that the owner has allowed a dog to stray or run at large or has otherwise been found to be neglectful of his or her or other animals;

(iii) The owner previously has been cited for violating a State law, City code or other requirement of a public entity relating to the care and control of animals;

(iv) The unaltered dog has been adjudicated by a court or public entity to be potentially dangerous, dangerous or vicious, or to be a nuisance within the meaning of the Canyon Lake Municipal Code or the law of another public entity, or under State law;

(v) Any unaltered dog license held by the Owner has been revoked;

(vi) The license application is discovered to contain a material misrepresentation or omission of fact.

(2) Re-application for unaltered dog license:

(i) When an unaltered dog license is denied, the applicant may re-apply for a license upon changed circumstances and a showing that the requirements of this Chapter have been met. The applicant shall pay the full fee upon re-application.

(ii) When an unaltered dog license is revoked, the owner may apply for a new license after a 30-day waiting period upon showing that the requirements of this Chapter have been met. No part of an unaltered dog license fee is refundable when a license is revoked and the applicant shall pay the full fee upon re-application.

(c) Appeal of denial or revocation of unaltered dog license.

(1) Request for hearing.

(i) Notice of intent to deny or revoke. The Contracted Animal Control Agency shall mail to the owner a written notice of its intent to deny or revoke the license for an unaltered dog that includes the reason(s) for the denial or revocation. The owner, may request a hearing to appeal the denial or revocation pursuant to the provisions of 10.01.020.

(2) Change in location of dog. If the dog is moved after the Contracted Animal Control Agency has issued a letter of intent to deny or revoke, but has not yet denied or revoked the license, the owner must provide the Contracted Animal Control Agency with information as to the dog's whereabouts, including the current owner's name, address, email and telephone number.

Section 10.01.080 - Spaying and neutering of dogs and cats generally required

(a) Requirement. No person may own, keep, or harbor an unaltered dog or cat over the age of seven months in violation of this section. An owner of an unaltered dog or cat must have the dog spayed or neutered, or provide a certificate of sterility, or obtain an unaltered dog license in accordance with this Chapter. An owner or custodian of an unaltered cat must have the animal spayed or neutered, or provide a certificate of sterility.

(b) Exemptions. This section shall not apply to any of the following:

(1) A dog or cat with a high likelihood of suffering serious bodily harm or death if spayed or neutered, due to age or infirmity. The owner must obtain written confirmation of this fact from a Veterinarian. If the dog or cat is able to be safely spayed or neutered at a later date, that date must be stated in the written confirmation; for dogs, should this date be later than 30 days, the owner or custodian must apply for an unaltered dog license.

(2) Animals owned by recognized dog or cat breeders, as determined by the City.

(3) Female dogs over the age of 10 years and male dogs over the age of 12 years each of which has an unaltered license.

(c) Transfer, sale, and breeding of unaltered dog or cat

(1) Offer for sale or transfer of unaltered dog. An owner who offers any unaltered dog over the age of four months of age for sale, trade, or adoption must include a valid unaltered dog license number with the offer of sale, trade or adoption, or otherwise state and establish compliance with this section. An owner of an unaltered dog must notify the department of the name and address of the transferee within 10 days after the transfer. The unaltered license and microchip numbers must appear on a document transferring the animal to the new owner.

(2) Offer for sale or transfer of unaltered cat. An owner or custodian of an unaltered cat must notify the department of the name and address of the transferee within ten days after the transfer. The microchip numbers must appear on a document transferring the animal to the new owner.

Section 10.01.090 Micro-chipping of dogs and cats required

(a) In addition to all other requirements of this Title, dogs and cats over the age of four months must be implanted with an identifying microchip. The owner is required to provide the microchip number to the Contracted Animal Control Agency at the time of obtaining a license for a dog, and shall notify the Contracted Animal Control Agency of any change of ownership of the dog or cat, or any change of address or telephone number.

(b) Exemptions. The mandatory micro-chipping requirements shall not apply to any of the following:

(1) A dog or cat with a high likelihood of suffering serious bodily injury if implanted with the microchip identification, due to the health conditions of the animal. The owner must obtain written confirmation of that fact from a Veterinarian. If the dog or cat is able to be safely implanted with an identifying microchip at a later date, that date must be stated in the written confirmation.

(2) A dog or cat that is kenneled or trained in the City, but is owned by a person who does not reside in the City. The owner must keep and maintain the animal in accordance with all applicable laws and ordinances of the public entity where in the owner of the animal permanently resides, including but not limited to the applicable licensing and rabies vaccination requirements of that jurisdiction.

(3) A dog or cat over the age of 10 years.

(c) Transfer or sale of dogs and cats.

(1) An owner who offers any dog, over the age of four months, for sale, trade, or adoption must provide the microchip identification number and the valid dog license number with the offer of sale, trade or adoption. The license and microchip numbers must appear on a document transferring the dog to the new owner. The owner shall also advise the Contracted Animal Control Agency of the name and address of the new owner. An owner who offers any dog over the age of four months for sale, trade, or adoption and fails to provide such information to the Contracted Animal Control Agency is in violation of this Chapter and shall be subject to the penalties set forth herein.

(2) An owner who offers any cat over the age of four months for sale, trade, or adoption must provide the microchip identification number with the offer of sale, trade or adoption. The microchip numbers must appear on a document transferring the cat to the new owner. The owner shall also advise the Contracted Animal Control Agency of the name and address of the new owner or custodian. An owner who offers any cat over the age of four months, for sale, trade, or adoption and fails to provide such information to the Contracted Animal Control Agency is in violation of this Chapter and shall be subject to the penalties set forth herein.

(3) When a puppy or kitten under the age of four months implanted with microchip identification is sold or otherwise transferred to another person, the owner shall advise the Department of the name and address of the new owner or custodian, and the microchip number of the puppy or kitten within ten days after the transfer. If it is discovered that an owner or custodian has failed to provide the Contracted Animal Control Agency with the name and address of the new owner and the microchip number of the puppy or kitten, the owner or custodian shall be in violation of this Chapter and subject to the penalties set forth herein.

Section 10.01.100 Reserved

Section 10.01.110 Penalties for violation of this Chapter

Violation of this Chapter shall be punishable by an administrative or infraction citation, as a public nuisance or by any other legal means available. All costs and fines collected under this Chapter shall be paid to the Contracted Animal Control Agency for the purpose of defraying the cost of the implementation and enforcement of this program

(a) An administrative citation, infraction, or other such authorized penalty may be issued to an owner of an unaltered dog or cat for a violation of this Chapter only when the owner is concurrently cited for another violation under State law or this Code. Examples of violations include, but are not limited to, failure to possess a current rabies vaccination; failure to license a dog; leash law violations; kennel or cattery permit violations; tethering violations; unhealthy or unsanitary conditions; failure to provide adequate care for an animal; operating a business without a license and/or lack of State Tax ID Number; fighting dog activity in violation of Penal Code Section 597.5; animals left unattended in motor vehicles; potentially dangerous, dangerous or vicious animals; or noisy animals.

(b) Should the owner of an unaltered dog or cat be found in violation of a State or this Code, the owner shall be required to spay or neuter the unaltered animal in accordance with this Chapter or purchase an unaltered license but shall also be required to pay the spay or neuter violation.

(c) When an impounded dog or cat is without microchip identification, in addition to satisfying applicable requirements for the release of the animal, including but not limited to payment of impound fees the owner shall also do one of the following:

(1) Have the dog or cat implanted with an approved microchip by Contracted Animal Control Agency personnel at the expense of the owner;

(2) Have the dog or cat implanted with an approved microchip by a Veterinarian. The owner or custodian shall pay the Contracted Animal Control Agency the cost to deliver the dog or cat to the Veterinarian. Within 10 days, the Veterinarian shall complete and return to the Contracted Animal Control Agency a statement confirming that the microchip has been implanted and its number and shall release the dog or cat to the owner only after the procedure is complete; or

(3) At the discretion of the Animal Control Officer, the dog or cat may be released to the owner if he or she signs a statement under penalty of perjury, representing that the dog or cat will be implanted with a microchip and that he or she will submit a statement within 10 days of the release, signed by a Veterinarian, confirming that the dog or cat has been so implanted and the microchip number, and allow the Department to scan the dog or cat for the microchip to verify.

(d) Fees for microchip identification device. The fee for an approved identifying microchip device shall be included in the cost of adoption when adopting a dog or cat from an animal shelter operated by the Contracted Animal Control Agency. If an animal has already been implanted with an identifying microchip device by some other facility, there will be no fee to have the identification microchip number entered into the Contracted Animal Control Agency registry.

Section 3. - CHAPTER 10.04, “Mandatory dog licensing and vaccination” is repealed in its entirety

CHAPTERS 10.05 – 10.07 - Reserved

Section 4. - CHAPTER 10.08: “VOLUNTARY CAT IDENTIFICATION PROGRAM” is repealed in its entirety

Section 5. - CHAPTER 10.16: DOGS, CATS AND OTHER ANIMALS AT LARGE; IMPOUNDMENT is repealed in its entirety and amended to read as follows:

Section

- 10.16.010 Restraint.
- 10.16.020 Trapping.
- 10.16.030 Impoundment.
- 10.16.040 Impoundment of Unaltered dog or cat

10.16.010 Restraint

(a) It shall be unlawful and a violation of this Code for an owner or the person in charge of such dog, cat or other animal to allow that dog, cat or other animal, licensed or unlicensed, to be at large as defined herein.

(b) Except as otherwise allowed by the Leash Law or other state laws, all dogs shall be kept under restraint when off the owner’s enclosed premises by a Leash or other device of a size and material appropriate to the dog, held by a person capable of restraining such dog with that leash; restraint does not include voice, eye or signal control.

(c) No owner shall fail to prevent his animal from becoming a public nuisance.

(d) Every female dog or cat in heat shall be confined in a building or other enclosure in such a manner that she cannot come into contact with a male member of the same species except for planned breeding.

10.16.020 Trapping

In the interest of public health and safety, it shall be lawful for any person to take up, in a humane manner, any dog, cat or other animal at large and promptly to deliver such dog, cat or other animal to the Animal Control Officer.

(a) For purposes of catching cats at large, City residents may rent cat traps from the Contracted Animal Control Agency.

(b) When a resident traps a cat with a permanent ear tag or marking, the resident may notify the Animal Control Officer to request impoundment.

10.16.030 Impoundment

(a) The Animal Control Officer may receive, take up and impound any dog, cat or other animal at large in violation of this Title or any other law; any dog, cat or other animal which is molesting any person, property or other animal; any sick, injured or stray dog, cat or other animal or may release the cat to its owner.

(b) Any dog or cat four months of age or older, which has been impounded shall not be released from impoundment unless it is licensed, vaccinated, spayed or neutered, and micro-chipped in accordance with the provisions of this Title.

(c) Any Animal Control Officer impounding a licensed dog or micro-chipped cat shall give written notice by first class mail, postage prepaid, to the last known address of the owner, of the impounding of such dog or cat and shall give the owner telephone notice where possible. If such dog or cat is not redeemed within 5 business days or as otherwise provided by law from the date of impound, the officer having custody of the dog or cat shall either place it for adoption or destroy it as set out herein.

(d) Upon impounding an unlicensed dog or unidentified cat, the officer shall give notice to the owner, if the owner and his whereabouts are known, of the impounding of such dog or cat. If such dog or cat has not been redeemed within five (5) business days of the date of impound, the officer shall dispose of such dog or cat in accordance with the provisions of this Title or shall destroy such dog or cat. For the purpose of this subsection, the notice specified herein shall be given in the manner determined by the officer as expedient under the circumstances.

(e) The Animal Control Officer having custody of any trapped or impounded dog or cat may, by humane methods, summarily destroy such dog or cat if the dog or cat is feral or is suffering from any incurable, dangerous or contagious disease, providing a veterinarian first shall certify, in writing, that such dog or cat is so suffering.

(f) Any Animal Control Officer having in his/her custody any unredeemed, impounded dog or cat may release such dog or cat to any adult individual upon payment by that individual of the adoption fees and the spay/neuter deposit and micro-chipping cost. The dog or cat also may be released to a nonprofit corporation formed under the provisions of the California Corporations Code for the prevention of cruelty to animals for such sale or placement as such nonprofit corporation or nonprofit organization may choose, except that such animals shall not be sold or released or given to labs. Releases of dogs or cats to such nonprofit corporations or nonprofit organizations pursuant to this subsection shall not be subject to the payment of the impound/adoption fees but shall be subject to the spay/neuter deposit and micro-chipping cost.

(j) It shall be unlawful for any person to remove an impounded animal from an Animal Control Center without the permission of the officer in charge thereof.

10.16.040. Impoundment of unaltered dog or cat

(a) When an unaltered and unlicensed dog or unaltered cat is impounded pursuant to State and this Title, in addition to satisfying all applicable requirements for the release of the animal, including but not limited to payment of impound fees the owner shall also do one of the following:

(1) Provide written proof of the dog or cat's prior sterilization, if conditions cannot or do not make this assessment obvious to the Contracted Animal Control Agency's personnel;

(2) Have the dog or cat spayed or neutered by a Veterinarian at the sole expense of the owner. Such expense may include additional fees due to extraordinary care required;

(2) At the discretion of the Animal Control Officer, the dog or cat may be released to the owner if he or she signs a statement under penalty of perjury, representing that the dog or cat will be spayed or neutered and that he or she will submit a statement within ten days of the release, signed by a Veterinarian, confirming that the dog or cat has been spayed or neutered or is incapable of breeding.

(b) Costs of impoundment.

(1) The owner of the unaltered dog or cat shall be responsible for any and all costs of impoundment, including but not limited to daily boarding costs, vaccination, medication, and any other diagnostic or therapeutic applications.

(2) The costs of impoundment shall be a lien on the dog or cat, and the unaltered animal shall not be returned to its owner until all such costs are paid or arrangements for payment acceptable to the Contracted Animal Control Agency have been made, including, but not limited to, a payment plan. If the owner of an impounded unaltered animal does not pay the lien against it in full within 14 days, the animal shall be deemed abandoned and become the property of the Contracted Animal Control Agency.

Section 6. - CHAPTER 10.36: PUBLIC NUISANCE shall be repealed in its entirety and readopted to read as follows:

Section	
10.36.010	Abatement as a public nuisance.
10.36.020	Notice and hearing.
10.36.030	Waiver of hearing.
10.36.040	Conduct of hearing.
10.36.050	Collection of abatement costs.

Cross-reference:

Requirements for pet waste disposal, see Chapter 15.02

10.36.010 Abatement as a public nuisance

The possession or maintenance of any animal, dog or cat in violation of or the allowing of any animal, dog or cat to be in violation of this Title, in addition to being a violation of this Code, is hereby declared to be a public nuisance.

(a) The Animal Control Officer, City Manager or his or her designee hereby are directed and empowered to summarily abate any such public nuisance independently of any criminal prosecution or the results thereof, by any means reasonably necessary to accomplish such abatement, including, but not limited to, the destruction of the animal involved, or by the imposition of specific reasonable conditions and restrictions for the maintenance of such animal.

(b) Failure to comply with such conditions and restrictions is a misdemeanor.

(c) The owner of such animal, dog or cat shall reimburse the Contracted Animal Control Agency for all costs incurred in enforcing compliance with the provisions in this Chapter.

(d) The Contracted Animal Control Agency may also commence and maintain such proceedings in a court of competent jurisdiction as are appropriate under the laws and regulations of the State of California for the abatement and redress of public nuisances.

10.36.020 Notice and hearing

At least five days prior to abatement pursuant to this Chapter, the owner of the subject dog or cat shall be notified by the Animal Control Officer, in writing, of the problem to be abated and right to a hearing to determine whether grounds exist for such abatement. The notice shall be served by personal delivery or by registered or certified mail, postage prepaid, return receipt requested. If the owner requests a hearing prior to abatement, no abatement shall take place until the conclusion of such hearing, except as provided in Section 10.36.030 below. The hearing shall be conducted pursuant to Section 10.36.040.

10.36.030 Waiver of hearing

When, in the opinion of the Animal Control Officer, immediate impoundment or other abatement is necessary for the preservation of animal or public health, safety or welfare, the pre-impoundment hearing shall be deemed waived, provided, however, that the owner or custodian of the subject dog or cat shall be given notice by the Animal Control Officer, in writing, which allows five days from the date of service to request an abatement hearing. Service of such notice shall be in accordance with the service methods specified in Section 10.36.020. The subject animal dog or cat shall not be disposed of prior to the conclusion of the hearing. If no request for a hearing is received from the owner of the subject animal dog or cat, within the timeframe set out, the animal dog or cat shall then be disposed of pursuant to applicable provisions of law.

10.36.040 Conduct of hearing

Hearings pursuant to this Chapter shall be conducted by the Hearing Officer. Hearings shall be held not more than 5 days from the date of receipt of the request for the hearing and shall be conducted in an informal manner consistent with due process of law. A hearing may be continued for a reasonable period of time if the parties agree or the hearing officer determines good cause therefor. Within 10 days after the conclusion of the hearing, the Hearing Officer shall give notice of his or her findings, decision and order to the owner of the dog or cat. Such notice shall be served as set out in Section 10.36.020. The Hearing Officer's decision shall be final.

10.36.050 Collection of abatement costs

Any and all abatement expenses may be collected from the owner or placed as a lien or special assessment against the property. Such expenses shall include, but not be limited to, the cost of abatement, mailing, researching, as well as any legal costs and the costs of impoundment of the animal.

(a) The Contracted Animal Control Agency shall send to the owner by certified mail, postage prepaid, notice of the amount of such costs, providing 30 days for payment of such costs.

(b) If such costs are not paid within that time period, the costs may be collected in any manner allowed by law.

(c) If collection is by a lien or special assessment to be placed against the owner's property for the total amount of such costs, the Contracted Animal Control Agency shall follow the requirements of state law to allow the lien or assessment to be recorded against the property and collected at the same time, in the same manner and subject to the same penalties for delinquency as real property taxes.

Section 7. - CHAPTER 10.40: POTENTIALLY DANGEROUS AND VICIOUS ANIMALS shall be repealed in its entirety and amended to read as follows:

Section	
10.40.010	Definitions.
10.40.020	Exceptions.
10.40.030	Determination of "Potentially severe injury; or Dangerous Animal."
10.40.040	Designation in Animal Control records.
10.40.050	Licensing requirements.
10.40.060	Animal restraints.
10.40.070	Transfer or death of animal.
10.40.080	Identification of vicious animals.
10.40.090	Consequences of designation as vicious animal.
10.40.100	Photographs and measurements of animal.
10.40.110	Confinement.
10.40.120	Animal leash and muzzle.
10.40.130	Vicious dog.
10.40.140	Notification of change of status.
10.40.150	Time limit to meet requirements;

- 10.40.160 Inspection.
- 10.40.170 Confinement/Seizures/Impoundment.
- 10.40.180 Impoundment.
- 10.40.190 Assessment of charges.
- 10.40.200 Penalty for violations.

10.40.010 Definitions

The following words and phrases shall, for the purposes of this Chapter, be defined as follows:

(a) “Defensive action” means any action taken in order to prevent perceived bodily injury whether such action is minor or actual, and may include striking the animal.

(b) “Potentially dangerous animal or behavior” means any of the following:

(1) Any animal which, when unprovoked, on two separate occasions within the prior 36-month period, engages in any behavior that requires a defensive action by any person to prevent bodily injury;

(2) Any animal which, when unprovoked, bites a person causing an injury, whether or not a severe injury; or

(3) Any dog which, when unprovoked, on two (2) separate occasions within the prior 36-month period, has killed, seriously bitten, inflicted injury, or otherwise caused injury by attacking a domestic animal off the property of the owner of the dog.

(c) “Vicious animal” means any of the following:

(1) Any animal seized under Section 599aa of the Penal Code and upon the sustaining of a conviction of the owner under subdivision (a) of Section 597.5 of the Penal Code;

(2) Any animal which, when unprovoked, in an aggressive manner, inflicts severe injury on or kills a human being; or

(3) Any animal previously determined to be and currently listed as a potentially dangerous animal that, after its owner has been notified of this determination, continues the potentially dangerous behavior or maintains the animal in violation of the restrictions of this Chapter.

(d) “Severe injury” means any physical injury to a human being that results in muscle tears, disfiguring lacerations or requires multiple sutures or corrective or cosmetic surgery.

(e) “Mitigations” include, but are not limited to, the question of whether any threat, injury or damage is sustained by a person who:

- (1) Was willfully trespassing upon the premises occupied by the owner or custodian of the animal at the time of the attack;
- (2) Was teasing, provoking, tormenting, abusing, or assaulting the animal at the time of the attack;
- (3) Has in the past, teased, tormented, abused or assaulted the animal;
- (4) Was engaged in the commission of a crime at the time of the attack; or
- (5) Was defending an attack from a person or animal at the time of the attack.

10.40.020 Exceptions

This Chapter does not apply to humane society shelters, animal control facilities, or veterinarians or to dogs while utilized by any police department or any law enforcement officer in the performance of police work.

10.40.030 Determination of “Potentially Dangerous Animal”

An animal administratively may be determined to be a potentially dangerous animal in the following way:

(a) Upon observation or independent investigation of a potentially dangerous animal or behavior or upon receipt of a complaint(s) signed by a person(s) who actually observed the animal’s potentially dangerous behavior, the Animal Control Officer may investigate or consider any mitigations and whether such behavior by the animal constitutes potentially dangerous behavior;

(b) If the Animal Control Officer determines that such behavior is potentially dangerous, he or she shall notify the owner of the consequences of identification as “potentially dangerous” and schedule an administrative hearing on that determination. The notice shall be served and the hearing shall be conducted as set out in Sections 10.36.020 and 10.36.040. At least one of the complainants in the matter must appear and testify at the hearing or the complaint shall be dismissed. The Hearing Officer specifically shall consider any circumstances of mitigation as well as any record of any prior violations by the owner;

(c) The Hearing Officer shall issue a written determination within ten days after the hearing has been completed; and

(d) The decision of the Hearing Officer shall be final.

10.40.040 Designation in Animal Control records

A potentially dangerous animal shall be so designated in animal control records. When the owner has no additional violations of this Chapter within a 12-month period from the date of

designation as a “Potentially Dangerous” animal, the Animal Control Officer shall remove the animal from the list of “Potentially Dangerous” animals, upon written application of the owner and upon proof to the satisfaction of the Animal Control Officer of the successful completion of at least eight weeks of formal obedience training, other similar evidence of training, or other rehabilitative efforts.

10.40.050 Licensing requirements

All potentially dangerous animals shall be properly licensed and vaccinated as required by this Title. The Contracted Animal Control Agency shall include the potentially dangerous designation in the registration records of the animal. The owner shall pay an annual “Potentially Dangerous Animal Registration Fee” in addition to the regular licensing fee as set by resolution of the City Council.

10.40.060 Animal restraints

A potentially dangerous animal, while on the owner’s property, shall at all times be kept indoors, or in a securely fenced, locked yard from which the animal cannot escape, and which children cannot enter. A potentially dangerous animal may be off the owner’s premises only if it is restrained by a leash of adequate strength to restrain that specific animal and under the control of a responsible adult.

10.40.070 Transfer or death of animal

The owner of a “Potentially Dangerous” animal shall notify the Animal Control Officer, in writing, if the animal dies or is sold, transferred or permanently removed from the City.

10.40.080 Identification of vicious animals

An animal may be identified as “vicious” in the following manner:

(a) The Animal Control Officer may determine, based on his or her observation or investigation, or a verified complaint from persons who have observed the animal and consideration of any applicable mitigations, that the animal is vicious. Where the animal has been identified as potentially dangerous, and the owner has failed to meet any of the requirements of this Chapter, the Animal Control Officer shall determine that the animal is vicious upon a subsequent complaint or his or her observation;

(b) Where the Animal Control Officer makes such a determination, he or she shall set a hearing on such determination and on the seizure and impoundment of the animal pending or based upon such determination;

(c) Notice and hearing shall be given as set out in Sections 10.36.020, 10.36.030 and 10.36.040. The notice shall include the facts which are the basis of the complaint and of the restrictions which will apply to the animal including possible euthanasia if it is classified as a vicious animal; or

(d) If the owner fails to appear at the hearing, the hearing shall nevertheless proceed, and an appropriate order shall be issued. If the hearing is held as a result of a complaint, at least one of the complainants shall appear and testify at the hearing or the action shall be dismissed. The decision may be appealed as set out in Section 10.01.020.

10.40.090 Consequences of designation as vicious animal

Where an animal is designated “vicious” the following requirements shall apply:

(a) All vicious animals shall be properly licensed and vaccinated as required by Chapter 10.01. In addition, the licensing authority shall include a designation of vicious in the registration records of such animal. The owner shall pay an annual “Vicious Animal Registration Fee,” in addition to the regular license fee as set by resolution of the City Council; and

(b) The owner shall, at his or her own expense, keep posted in a conspicuous place at or near the entrance to the premises on which such dog or cat is kept, a sign having letters at least two inches in width and two inches in height reading “Beware of Vicious Dog” or “Beware of Vicious Cat,” as may be appropriate. In addition, a conspicuously colored tag, provided by the Animal Control Officer shall be securely affixed to the animal at all times.

10.40.100 Photographs and measurements of animal

An owner of a vicious animal shall, within ten days of such determination, present said animal at the Contract Animal Control Agency’s facility and allow photographs and measurements of the animal to be taken for purposes of identification.

10.40.110 Confinement

A vicious animal shall be securely confined in an enclosure as defined in this Chapter or in the dwelling while on the owner’s property. The owner shall conspicuously display signs with words or symbol warning of the presence of a vicious animal as approved by the Animal Control Officer.

10.40.120 Animal leash and muzzle

While off the owner’s premises, a vicious animal shall at all times be restrained by a substantial metal or leather chain or leash not exceeding 6 feet in length, held by and under the control of a responsible adult, and the animal shall wear a muzzle approved by the Animal Control Officer. “Substantial” shall have the same meaning as set out in Section 10.40.070.

10.40.130 Vicious dog

A vicious dog also shall be spayed or neutered, at the owner’s expense, within 30 days of such determination.

10.40.140 Notification of change of status

The owner of a vicious animal shall notify the Contracted Animal Control Provider immediately if said animal is loose, unconfined, has attacked another animal or human being, or has died. A vicious animal shall not be sold, bartered, or given away, or placed in a new home within the City without the prior notification of and approval by the Contracted Animal Control Provider. Any new owner must comply with the requirements of this Title.

10.40.150 Time limit to meet requirements; Euthanasia

All requirements for owners of vicious animals must be satisfied within 30 days of the identification and satisfactory proof of compliance provided to the Animal Control Officer. If all requirements for vicious animals are not satisfied within 60 days of the finding, or within an extension of such time granted by the Animal Control Officer in writing, or the owner is unwilling to implement them, the animal may be humanely euthanized either by the Animal Control Officer or by a Veterinarian. Proof of euthanasia shall be provided to the Animal Control Officer within 3 days of its occurrence.

10.40.160 Inspection

The Animal Control Officer is authorized to make inspections he or she deems reasonably necessary to ensure compliance with these provisions, subject to the requirements for the owner's consent or an administrative inspection warrant. The owner of a vicious or potentially dangerous animal shall give consent in writing to such inspection as a condition of retaining the animal.

10.40.170 Confinement/Seizures/Impoundment

If the Animal Control Officer has probable cause to believe an animal may be designated as "potentially dangerous" or "vicious" under this Chapter, and the owner is unwilling or unable to correct the situation immediately, and the animal poses an imminent threat to the health or safety of persons or domestic animals, the animal may be seized before a hearing.

Pending the outcome of the hearing or appeal set out in this Chapter or during the period of time the owner requires to comply with any requirements imposed hereunder, the animal shall be kept at an appropriate animal shelter, designated by the Animal Control Officer, at the owner's expense.

Notwithstanding, the owner may show at the hearing to the satisfaction of the Animal Control Officer that the animal can be humanely and securely confined at home or with a veterinarian designated by the owner.

10.40.180 Impoundment

Any registered vicious animal shall be immediately impounded by the Animal Control Officer if:

(a) The animal’s registration is not properly maintained;

(b) Inspection by the Animal Control Officer reveals that the animal is not maintained in the required enclosure;

(c) The animal is outside of the dwelling of the owner or the defined enclosure and not under the physical restraint control of a responsible adult; or

(d) Even if the owner is in compliance with the regulations for keeping such a dangerous animal, if the animal again attacks, bites, causes injury, or otherwise threatens the safety of a human being or domestic animal then, thereafter, the animal may be impounded and shall be kept at an appropriate facility designated by the Animal Control Officer at owner’s expense pending the outcome of a hearing and appeal under this Chapter to determine whether the animal is a threat to the public health and safety and must be humanely euthanized or whether the animal can be safely returned to the owner under certain conditions.

10.40.190 Assessment of charges

A keeping charge may be assessed against the owner of any animal for each day during which the animal is impounded or held by the Animal Control Officer under the provisions of this Chapter. An animal held under the provisions of this Chapter shall not be released until the owner pays all charges due. If the owner refuses to pay such charges, the animal may be treated as unredeemed by the owner, and disposed of as provided in Section 10.16.030(f). Disposal of the animal does not release the owner from his/her responsibility to pay the keeping charges and such charges may be collected under Section 10.36.060.

10.40.200 Penalty for violations

Any person violating any of the provisions of this Chapter is guilty of a misdemeanor.

Section. 8 Effective Date: This ordinance shall take effect 30 days from the date of its adoption. No action or proceeding commenced before this ordinance takes effect, and no right accrued, is affected by the provisions of this ordinance, but all procedure thereafter taken shall conform to the provisions of this ordinance so far as possible.

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Section. 9 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 posting procedure authorized under Government Code Chapter 39633(c).

PASSED, APPROVED AND ADOPTED this ___ day of _____, 2019.

Larry Greene, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana V. Sauseda, Deputy City Clerk

Elizabeth Martyn, City Attorney

ORDINANCE NO. 182

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE AMENDING AND SUPERSEDING ORDINANCE NO. 174 TO INCLUDE A PROCESS FOR WRCOG CALCULATION AND COLLECTION OF FEES UNDER THE WESTERN RIVERSIDE COUNTY TRANSPORTATION UNIFORM MITIGATION FEE (TUMF) PROGRAM

The City Council of the City of Canyon Lake, California “(City)” ordains as follows:

Section 1. Title

This Ordinance shall be known as the “Western Riverside County Transportation Uniform Mitigation Fee Program Ordinance of 2018” (“Ordinance”).

Section 2. Findings

A. The City is a member agency of the Western Riverside Council of Governments (“WRCOG”), a joint powers agency comprised of the County of Riverside and 18 cities located in Western Riverside County. Acting in concert, the WRCOG Member Agencies developed a plan whereby the shortfall in funds needed to enlarge the capacity of the Regional System of Highways and Arterials in Western Riverside County (the “Regional System”) could be made up in part by a Transportation Uniform Mitigation Fee (“TUMF”) on future residential, commercial and industrial development.

B. WRCOG, upon the recommendation of the WRCOG Executive Committee, now desires to adopt a process in which WRCOG calculates and collects TUMF on behalf of member agencies under the Western Riverside County Transportation Uniform Mitigation Fee Program Ordinance of 2018.

C. The findings set forth in Ordinance No.174 remain true and correct, and by this reference are incorporated into this Ordinance No. _____ as if set forth in full herein. This Ordinance No. ____ shall amend and supersede the provisions of Ordinance No.174, and to the extent any provisions herein conflict with any provisions of Ordinance No.174 or any other ordinance of the City, the City Council finds and determines that it is the intent of the City Council that the provisions herein shall control.

Section 3. Definitions

For the purpose of this Ordinance, the following words, terms and phrases shall have the following meanings:

A. **“Class ‘A’ Office”** means an office building that is typically characterized by high quality design, use of high end building materials, state of the art technology for voice and data, on site support services/maintenance, and often includes full service ancillary uses such as, but not limited to a bank, restaurant/office coffee shop, health club, printing shop, and reserved parking. The minimum requirements of an office building classified as Class ‘A’ Office shall be as follows: (i) minimum of three stories (exception will be made for March JPA, where height

requirements exist); (ii) minimum of 10,000 square feet per floor; (iii) steel frame construction; (iv) central, interior lobby; and (v) access to suites shall be from inside the building unless the building is located in a central business district with major foot traffic, in which case the first floor may be accessed from the street to provide entrances/ exits for commercial uses within the building.

B. **“Class ‘B’ Office”** means an office building that is typically characterized by high quality design, use of high end building materials, state of the art technology for voice and data, on site support services/maintenance, and often includes full service ancillary uses such as, but not limited to a bank, restaurant/office coffee shop, health club, printing shop, and reserved parking. The minimum requirements of an office building classified as Class ‘B’ Office shall be as follows: (i) minimum of two stories; (ii) minimum of 15,000 square feet per floor; (iii) steel frame, concrete or masonry shell construction; (iv) central, interior lobby; and (v) access to suites shall be from inside the building unless the building is located in a central business district with major foot traffic, in which case the first floor may be accessed from the street to provide entrances/exits for commercial uses within the building.

C. **“Development Project” or “Project”** means any project undertaken for the purposes of development, including the issuance of a permit for construction.

D. **“Gross Acreage”** means the total property area as shown on a land division of a map of record, or described through a recorded legal description of the property. This area shall be bounded by road rights of way and property lines.

E. **“Habitable Structure”** means any structure or part thereof where persons reside, congregate or work and which is legally occupied in whole or part in accordance with applicable building codes, and state and local laws.

F. **“Industrial Project”** means any development project that proposes any industrial or manufacturing use allowed in the following zoning classifications: I-P, M-S-C, M-M, M-H, M-R, M-R-A, A-1, A-P, A-2, A-D, W-E, or SP with one of the aforementioned zones used as the base zone.

G. **“Low Income Residential Housing”** means ”Residential Affordable Units”: (A) for rental housing, the units shall be made available, rented and restricted to “lower income households” (as defined in Health and Safety Code Section 50079.5) at an “affordable rent” (as defined in Health and Safety Code Section 50053). Affordable units that are rental housing shall be made available, rented, and restricted to lower income households at an affordable rent for a period of at least fifty-five (55) years after the issuance of a certificate of occupancy for new residential development; and (B) for for-sale housing, the units shall be sold to “persons or families of low or moderate income” (as defined in Health and Safety Code Section 50093) at a purchase price that will not cause the purchaser’s monthly housing cost to exceed “affordable housing cost (as defined in Health and Safety Code Section 50052.5) Affordable units that are for-sale housing units shall be restricted to ownership by persons and families of low or moderate income for at least forty-five (45) years after the issuance of a certificate of occupancy for the new residential development.

H. **“Multi-Family Residential Unit”** means a development project that has a density of greater than eight (8) residential dwelling units per gross acre.

I. **“Non-Residential Unit”** means retail commercial, service commercial and industrial development which is designed primarily for non-dwelling use, but shall include hotels and motels.

J. **“Recognized Financing District”** means a Financing District as defined in the TUMF Administrative Plan as may be amended from time to time.

K. **“Residential Dwelling Unit”** means a building or portion thereof used by one (1) family and containing but one (1) kitchen, which is designed primarily for residential occupancy including single-family and multi-family dwellings. “Residential Dwelling Unit” shall not include hotels or motels.

L. **“Retail Commercial Project”** means any development project that proposes any retail commercial activity use not defined as a service commercial project allowed in the following zoning classifications: R-1, R-R, R-R-O, R-1-A, R-A, R-2, R-2-A, R-3, R-3-A, R-T, R-T-R, R-4, R-5, R-6, C-1/C-P, C-T, C-P-S, C-R, C-O, R-V-C, C-V, W-2, R-D, N-A, W-2-M, W-1, or SP with one of the aforementioned zones used as the base zone, which can include any eating/dining facility residing on the retail commercial development premises.

M. **“Service Commercial Project”** means any development project that is predominately dedicated to business activities associated with professional or administrative services, and typically consists of corporate offices, financial institutions, legal, and medical offices eating/dining facilities, and other uses related to personal or professional services.

N. **“Single Family Residential Unit”** means each residential dwelling unit in a development that has a density of eight (8) units to the gross acre or less.

O. **“TUMF Participating Jurisdiction”** means a jurisdiction in Western Riverside County which has adopted and implemented an ordinance authorizing participation in the TUMF Program and complies with all regulations established in the TUMF Administrative Plan, as adopted and amended from time to time by the WRCOG.

P. **“Disabled Veteran”** means any veteran who is retired or is in process of medical retirement from military service who is or was severely injured in a theatre of combat operations and has or received a letter of eligibility for the Veterans Administration Specially Adapted Housing (SAH) Grant Program.

Q. **“Government/public buildings, public schools, and public facilities”** means any owned and operated facilities by a government entity in accordance with Section 4. Exemptions, Subsection F of this Ordinance. A new development that is subject to a long-term lease with a government agency for government/public buildings, public schools, and public facilities shall apply only if all of the following conditions are met:

(a) The new development being constructed is subject to a long-term lease with a government agency.

(b) The project shall have a deed restriction placed on the property that limits the use to government/public facility for the term of the lease, including all extension options, for a period of not less than 20 years. Any change in the use of the facility from government shall trigger the payment of the TUMF in effect at the time of the change is made.

(c) No less than ninety percent of the total square footage of the building is leased to the government agency during the term of deed restriction the long term and any extensions thereof.

(d) The new development is constructed at prevailing wage rates.

(e) A copy of the lease is provided to the applicable jurisdiction and to WRCOG.

(f) Based on the facts and circumstances WRCOG determines that the intent of the lease is to provide for a long-term government use, and not to evade payment of TUMF.

R. **“Non-profit Organization”** means an organization operated exclusively for exempt purposes set forth in section 501(c)(3) of the Internal Revenue Code, and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an action organization, i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates. For the purposes of the TUMF Program, the non-profit may be a 501(c) (3) charitable organization as defined by the Internal Revenue Service.

S. **“Long-Term Lease”** as used in the TUMF Program, a “long-term lease” shall mean a lease with a term of no less than twenty years.

T. **“Mixed-Use Development”** as used in the TUMF Program, means Developments with the following criteria: (1) three or more significant revenue-producing uses, and (2) significant physical and functional integration of project components.

U. **“Guest Dwellings” and “Detached Second Units”** according to the State of California legal definition as following: 1) The second unit is not intended for sale and may be rented; 2) The lot is zoned for single-family dwellings; 3) The lot contains an existing single-family dwelling; 4) The second unit is either attached to the existing dwelling and located within the living area of the existing dwelling or detached from the existing dwelling and located on the same lot as the existing dwelling; and 5) Are ministerially amended by each jurisdiction’s local codes.

V. **“TUMF Administrative Plan”** means that the TUMF Administration Plan adopted by the WRCOG Execution Committee May 5, 2003, as amended, setting forth detailed administration procedures and requirements for the TUMF program.

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Section 4. Establishment of the Transportation Uniform Mitigation Fee

A. **Adoption of TUMF Schedule.** The City Council shall adopt an applicable TUMF schedule through a separate resolution, which may be amended from time to time.

B. **Fee Calculation.** The fees shall be calculated by WRCOG according to the calculation methodology fee set forth in the WRCOG TUMF Fee Calculation Handbook adopted July 14, 2003, as amended from time to time. In addition to data in the Fee Calculation Handbook, WRCOG Staff may consider the following items when establishing the appropriate fee calculation methodology:

- Underlying zoning of the site
- Land-use classifications in the latest Nexus Study
- Project specific traffic studies
- Latest Standardized reference manuals such as the Institute of Traffic Engineers Trip Generation Manual
- Previous TUMF calculations for similar uses
- WRCOG staff shall approve final draft credit / reimbursement agreement prior to execution

WRCOG shall have final determination regarding the appropriate methodology to calculate the fee based on the information provided by the local agency. In case of a conflict between the applicant, WRCOG, and/or the local agency regarding the fee calculation methodology, the dispute resolution process in the TUMF Administrative Plan will apply.

C. **Fee Adjustment.** The fee schedule may be periodically reviewed and the amounts adjusted by the WRCOG Executive Committee. By amendment to the Resolution reference is subsection A, above, the fees may be increased or decreased to reflect the changes in actual and estimated costs of the Regional System including, but not limited to, debt service, lease payments and construction costs. The adjustment of the fees may also reflect changes in the facilities required to be constructed, in estimated revenues received pursuant to this Ordinance, as well as the availability or lack thereof of other funds with which to construct the Regional System. WRCOG shall review the TUMF Program no less than every four (4) years after the effective date of this Ordinance.-

D. **Purpose.** The purpose of the TUMF is to fund those certain improvements to the Regional System as depicted in Exhibit “A” and identified in the 2016 Nexus Study, Exhibit “B.”

E. **Applicability.** The TUMF shall apply to all new development within the City, unless otherwise exempt hereunder.

F. **Exemptions.** The following types of new development shall be exempt from the provisions of this Ordinance and in TUMF Administrative Plan:

1. Low income residential housing as described in Section 3 Definitions, Subsection G of this Ordinance and in the TUMF Administrative Plan.

2. Government/public buildings, public schools, and public facilities as described in Section 3. Definitions, Subsection Q. of this Ordinance and in the TUMF Administrative Plan. Airports that are public use airports and are appropriately permitted by Caltrans or other state agency.

3. Development Projects which are the subject of a Public Facilities Development Agreement entered into pursuant to Government Code section 65864 *et seq.* prior to the effective date of Ordinance No. 2009-04, wherein the imposition of new fees are expressly prohibited, provided that if the term of such a Development Agreement is extended by amendment or by any other manner after the effective date of Ordinance No.2009-04], the TUMF shall be imposed.

4. The rehabilitation and/or reconstruction of any habitable structure in use on or after January 1, 2000, provided that the same or fewer traffic trips are generated as a result thereof.

5. Guest Dwellings and Detached Second Units as described in this Ordinance in Section 3. Definitions, Subsection U. and in the Administrative Plan

6. Kennels and Catteries established in connection with an existing single-family residential unit.

7. Any sanctuary, or other activity under the same roof of a church or other house of worship that is not revenue generating and is eligible for a property tax exemption (excluding concert venues, coffee/snack shops, book stores, for-profit pre-school day-cares, etc., which would be assessed TUMF.)

8. Any nonprofit corporation or nonprofit organization offering and conducting full-time day school at the elementary, middle school or high school level for students between the ages of five and eighteen years.

9. New single-family homes, constructed by non-profit organizations, specially adapted and designed for maximum freedom of movement and independent living for qualified Disabled Veterans.

10. Other uses may be exempt as determined by the WRCOG Executive Committee as further defined in the TUMF Administrative Plan.

G. **Credit.** Regional System improvements may be credited toward the TUMF in accordance with the TUMF Administrative Plan and the following:

Regional Tier

i. **Arterial Credits:** If a developer constructs arterial improvements identified on the Regional System, the developer shall receive credit for all costs associated with the arterial component based on approved Nexus Study for the Regional System effective at the time the credit agreement is entered into. WRCOG staff must pre-approve any credit agreements that deviate from the standard WRCOG approved format.

ii. **Other Credits:** In special circumstances, when a developer constructs off-site improvements such as an interchange, bridge, or railroad grade separation, credits shall be determined by WRCOG and the City in consultation with the developer. All such credits must have prior written approval from WRCOG.

iii. The amount of the development fee credit shall not exceed the maximum amount determined by the Nexus Study for the Regional System at the time the credit agreement is entered into or actual costs, whichever is less.

Local Tier

i. The local jurisdictions shall compare facilities in local fee programs against the Regional System and eliminate any overlap in its local fee program except where there is a Recognized Financing District has been established.

ii. If there is a Recognized Financing District established, the local agency may credit that portion of the facility identified in both programs against the TUMF in accordance with the TUMF Administrative Plan.

Section 5. Reimbursements

Should the developer construct Regional System improvements in excess of the TUMF fee obligation, the developer may be reimbursed based on actual costs or the approved Nexus Study effective at the time the agreement was entered into, whichever is less. Reimbursements shall be enacted through an agreement between the developer and the City, contingent on funds being available and approved by WRCOG. In all cases, however, reimbursements under such special agreements must coincide with construction of the transportation improvements as scheduled in the five-year Zone Transportation Improvement Program’s adopted annually by WRCOG.

Section 6. Procedures for the Levy, Collection and Disposition of Fees

A. **Authority of the Building Department.** The Director of Building & Safety, or his/her designee, is hereby authorized provide WRCOG with development project specifics for the calculation of TUMF in a manner consistent with the TUMF Administrative Plan.

B. **Payment and Collection.** Payment of the fees shall be as follows:

i. All fees collected hereunder shall be collected by WRCOG for deposit, investment, accounting and expenditure in accordance with the provisions of this Ordinance, TUMF Administrative Plan, and the Mitigation Fee Act.

ii. The fees shall be paid at the time a certificate of occupancy is issued for the Development Project or upon final inspection, whichever comes first (the “Payment Date”). However this section should not be construed to prevent payment of the fees prior to issuance of an occupancy permit or final inspection. Fees may be paid at the issuance of a building permit, and the fee payment shall be calculated based on the fee in effect at that time, provided the developer tenders the full amount of his/her TUMF obligation. If the developer makes only a partial payment prior to the Payment Date, the amount of the fee due shall be based on the TUMF fee schedule in place on the Payment Date. The fees shall be calculated according to fee schedule set forth in the Ordinance and the calculation methodology set forth in the Fee Calculation Handbook adopted July 14, 2003, as amended from time to time.

iii. The fees required to be paid shall be the fee amounts in effect at the time of payment is due under this Ordinance, not the date the Ordinance is initially adopted.

The City shall not enter into a development agreement that freezes future adjustments of the TUMF.

iv. If all or part of any development project is sold prior to payment of the fee, the property shall continue to be subject to the requirement for payment of the fee. The obligation to pay the fee shall run with the land and be binding on all the successors in interest to the property.

v. Fees shall not be waived.

C. **Issuance of Certificate of Occupancy.** The City shall not issue a certificate of occupancy for any Development Project until WRCOG has provided written evidence that it has collected the fee.

D. **Appeals.** Appeals shall be filed with WRCOG in accordance with the provisions of the TUMF Administrative Plan. Appealable issues shall be the application of the fee, application of credits, application of reimbursement, application of the legal action stay and application of exemption.

E. **Reports to WRCOG.** The Director of Building and Safety, or his/her designee, shall prepare and deliver to the Executive Director of WRCOG, periodic reports as will be established under Section 7 of this Ordinance.

Section 7. Appointment of the TUMF Administrator

WRCOG is hereby appointed as the Administrator of the Transportation Uniform Mitigation Fee Program. WRCOG is hereby authorized to collect all fees generated from the TUMF within the City, and to invest, account for and expend such fees in accordance with the provisions of this Ordinance and the Mitigation Fee Act. The detailed administrative procedures concerning the implementation of this Ordinance shall be contained in the TUMF Administrative Plan . Furthermore, the TUMF Administrator shall use the Fee Calculation Handbook adopted July 14, 2003, as amended from time to time, for the purpose of calculating a developer’s TUMF obligation. In addition to detailing the methodology for calculating all TUMF obligations of different categories of new development, the purpose of the Fee Calculation Handbook is to clarify for the TUMF Administrator, where necessary, the definition and calculation methodology for uses not clearly defined in the respective TUMF ordinances.

WRCOG shall expend only that amount of the funds generated from the TUMF for staff support, audit, administrative expenses, and contract services that are necessary and reasonable to carry out its responsibilities and in no case shall the funds expended for salaries and benefits exceed one percent (1%) of the revenue raised by the TUMF Program. The TUMF Administrative Plan further outlines the fiscal responsibilities and limitations of the Administrator.

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Section 12. Ordinance No. 182

This Ordinance supersedes the provisions of Ordinance No. 174 provided this Ordinance is not declared invalid or unenforceable by a court of competent jurisdiction. If, for whatever reason, this Ordinance is declared invalid or unenforceable by a court of competent jurisdiction, Ordinance No. 174 and all other related ordinances and polices shall remain in full force and effect.

Section 13. Effective Date

This Ordinance shall take effect 30 days from the date of its adoption.

PASSED APPROVED AND ADOPTED this ____ day of _____, 2019.

Larry Greene, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana Sauseda, Deputy City Clerk

Elizabeth Martyn, City Attorney

EXHIBIT “A”

MAP OF REGIONAL SYSTEM

EXHIBIT “A”

EXHIBIT “B”
NEXUS STUDY

EXHIBIT “B”

EXHIBIT "B"

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Mike A. Borja, Administrative Services Manager

DATE: May 1, 2019

SUBJECT: Adoption of the Updated Local Hazard Mitigation Plan Annex

Recommendation

It is recommended that the City Council adopt Resolution No. 2019-11 adopting the City's updated Local Hazard Mitigation Plan (LHMP) Annex from the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan as required by the Federal Disaster Mitigation and Cost Reduction Act of 2000.

Background

On November 3, 2004, the Canyon Lake City Council adopted Resolution No. 04-27 for acceptance of the Riverside County operational area multi-jurisdictional local hazard mitigation plan. At that time, the City of Canyon Lake was part of the 55 multi-jurisdictional plan. Since then, a Local Hazard Mitigation Plan Annex was developed specifically for Canyon Lake. Every five (5) years, municipalities are required to update their LHMP to document future mitigation needs and requirements.

In June of 2017, Canyon Lake's Emergency Preparedness Committee President and the City's appointed Emergency Manager, along with public input, finalized the LHMP, and provided additional changes that have been incorporated in the document. Upon completion, the Plan was sent to Riverside County Fire Department Office of Emergency Services (OES). Following review and revisions, Riverside County Fire Department OES sent the Plan to the State of California. The State requested revisions, which were incorporated. Upon final approval from the State, the Plan was sent to the Federal Emergency Management Agency (FEMA). In August of 2018, the City was notified that Cal OES and FEMA had approved the revised plan, pending adoption. The next step is for the Canyon Lake City Council to adopt the approved plan. By approving the proposed updates to the City's LHMP, staff will be able to provide the County with a more revised and current LHMP that the City desires for the next five years.

Budget (or Fiscal) Impact

No fiscal impact to the City's General Fund.

Attachments

1. Resolution 2019-11 Adopting the Updated Local Hazard Mitigation Plan Annex
2. City of Canyon Lake Annex to Local Hazard Mitigation Plan - June 2017

ATTACHMENT 1

RESOLUTION NO. 2019-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING THE LOCAL HAZARD MITIGATION PLAN ANNEX FROM THE RIVERSIDE COUNTY OPERATIONAL AREA MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN AS REQUIRED BY THE FEDERAL DISASTER MITIGATION AND COST REDUCTION ACT OF 2000

WHEREAS, President William J. Clinton signed H.R. 707, the Disaster Mitigation and Cost Reduction Act of 2000, into law on October 30, 2000; and

WHEREAS, the Disaster Mitigation Act of 2000 requires all jurisdictions to be covered by a Local Hazard Mitigation Plan to be eligible for Federal Emergency Management Agency post-disaster funds; and

WHEREAS, the City of Canyon Lake has committed to participate in the development of the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan; and

WHEREAS, the City of Canyon Lake coordinated the development of the City of Canyon Lake Local Hazard Mitigation Plan Annex; and

WHEREAS, the City of Canyon Lake is concerned about mitigating potential losses from natural disasters before they occur; and

WHEREAS, the plan identifies potential hazards, potential losses and potential mitigation measures to limit losses; and

WHEREAS, the California State of Emergency Services has reviewed the plan on behalf of the Federal Emergency Management Agency; and

WHEREAS, formal adoption of the plan by the City Council is required before final approval of the plan can be obtained from the Federal Emergency Management Agency; and

WHEREAS, the City of Canyon Lake has determined that it would be in the best interest of City to adopt the Local Hazard Mitigation Plan Annex; and

WHEREAS, the City of Canyon Lake has determined that it would be in the best interest of the County to adopt the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan; and

WHEREAS, the City of Canyon Lake General Plan Safety Element contains Implementation Policy SF-6.8 directing the City to adopt a Local Hazard Mitigation Plan in conformance with Assembly Bill 2140 (2006); and

WHEREAS, the proposed updated Local Hazard Mitigation Plan Annex is exempted from review under the common sense exemption, section 15061 of the California Environmental Quality Act in that the proposed plan does not have the potential for causing a significant effect on the environment.

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

1. The Recitals set out above are true and correct.
2. The City Council adopts the Local Hazard Mitigation Plan Annex to meet the requirements of the Disaster Mitigation and Cost Reduction Act of 2000.
3. The City Council further directs the staff for the City of Canyon Lake to forward the Local Hazard Mitigation Plan Annex to the Riverside County Fire Department – Office of Emergency Services, the California Governor’s Office of Emergency Services and to the Federal Emergency Management Agency on behalf of the City for final approval, and to take any and all other actions required to implement the Plan and Plan Annex.

PASSED, APPROVED AND ADOPTED this 1st day of May 2019.

Larry Greene, Mayor

ATTEST:

Ana V. Sauseda, Deputy City Clerk

ATTACHMENT 2

**CITY OF CANYON LAKE
ANNEX**

**LOCAL HAZARD
MITIGATION PLAN**

JUNE 2017

Aaron Palmer, City Manager



CONTACT INFORMATION

CITY OF CANYON LAKE

Aaron Palmer, City Manager
31516 Railroad Canyon Road
Canyon Lake, CA 92587

Office: (951) 244-2955

Fax: (951) 246-2022

Email: apalmer@cityofcanyonlake.com

PLAN ADOPTION/RESOLUTION

The City of Canyon Lake will submit plans to Riverside County – Office of Emergency Services who will forward to CALOES for review prior to being submitted to FEMA. In addition, we will wait to receive an “Approval Pending Adoption” before taking the plan to our local governing bodies for adoption. Upon approval, the City of Canyon Lake will insert the signed resolution.



EXECUTIVE SUMMARY

The purpose of this local hazard mitigation plan is to identify the County's hazards, review and assess past disaster occurrences, estimate the probability of future occurrences and set goals to mitigate potential risks to reduce or eliminate long-term risk to people and property from natural and man-made hazards.

The plan was prepared pursuant to the requirements of the Disaster Mitigation Act of 2000 to achieve eligibility and potentially secure mitigation funding through Federal Emergency Management Agency (FEMA) Flood Mitigation Assistance, Pre-Disaster Mitigation, and Hazard Mitigation Grant Programs.

Riverside County's continual efforts to maintain a disaster-mitigation strategy is on-going. Our goal is to develop and maintain an all-inclusive plan to include all jurisdictions, special districts, businesses and community organizations rather than them writing their own plan to promote consistency, continuity, and unification.

The County's planning process followed a methodology presented by FEMA and CALOES which included conducting meetings with the Operational Area Planning Committee (OAPC) coordinated by Riverside County – Office of Emergency Services comprised of participating Federal, State and local jurisdictions agencies, special districts, school districts, non-profit communities, universities, businesses, tribes and general public.

The plan identifies vulnerabilities, provides recommendations for prioritized mitigation actions, evaluates resources and identifies mitigation shortcomings, provides future mitigation planning and maintenance of existing plan.

The plan will be implemented upon FEMA approval.

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SECTION 1.0 - COMMUNITY PROFILE

1.1 CITY MAP – CITY OF CANYON LAKE



1.2 GEOGRAPHY AND CLIMATE DESCRIPTION

The City of Canyon Lake is an incorporated city in Riverside County. It is approximately four and a half square miles in area and is 31 miles south of the County seat, the City of Riverside. The City of Canyon Lake sits directly adjacent to the City of Menifee on its eastern boundary, City of Lake Elsinore on its Western and southern boundaries. The City of Canyon Lake lies between the I-15 and I-215. Railroad Canyon Road, an arterial highway, bisects the community and provides the major connection to these freeways. The San Jacinto River, a waterway that starts in the Mountains and runs over 75 miles through the County, feeds into Canyon Lake and flows into Lake Elsinore. The City of Canyon Lake is also geographically located in the flood inundation area of Lake Perris and Diamond Lake, which is in the western region of Riverside County.

The City of Canyon Lake climate can be described as: Winter is rarely extreme, low temperatures almost never go below freezing. In the summer the high temperatures will hover in the high 90's but during heat waves can exceed 100 degrees. Rainfall is typical of that of the rest of Riverside County.

1.3 BRIEF HISTORY

In 1937, business started when a family built a small concession stand, bought several boats and food supplies, and opened to customers on May 29. Word had spread quickly about the new lake and its great fishing, though local anglers had known about it for several years. The fishing camp grew, and several years later, its buildings and docks were moved farther west to another location on the lake, where the water remained deep, even in drought years. After World War II, the families of Ray and Alpha Schekel, along with John and Darleen Kirkland, operated the resort until 1949, when the lake was drained to repair the floodgates on the dam. Winter rains came once again, and the lake slowly filled with water.

In 1951, the Department of Fish and Game restocked the lake, and the heavy rains of 1952 brought the water level high enough that the resort could reopen in 1953. An author and her husband then operated the resort until 1968. Elsinore Valley Municipal Water District and Temescal Water Company reached a settlement in 1955 to store 3,000 acre-feet of water in the lake for domestic use. A treatment plant was erected, and later fish screens were installed over the floodgates so that all the fish would not travel downstream to Lake Elsinore. After the collapse of the Baldwin Hills Dam in 1963, the state ordered all dams inspected and reinforced. Cores were taken, and the concrete was found to be stronger than current requirements. February 1968 saw the beginning of a new era. Temescal bought the lease from the family owned land, and the development of Canyon Lake began. Several subsidiary companies were formed from the original Temescal Water Company, and eventually Corona Land Company became the developer of the project. Today the lake is surrounded by beautiful homes, and residents enjoy many amenities, such as a golf course, equestrian center, beaches, parks, and a lodge. The Canyon Lake Property Owners Association has jurisdiction inside the gates, and property owners pay a yearly assessment.

In 1968, the Corona Land Company began construction on 5,000 lots around Railroad Canyon Lake. The pristine landscape – which had been virtually untouched since the 1890s, when there was only one family living and farming along the Salt Creek-dramatically changed and became one of Southern California’s favorite playgrounds. The San Jacinto River flows from the mountains east of Hemet, wanders through the valley down through Perris Valley, and finally ends at Lake Elsinore. When the winter rains arrive, Salt Creek follows a southern route from Hemet and merges with the San Jacinto at the location of present-day Canyon Lake. The California Southern Railroad built a line in 1882 from Perris to Elsinore along the east side of the river. Later the Santa Fe Railroad bought the line and joined it with their line from San Bernardino. However, the floods of 1884, 1916, and 1927 washed out the tracks, and Santa Fe decided to abandon the line. Soon after the last flood, Temescal Water Company bought the railroad right-of-way’s and began construction of a dam across the river for water storage.

In December 1990, the community became a city, and all of the areas outside the gates are under the jurisdiction of the city council. The original developers had envisioned a weekend-retreat type of community, but current residents include retirees, young families, and those looking for security or a change of residence.

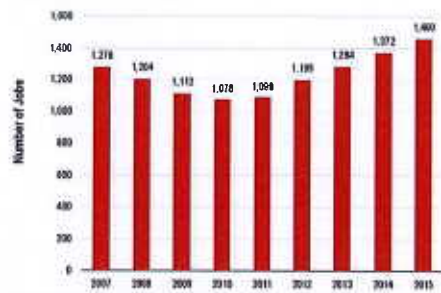
1.4 ECONOMIC DESCRIPTION

Development in the City is 43.5 percent residential, 30 percent open space, parks and community services, 1 percent commercial, and 0 percent industrial, which limits the sales and property tax base. The largest employer is the Property Owners Association, (POA) which has 111 employees. The POA monitors and maintains the community as well as provides other services. The City's downtown area, known as the "Canyon Lake Towne Center", has specialty shops, restaurants, and businesses.

Figure 1.4.1 Employment Table for City of Canyon Lake 2007-2015

Total Jobs

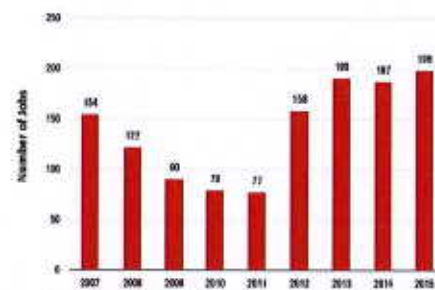
Total Jobs: 2007 - 2015



Sources: California Employment Development Department, 2007 - 2015; InfoGroup; and SCAG

- Total jobs include wage and salary jobs and jobs held by business owners and self-employed persons. The total job count does not include unpaid volunteers or family workers, and private household workers.
- In 2015, total jobs in the City of Canyon Lake numbered 1,460, an increase of 14.4 percent from 2007.

Jobs in Construction: 2007 - 2015

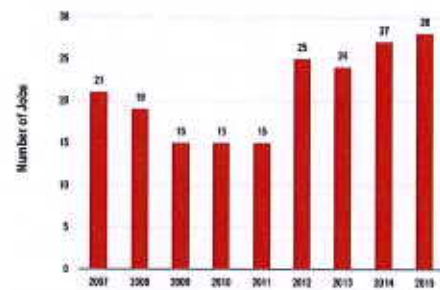


Sources: California Employment Development Department, 2007 - 2015; InfoGroup; and SCAG

- Construction jobs include those engaged in both residential and non-residential construction.
- Between 2007 and 2015, construction jobs in the city increased by 28.7 percent.

Jobs by Sector

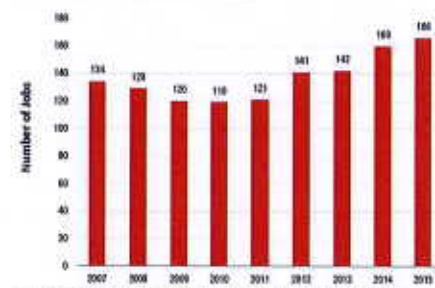
Jobs in Manufacturing: 2007 - 2015



Sources: California Employment Development Department, 2007 - 2015; InfoGroup; and SCAG

- Manufacturing jobs include those employed in various sectors including food; apparel; metal; petroleum and coal; machinery; computer and electronic products; and transportation equipment.
- Between 2007 and 2015, the number of manufacturing jobs in the city increased by 37.5 percent.

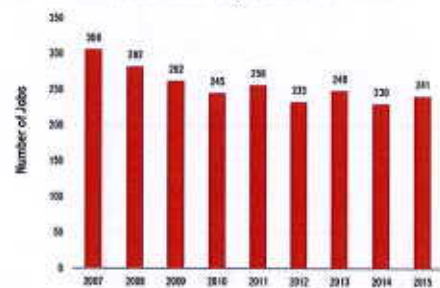
Jobs in Retail Trade: 2007 - 2015



Sources: California Employment Development Department, 2007 - 2015; InfoGroup; and SCAG

- Retail trade jobs include those at various retailers including motor vehicle and parts dealers, furniture, electronics and appliances, building materials, food and beverage, clothing, sporting goods, books, and office supplies.
- Between 2007 and 2015, the number of retail trade jobs in the city increased by 24.6 percent.

Jobs in Professional and Management: 2007 - 2015

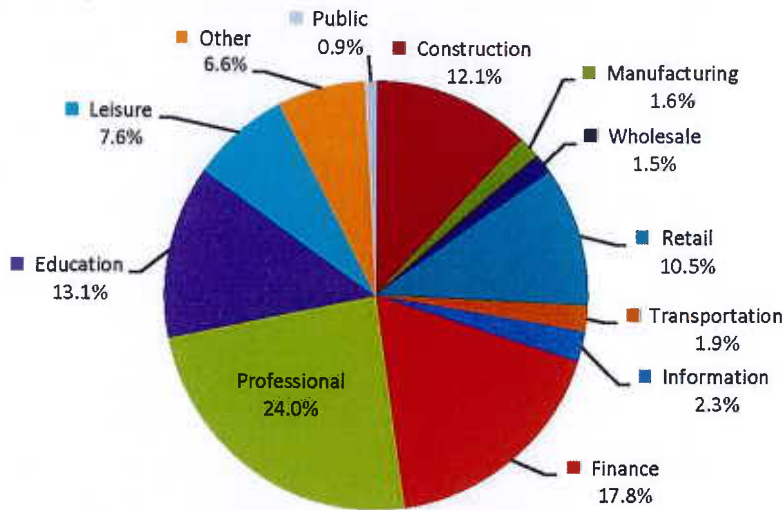


Sources: California Employment Development Department, 2007 - 2015; InfoGroup; and SCAG

- Jobs in the professional and management sector include those employed in professional and technical services, management of companies, and administration and support.
- Between 2007 and 2015, the number of professional and management jobs in the city decreased by 20.9 percent.

Figure 1.4.1 – Jobs by Sector Charts

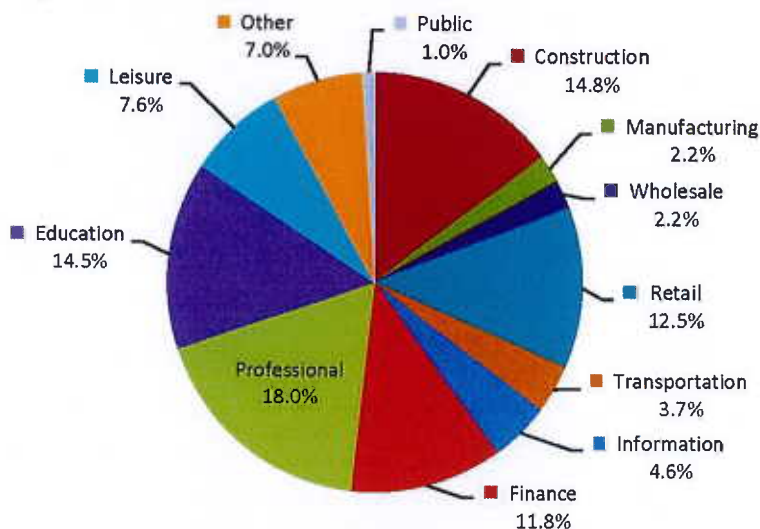
Jobs by Sector: 2007



Sources: California Employment Development Department, 2007; InfoGroup; and SCAG.

- From 2007 to 2015, the share of Construction jobs increased from 12.1 percent to 14.8 percent.
- See Methodology Section for industry sector definitions.

Jobs by Sector: 2015



Sources: California Employment Development Department, 2016; InfoGroup; and SCAG.

- In 2015, the Professional sector was the largest job sector, accounting for 18 percent of total jobs in the city.
- Other large sectors included Construction (14.8 percent), Education (14.5 percent), and Retail (12.5 percent).

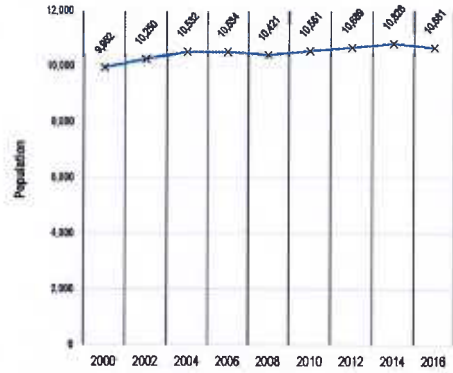
1.5 POPULATION AND HOUSING

The population of the City of Canyon Lake from the most recent Census available was estimated at 11,137. This is an increase of over 5% from the population of April 2010.

Figure 1.5.1 – City of Canyon Lake Population Characteristics

Population Growth

Population: 2000 - 2016

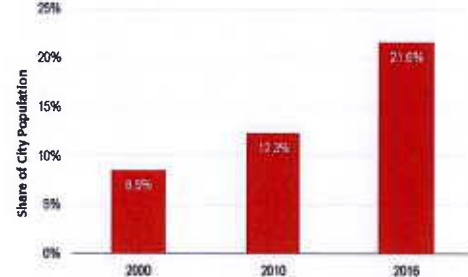


Source: California Department of Finance, E-5, 2016

- Between 2000 and 2016, the total population of the City of Canyon Lake increased by 729 to 10,681 in 2016.
- During this 16-year period, the city's population growth rate of 7.3 percent was lower than the Riverside County rate of 51.9 percent.
- 0.45% of the total population of Riverside County is in the City of Canyon Lake.

Population by Race/Ethnicity

Hispanic or Latino of Any Race: 2000, 2010, and 2016

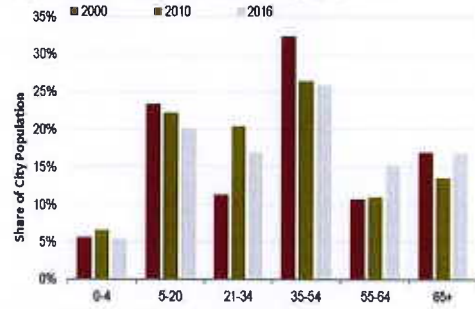


Sources: 2000 and 2010 U.S. Decennial Census; Nielsen Co., 2016

- Between 2000 and 2016, the share of Hispanic population in the city increased from 8.5 percent to 21.6 percent.

Population by Age

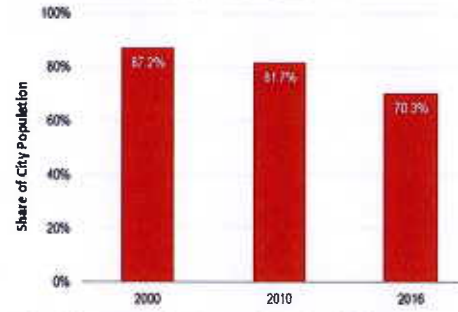
Population Share by Age: 2000, 2010, and 2016



Sources: 2000 and 2010 U.S. Decennial Census; Nielsen Co., 2016

- Between 2000 and 2016, the age group 21-34 experienced the largest increase in share, growing from 11.2 to 16.9 percent.
- The age group that experienced the greatest decline, by share, was age group 35-54, decreasing from 32.4 to 25.9 percent.

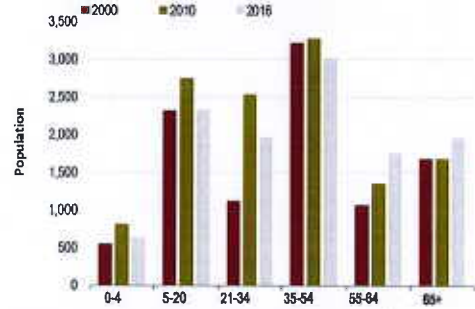
Non-Hispanic White: 2000, 2010, and 2016



Sources: 2000 and 2010 U.S. Decennial Census; Nielsen Co., 2016

- Between 2000 and 2016, the share of Non-Hispanic White population in the city decreased from 87.2 percent to 70.3 percent.
- Please refer to the Methodology section for definitions of the racial/ethnic categories.

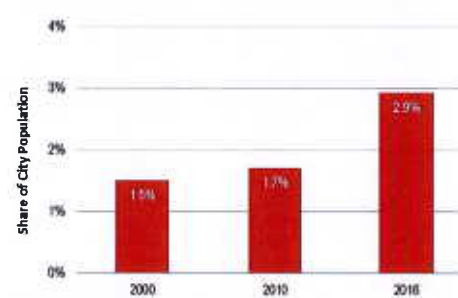
Population by Age: 2000, 2010, and 2016



Sources: 2000 and 2010 U.S. Decennial Census; Nielsen Co., 2016

- The age group 21-34 added the most population, with an increase of 851 people between 2000 and 2016.

Non-Hispanic Asian: 2000, 2010, and 2016



Sources: 2000 and 2010 U.S. Decennial Census; Nielsen Co., 2016

- Between 2000 and 2016, the share of Non-Hispanic Asian population in the city increased from 1.5 percent to 2.9 percent.

1.6 BRIEF STATEMENT OF UNIQUE HAZARDS

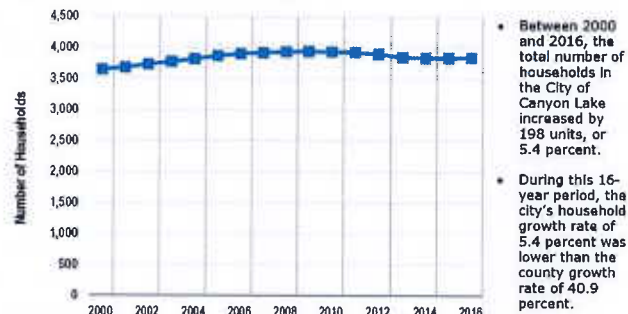
The hazards in Canyon Lake include the same as much of Riverside County, including earthquake, flooding, and fires. There are no new hazards identified since the approval of the 2012 Local Hazard Mitigation Plan.

1.7 LAND USE AND DEVELOPMENT TRENDS

Figure 1.7.1 – City of Canyon Lake – Housing and Household Characteristics

Number of Households (Occupied Housing Units)

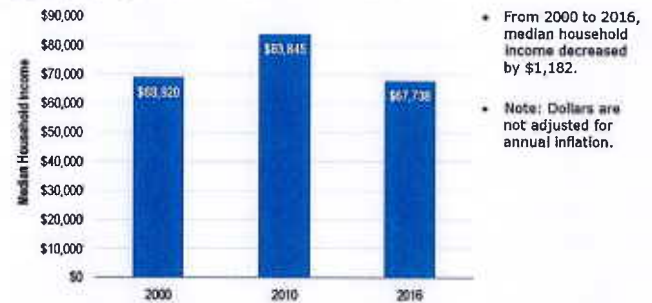
Number of Households: 2000 - 2016



Sources: 2000 and 2010 U.S. Decennial Census; California Department of Finance, E-5, 2016

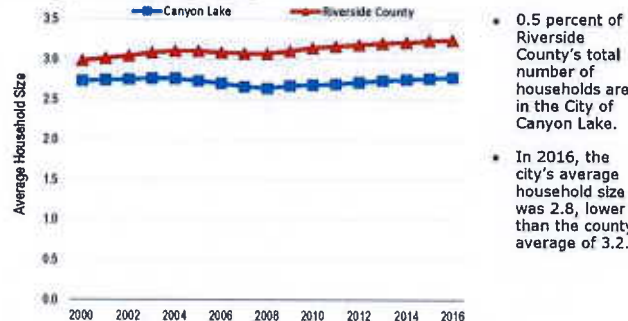
Household Income

Median Household Income: 2000, 2010, and 2016



Source: Nielsen Co., 2016

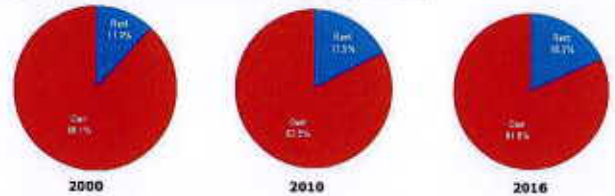
Average Household Size: 2000 - 2016



Source: California Department of Finance, E-5, 2016

Renters and Homeowners

Percentage of Renters and Homeowners: 2000, 2010, and 2016

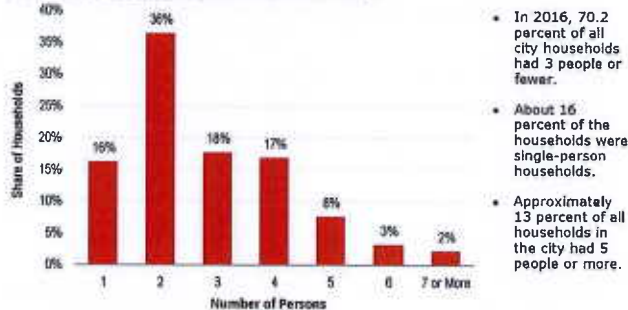


Sources: 2000 and 2010 U.S. Decennial Census; Nielsen Co., 2016

Between 2000 and 2016, homeownership rates decreased and the share of renters increased.

Households by Size

Percent of Households by Household Size: 2016



Source: Nielsen Co., 2016

Housing Type

Housing Type by Units: 2016

Housing Type	Number of Units	Percent of Total Units
Single Family Detached	4,205	92.3 %
Single Family Attached	134	2.9 %
Multi-family: 2 to 4 units	73	1.6 %
Multi-family: 5 units plus	76	1.7 %
Mobile Home	67	1.5 %
Total	4,555	100 %

Source: California Department of Finance, E-5, 2016

- The most common housing type is Single Family Detached.

- Approximately 95 percent were single family homes and 3 percent were multi-family homes.

SECTION 2.0 - PLANNING PROCESS

2.1 LOCAL MITIGATION PLANNING PROCESS

Representatives from City of Canyon Lake met on a regular basis to identify and prioritize appropriate mitigation strategies. Personnel involved in these meetings include City Manager Aaron Palmer, Administrative Services Manager Mike Borja, Council Member Larry Greene, and staff from various departments. The group was made up of planners, building department officials, code enforcement, emergency managers, and sheriff and fire officials.

At the first meeting, general priorities and appropriate departments were identified. Subsequent meetings identified mitigation strategies, prioritization of said strategies and review of preliminary budgets and potential funding sources for strategies designated.

2.2 PARTICIPATION IN REGIONAL (OA) PLANNING PROCESS

The City of Canyon Lake participated in various Riverside County workshops, conferences, and meetings, including:

- Quarterly Operational Planning Meeting
 - October 13, 2016
 - January 12, 2017
 - April 5, 2017
- Workshop
 - April 3-4, 2017 Ben Clark Training Center
- City Workshops
 - Canyon Lake Emergency Preparedness Committee (CLEPC) Monthly Meetings
- Public Outreach
 - Southwest Committee Meeting – May 16, 2017
 - CodeRED Notification System (Reverse 911)
 - City Website
 - City Hall Bulletin Board and Front Counter

(Please refer to Riverside County MJHMP – Section 3.0 pp. 83-106)

2.3 DATES AVAILABLE FOR PUBLIC COMMENT

The City of Canyon Lake holds a monthly Canyon Lake Emergency Preparedness Committee (CLEPC) meeting where the presentation of the LHMP planning process for the City of Canyon Lake is held. Opportunities for public comments on the DRAFT mitigation strategies were provided at a public meeting held at the regional Southwest Committee Meeting on May 16, 2017 at 9:00 am, at Murrieta Fire Station 4, located at 28155 Baxter Rd, Murrieta, CA. In addition, the city advertised for public comments on the City of Canyon Lake's website, sent out a general notification on the city's Reverse 911 system called CodeRED, and placed a draft copy to review at City Hall's front counter.

2.4 PLANS ADOPTED BY RESOLUTION

The City Council will adopt the plan at a public meeting via an official Resolution upon approval by FEMA.

SECTION 3.0 - UPDATES AND MITIGATION ACTIONS

3.1 UPDATES FROM 2012 PLAN

The flood channel mitigation project to construct bridge and roadway at Goetz and Railroad Canyon Road identified from the 2005 plan was completed December 2012. The following figures reflect the final phases of the completed project.

Figure 3.1.1-3.1.3 – Goetz and Railroad Canyon Project



Figure 3.1.2 – Goetz Bridge



Figure 3.1.3 – Improved Storm Drain



3.2 HAZARD UPDATES

The City of Canyon Lake planning team has reviewed the hazards that affect the City and summarized their frequency of occurrence, spatial extent, potential magnitude, and significance specific to Canyon Lake and have concluded that all changes or additional hazards from the 2012 plan are listed in Section 3.3. There are no changes in priorities since approval of the previous plan.

3.3 BRIEF STATEMENT OF UNIQUE HAZARDS

The most prominent hazards faced by residents of City of Canyon Lake are a major earthquake on the Elsinore Fault line and potential flooding potential from 100 year storm events in winter months and Canyon Lake Dam located in the city. The City of Canyon Lake has experienced the following Emergency Incidents since 2012 that include both Federal and State declared disasters:

- January 19-23, 2017 Winter Storms. Federal disaster declaration for damages due to storm series.
- January 21, 2011 State of Emergency declared. Three main roads were closed inside the Canyon Lake community resulting in damage.
- Winter Storm Flooding - December 22, 2010 State of Emergency declared. Three main roads were closed inside the Canyon Lake community resulting in damage and one casualty.
- Severe Wind Damage – January 2010
- Wildland Fire – Destroyed Strip Mall – July 2009

SECTION 4.0 – HAZARD IDENTIFICATION AND RISK ASSESSMENT

The City of Canyon Lake Planning Team has identified in the table below a list of critical facilities and other community assets identified as important to protect in the event of a disaster.

4.1 CRITICAL FACILITIES AND INFRASTRUCTURES

Table lists critical facilities and other community assets identified by the City of Canyon Lake’s planning team as important to protect in the event of a disaster.

Critical Facilities Type	Number
Airports	-
Communications Centers	1
Detention Centers	-
Emergency Command Centers (City Hall)	1
Emergency Operations Centers (Fire Station)	1
Fire Departments	1
Health Care Facilities	-
Law Enforcement Facilities	1
Maintenance Yards	-
Residential Elderly Facilities	-
Schools and Day Care Facilities	-
Public Utilities—Water/Sewer	1
Totals	6

4.2 ASSET TABLE/REPLACEMENT VALUE

Table - Specific Critical Facilities and Other Community Assets Identified by the City of Canyon Lake’s Planning Team

Name of Asset	Replacement Value (\$)	Occupancy/ Capacity #	Hazard Specific Info.
City Hall	440,000	20	
Fire Department—	1.3 million minimum	6	
Police Department	Apart of City Hall	4	

4.3 ESTIMATING POTENTIAL LOSS

Please refer to Riverside County Operational Area MJHMP Section 4.5 for the property loss value for the City of Canyon Lake.

(Appendix D- See Part II – Page 18 - Development Trends Questionnaire)

4.4 IDENTIFICATION OF RISKS AND VULNERABILITIES

1. Drought - Severity -3, Probability - 1, Ranking - 11

90% of the San Jacinto watershed drains into Canyon Lake including water from Perris, Hemet, and Moreno Valley. Past droughts negatively affected the City of Canyon Lake water levels, which in turn negatively affects water quantity levels leading to increases in fish kills, algae blooms, and closing down of the lake to the public. (See Riverside County OA MJHMP Section 5.3.5 Pages 227-230).

2. Earthquake - Severity - 4, Probability - 3, Ranking - 2

The City of Canyon Lake’s nearest active earthquake faults in the city’s vicinity include:

Elsinore Fault Zone: The fault zone, which includes the City of Canyon Lake and the Elsinore Basin, is a 101 mile-long fault line and is capable of generating earthquakes of 6.0 Richter Magnitude and greater. Canyon Lake is located within 12 miles to the East of the fault line.

San Andreas Fault Zone: This fault zone is located approximately 40 miles northeast of the study area, and is the dominant active fault in Southern California. An earthquake from the San Andreas Fault is capable of a magnitude of 8.25.

San Jacinto Fault Zone: Canyon Lake sits west of the San Jacinto fault and has a credible earthquake magnitude of 7.5.

The City of Canyon Lake is located in a Seismic Hazard Zone. The San Jacinto and Elsinore faults are the nearest active faults bordering Canyon Lake on its East and Western borders.

(See Riverside County OA MJHMP Section 5.3.3 Pages 196-218)

3. Fire -Severity -3, Probability -3, Ranking - 3

The planning team has not identified any unreinforced masonry buildings in the City. Undeveloped hillside areas and Bureau of Land Management (BLM) lands in the City can present a serious hazard due to the potential for large-scale wild land fires. The areas are significantly dry during summer months and when there are strong “Santa Ana” winds. Wild land fire protection is the primary responsibility of the County Fire Department with assistance provided by the California Department of Forestry under an agreement for fire protection of wild lands. 35% of the homes within the City boundary are in the high fire area due to their adjacencies to open space areas.

(See Riverside County OA MJHMP Section 5.3.2 Pages 154-163).

4. Flood - Severity -4, Probability -2, Ranking - 1

Heavy rain can lead to problems with storm drainage and create localized flood problems. According to the City of Canyon Lake’s Storm Drain Master Plan, there are three major flooding areas in the City: The Main Causeway, North Causeway, and Salt-Creek areas inside the City of Canyon Lake. These areas are primarily a result of undersized pipes where the runoff exceeds the pipe capacity even for minor storms. The project at Goetz Road is building a bridge over Salt Creek mitigating future flooding near the area.

With the location of Canyon Lake being within the flood inundation area of Lake Perris and Diamond Lake, the compromise of one of these dams would result in severe flooding that potentially create catastrophic damages throughout the city.

(See Riverside County OA MJHMP Section 5.3.1 Pages 164-195).

The construction of the damming of San Jacinto River created Canyon Lake. The City does participate in the National Flood Insurance Program (NFIP). The City updated the program on July 1, 2011. NFIP insurance data indicates that as of July 1, 2011, flood insurance policies in force in the City with \$2,500,000 in coverage with a \$25,000 deductible. Policies are residential and in a commercial zone. There have been no historical claims for flood losses and thus there were no repetitive or severe repetitive loss structures.

5. Severe Weather: Extreme Heat/Cold -Severity -2, Probability -1, Ranking - 7

The POA has a cooling station plan. The cooling station is located inside the Senior Center during drastic summer temperatures. The cooling station is located in the Canyon Lake Senior Center: 23307 Canyon Lake Dr. South, Canyon Lake, CA 92587.

Other Hazards:

Although ranked of lower planning significance relative to other hazards, the following information about agricultural hazards, dam failure, and transportation hazards/hazardous materials release should still be noted.

6. Agricultural Hazards - Severity -3, Probability - 0, Ranking - 18

The City of Canyon Lake does not have an agricultural economy. There are 982.7 acres of open space which include parks and a golf course.

7. Dam Failure - Severity - NA, Probability - NA, Ranking - NA

The City of Canyon Lake was formed by the creation of the Canyon Lake Dam on the San Jacinto River in 1928. If the dam was to fail, the odds of Canyon Lake being inundated is very unlikely due to the dam being on the most southern area of the City. If the dam broke it would flood Railroad Canyon Road, a major arterial highway between the I-15 and I-215 and flow downstream into Lake Elsinore. The dam is located a mile northwest from City Hall. With the location of Canyon Lake being within the flood inundation area of Lake Perris and Diamond Lake, the compromise of one of these dams would result in severe flooding that could potentially create catastrophic damages throughout the city.

8. Technological Hazards (Transportation Hazards/Hazardous Materials Release) Severity - 2, Probability -1, Ranking - 4

Auto Care USA is one facility listed by Riverside County as a hazardous waste facility inside the City of Canyon Lake. With Railroad Canyon Road being a major arterial highway between the I-15 and I-215, there is a potential for death and injuries from large-scale motor vehicle accidents. There is the potential for hazardous material spills or fires as numerous commercial transportation vehicles travel the highway and freeways with various types and quantities of hazardous materials.

Of particular concern is the large number of liquefied petroleum gas vessels that are transported on the system. A derailment and fire, with large exploding liquefied petroleum gas vessels, could cause widespread damage to the City, as has happened in other communities across the country.

SECTION 5.0 - COMMUNITY RATING SYSTEM

The City of Canyon Lake participates in the Community Rating System and is currently a class 4. Also, the City is currently investigating participating more in the National Flood Insurance Program and will continue to encourage participation and compliance with the National Flood Insurance Program (NFIP) by all communities, as appropriate, in the Community Rating System.

5.1 REPETITIVE LOSS PROPERTIES

There are no repetitive loss properties in the city based on the information.

5.2 NATIONAL FLOOD INSURANCE PROPERTIES

- a. **Describe participation in NFIP, including any changes since previously approved plan.** The City of Canyon Lake has participated in the National Flood Insurance Program since 1996.
- b. **Date first joined NFIP.** November 1996
- c. **Identify actions related to continued compliance with NFIP.**
 1. The City of Canyon Lake provides National Flood Insurance Program Brochures at all community outreach events and to homeowners who are prone to flooding in the flood zones.
 2. Provide Letters of Map Changes to residents in flood zones and Flood Insurance Rate Maps (FIRMs) are readily available to the public.
 3. Adopted Riverside County Floodplain Ordinance Ord. 458.13 § 4, 2008.
- d. **CRS member?** Yes
- e. **CRS class?** 4
- f. **Describe any data used to regulate flood hazard area other than FEMA maps.** N/A
- g. **Have there been issues with community participation in the program?** No
- h. **What are the general hurdles for effective implementation of the NFIP?** Securing funding for outdated drainage studies and performing new studies in unstudied flood hazard areas.
- i. **Summarize actions related to continued compliance with NFIP (c-2 and c-4)**
 - i. **Repetitive Loss Properties** – None

SECTION 6.0 - CAPABILITIES ASSESSMENT

6.1 REGULATORY MITIGATION CAPABILITIES

Regulatory Tool	Yes/No	Comments
General plan	Yes	Comprehensive General Plan is part of the County of Riverside.
Zoning ordinance	Yes	Adopted County Ordinances and No. 348 on 1990
Subdivision ordinance	Yes	Adopted County Ordinance in 1990
Site plan review requirements	Yes	Adopted City Ordinance
Growth management ordinance	Yes	Adopted all County Ordinances on December 1, 1990
Floodplain ordinance	Yes	Adopted all County Ordinances on December 1, 1990
Other special purpose ordinance (storm water, water conservation, wildfire)	Yes	Adopted all County Ordinances on December 1, 1990
Building code	Yes	Adopted all County Ordinances on December 1, 1990
Fire department ISO rating	Yes	Rating:
Erosion or sediment control program		Adopted all County Ordinances on December 1, 1990
Storm water management program	Yes	City of Canyon Lake Storm Drain Master Plan, 2005
Capital improvements plan	Yes	Five-year plan; updated annually
Economic development plan	In Progress	Economic Development Committee is actively working on a plan
Local emergency operations plan	Yes	Emergency Operations Plan, Updated December 2010
Other special plans	Yes	Urban Water Management Plan (do we have one?)
Flood Insurance Study or other engineering study for streams	Yes	FEMA Flood Insurance Study, 2005

Many ordinances cited above are reviewed and updated annually.

The City of Canyon Lake General Plan reflects the City's long-range aspirations (15-20 years) of physical form and amenity and provides guidance for developmental regulations, such as zoning and subdivision ordinances. Two of the plans goals, in particular, support hazard mitigation. These goals and their policies are included below.

Goal 1: Seismic Hazards

Goals for achieving and maintaining safety from seismic events, include preventing serious injury, loss of life, serious damage to critical facilities involving large assemblies of people, and loss of continuity in providing services.

The City will inventory all buildings which are unsound under conditions of "moderate" seismic activity; buildings having questionable structural resistance should be considered for either rehabilitation or demolition. Structures determined by the City's building official to be structurally unsound are to be reported to the owner and recorded with the County recorder to ensure that future owners are made aware of hazardous conditions and risks.

Goal 2: Public Safety Hazards

Goals for public safety seek to reduce loss of life or property due to crime, fire, earthquake, or other disasters or hazards; provide adequate medical and emergency services to reduce the effects of natural or manmade disasters; promote citizen awareness and preparedness for emergency/disaster situations or potential for the incidence of crime; and implement adequate interagency disaster planning.

The City will continue to maintain and update emergency service plans, including plans for managing emergency operations, the handling of hazardous materials, and the rapid cleanup of hazardous materials spills. The City currently contracts with the County of Riverside and CAL-Fire and participates with all entities under their mutual aid agreements.

The General Plan’s Hazard Management Element incorporates the Safety Element of the General Plan by reference “to the extent that these original elements apply to the Canyon Lake Planning area.”

Water Conservation Ordinance

City of Canyon Lake Municipal Code addresses water conservation (water waste). It specifies when watering is allowed for irrigating lawns, shrubs and trees (i.e., days and times or restrictions).

6.2 ADMINISTRATIVE/TECHNICAL MITIGATION CAPABILITIES

Figure 6.2.1 – Administrative Capabilities

Personnel Resources	Yes/No	Department/Position
Planner/engineer with knowledge of land development/land management practices	Yes	Charles Abbott Associates, Contractor for Planning and Engineer
Engineer/professional trained in construction practices related to buildings and/or infrastructure	Yes	Charles Abbott Associates, Contractor for City Engineer and Building
Planner/engineer/scientist with an understanding of natural hazards	Yes	Charles Abbott Associates, Contractor for City Engineer and Building
Personnel skilled in GIS	Yes	Charles Abbott Associates, Contractor for Planning Department
Full time building official	No	Charles Abbott Associates, Contractor for Building Official – Jim Barrett
Floodplain manager	Yes	Charles Abbott Associates, Contractor for Danny Chow
Emergency manager	Yes	Aaron Palmer City Manager
Grant writer	Yes	Mike Borja and Contract with outside consultant
Other personnel	No	
GIS Data—Land use	Yes	WRCOG
GIS Data—Links to Assessor’s data	Yes	WRCOG
Warning systems/services (Reverse 9-11, outdoor warning signals)	Yes	CodeRED

6.3 FISCAL MITIGATION CAPABILITIES

Figure 6.3.1 Fiscal Mitigation Capabilities Table

Financial Resources	Accessible/Eligible to Use (Yes/No)	Comments
Community Development Block Grants	No	
Capital improvements project funding	Yes	
Authority to levy taxes for specific purposes	Yes	With voter approval
Fees for water, sewer, gas, or electric services	No	Utility purveyors
Impact fees for new development	Yes	
Incur debt through general obligation bonds	Yes	With voter approval
Incur debt through special tax bonds	Yes	With voter approval
Incur debt through private activities	No	
Withhold spending in hazard prone areas	N/A	
Other	N/A	

6.4 MITIGATION OUTREACH AND PARTNERSHIPS

A Community Emergency Response Team (CERT) program is currently in place. The (CERT) program helps train individuals to be better prepared to respond to emergency situations in their neighborhood. The City of Canyon Lake is a part of Mutual Aide Region VI. They also have mutual aid agreements with Riverside County OA Office of Emergency Services, CALOES, and Riverside County Fire departments.

6.5 OTHER MITIGATION EFFORTS

The City has implemented mitigation efforts in the past. Examples that were not covered elsewhere in this section include the following:

- The City’s Building Department has standards on building elevations in reference to building grades and zoning based on past practice.
- The Canyon Lake Police Department (contracted through County of Riverside) has a plan to divert traffic from Railroad Canyon Road in the event of major traffic accidents or hazardous material incidents.

6.6 MITIGATION FUNDING OPPORTUNITIES

The City of Canyon Lake has the same funding opportunities as Riverside County Operational Area. Please refer to Section 7.4 and table on pages 327-336 of the Riverside County Multi-Jurisdictional Hazard Mitigation Plan for list of funding sources available.

SECTION 7.0 - MITIGATION STRATEGIES

7.1 MITIGATION STRATEGIES

Our City/Special District coordinated with multiple cities and agencies throughout Riverside County in the creation/update of our LHMP Annex. The cooperation and discussions both in regional meetings, community outreach and in internal meetings allowed for both “big picture” and “local jurisdiction” views of mitigation needs and possibilities.

The Part Two, Agency Inventory Worksheet process enabled our City/Special district to recognize hazards and their severity and also assisted in determining what mitigation actions are appropriate to lessen or prevent the hazard on a long-term basis.

7.2 GOALS AND OBJECTIVES

The City of Canyon Lake’s mitigation goals and objectives are the following:

- ❖ **Goal 1: Provide Protection for People’s Lives from All Hazards**
 - ◆ Objective 1.1: Provide timely notification and direction to the public of imminent and potential hazards.
 - ◆ Objective 1.2: Protect public health and safety by preparing for, responding to, and recovering from the effects of natural or technological disasters.
 - ◆ Objective 1.3: Improve community transportation corridors to allow for better evacuation routes for public and better access for emergency responders.
- ❖ **Goal 2: Improve Community and Agency Awareness about Hazards and Associated Vulnerabilities That Threaten Our Communities**
 - ◆ Objective: 2.1: Increase public awareness about the nature and extent of hazards they are exposed to, where they occur, what is vulnerable, and recommended responses to identified hazards (i.e. both preparedness and response).
 - 2.1.1: Continue an outreach program, provide educational resources, and develop and provide training.
- ❖ **Goal 3: Improve the Community’s Capability to Mitigate Hazards and Reduce Exposure to Hazard Related Losses**
 - ◆ Objective 3.1: Reduce damage to property from an earthquake event.
 - 3.1.1: Adopt/maintain building codes to meet required earthquake standards.
 - ◆ Objective 3.2: Reduce flood and storm related losses.
 - 3.2.1: Provide for better collection of data related to severe weather events.
 - 3.2.2: Continue to work with EVMWD & CLPOA to reduce localized flooding within the City’s storm drain maintenance systems.

- ◆ Objective 3.3: Minimize the impact to the City due to reoccurring drought conditions that impact both ground water supply and agricultural industry.
 - 3.3.1: Provide conservation information from Elsinore Valley Municipal Water District (EVMWD) to the residents to promote better water management.
- ◆ Objective 3.4: Minimize the impact to the City due to reoccurring drought conditions that impact both ground water supply and agricultural industry.
 - 3.4.1: Continue to work with EVMWD and CLPOA to monitor water management plan and groundwater management plan for Canyon Lake.
- ◆ Objective 3.5: Minimize the impact to vulnerable populations within the community that may be affected by severe weather-related events, such as long duration heat waves and winter storms.
 - 3.5.1: Continue to develop community response plans, such as cooling centers, during heat waves.
 - 3.5.2: Continue to monitor and drill on community response plans during winter storms to assist the vulnerable population.
- ❖ **Goal 4: Provide Protection for Critical Facilities, Utilities, and Services from Hazard Impacts**
 - ◆ Objective 4.1: Improve road conditions to minimize flooding of crucial areas.
- ❖ **Goal 5: Maintain Coordination of Disaster Planning**
 - ◆ Objective 5.1: Coordinate with changing DHS/FEMA needs.
 - 5.1.1: National Incident Management System (NIMS)
 - 5.1.2: Disaster Mitigation Act (DMA) planning
 - 5.1.3: Emergency Operations plans
 - ◆ Objective 5.2: Coordinate with community plans.
 - 5.2.1: General plans
 - 5.2.2: Drought plans
 - 5.2.3: Drainage plans
 - 5.2.4: Continue Intergovernmental agency disaster planning.
 - ◆ Objective 5.3: Maximize the use of shared resources between jurisdictions and special districts for mitigation/communication.
 - 5.3.1: Continue to Monitor Mutual/Automatic Aid agreements with adjacent jurisdictions and agencies.
 - ◆ Objective 5.4: Standardize systems among agencies to provide for better interoperability.
 - 5.4.1: Continue to update communication technology and language locally and regionally.

- ❖ **Goal 6:** Maintain/Provide for FEMA Eligibility and Work to Position City Departments and Community Partners for Grant Funding.
 - ◆ Objective 6.1: The City of Canyon Lake maintains and will continue to maintain eligibility for FEMA.

7.3 MITIGATION ACTIONS

In the 2012 Local Hazard Mitigation Plan, the City of Canyon Lake purposed to construct a bridge and roadway at Goetz and Railroad Canyon Road to raise above the 100-year flood level requirements. The road construction was completed in December 2012. The roadway is elevated and an improved culvert has been constructed under the bridge to facilitate storm water flow.

7.4 ON-GOING MITIGATION STRATEGY PROGRAMS

- ◆ Widening Railroad Canyon Road from two to three lanes.
 - Issue/Background: The widening of Railroad Canyon Road from two to three lanes began in January 2012. It will also include the addition of storm drains.
 - Other Alternatives: No action
 - Responsible Office: City Engineer, Habib Motlagh
 - Priority (High, Medium, Low): High
 - Cost Estimate: \$ 7.850 million
 - Potential Funding: TUMF, Measure 1B, Measure A, Congestion relief and AQMD
 - Benefits (Avoided Losses): Less bottleneck traffic, continuous flow through region, updated landscaping, irrigation, lights and fencing with additional enhancement of pavement and storm drains.
 - Status: Completed in December 2012

(See Part 2 Inventory Worksheets - Page 16-17 “Local Jurisdiction Proposed Mitigation Action”).

7.5 FUTURE MITIGATION ACTIONS

The City of Canyon Lake has identified future mitigation actions, however due to lack of funding and staff the projects are on hold. The following mitigation actions are on-going:

- Actively pursue completion of the mitigation policies and strategies contained in the City of Canyon Lake General Plan.

- Continue to train Emergency Operations Center and general city staff in our Emergency Operations Plan and the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).
- Annually inspection of bridge and roadway to ensure they are clear from flooding and debris.

SECTION 8.0 – INCORPORATION INTO EXISTING PLANNING MECHANISMS

This plan has been incorporated into the Emergency Preparedness Plan; it has been developed by Canyon Lake Resolution 04-27 and incorporation of the acceptance of the Riverside County operational area Multi-Jurisdictional Local Hazard Mitigation Plan.

The City of Canyon Lake and Riverside County have several planning mechanisms which incorporate the:

- ◆ General Plan Safety Element
- ◆ Capital Improvements Plan
- ◆ Riverside County Community Action Plan
- ◆ City of Canyon Lake Strategic Vision
- ◆ Adoption of Riverside County Floodplain Ordinance Ord. 458.13 § 4, 2008

Title 8 – Building and Construction

- ◆ Chapter 8.02: Adoption of California Model Codes
- ◆ Section 8.35: Flood Damage Prevention
- ◆ Chapter 8.30: Safety Assessment Placards

The County has a Safety Element in its General Plan that includes a discussion of fire, earthquake, flooding, and landslide hazards. This plan was adopted as an implementation appendix to the Safety Element. In addition, the County enforces the requirements of the California Environmental Quality Act (CEQA), which since 1988, requires mitigation for identified natural hazards. The County has used these pre-existing programs as a basis for identifying gaps that may lead to disaster vulnerabilities in order to work on ways to address these risks through mitigation.

(See “Regulatory Mitigation Table” on page 20)

SECTION 9.0 - PLAN IMPLEMENTATION AND MAINTENANCE PROCESS

The City of Canyon Lake will implement the Local Hazard Mitigation Plan by incorporating it into General Plan, Capital Improvement Plan and City of Canyon Lake Strategic Vision. Our city will monitor and evaluate our LHMP on an annual basis. If we discover changes have occurred during the evaluation, we will update the LHMP Revision Page, and notify OES to update our Annex. Over the next 5 years, we will review the LHMP. We will assess, among other things, whether:

- The goals and objectives address current and expected conditions.
- The nature, magnitude, and/or type of risks have changed.
- Resources are appropriate for implementing the plan.
- Outcomes have occurred as expected and measure progress.
- The agencies and other partners participated as originally proposed, including updating contact information.

The City Municipal Code takes cues from state and federal regulations as well as historical events in the City in promulgating regulations and guidance. As new regulations are passed at the state and federal level, all changes and ordinances will be presented before City Council by way of a public hearing during which comments are sought, considered and recommendations made. Our City Manager's office in coordination with the CLPEC will be in charge of the monitoring, evaluation and updating of our LHMP. The CLPEC meets monthly and will schedule annual review at one of their meetings.

SECTION 10.0 - CONTINUED PUBLIC INVOLVEMENT

After we go through the Scheduled Plan Maintenance Process, we will notify the public of any changes in the LHMP Plan by placing a copy of the plan at City Hall's front counter, inviting the public to review and make comments. The City will also post the LHMP in full, on the Emergency Preparedness section of the website.

APPENDIX A – ATTACHMENTS

Appendix A-1 – Public Meeting Announcements – City Council Agenda

**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: XXXXXX
SUBJECT: Adoption of the Revised Local Hazard Mitigation Plan Annex

Recommendation

It is recommended that the City Council: Adopt Resolution No. XXXX-XX adopting the City's revised Local Hazard Mitigation Plan (LHMP) Annex from the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan as required by the Federal Disaster Mitigation and Cost Reduction Act of 2000.

Background

The City of Canyon Lake participates in the Riverside County's Multi-Jurisdictional Hazard Mitigation Plan by submitting its LHMP as an annex to the document. Back in 2012, the City formally adopted the LHMP that was submitted to, and approved by the County of Riverside and State of California.

Every five (5) years, municipalities are required to revise their LHMP to document future mitigation needs and requirements. Canyon Lake's Emergency Preparedness Committee President and the City's appointed Emergency Manager, along with public input, finalized the LHMP in June 2017, and provided additional changes that have been incorporated in the document. By approving the proposed updates to the City's LHMP, staff will be able to provide the County with a more revised and current LHMP that the City desires for the next five years.


Budget (or Fiscal) Impact

N/A

Attachments

1. Resolution XXXX-XX Adopting the Revised Local Hazard Mitigation Plan Annex
2. City of Canyon Lake Annex to Local Hazard Mitigation Plan - June 2017

Appendix A - 2- Public Meeting Announcements – Regional Southwest Meeting Sign-In Log



Southwest Committee Meeting
May 16, 2017
 Murrieta Fire Station 4
 28155 Baxter Rd., Murrieta
 0900 - 1100

Pledge of Allegiance & self-introductions:	EMD
Presentations:	Riverside County Sheriff Department H.O.T. (Homeless Outreach Team)
Upcoming Events (WEBEOC Drill, SW TTX)	EMD
Local Hazard Mitigation Plan Discussion	The following cities will be presenting their LHM for questions and public comment: Temecula, Wildomar, Lake Esinore, Canyon Lake and Perris
Next meeting date:	June 20, 2017

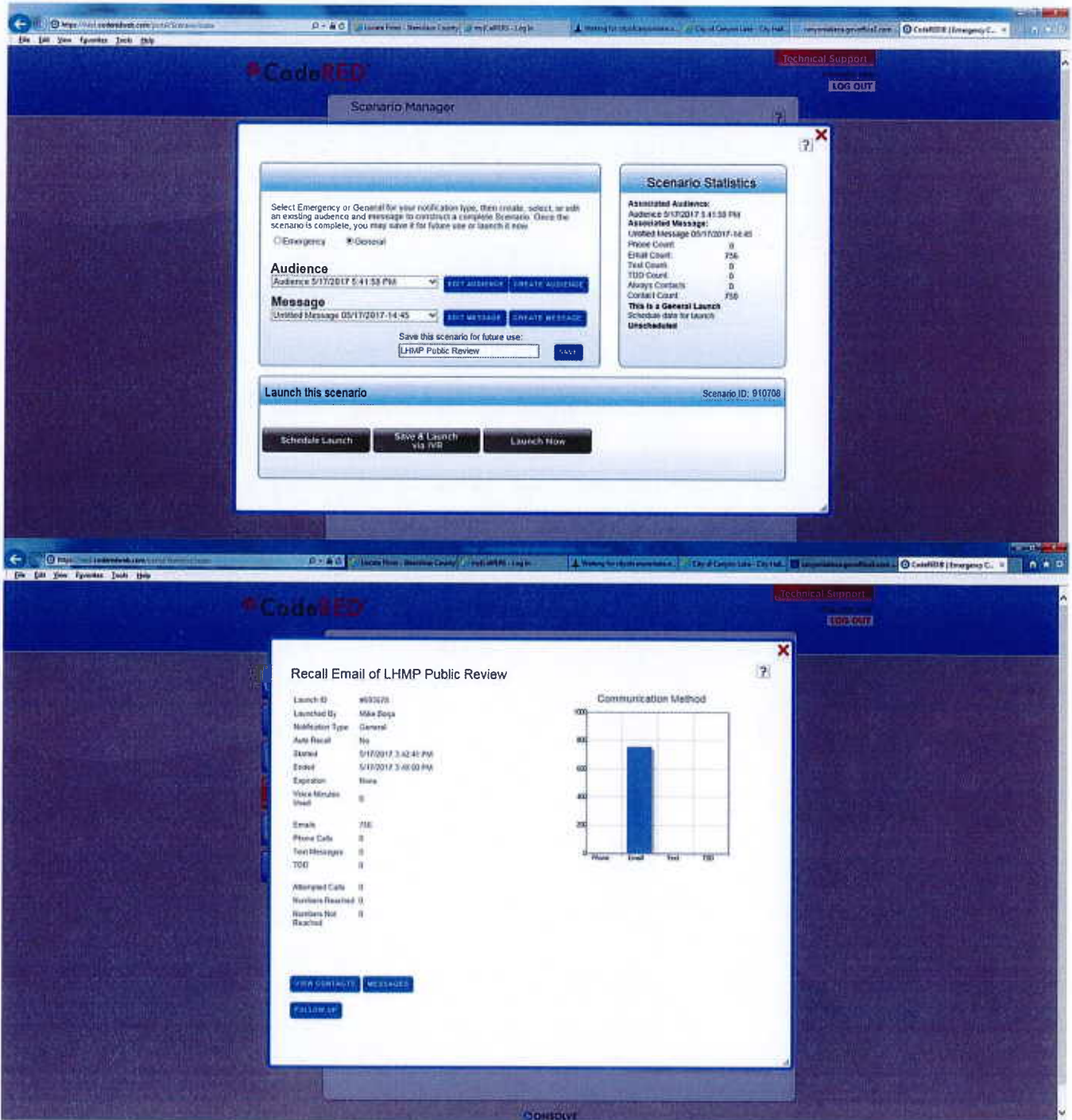
Note: If you cannot attend, please send an alternate to represent your organization so they can share the meeting information. Our goal is to provide applicable information to our SW Comm. members. Please remember to bring business cards to exchange with other attendees.

Southwest Committee Meeting

May 16, 2017

Helner, Phillip			
Hongkham, Scott			
Irene Powell - TCC			
James Brown			
James Grimm			
Janice Powers			
Jason Birley			
Jeff Simmons			
Jeff Walter			
Jeremy Goldman			
Jim Beggins - CAP			
John Manhard			
Joseph Ruvalcaba	Joseph.L.Ruvalcaba@cap.245.gov	U.S.B.P.	JAR
Judy Miller - PUHSD			
Karen Parris			
Karl Gronbach			
Keeling, Jason			
Keith Velotta - MUSD			
Kelly, Stacie E			
Kerr, Dawn			
Kim Cousins			
Kristen Frankforter			
Kurylowicz, David			
Lane, Randon K			
Larry Greene			
Larry Jasperson - La Cresta Highlands		City of La Cresta	RAY
Leigh Lockwood			
Les Chapman - City of Wildomar			
Linda Cepress			
Linda Sanford			
Lorraine Strong - TIP			
Malouf, Matt			
Mark Utley			
Martinez, Aaron			

Appendix A – 3- Public Meeting Announcements – Canyon Lake’s CodeRED Notification System



Appendix A – 4- Public Meeting Announcements – Canyon Lake’s Website



Appendix A – 5- Public Meeting Announcements – City Hall Bulletin Board and Front Counter



APPENDIX B - INVENTORY WORKSHEETS

SEE ATTACHMENT

APPENDIX B

RIVERSIDE COUNTY MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION AGENCY 2017 INVENTORY WORKSHEETS

CITY OF CANYON LAKE



JUNE 2017

TABLE OF CONTENTS

Introduction: These documents are meant to be discussed, used and reviewed by a multi-disciplinary team. The Participation by a wide range of stakeholders who play a role in identifying and implementing mitigation actions is required.

SPECIAL CONCERNS:

- 1. Has the completed Letter of Commitment been returned to EMD? EMD must forward this completed Letter of Commitment to CAL OES.*
- 2. Has the completed Letter of Participation been returned to EMD?*

1. Local Jurisdiction Contact Information	Page 3
2. Hazard Identification Questionnaire	Pages 4-6
3. Specific Hazards Summary	Page 7
4. Jurisdiction Vulnerability Worksheet	Pages 8-9
5. Jurisdiction Mitigation Strategies and Goals	Pages 10-14
6. Local Jurisdiction Proposed Mitigation Action and Strategy Proposal	Pages 14-16
7. Local Jurisdiction Development Trends	Pages 17-18
8. Appendix A-Plan Review Tool	Pages A1-10

Appendix A the Plan Review Tool for your reference. This is the document Cal OES and FEMA will utilize to verify that all of the required information is in the submitted documents. Please refer to the document for information.

1. LOCAL JURISDICTION CONTACT INFORMATION

The information on this page identifies:

- Jurisdiction and the contact person
- Jurisdiction's service area size and population
- EOP Plan and a Safety Element of their General Plan

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Agency/Jurisdiction:	City of Canyon Lake		
Type Agency/Jurisdiction:	Municipality		
Contact Person:	Title:	Administrative Services Manager	
First Name:	Mike	Last Name:	Borja
Agency Address:	Street:	31516 Railroad Canyon Rd.	
	City:	Canyon Lake	
	State:	California	
	Zip:	92587	
Contact Phone	951-246-2024	FAX	951-246-2022
E-mail	mborja@cityofcanyonlake.com		
<hr/>			
Population Served	11,137	Square Miles Served	4.6
<hr/>			
Does your organization have a general plan?	YES		
Does your organization have a safety component to the general plan?	YES		
What year was your plan last updated?	In progress		
<hr/>			
Does your organization have a disaster/emergency operations plan?	YES		
What year was your plan last updated?	2010		
Do you have a recovery annex or section in your plan?	YES		
Do you have a terrorism/WMD annex or section in your plan?	YES		

2. Hazard Identification Questionnaire

The purpose of the questionnaire is to help identify the hazards within your service area. The list was developed from the first round of meetings with the various working groups in the 2012 plan creation, and from the hazards listed in the County's General Plan. Each hazard is discussed in detail in the 2012 LHMP. The information will be used as the basis for each jurisdiction to evaluate its capabilities, determine its needs, and to assist in developing goals and strategies. The information identifies:

- a) What hazards can be identified within or adjacent to the service area of the jurisdiction.
 - **Fire, Earthquake, Wind**
- b) Which of those hazards have had reoccurring events.
 - **Fire, Earthquake, Wind**
- c) What specific hazards and risks are considered by the jurisdiction to be a threat specifically to the jurisdiction? (These locations should be identified by name and location for inclusion in the Specific Hazard Summary Table).
 - Specific types of facilities owned and operated by the jurisdiction.
 - i. **Bureau of Land Management (BLM) Lands**
 - ii. **Towne Center/ Business sector**
 - iii. **Holiday Harbor Park**
 1. **5 wood shelters**
 2. **Snack Bar**
 3. **Facility kitchen**
 - Locations damaged from prior disasters or hazard causing events.
 - i. **N/A**
- d) Information about the jurisdiction's EOC
 - **Located at Fire Station 60, 28730 Vacation Drive**

With your Multi-Disciplinary Planning Team:

- a. Instructions for **Updating** Jurisdictions, with your planning team: Review your old Questionnaire for accuracy and relevance, mark changes.
- b. Instructions for **New** Jurisdictions and Special Districts, with your planning team, meet and go over the questionnaire. Fill in YES, NO or NA on the Questionnaire.

HAZARD IDENTIFICATION QUESTIONNAIRE

DOES YOUR ORGANIZATION HAVE:	
AIRPORT IN JURISDICTION	NO
AIRPORT NEXT TO JURISDICTION	NO
DAIRY INDUSTRY	NO
POULTRY INDUSTRY	NO
CROPS/ORCHARDS	NO
DAMS IN JURISDICTION	YES
DAMS NEXT TO JURISDICTION	NO
LAKE/RESERVOIR IN JURISDICTION	YES
LAKE/RESERVOIR NEAR JURISDICTION	NO
JURISDICTION IN FLOOD PLAIN	YES
CONTROLLED FLOOD CONTROL CHANNEL	NO
UNCONTROLLED FLOOD CONTROL CHANNEL	NO
EARTHQUAKE FAULTS IN JURISDICTION	NO
EARTHQUAKE FAULTS NEXT TO JURISDICTION	YES
MOBILE HOME PARKS	YES
NON-REINFORCED FREEWAY BRIDGES	NO
NON-REINFORCED BRIDGES	NO
BRIDGES IN FLOOD PLAIN	NO
BRIDGES OVER OR ACROSS RIVER/STREAM	NO
ROADWAY CROSSING RIVER/STREAM	YES
NON REINFORCED BUILDINGS	NO
FREEWAY/MAJOR HIGHWAY IN JURISDICTION	YES
FREEWAY/MAJOR HIGHWAY NEXT TO JURISDICTION	NO
FOREST AREA IN JURISDICTION	YES
FOREST AREA NEXT TO JURISDICTION	NO
WITHIN THE 50 MILES SAN ONOFRE EVACUATION ZONE	NO
MAJOR GAS/OIL PIPELINES IN JURISDICTION	YES
MAJOR GAS/OIL PIPELINES NEXT TO JURISDICTION	NO
RAILROAD TRACKS IN JURISDICTION	NO
RAILROAD TRACKS NEXT TO JURISDICTION	NO
HAZARDOUS WASTE FACILITIES IN JURISDICTION	NO
HAZARDOUS WASTE FACILITIES NEXT TO JURISDICTION	NO
HAZARDOUS STORAGE FACILITIES IN JURISDICTION	NO
HAZARDOUS STORAGE FACILITIES NEXT TO JURISDICTION	NO
DOES YOUR ORGANIZATION OWN OR OPERATE A FACILITY	
IN A FLOOD PLAIN	NO
NEAR FLOOD PLAIN	NO
NEAR RAILROAD TRACKS	NO
NEAR A DAM	NO
UPSTREAM FROM A DAM	NO
DOWNSTREAM FROM A DAM	NO
DOWNSTREAM OF A LAKE	NO
DOWNSTREAM FROM A RESERVOIR	NO
NEAR A CONTROLLED FLOOD CONTROL CHANNEL	NO
NEAR UNCONTROLLED FLOOD CONTROL CHANNEL	NO
ON AN EARTHQUAKE FAULT	NO
NEAR AN EARTHQUAKE FAULT	NO
WITHIN THE 50 MILE SAN ONOFRE EVACUATION ZONE	NO
IN A FOREST AREA	NO
NEAR A FOREST AREA	NO

NEAR A MAJOR HIGHWAY	NO
A HAZARDOUS WASTE FACILITY	NO
NEAR A HAZARDOUS WASTE FACILITY	NO
A HAZARDOUS STORAGE FACILITY	NO
NEAR A HAZARDOUS STORAGE FACILITY	NO
NON REINFORCED BUILDINGS	NO
A MAJOR GAS/OIL PIPELINE	NO
NEAR A MAJOR GAS/OIL PIPELINE	NO
DOES YOUR ORGANIZATION HAVE ANY LOCATIONS THAT:	
HAVE BEEN DAMAGED BY EARTHQUAKE AND NOT REPAIRED	NO
HAVE BEEN DAMAGED BY FLOOD	NO
HAVE BEEN DAMAGED BY FLOOD MORE THAN ONCE	NO
HAVE BEEN DAMAGED BY FOREST FIRE	NO
HAVE BEEN DAMAGED BY FOREST FIRE MORE THAN ONCE	NO
HAVE BEEN IMPACTED BY A TRANSPORTATION ACCIDENT	NO
HAVE BEEN IMPACTED BY A PIPELINE EVENT	NO
EMERGENCY OPERATIONS INFORMATION	
DOES YOUR ORGANIZATION HAVE AN EOC	YES
IS YOUR EOC LOCATED IN A FLOOD PLAIN	NO
NEAR FLOOD PLAIN	NO
NEAR RAILROAD TRACKS	NO
NEAR A DAM	NO
UPSTREAM FROM A DAM	YES
DOWNSTREAM FROM A DAM	NO
DOWNSTREAM OF A LAKE	YES
DOWNSTREAM FROM A RESERVOIR	YES
NEAR A CONTROLLED FLOOD CONTROL CHANNEL	NO
NEAR UNCONTROLLED FLOOD CONTROL CHANNEL	NO
ON AN EARTHQUAKE FAULT	NO
NEAR AN EARTHQUAKE FAULT	NO
WITHIN THE 50 MILE SAN ONOFRE EVACUATION ZONE	NO
IN A FOREST AREA	NO
NEAR A FOREST AREA	NO
NEAR A MAJOR HIGHWAY	NO
A HAZARDOUS WASTE FACILITY	NO
NEAR A HAZARDOUS WASTE FACILITY	NO
A HAZARDOUS STORAGE FACILITY	NO
NEAR A HAZARDOUS STORAGE FACILITY	NO
NON REINFORCED BUILDINGS	NO
A MAJOR GAS/OIL PIPELINE	NO
NEAR A MAJOR GAS/OIL PIPELINE	NO
OTHER FACILITY INFORMATION	
ARE THERE LOCATIONS WITHIN YOUR JURISDICTION THAT:	
COULD BE CONSIDERED A TERRORIST TARGET	NO
COULD BE CONSIDERED A BIO-HAZARD RISK	NO

With your planning team, list the "Yes" answers and discuss. Use the information as a group to summarize your jurisdiction's hazards and vulnerabilities.

3. SPECIFIC HAZARDS SUMMARY

This table helps to identify the information (name, owner, location, etc.) about the specific hazards identified in the Hazard Questionnaire.

In the Summary Table, list the basic information of the hazards identified by the jurisdiction in the Hazard Identification Questionnaire as a potential threat. These specific hazards were used in the development of response plans, maps, and other analysis data.

- a. Instructions for **Updating** Jurisdictions and Special Districts: With your planning team, review the “Yes” answers and see if there were any changes, if so summarize why there is a difference from the 2012.
- b. Instructions for **New** Jurisdictions and Special Districts: With your planning team, review the “Yes” answers and discuss. Use the information as a group to summarize your jurisdiction’s hazards and vulnerabilities.

SPECIFIC HAZARDS SUMMARY

Jurisdiction	Hazard Type	Hazard Name	In Jurisdiction?	Adjacent to Jurisdiction?
Canyon Lake	Dam	Canyon Lake Dam	YES	NO
Canyon Lake	Dam	Diamond Valley Lake Dam	NO	NO
Canyon Lake	Dam	Lake Hemet Dam	NO	NO
Canyon Lake	Dam	Lake Perris Dam	NO	NO
Canyon Lake	Fault	Elsinore Fault	YES	NO
Canyon Lake	Flood Channel	Lake Elsinore Outflow Channel	NO	NO
Canyon Lake	Lake	Canyon Lake	YES	YES
Canyon Lake	Lake	Lake Elsinore	NO	NO
Canyon Lake	River	San Jacinto River	YES	NO

4. JURISDICTION VULNERABILITY WORKSHEET

This table is a listing of the primary hazards identified by the 2012 LHMP working groups. Each jurisdiction was asked to evaluate the potential for an event to occur in their jurisdiction by hazard. They were also asked to evaluate the potential impact of that event by hazard on their jurisdiction. The impact potential was determined based on:

1. Economic loss and recovery
2. Physical loss to structures (residential, commercial, and critical facilities)
3. The loss or damage to the jurisdictions infrastructure
4. Their ability to continue with normal daily governmental activities
5. Their ability to quickly recover from the event and return to normal daily activities
6. The loss of life and potential injuries from the event.

The jurisdictions were asked to rate the potential and severity using a scale of between 0 and 4 (4 being the most severe). The jurisdictions were also asked to rank the listed hazards as they relate to their jurisdiction from 1 to 20 (1 being the highest overall threat to their jurisdiction).

With the assistance of the RCIP Plan and County Departments, Riverside County OES conducted an extensive evaluation of the severity and probability potential for the county as a whole. The hazards were also ranked for the County. These numbers and rankings were provided to the jurisdictions as a comparison guide.

A separate table was created to address the hazards relating to agriculture and was assessed by the agriculture working group.

- a. Instructions for **Updating** Jurisdictions and Special Districts: Please review the table, determine if your ranking from the 2012 LHMP remains the same.
- b. Instructions for **New** Jurisdictions and Special Districts: Please evaluate the potential for an event to occur in your jurisdiction by hazard. Then, evaluate the potential impact of that event by hazard on your jurisdiction according to #1-6 from the potential impact list above.

NOTE: Under Medical, Pandemic was added. This was a result of the H1N1 and other incidents.

NAME: Mike Borja AGENCY: City of Canyon Lake DATE: 06/28/2017

HAZARD	COUNTY		LOCAL JURISDICTION		RANKING 1 - 20
	SEVERITY 0 - 4	PROBABILITY 0 - 4	SEVERITY 0 - 4	PROBABILITY 0 - 4	
1. EARTHQUAKE	4	3	4	3	2
2. WILDLAND FIRE	3	4	3	3	3
3. FLOOD	3	3	4	2	1
OTHER NATURAL HAZARDS					
4. DROUGHT	3	3	3	1	11
5. LANDSLIDES	2	3	2	1	6
6. INSECT INFESTATION	3	4	3	1	13
7. EXTREME SUMMER/WINTER WEATHER	2	4	2	1	7
8. SEVERE WIND EVENT	3	3	3	2	12
AGRICULTURAL					
9. DISEASE/CONTAMINATION	3	4	3	0	18
10. TERRORISM	4	2	4	1	14
OTHER MAN-MADE					
11. PIPELINE	2	3	2	1	9
12. AQUEDUCT	2	3	2	0	10
13. TRANSPORTATION	2	4	2	1	4
14. POWER OUTAGE	3	4	3	2	8
15. HAZMAT ACCIDENTS	3	3	3	2	15
16. NUCLEAR ACCIDENT	4	2	4	2	5
17. TERRORISM	4	2	4	2	16
18. CIVIL UNREST	2	2	2	2	17
19. JAIL/PRISON EVENT	1	2	1	2	19
MEDICAL					
20. PANDEMIC	2	2	1	2	20

5. JURISDICTION MITIGATION STRATEGIES AND GOALS

This comprehensive table is a listing of the various mitigation strategies, goals, and objectives developed by the 2012 LHMP working groups. The jurisdictions were also given the opportunity to list additional strategies, goals, and objectives specific to either their jurisdiction or their workgroup (i.e. the hospitals, agriculture, etc.).

LOCAL JURISDICTION MITIGATION STRATEGIES AND GOALS

With your Planning Team

a. Instructions for **Updating** Jurisdictions and Special Districts: please review the table; determine if your ranking from the 2012 LHMP remains the same.

b. Instructions for **New** Jurisdictions and Special Districts: please follow below:

Please evaluate the priority level for each listed mitigation goal identified below as it relates to your jurisdiction or facility. If you have any additional mitigation goals or recommendations, please list them at the end of this document. Place an H (High), M (Medium), L (Low), or N/A (Not Applicable) for your priority level for each mitigation goal in the box next to the activity.

EARTHQUAKE	
H	Aggressive public education campaign in light of predictions
M	Generate new literature for dissemination to:
	◇ Government employees
	◇ Businesses
	◇ Hotel/motel literature
	◇ Local radio stations for education
	◇ Public education via utilities
	◇ Identify/create television documentary content
L	Improve the Emergency Alert System (EAS)
	◇ Consider integration with radio notification systems
	◇ Upgrade alerting and warning systems for hearing impaired
	◇ Training and maintenance
M	Procure earthquake-warning devices for critical facilities
M	Reinforce emergency response facilities
N/A	Provide training to hospital staffs
H	Require earthquake gas shutoffs on remodels/new construction
H	Evaluate re-enforcing reservoir concrete bases
M	Evaluate EOCs for seismic stability
H	Install earthquake cutoffs at reservoirs
M	Install earthquake-warning devices at critical facilities
H	Develop a dam inundation plan for new Diamond Valley Reservoir
H	Earthquake retrofitting
	◇ Bridges/dams/pipelines
	◇ Government buildings/schools
	◇ Mobile home parks
L	Develop educational materials on structural reinforcement and home inspections (ALREADY DEVELOPED)
M	Ensure Uniform Building Code compliance
	◇ Update to current compliance when retrofitting
L	Insurance coverage on public facilities

L	Funding for non-structural abatement (Earthquake kits, etc.)
L	Pre - identify empty commercial space for seismic re-location
N/A	Electrical co-generation facilities need retrofitting/reinforcement (Palm Springs, others?)
H	Mapping of liquefaction zones
M	Incorporate County geologist data into planning
N/A	Backup water supplies for hospitals
N/A	Evaluate pipeline seismic resiliency
L	Pre-positioning of temporary response structures
L	Fire sprinkler ordinance for all structures
L	Evaluate adequacy of reservoir capacity for sprinkler systems
L	Training/standardization for contractors performing retrofitting
L	Website with mitigation/contractor/retrofitting information
	◇ Links to jurisdictions
	◇ Alerting information
	◇ Volunteer information
M	Evaluate depths of aquifers/wells for adequacy during quakes
L	Evaluate hazmat storage regulations near faults
COMMUNICATIONS IN DISASTER ISSUES	
M	Communications Interoperability
L	Harden repeater sites
M	Continue existing interoperability project
	Strengthen/harden
	Relocate
	Redundancy
	Mobile repeaters
FLOODS	
H	Update development policies for flood plains
H	Public education on locations of flood plains
H	Develop multi-jurisdictional working group on floodplain management
M	Develop greenbelt requirements in new developments
H	Update weather pattern/flood plain maps
H	Conduct countywide study of flood barriers/channels/gates/water dispersal systems
H	Required water flow/runoff plans for new development
M	Perform GIS mapping of flood channels, etc.
M	Install vehicular crossing gates/physical barriers for road closure
H	Maintenance of storm sewers/flood channels
M	Create map of flood channels/diversions/water systems etc.
L	Require digital floor plans on new non-residential construction
L	Upgrade dirt embankments to concrete
M	Conduct countywide needs study on drainage capabilities
L	Increase number of pumping stations
L	Increase sandbag distribution capacities
H	Develop pre-planned response plan for floods
	◇ Evacuation documentation
	◇ Re-examine historical flooding data for potential street re-design
M	Training for city/county PIOs about flood issues

M	Warning systems - ensure accurate information provided
	◇ Publicize flood plain information (website?)
	◇ Install warning/water level signage
	◇ Enhanced public information
	◇ Road closure compliance
	◇ Shelter locations
	◇ Pre-event communications
M	Look at County requirements for neighborhood access
	◇ Secondary means of ingress/egress
L	Vegetation restoration programs
M	Ensure critical facilities are hardened/backed up
L	Hardening water towers
L	Terrorism Surveillance - cameras at reservoirs/dams
L	Riverbed maintenance
L	Evaluate existing lift stations for adequacy
L	Acquisition of property for on-site retention
L	Evaluate regulations on roof drainage mechanism
L	Erosion-resistant plants
L	Traffic light protection
M	Upkeep of diversionary devices
L	Install more turn-off valves on pipelines
M	Backup generation facilities
L	Identify swift water rescue capabilities across County
WILDFIRES	
M	Aggressive weed abatement program
	◇ Networking of agencies for weed abatement
L	Develop strategic plan for forest management
L	Public education on wildfire defense
L	Encourage citizen surveillance and reporting
L	Identify hydrants with equipment ownership information
L	Enhanced firefighting equipment
M	Fire spotter program/red flag program
	◇ Expand to other utilities
L	Research on insect/pest mitigation technologies
L	Volunteer home inspection program
M	Public education program
	◇ Weather reporting/alerting
	◇ Building protection
	◇ Respiration
M	Pre-identify shelters/recovery centers/other resources
L	Roofing materials/defensive spacing regulations
L	Community task forces for planning and education
M	Fuel/dead tree removal
M	Strategic pre-placement of firefighting equipment
N/A	Establish FEMA coordination processes based on ICS
M	Brush clearings around repeaters
L	Research new technologies for identifying/tracking fires

L	Procure/deploy backup communications equipment
L	"Red Tag" homes in advance of event
L	Provide fire-resistant gel to homeowners
L	Involve insurance agencies in mitigation programs
L	Clear out abandoned vehicles from oases
M	Code enforcement
M	Codes prohibiting fireworks
M	Fuel modification/removal
M	Evaluate building codes
M	Maintaining catch basins
OTHER HAZARDS	
L	Improve pipeline maintenance
L	Wetlands mosquito mitigation (West Nile Virus)
M	Insect control study
M	Increase County Vector Control capacities
L	General public drought awareness
	◇ Lawn watering rotation
N/A	Develop County drought plan
L	Mitigation of landslide-prone areas
L	Develop winter storm sheltering plan
L	Ease permitting process for building transmission lines
L	Evaluate restrictions on dust/dirt/generating activities during wind seasons
N/A	Rotational crop planning/soil stabilization
N/A	Enhance agricultural checkpoint enforcement
N/A	Agriculture - funding of detection programs
N/A	Communications of pipeline maps (based on need to know)
N/A	Improved notification plan on runaway trains
L	Improve/maintain blackout notification plan.
M	Support business continuity planning for utility outages
L	Terrorism training/equipment for first responders
	◇ Terrorism planning/coordination
	◇ Staffing for terrorism mitigation
M	Create a SONGS regional planning group
	◇ Include dirty bomb planning
M	Cooling stations - MOUs in place
L	Fire Ant eradication program
N/A	White Fly infestation abatement/eradication program
M	Develop plan for supplemental water sources
L	Public education on low water landscaping
N/A	Salton Sea desalinization
L	Establish agriculture security standards (focus on water supply)
M	ID mutual aid agreements
L	Vulnerability assessment on fiber-optic cable
N/A	Upgrade valves on California aqueduct
L	Public education
	◇ Bi-lingual signs
	◇ Power Outage information

N/A	Notification system for rail traffic - container contents
M	Control and release of terrorism intelligence
L	Develop prison evacuation plan (shelter in place?)

Use the list and rankings to narrow down or identify “your” strategies. The mitigation strategy serves as the long-term blueprint for reducing the potential losses identified in the risk assessment. The mitigation strategy includes the development of goals, objectives, and prioritized mitigation actions.

Goals are general guidelines that explain what you want to achieve. They are broad policy statements and are usually long-term and represent global visions, such as “Protect Existing Property.”

Objectives define strategies or implementation steps to attain the identified goals. Unlike goals, objectives are specific, measurable, and may have a defined completion date. Objectives are more specific, such as “Increase the number of buildings protected from flooding.”

The development of effective goals and objectives enables the planning team to evaluate the merits of alternative mitigation actions and the local conditions in which these activities would be pursued. A potential mitigation action that would support the goal and objective goal example above is “Acquire repetitive flood loss properties in the Acadia Woods Subdivision.”

In the 2012 LHMP, each jurisdiction was required to develop a Mitigation Strategy Proposal based on one of the following:

1. The strategy, goal, or objective rating “High Priority” on the Local Jurisdiction Mitigation Strategies and Goals (WORKSHEET ABOVE)
2. A specifically identified strategy, goal, or objective that was developed as part of one of the working groups planning sessions such as the hospitals or agriculture
3. A specifically identified strategy, goal, or objective that was developed as part of one of the jurisdiction’s internal working group planning sessions

6. LOCAL JURISDICTION PROPOSED MITIGATION ACTION AND STRATEGY PROPOSAL

- a. Instructions for **Updating** Jurisdictions and Special Districts: With your planning team, please review the table from # 5, and determine if your ranking from the 2012 LHMP remains the same.

Review the chosen Mitigation Strategy that your jurisdiction submitted. The updated plan **must** identify the completed, deleted, or deferred actions or activities from the previously approved plan as a benchmark for progress.

If the mitigation actions or activities remain unchanged from the previously approved plan, the updated plan **must** indicate why changes are not necessary. Further, the updated plan **shall** include in its prioritization any new mitigation actions identified since the previous plan was approved or through the plan update process.

- b. Instructions for **New** Jurisdictions and Special Districts: With your planning team, Use the "High Priority" rated strategy, goal or objective as a starting point to determine your Mitigation Strategy Proposal.

LOCAL JURISDICTION PROPOSED MITIGATION ACTION AND STRATEGY PROPOSAL

MITIGATION STRATEGY INFORMATION

Proposal Name:

--

Proposal Location:

--

Proposal Type

Place an "X" by the type of mitigation strategy (one or more may apply)

	Flood and mud flow mitigation
	Fire mitigation
	Elevation or acquisition of repetitively damaged structures or structures in high hazard areas
	Mitigation Planning (i.e. update building codes, planning develop guidelines, etc.)
	Development and implementation of mitigation education programs
	Development or improvement of warning systems
	Additional Hazard identification and analysis in support of the local hazard mitigation plan
	Drinking and/or irrigation water mitigation
	Earthquake mitigation
	Agriculture - crop related mitigation
	Agriculture - animal related mitigation
	Flood inundation/Dam failure
	Weather/Temperature event mitigation

DESCRIPTION OF THE PROPOSED MITIGATION STRATEGY

Proposal/Event History

List any previous disaster related events (dates, costs, etc.)

--

Description of Mitigation Goal Narrative:

Give a detailed description of the need for the proposal, any history related to the proposal. List the activities necessary for its completion in the narrative section below, including estimated timeline. (how long will it take)

--

Does your jurisdiction have primary responsibility for the proposal? If not, what agency does?

Yes	No	Responsible Agency:
-----	----	---------------------

FUNDING INFORMATION

Place an "X" by the proposed source of funding for this proposal
 Unfunded proposal - funds are not available for the proposal at this time

	Local jurisdiction General Fund
	Local jurisdiction Special Fund (road tax, assessment fees, etc.)
	Non-FEMA Hazard Mitigation Funds
	Local Hazard Mitigation Grant Funds - Future Request
	Hazard Mitigation Funds

Has your jurisdiction evaluated this mitigation strategy to determine its cost benefits?
 (i.e. has the cost of the mitigation proposal been determined to be beneficial in relationship to the potential damage or loss using the attached Cost/Benefit Analysis Sheet or another internal method)

As part of this process, each Submitting Jurisdiction is required to perform a cost-benefit analysis. They were required to answer the question at the bottom of the Proposal page that asks if they had conducted a Cost-Benefit Analysis of some type. This analysis was conducted either by completing a Cost Benefit form or by some other approved method. Many of the jurisdictions used the cost-effective analysis approach outlined in the FEMA publication, *Cost and Benefits of Natural Hazards Mitigation*. This cost-benefit analysis was not restricted to natural hazards.

In some cases, the jurisdiction or working group identified a proposal that highlighted a life- safety issue over a standard hazard proposal. This was done when there was either historical data or other sources of information indicating that the life-safety issue needed to be emphasized or brought to the public's attention.

7. LOCAL JURISDICTION DEVELOPMENT TRENDS QUESTIONNAIRE

LAND USE ISSUES - COMPLETE THE INFORMATION BELOW

This questionnaire identifies a comparison of specific land use issues between 2012, 2017 and 2022. The questionnaire also identifies the specific threat potential to the jurisdiction in relationship to residential and commercial structures along with critical facilities. This threat potential is focused on structural loss rather than dollar-value loss as it relates to the three main natural hazards – earthquakes, floods, and wildland fires. The determination of dollar-value loss relating to commercial and critical facilities was found to be very limited and a difficult task to establish. This issue will be addressed in future updates of the Plan.

The questionnaire also requires the jurisdiction to identify the process it will use to maintain their portion of the Plan.

LOCAL JURISDICTION DEVELOPMENT TRENDS QUESTIONNAIRE 2011

LAND USE ISSUES - COMPLETE THE INFORMATION BELOW

JURISDICTION:	DOES YOUR AGENCY HAVE RESPONSIBILITY FOR LAND USE AND/OR DEVELOPMENT ISSUES WITHIN YOUR JURISDICTIONAL BOUNDARIES?	
	YES	NO
Current Population in Jurisdiction or Served	11,000	11,137
Current Population in Jurisdiction or Served - in 2022		11,300
Current Sq Miles in Jurisdiction or Served	4.6	4.6
Does Your Jurisdiction have any ordinances or regulations dealing with disaster mitigation, disaster preparation, or disaster response?	YES	If yes, please list ordinance or regulation number. City Disaster Ordinance 2009 Ordinance No. 80 Flood Damage Prevention
<i>What is the number one land issue your agency will face in the next five years</i>		
Approximate Number of Homes/Apts/etc.	4872	4999
Approximate Total Residential Value	2,300,000,000	2,300,000,000
Approximate Number of Commercial Businesses	600-800	700-800
Approximate Percentage of Homes/Apts/etc in flood hazard zones	5%	5%
Approximate Percentage of Homes/Apts/etc in earthquake hazard zones	100%	100%
Approximate Percentage of Homes/Apts/etc in wildland fire hazard zones	35%	40%
Approximate Percentage of Commercial Businesses in flood hazard zones	10%	0
Approximate Percentage of Commercial Businesses in earthquake hazard zones	100%	100%
Approximate Percentage of Commercial Businesses in wildland fire hazard zones	0	0
Approximate Percentage of Commercial Businesses in earthquake hazard zones - in 2022	0	0
Approximate Percentage of Commercial Businesses in wildland fire hazard zones - in 2022	0	0
Number of Critical Facilities in your Jurisdiction that are in flood hazard zones	100	100
Number of Critical Facilities in your Jurisdiction that are in earthquake hazard zones	0	0
Number of Critical Facilities in your Jurisdiction that are in wildland fire hazard zones.	0	0
Does your jurisdiction plan on participating in the County's on-going plan maintenance program every two years as described in Part I of the plan?	YES	YES
Will a copy of this plan be available for the various planning groups within your jurisdiction for use in future planning and budgeting purposes?		
		YES

Projected Sq Miles in Jurisdiction or Served - in

APPENDIX C – PLAN REVIEW TOOL

SEE ATTACHMENT

APPENDIX C

RIVERSIDE COUNTY MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION AGENCY PLAN REVIEW TOOL

CITY OF CANYON LAKE



JUNE 2017

The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers States and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The Regulation Checklist provides a summary of FEMA's evaluation of whether the Plan has addressed all requirements.
- The Plan Assessment identifies the plan's strengths as well as documents areas for future improvement.
- The Multi-jurisdiction Summary Sheet is an optional worksheet that can be used to document how each jurisdiction met the requirements of the each Element of the Plan (Planning Process; Hazard Identification and Risk Assessment; Mitigation Strategy; Plan Review, Evaluation, and Implementation; and Plan Adoption).

The FEMA Mitigation Planner must reference this *Local Mitigation Plan Review Guide* when completing the *Local Mitigation Plan Review Tool*.

Jurisdiction: City of Canyon Lake	Title of Plan: Local Hazard Mitigation Plan Annex	Date of Plan: June 2017
Local Point of Contact: Mike A. Borja	Address: 31516 Railroad Canyon Road Canyon Lake, CA 92587	
Title: Administrative Services Manager		
Agency: City of Canyon Lake – Emergency Preparedness		
Phone Number: 951-244-2955	E-Mail: mborja@cityofcanyonlake.com	

State Reviewer:	Title:	Date:

FEMA Reviewer:	Title:	Date:
Date Received in FEMA Region (insert #)		
Plan Not Approved		
Plan Approvable Pending Adoption		
Plan Approved		

**SECTION 1:
REGULATION CHECKLIST**

INSTRUCTIONS: The Regulation Checklist must be completed by FEMA. The purpose of the Checklist is to identify the location of relevant or applicable content in the Plan by Element/sub-element and to determine if each requirement has been 'Met' or 'Not Met.' The 'Required Revisions' summary at the bottom of each Element must be completed by FEMA to provide a clear explanation of the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is 'Not Met.' Sub-elements should be referenced in each summary by using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each Element and sub-element are described in detail in this *Plan Review Guide* in Section 4, Regulation Checklist.

1. REGULATION CHECKLIST	Location in Plan	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)			
ELEMENT A. PLANNING PROCESS			
A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))	Part I – Section 2.0 Pages 12-13		
A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))	Part I – Section 2.0 Pages 12-13		
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	Part I – Section 2.0 Pages 12-13		
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	Part I - Section 8.0 Page 26		
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))	Part I – Section 9-10 Page 26-27		

1. REGULATION CHECKLIST		Location in Plan	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)		(section and/or		
A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))	Part I – Section 9.0 Page 26-27			
<u>ELEMENT A: REQUIRED REVISIONS</u>				
ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT				
B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))	Part I – Section 1.6 Page 11, Section 4.4 Pages Section 16-17			
B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))	Part I - Section 3.0 page 13-15, Section 4.4 Pages Section 16			
B3. Is there a description of each identified hazard’s impact on the community as well as an overall summary of the community’s vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))	Part I – Section 4.4 Pages Section 16-17			
B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))	Part I - Section 5.0 – Page 18			
<u>ELEMENT B: REQUIRED REVISIONS</u>				
ELEMENT C. MITIGATION STRATEGY				
C1. Does the plan document each jurisdiction’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))	Part I – Section 6.0 Pages 20-22			
C2. Does the Plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))	Part I - Section 5.2 – Page 19, Section 8 – Page 26			
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	Part I - Section 7.0 Pages 23-25			
C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))	Part I - Section 7.0 Pages 23-25			

1. REGULATION CHECKLIST		Location in Plan	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)		(section and/or		
C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))	Part I - Section 7.0 Pages 23-25			
C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))	Part I – Section 8.0 Page 26			
<u>ELEMENT C: REQUIRED REVISIONS</u>				
ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION (applicable to plan updates only)				
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	Part I - Section 1.0 Pages 6-11			
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Part I - Section 3.0 Pages 13-15			
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	Part I – Section 3.0 Pages 13-15			
<u>ELEMENT D: REQUIRED REVISIONS</u>				
ELEMENT E. PLAN ADOPTION				
E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))	Plan Adoption/ Resolution Page 4 all plans			
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))	Plan Adoption/ Resolution Page 4 all plans			
<u>ELEMENT E: REQUIRED REVISIONS</u>				
ELEMENT F. ADDITIONAL STATE REQUIREMENTS (OPTIONAL FOR STATE REVIEWERS ONLY; NOT TO BE COMPLETED BY FEMA)				
F1.				
F2.				
<u>ELEMENT F: REQUIRED REVISIONS</u>				

SECTION 2: PLAN ASSESSMENT

INSTRUCTIONS: The purpose of the Plan Assessment is to offer the local community more comprehensive feedback to the community on the quality and utility of the plan in a narrative format. The audience for the Plan Assessment is not only the plan developer/local community planner, but also elected officials, local departments and agencies, and others involved in implementing the Local Mitigation Plan. The Plan Assessment must be completed by FEMA. The Assessment is an opportunity for FEMA to provide feedback and information to the community on: 1) suggested improvements to the Plan; 2) specific sections in the Plan where the community has gone above and beyond minimum requirements; 3) recommendations for plan implementation; and 4) ongoing partnership(s) and information on other FEMA programs, specifically RiskMAP and Hazard Mitigation Assistance programs. The Plan Assessment is divided into two sections:

1. Plan Strengths and Opportunities for Improvement
2. Resources for Implementing Your Approved Plan

Plan Strengths and Opportunities for Improvement is organized according to the plan Elements listed in the Regulation Checklist. Each Element includes a series of italicized bulleted items that are suggested topics for consideration while evaluating plans, but it is not intended to be a comprehensive list. FEMA Mitigation Planners are not required to answer each bullet item, and should use them as a guide to paraphrase their own written assessment (2-3 sentences) of each Element.

The Plan Assessment must not reiterate the required revisions from the Regulation Checklist or be regulatory in nature, and should be open-ended and to provide the community with suggestions for improvements or recommended revisions. The recommended revisions are suggestions for improvement and are not required to be made for the Plan to meet Federal regulatory requirements. The italicized text should be deleted once FEMA has added comments regarding strengths of the plan and potential improvements for future plan revisions. It is recommended that the Plan Assessment be a short synopsis of the overall strengths and weaknesses of the Plan (no longer than two pages), rather than a complete recap section by section.

Resources for Implementing Your Approved Plan provides a place for FEMA to offer information, data sources and general suggestions on the overall plan implementation and maintenance process. Information on other possible sources of assistance including, but not limited to, existing publications, grant funding or training opportunities, can be provided. States may add state and local resources, if available.

A. Plan Strengths and Opportunities for Improvement

This section provides a discussion of the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

Element A: Planning Process

How does the Plan go above and beyond minimum requirements to document the planning process with respect to:

- *Involvement of stakeholders (elected officials/decision makers, plan implementers, business owners, academic institutions, utility companies, water/sanitation districts, etc.);*
- *Involvement of Planning, Emergency Management, Public Works Departments or other planning agencies (i.e., regional planning councils);*
- *Diverse methods of participation (meetings, surveys, online, etc.); and*
- *Reflective of an open and inclusive public involvement process.*

Element B: Hazard Identification and Risk Assessment

In addition to the requirements listed in the Regulation Checklist, 44 CFR 201.6 Local Mitigation Plans identifies additional elements that should be included as part of a plan's risk assessment. The plan should describe vulnerability in terms of:

- 1) *A general description of land uses and future development trends within the community so that mitigation options can be considered in future land use decisions;*
- 2) *The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas; and*
- 3) *A description of potential dollar losses to vulnerable structures, and a description of the methodology used to prepare the estimate.*

How does the Plan go above and beyond minimum requirements to document the Hazard Identification and Risk Assessment with respect to:

- *Use of best available data (flood maps, HAZUS, flood studies) to describe significant hazards;*
- *Communication of risk on people, property, and infrastructure to the public (through tables, charts, maps, photos, etc.);*
- *Incorporation of techniques and methodologies to estimate dollar losses to vulnerable structures;*
- *Incorporation of Risk MAP products (i.e., depth grids, Flood Risk Report, Changes Since Last FIRM, Areas of Mitigation Interest, etc.); and*
- *Identification of any data gaps that can be filled as new data became available.*

Element C: Mitigation Strategy

How does the Plan go above and beyond minimum requirements to document the Mitigation Strategy with respect to:

- *Key problems identified in, and linkages to, the vulnerability assessment;*
- *Serving as a blueprint for reducing potential losses identified in the Hazard Identification and Risk Assessment;*
- *Plan content flow from the risk assessment (problem identification) to goal setting to mitigation action development;*
- *An understanding of mitigation principles (diversity of actions that include structural projects, preventative measures, outreach activities, property protection measures, post-disaster actions, etc);*
- *Specific mitigation actions for each participating jurisdictions that reflects their unique risks and capabilities;*
- *Integration of mitigation actions with existing local authorities, policies, programs, and resources; and*
- *Discussion of existing programs (including the NFIP), plans, and policies that could be used to implement mitigation, as well as document past projects.*

Element D: Plan Update, Evaluation, and Implementation (Plan Updates Only)

How does the Plan go above and beyond minimum requirements to document the 5-year Evaluation and Implementation measures with respect to:

- *Status of previously recommended mitigation actions;*
- *Identification of barriers or obstacles to successful implementation or completion of mitigation actions, along with possible solutions for overcoming risk;*
- *Documentation of annual reviews and committee involvement;*
- *Identification of a lead person to take ownership of, and champion the Plan;*
- *Reducing risks from natural hazards and serving as a guide for decisions makers as they commit resources to reducing the effects of natural hazards;*
- *An approach to evaluating future conditions (i.e. socio-economic, environmental, demographic, change in built environment etc.);*
- *Discussion of how changing conditions and opportunities could impact community resilience in the long term; and*
- *Discussion of how the mitigation goals and actions support the long-term community vision for increased resilience.*

B. Resources for Implementing Your Approved Plan

Ideas may be offered on moving the mitigation plan forward and continuing the relationship with key mitigation stakeholders such as the following:

- *What FEMA assistance (funding) programs are available (for example, Hazard Mitigation Assistance (HMA)) to the jurisdiction(s) to assist with implementing the mitigation actions?*
- *What other Federal programs (National Flood Insurance Program (NFIP), Community Rating System (CRS), Risk MAP, etc.) may provide assistance for mitigation activities?*
- *What publications, technical guidance or other resources are available to the jurisdiction(s) relevant to the identified mitigation actions?*
- *Are there upcoming trainings/workshops (Benefit-Cost Analysis (BCA), HMA, etc.) to assist the jurisdictions(s)?*
- *What mitigation actions can be funded by other Federal agencies (for example, U.S. Forest Service, National Oceanic and Atmospheric Administration (NOAA), Environmental Protection Agency (EPA) Smart Growth, Housing and Urban Development (HUD) Sustainable Communities, etc.) and/or state and local agencies?*

**SECTION 3:
MULTI-JURISDICTION SUMMARY SHEET (OPTIONAL)**

INSTRUCTIONS: For multi-jurisdictional plans, a Multi-jurisdiction Summary Spreadsheet may be completed by listing each participating jurisdiction, which required Elements for each jurisdiction were 'Met' or 'Not Met,' and when the adoption resolutions were received. This Summary Sheet does not imply that a mini-plan be developed for each jurisdiction; it should be used as an optional worksheet to ensure that each jurisdiction participating in the Plan has been documented and has met the requirements for those Elements (A through E).

MULTI-JURISDICTION SUMMARY SHEET												
#	Jurisdiction Name	Jurisdiction Type (city/borough/ township/ village, etc.)	Plan POC	Mailing Address	Email	Phone	Requirements Met (Y/N)				F. State Requirements	
							A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation		E. Plan Adoption
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												

MULTI-JURISDICTION SUMMARY SHEET

#	Jurisdiction Name	Jurisdiction Type (city/borough/ township/ village, etc.)	Plan POC	Mailing Address	Email	Phone	Requirements Met (Y/N)								
							A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation	E. Plan Adoption	F. State Requirements			
12															
13															
14															
15															
16															
17															
18															
19															
20															

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Mike A. Borja, Administrative Services Manager

DATE: May 1, 2019

SUBJECT: Authorization of Public Works Agreement with PV Maintenance Inc. for Street & Facility Maintenance Services

Recommendation

That the City Council authorize the City Manager to enter into a service agreement with PV Maintenance Inc. for the on-call services of street and facility maintenance.

Background

For the past few years, under the service agreement with Charles Abbott Associates (CAA), the City utilized the subcontracting services of PV Maintenance for all its street and facility maintenance needs. In addition, they assisted with the project management of various complex city projects such as the City's speed radar sign project and the rehab of Fire Station 60. In December of 2018, the service agreement with CAA terminated, ending services with PV Maintenance as well.

Currently, the City has no street or facility maintenance service agreement in place. Because of the history the city had with PV Maintenance and the workmanship put out by their services, staff reached an agreement PV Maintenance to continue working under an on-call bases when needed. In addition, PV Maintenance will also continue to provide the cleaning services for the catch basins per the City's MS4 Permit requirements issued through the Riverside County Watershed District.

Fiscal Impact

The fiscal impact will be determined on an on-call bases, with funding through the city's General Fund 550-Building & Facilities Maintenance and 515-NPDES.

Attachments

1. PV Maintenance Public Works Agreement

ATTACHMENT 1



CITY OF CANYON LAKE PUBLIC WORKS AGREEMENT

This Agreement is made and effective this 1st day of May 2019 (the "Effective Date"), by and between the City of Canyon Lake, a California general law city ("CITY"), located at 31516 Railroad Canyon Road, Canyon Lake, CA 92587 and PV Maintenance, California corporation ("CONTRACTOR"), located at 23282 Arroyo Vista Rancho Santa Margarita, CA 92688.

WITNESSETH:

WHEREAS, CITY desires to acquire certain public works maintenance services and the City Manager or his designee is authorized to contract for such services; and

WHEREAS, CONTRACTOR has submitted a proposal for such services and further has represented that it has the requisite licenses, personnel and experience, and is capable of providing the deliverables and in performing the services for CITY;

NOW, THEREFORE, it is mutually understood and agreed by CITY and CONTRACTOR as follows:

ARTICLE 1. COMPLETE AGREEMENT

A. The complete Agreement consists of the following component parts: This Agreement and the accepted CONTRACTOR's proposal, including all required attached documents, the endorsed certificates of insurance, the non-collusion affidavit and any other attached documents that are as fully a part of this Agreement as if attached hereto.

This Agreement and the other documents mentioned above in this Article 1 constitute the complete and exclusive statement of the term(s) and condition(s) of the Agreement between CITY and CONTRACTOR and supersede all prior representations, understandings, and communications. No waiver of this Agreement shall be a continuing waiver thereof.

In the event of any discrepancy between or amount the portions of the Agreement Documents this Agreement shall prevail.

B. CITY's failure to insist in any one or more instances upon CONTRACTOR's performance of any term(s) or condition(s) of this Agreement shall not be construed as a waiver or relinquishment of CITY's right to such performance or to future performance of such term(s) or condition(s) and CONTRACTOR's obligation in respect thereto shall continue in full force and effect. Changes to any portion of this Agreement shall not be binding upon CITY except when specifically authorized by signed written amendment to this Agreement issued in accordance with the provisions of this Agreement.

ARTICLE 2. SCOPE OF WORK

A. CONTRACTOR shall provide all labor, materials, equipment, and services required to perform the Statement of Work attached hereto as Exhibit A and incorporated herein by this reference and as requested by CITY. Furthermore, CONTRACTOR shall perform the Statement of Work in accordance with the Payment Schedule attached hereto as Exhibit B and incorporated herein by this reference.

B. All services and equipment shall be provided at the times and places designated by the CITY.

ARTICLE 3. TERM

The TERM of this Agreement is from the Effective Date through December 31, 2019.

ARTICLE 4. MAXIMUM OBLIGATION

Notwithstanding any provisions of this Agreement to the contrary, CITY and CONTRACTOR mutually agree that CITY's maximum cumulative payment obligation hereunder shall not exceed _____ for the Scope of Work which shall include all amounts payable to CONTRACTOR for its labor, subcontracts, leases, materials, equipment, the deliverables, and costs arising from CONTRACTOR's performance of this Agreement. CONTRACTOR exceeds the maximum cumulative amount at its own risk and expense.

ARTICLE 5. PAYMENT

A. For CONTRACTOR's full and complete performance of its obligations under this Agreement, and subject to the maximum cumulative payment obligation provisions set forth in Article 6 below, CITY shall pay CONTRACTOR in accordance with Exhibit B, Payment Schedule.

B. Invoices: CONTRACTOR shall submit invoices monthly during the term of this Agreement, based on the cost for services performed prior to the Invoice date. Invoices shall contain the following:

- Serial identification of progress bills: i.e., Progress Bill No. 1 for the first invoice, etc.
- The beginning and ending dates of the billing period
- A task summary containing the original contract amount, the amount of prior billings, the total due the current period, the balance available under the Agreement and the percentage of completion
- At 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, and/or a brief description of the work
- The CONTRACTOR's signature

C. Monthly Payment: CITY shall make payments based on invoices received for services satisfactorily performed. _____.

D. Contractor Claims: Any Contractor claims under this Agreement are subject to the provisions of Public Contract Code Section 9204, attached and incorporated here.

ARTICLE 6. PREVAILING WAGES

As applicable, wage rates for this Project shall be in accordance with the “General Wage Determination Made By the Director of Industrial Relations Pursuant To California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1”, for Riverside County. Wage rates shall conform to those posted at the CITY offices and the Project site. Statutory provisions for penalties for failure to pay prevailing wages or to comply with State wage and hour laws will be enforced.

The following Labor Code sections are hereby referenced and made a part of this Agreement:

1. Section 1773.8 – Travel and Subsistence Pay
2. Section 1774 – Prevailing Wage Requirement
3. Section 1775 – Penalty for Failure to Comply with Prevailing Wage Rates
4. Section 1776 – Payroll Records
5. Section 1777.4 – Apprenticeship Requirements
6. Section 1777.5 – Apprenticeship Requirements
7. Section 1810 and 1811 – Working Hour Restrictions
8. Section 1813 – Penalty for Failure to Pay Overtime
9. Section 1815 – Overtime Rate Requirement

ARTICLE 7. CONTRACTOR'S LICENSE

At the time of commencing work and throughout the Project duration, CONTRACTOR shall be in possession of a valid California State Contractor's License with the following classifications:

A – General Engineering License

Furthermore, CONTRACTOR shall ensure that any subcontractor working on the Project possesses at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing.

If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, Joe Garza whose title is Project Manager, is authorized to act for and bind the corporation.

ARTICLE 8. REGISTRATION REQUIREMENTS

Not Applicable because of the amount of the contract: Pursuant to Section 1771.1(a) of the Labor Code, CONTRACTOR must be registered with the Department of Industrial Relations (DIR) of the State of California in order to be eligible to work on public works projects. CONTRACTOR must ensure registration with the DIR that is active and in good standing. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant

CONTRACTOR shall not allow any subcontractor to commence work on any subcontract until CONTRACTOR has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to CITY. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. All insurance coverage and limits provided by CONTRACTOR 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.

CONTRACTOR acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to CONTRACTOR or its subcontractors in excess of the limits and coverage identified in this Agreement and which is applicable to a given loss, claim or demand, will be equally available to CITY.

A. CONTRACTOR shall provide the following types and amounts of insurance:

Without limiting CONTRACTOR's indemnification of CITY, and prior to commencement of Work, CONTRACTOR shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to CITY.

General liability insurance. CONTRACTOR shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, and a \$2,000,000 completed operations aggregate. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. CONTRACTOR shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the CONTRACTOR arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Workers' compensation insurance. CONTRACTOR shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000) for CONTRACTOR's employees in accordance with the laws of the State of California, Section 3700 of the Labor Code. In addition, CONTRACTOR shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California, Section 3700 for all of the subcontractor's employees.

CONTRACTOR shall submit to CITY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of CITY, its officers, agents, employees and volunteers.

Other provisions or requirements

- a. **Proof of insurance** CONTRACTOR shall provide certificates of insurance to CITY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by CITY's risk manager prior to commencement of performance. Current certification of insurance shall be kept on file with CITY at all times during the term of this contract. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.
- b. **Duration of coverage** CONTRACTOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONTRACTOR, his agents, representatives, employees or subcontractors. CONTRACTOR must maintain general liability and umbrella or excess liability insurance for as long as there is a statutory exposure to completed operations claims. CITY and its officers, officials, employees, and agents shall continue as additional insureds under such policies.
- c. **Primary/noncontributing** Coverage provided by CONTRACTOR shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before the CITY's own insurance or self-insurance shall be called upon to protect it as a named insured.
- d. **CITY's rights of enforcement** In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONTRACTOR or CITY will withhold amounts sufficient to pay premium from CONTRACTOR payments. In the alternative, CITY may cancel this Agreement.
- e. **Acceptable insurers** All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the CITY's risk manager.
- f. **Waiver of subrogation** All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONTRACTOR or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONTRACTOR hereby waives its own right of recovery against CITY, and shall require similar written express waivers and insurance clauses from each of its subconsultants.
- g. **Enforcement of contract provisions (non estoppel).** CONTRACTOR acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform CONTRACTOR of non-compliance with any requirement imposes no additional obligations on the CITY nor does it waive any rights hereunder.

h. Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the CONTRACTOR maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

i. Notice of cancellation. CONTRACTOR agrees to oblige its insurance agent or broker and insurers to provide to CITY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

j. Additional insured status. General liability policies shall provide or be endorsed to provide that CITY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

k. Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to CITY and approved of in writing.

l. Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that CONTRACTOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

m. Pass through clause. CONTRACTOR agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONTRACTOR, provide the same minimum insurance coverage and endorsements required of CONTRACTOR. CONTRACTOR agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONTRACTOR agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to CITY for review.

n. CITY's right to revise requirements. The CITY reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the CONTRACTOR a ninety (90) day advance written notice of such change. If such change results in substantial additional cost to the CONTRACTOR, the CITY and CONTRACTOR may renegotiate CONTRACTOR's compensation.

o. Self-insured retentions. Any self-insured retentions must be declared to and approved by CITY. CITY reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by CITY.

p. Timely notice of claims. CONTRACTOR shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from CONTRACTOR's performance

under this Agreement, and that involve or may involve coverage under any of the required liability policies.

q. Additional insurance. CONTRACTOR shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.

ARTICLE 12. CHANGES

By written notice or order, CITY may, from time to time, order work suspension or make changes in the general scope of this Agreement, including, but not limited to, the services furnished to CITY by CONTRACTOR as described in the Scope of Work. If any such work suspension or change causes an increase or decrease in the price of this Agreement or in the time required for its performance, CONTRACTOR shall promptly notify CITY thereof and assert its claim for adjustment within ten (10) days after the change or work suspension is ordered, and an equitable adjustment shall be negotiated. However, nothing in this clause shall excuse CONTRACTOR from proceeding immediately with the agreement as changed.

ARTICLE 13. TERMINATION

Termination Prior to Expiration of Term. CITY reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days' prior written notice to CONTRACTOR. Upon receipt of any notice of termination from CITY pursuant to this Section, CONTRACTOR shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. CONTRACTOR shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer. CONTRACTOR reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to CITY.

Termination for Default of CONTRACTOR. If termination is due to the failure of CONTRACTOR to fulfill its obligations under this Agreement, CITY may take over work and prosecute the same to completion by contract or otherwise, and CONTRACTOR shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated, and CITY may withhold any payments to CONTRACTOR for the purpose of setoff or partial payment of the amounts owed to the CITY.

ARTICLE 14. INDEMNITY, DEFENSE AND HOLD HARMLESS AGREEMENT

CONTRACTOR shall be responsible for all damages to persons or property that occur as a result of its officers, agents, employees, and/or servants fault or negligence in connection with performance under this Agreement and shall indemnify and save harmless the CITY, its officers, agents and employees, from all claims, suits, or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property arising or alleged to arise from CONTRACTOR'S fault or negligence or that of its officers, agents, employees, in the performance or failure to perform under this Agreement.

ARTICLE 15. ASSIGNMENT AND SUBCONTRACTING

Neither this Agreement nor any interest herein nor claim hereunder may be assigned by CONTRACTOR either voluntarily or by operation of law, nor may all or any part of this Agreement be subcontracted by CONTRACTOR, without the prior written consent of CITY, except in an emergency. Consent by CITY shall not be deemed to relieve CONTRACTOR of its obligations to comply fully with all terms and conditions of this Agreement.

ARTICLE 16. RECORD AUDIT

Under California Government Code, Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars (\$10,000), any records or documents of both the CITY and the CONTRACTOR shall be subject to examination, audit, and/or copying at any time during regular business hours by the Auditor General for a period of three (3) years after final payment, upon oral or written request of the CITY.

ARTICLE 17. CONTRACTOR'S FAILURE TO PROCURE COMPLETION OF PROJECT

In the event CONTRACTOR fails to furnish tools, equipment, or labor in the necessary quantity or quality, or fails to prosecute the work or any part thereof contemplated by this Agreement in a diligent and workmanlike manner, and if the CONTRACTOR for a period of three (3) calendar days after receipt of written demand from CITY or its designated representative to do so, fails to furnish tools, equipment, or labor in the necessary quantity or quality, and to prosecute its work and all parts thereof in a diligent and workmanlike manner, or after commencing to do so within said three (3) calendar days, fails to continue to do so; then the CITY may exclude the CONTRACTOR from the premises, or any portion thereof, and take possession of said premises or any portion thereof, together with all material and equipment thereon, and may complete the work contemplated by this Agreement or any portion of said work, either by furnishing the tools, equipment, labor or material necessary, or by letting the unfinished portion of said work, or the portion taken over by the CITY to another contractor or by a combination of such methods. In any event, the procuring of the completion of said work, or the portion thereof taken over by the CITY, shall be a charge against the CONTRACTOR, and may be deducted from any money due or becoming due to CONTRACTOR from the CITY, or the CONTRACTOR shall pay the CITY the amount of said charge, or the portion thereof unsatisfied. The sureties, provided for under this Agreement shall become liable for payment should CONTRACTOR fail to pay in full any said cost incurred by the CITY.

CONTRACTOR shall be excused from performing its obligations under this Agreement in the event, but only for so long as, the performance of such obligation is prevented, delayed, retarded or hindered by acts of God, fire, earthquake, floods, explosion, war, invasion, insurrection, riot, failure of transportation, strikes, or laws, orders of government or civil or military authorities or any other cause, whether similar or dissimilar to the foregoing, not within the reasonable control of CONTRACTOR.

ARTICLE 18. SUBSURFACE HAZARDOUS MATERIALS

In the event trenches or other excavations extend deeper than four (4) feet below the surface, the CONTRACTOR shall promptly, and before the following conditions are disturbed, notify the CITY in writing of any:

1. Material that the CONTRACTOR believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class 1, Class 11, or Class 111 disposal site in accordance with the provisions of existing law.
2. Subsurface or latent physical conditions at the site differing from those indicated.
3. Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in the Work or the character provided for in the CONTRACT.

ARTICLE 19. PROVISIONS REQUIRED BY LAW

Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction. No waiver of any term or condition of this Agreement shall be a continuing waiver thereof.

Clayton and Cartwright Acts: The CONTRACTOR and any and all subcontractors offer and agree to assign to the CITY all rights, title and interest in and to all causes of action they may have under Section 4 of the Clayton Act (15 USC Section 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Profession Code) arising from purchases of goods, services or materials pursuant to the public works contract or any subcontract.

Trenching: For any jobs involving trenching more than four (4) feet deep, the CONTRACTOR shall notify the CITY of hazardous materials, subsurface or latent physical site conditions different from those indicated in information about the site made available to bidders, as well as unusual site conditions and the CITY shall investigate those as required by Public Contracts Code Section 7104.

ARTICLE 20. LEGAL PROVISIONS

- A. Governing Law.** The laws of the State of California shall govern this agreement.
- B. Compliance with applicable laws.** CONTRACTOR and any subcontractor shall comply with all applicable local, state, and federal laws and regulations applicable to the performance of the work hereunder.
- C. 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.
- D. Venue.** In the event that CONTRACTOR **brings any action against** the CITY under this Agreement, the parties agree that trial of such action shall be vested exclusively in Riverside County.

E. 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.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the respective dates set forth opposite their signatures.

CITY OF CANYON LAKE

CONTRACTOR

Date

4/19/19

Date

Chris Mann, City Manager



Joe Garza, PV Maintenance Manager

EXHIBIT "A"
PAYMENT SCHEDULE

City of Canyon Lake Street Maintenance Services

	Activity Descriptions	Units	Unit Price
Roadway Maintenance			
100	Pothole/Hand Patching	SF	\$ 4.35
101	R&R 4" AC Surface < 500 SF	\$	Cost + 15%
200	Street Tree Trimming > 18" Dia	\$	Cost + 15%
201	Tree trimming 12" Max Dia	EA	\$ 82.50
203	New Sign Installation	EA	\$ 82.50
204	New Sign Post Installation	EA	\$ 165.00
205	Sign Cost + 15%	\$	Cost + 15%
206	Graffiti Removal	HR	\$ 78.75
207	Sidewalk Grinding	EA	\$ 46.20
208	Patch Sidewalk with Temp AC	SF	\$ 20.90
210	Guardrail replacement	LF	\$ 165.00
212	Drop Inlet Cleaning	EA	\$ 38.50
213	Storm Patrol	HR	\$ 176.00
401	1- person crew	HR	\$ 95.01
402	2- person crew	HR	\$ 153.59
405	Maint Sup. & Inspection	HR	\$ 94.60
406	Materials Cost + 15%	\$	Cost + 15%
407	Pick up truck	HR	\$ 23.10
408	Flatbed Truck	HR	\$ 25.30
410	Other Equipment & Subcontractors	\$	Cost + 15%
411	Illegal Sign Removal	HR	\$ 95.01
412	Illegal Dump Removal	HR	\$ 153.59
413	Shopping Cart Removal	HR	\$ 95.01
414	City Hall Maint 1 Person	HR	\$ 95.01
415	City Hall Maint 2 Person	HR	\$ 153.59
416	Sign Maintenance	HR	\$ 95.01
Drainage Maintenance			
312	Catch Basin Cleaning	EA	\$ 55.00
Special Event Support & On-Call Services			
110	Detours & Road Closures	HR	\$ 82.50
403	1 Person Call out/ Overtime	HR	\$ 140.92
404	2 Person Call out/ Overtime	HR	\$ 247.82
Pavement Marking			
500	Striping/ Stenciling	\$	Cost + 15%
501	Sandblasting/ Paint removal	\$	Cost + 15%
502	Curb Painting	\$	\$ 2.50

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Mike A. Borja, Administrative Services Manager

DATE: May 1, 2019

SUBJECT: Authorization to Implement the Multiple Species Habitat Conservation Plan Local Development Mitigation Fee CPI Adjustment for Fiscal Year 2020

Recommendation

That the City Council authorize the City Manager to implement the Multiple Species Habitat Conservation Plan (MSHCP) Local Development Mitigation Fee CPI Adjustment for FY 2020.

Background

The MSHCP calls for an automatic annual CPI adjustment to local development mitigation fees collected to fund the implementation of the Plan. Fee ordinances adopted by the County and Cities reflect this requirement. Based on the CPI increase for Riverside, San Bernardino, Ontario, CA, MSHCP fees will increase 3.05% effective July 1, 2019.

Member Agencies are required to implement the automatic CPI adjustment, effective July 1, 2019, and begin collecting fees at the Fiscal Year 2020 rates, as outlined in the attachment.

Fiscal Impact

No fiscal impact to the city's General Fund.

Attachments

1. MSHCP Authorization Notice and Local Development Mitigation Fee Schedule

ATTACHMENT 1



RECEIVED

MAR 04 2019

BY: AKM

Board of Directors

Chairperson
Jonathan Ingram
City of Murrieta

Daniela Andrade
City of Banning

Julio Martinez
City of Beaumont

Ed Clark
City of Calimesa

Larry Greene
City of Canyon Lake

Jacque Casillas
City of Corona

Jocelyn Yow
City of Eastvale

Michael Perciful
City of Hemet

Lorena Barajas
City of Jurupa Valley

Natasha Johnson
Vice Chairperson
City of Lake Elsinore

Lesa Sobek
City of Menifee

David Marquez
City of Moreno Valley

Kevin Bash
City of Norco

David Starr Rabb
City of Perris

Andy Melendrez
City of Riverside

Crystal Ruiz
City of San Jacinto

James Stewart
City of Temecula

Joseph Morabito
City of Wildomar

Kevin Jeffries
County of Riverside

Karen Spiegel
County of Riverside

Chuck Washington
County of Riverside

V. Manuel Perez
County of Riverside

Jeffrey Hewitt
County of Riverside

Executive Staff

Charles Landry
Executive Director

February 27, 2019

Mike Borja, Acting City Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587

**RE: NOTICE TO IMPLEMENT THE MSHCP LOCAL DEVELOPMENT
MITIGATION FEE CPI ADJUSTMENT FOR FISCAL YEAR 2020**

Dear Mr. Borja:

The MSHCP calls for an automatic annual CPI adjustment to local development mitigation fees collected to fund the implementation of the Plan. Fee ordinances adopted by the County and Cities reflect this requirement. Based on the CPI increase for Riverside - San Bernardino - Ontario, CA, MSHCP fees will increase 3.05% effective July 1, 2019.

Member Agencies are required to implement the automatic CPI adjustment, effective July 1, 2019, and begin collecting fees at the Fiscal Year 2020 rates, as outlined in the attached.

If you have any questions or need additional information, please feel free to call me at (951) 955-9700.

Sincerely,

Honey Bernas
Director of Administrative Services

Attachment

cc: Larry Greene, RCA Board Member
Jim Morrissey, City Planner
Terry Shea, Director of Finance

3403 10th Street, Suite 320
Riverside, California 92501

P.O. Box 1667
Riverside, California 92502-1667

Phone: (951) 955-9700
Fax: (951) 955-8873
www.wrc-rca.org

05-01-2019 City Council Agenda



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City of Murrieta

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Executive Staff

Charles Landry
Executive Director

WESTERN RIVERSIDE COUNTY MULTIPLE SPECIES HABITAT CONSERVATION PLAN

LOCAL DEVELOPMENT MITIGATION FEE SCHEDULE FOR FISCAL YEAR 2020 (Effective July 1, 2019 – June 30, 2020)

Fee Category	Fee
Residential, density less than 8.0 dwelling units per acre (fee per dwelling unit)	\$ 2, 168
Residential density between 8.0 and 14.0 dwelling units per acre (fee per dwelling unit)	\$ 1, 388
Residential density greater than 14.0 dwelling Units per acre (fee per dwelling unit)	\$ 1, 127
Commercial (fee per acre)	\$ 7, 382
Industrial (fee per acre)	\$ 7, 382

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05-01-2019 City Council Agenda

**Information on Item 10 will be provided
at the City Council meeting.**

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

DATE: May 1, 2019

SUBJECT: Adoption of Resolution 2019-12 in Support of Balanced Energy Solutions and Local Choice

Recommendation

That the City Council adopt Resolution 2019-12 in support of balanced energy solutions and local choice.

Background

A number of state agencies have recently proposed new legislation and regulations that would eliminate energy choices by mandating that all homes and businesses convert fully to electricity. These mandates could outlaw the use of all fossil fuels, including natural gas and propane, eliminating local control and customer choice, and likely increasing costs for Canyon Lake residents and businesses.

Southern California Gas Company has reached out to the City and asked that the City Council adopt a resolution in support of maintaining customer choice and protecting customers from higher energy costs. In addition, staff reached out to our representatives at Southern California Edison. They have reviewed the attached resolution and are comfortable with the proposed language.

Fiscal Impact

No fiscal impact.

Attachments

1. Resolution No. 2019-12

ATTACHMENT 1

RESOLUTION NO. 2019-12

A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF CANYON LAKE, CALIFORNIA, SUPPORTING BALANCED ENERGY SOLUTIONS AND MAINTAINING LOCAL CONTROL OF ENERGY SOLUTIONS

WHEREAS, California's energy policies are critical to reducing greenhouse gas emissions and reducing the impact of climate change on our citizens; and

WHEREAS, the City of Canyon Lake recognizes the dangers posed by burning fossil fuels, both petroleum and methane based, which can produce or introduce chemicals that are harmful to human health, such as nitrous oxides, sulfur oxides, particulates, and known carcinogens such as benzene and formaldehyde; and

WHEREAS, the state legislature and state agencies are increasingly proposing new legislation and regulations that set goals for reducing our emissions of these harmful chemicals, as a strategy to achieve the state's climate and air quality goals; and

WHEREAS, current building codes and standards are based on a 20th century framework of power generation supply dominated by fossil fuels, and this framework needs to be updated to account for an increasingly decarbonized electric grid, and to prioritize decarbonization in addition to energy efficiency; and

WHEREAS, clean, affordable and reliable energy is crucial to the material health, safety and well-being of the City of Canyon Lake, residents, particularly the most vulnerable, who live on fixed incomes, including the elderly and working families who are struggling financially; and

WHEREAS, the need for clean, affordable and reliable energy to attract and retain local businesses, create jobs and spur economic development is vital to our city's success in a highly competitive and increasingly regional and global marketplace; and

WHEREAS, the City of Canyon Lake, its residents and businesses value local control and the right to choose the policies and investments that most affordably and efficiently enable them to comply with state requirements; and

WHEREAS, building and vehicle technology mandates eliminate local control and customer choice, suppress innovation, impact reliability and unnecessarily increase costs for the City of Canyon Lake residents and businesses; and

WHEREAS, the City of Canyon Lake recognizes that new technologies like solar and energy storage are giving customers more choices, more control, and increasing their energy resiliency, while reducing energy bills; and

WHEREAS, the City of Canyon Lake understands the need to mitigate the impacts of climate change and is committed to doing its part to help the state achieve its climate goals, but requires the flexibility to do so in a manner that best serves the needs of its residents and businesses.

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

That the City supports balanced energy solutions that provide it with the decision-making authority and resources needed to achieve the state’s climate goals and supports proposed state legislation and regulation that retains local control by allowing all technologies and energy resources that can power buildings and fuel vehicles while also meeting or exceeding emissions reductions regulations and air quality goals.

Larry Greene, Mayor

ATTEST:

Ana V. Sauseda, Deputy City Clerk

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

DATE: May 1, 2019

SUBJECT: Adoption of Resolution 2019-13 in Support of SB 669, the Safe Drinking Water Trust

Recommendation

That the City Council adopt Resolution 2019-13 in support of California State Senate Bill 669, which would create the Safe Drinking Water Trust.

Background

The Association of California Water Agencies and the California Municipal Utilities Association are sponsoring SB 669 (Caballero), which would create the Safe Drinking Water Trust as a way to fund capital costs associated with providing safe drinking water in disadvantaged communities.

The Trust would be funded through existing State General Fund dollars during years when the State experiences a budget surplus. SB 669 is being proposed as an alternative to a statewide water tax on local water bills. Thus, the passage of SB 669 would likely result in Canyon Lake residents and business avoiding increased costs associated with a statewide water tax.

Elsinore Valley Municipal Water District has provided a draft resolution for the City Council's consideration.

Fiscal Impact

No fiscal impact.

Attachments

1. Resolution No. 2019-13

ATTACHMENT 1

RESOLUTION NO. 2019-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA SUPPORTING SB 669 (CABALLERO), THE SAFE DRINKING WATER TRUST

WHEREAS, the Association of California Water Agencies and the California Municipal Utilities Association are sponsoring SB 669 (Caballero) to create the Safe Drinking Water Trust (the Trust); and

WHEREAS, drinking water is essential to life and the lack of access to safe drinking water in disadvantaged communities is a public health issue that the state should address; and

WHEREAS, a funding solution for operation and maintenance and consolidation costs is needed that can complement existing federal and state funding sources for capital costs; and

WHEREAS, ACWA and CMUA have developed the Trust proposal to provide the needed funding solution; and

WHEREAS, SB 669 would create the Trust in the state Treasury; and

WHEREAS, the Trust would be funded with an infusion of General Fund dollars during a state budget surplus year; and

WHEREAS, there is a record General Fund budget surplus for the 2019-'20 fiscal year and a portion could be used to fund the Trust's principal; and

WHEREAS, the net income from the Trust would provide the needed durable source of funding; and

WHEREAS, a statewide water tax on local water bills of approximately 3,000 community water systems would work against the common goal of keeping water affordable.

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∥

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

The City of Canyon Lake formally supports SB 669.

PASSED, APPROVED AND ADOPTED this 1st day of May 2019.

Larry Greene, Mayor

ATTEST:

Ana V. Sauseda, Deputy City Clerk

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

DATE: May 1, 2019

SUBJECT: Amendment of City Equipment Policy and Travel Policy

Recommendation

That the City Council approve proposed amendments to the City Equipment Policy and the Travel Policy.

Background

In September of 2017, the City Council reviewed and amended the City Equipment Policy and associated reimbursement costs afforded to City Council members. The Council at that time established a detailed process of defining the actual reimbursement dollars for personal cell phone and home internet service. Reimbursement amounts up to \$60 per month for personal cell phone and up to \$40 per month for home internet service were added to the existing policy.

Since its implementation, this process has proven to be cumbersome and problematic. The process of reimbursing these relatively small amounts of money each month has become a significant drain on the time of council members and staff. Therefore, staff requested that the City Attorney provide guidance on ways the process might be streamlined.

The City Attorney's research on the matter has led staff to the conclusion that we cannot legally implement a flat monthly stipend or reimbursement to City Council members for the use of personal cell phones or home internet. However, per Government Code Section 1223, it is legally permissible to establish a fixed monthly automobile allowance for council members. This allowance is considered neither compensation nor allowance, but is a consideration for the value of city council members having their own private vehicles available for public use.

In order to streamline our current process, and to save administrative costs associated with staff time, staff recommends that the City Equipment Policy be amended to eliminate reimbursements to City Council members for personal cell phone use and home internet. Staff further recommends that the Travel Policy be amended to include a fixed monthly automobile allowance for City Council members in the amount of \$100.

Budget (or Fiscal) Impact

These policy amendments will be more or less cost neutral. Currently, the City budgets up to \$60.00 per month for personal cell phone reimbursement and up to forty \$40.00 per month for home internet service for each member of the City Council. These reimbursements will be eliminated, and will be replaced with a flat \$100 automobile allowance. We expect a nominal savings in administrative costs currently associated with finance personnel processing reimbursements.

Attachments

1. Proposed amendments to the City Equipment Policy
2. Proposed amendments to the Travel Policy.

ATTACHMENT 1



CITY EQUIPMENT POLICY AMENDED May 2019

The following policy is adopted and amended to ensure that all City Council members have access to the technology and equipment necessary to effectively perform their jobs.

This policy governs only cell phones and tablets and the technology necessary for their function. It does not govern computers (either laptop or pc's), printers/scanners or other equipment. Any Council member requesting equipment not included within this policy must have advance approval by the City Council for it to be provided at the City's cost.

All equipment provided by the City shall be used for public purposes, subject only to incidental personal use. Such equipment shall be used in compliance with local and state law as those may be amended from time to time (i.e. no handheld device usage when operating a motor vehicle after January 1, 2008; applicability of Public Records Act, etc.).

The City shall provide an email account for each Council member. Council members strongly are encouraged to use such email for all City business and not for personal use. The City at its cost shall provide compatible software to access such email to obtain documents.

Procedure:

Cell Phones: The following equipment will be offered to a City Councilmember upon his or her assumption of office or thereafter upon request.

- A. Cell phone with e-mail capability
- B. Tablet with email capability
- C. A City E-Mail address will be provided to allow for communication with staff/general public

Personal Use:

It is understood that such equipment may be used for incidental personal use.

Council member provision of cell phone: A council member may use his/her personal cell phone for City as well as personal business. However, no reimbursement will be given for the cost of that phone or associated technology.

ATTACHMENT 2



TRAVEL POLICY

It is the policy of the City to encourage Council development and excellence of performance by reimbursing City Council members for expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, attendance at local, state and national conferences associated with the interests of the City, appearances before or meetings with other governing or regulatory bodies, ceremonial functions, or ethics training. There will be no reimbursement for alcohol or for spouse or guest meals. The intent of this policy is that City officials and the City Manager should not be financially burdened or unjustly rewarded as a result of business travel. City officials and the City Manager are expected to use good judgment in the use of City funds while on official travel to minimize the total cost to the City

City staff will make reservations for travel covered by this policy, and will prepay transportation, registration, and lodging whenever possible. If a Council member wishes to make his/her own arrangements, he or she will be reimbursed subject to the restrictions below. If an advance for expenses is requested prior to the Council member's leaving, a check will be issued by the City, subject to the limits set out here. The advance shall not be more than \$120/day. Notwithstanding, an expense form and receipts are required upon the Council member's return, and the Council member must reimburse the City immediately for any amount advanced for which there is no receipt or which does not meet this policy.

Any request for reimbursement must be submitted on an expense reimbursement form provided by the City. In addition, a receipt must be submitted and only the exact amounts of the receipts will be paid (not to exceed the authorized amount). Tips up to 18% may be added to the amounts below.

No out of state travel will be reimbursed without prior consent by action of the City Council.

Meals.

Breakfast - \$18.00
Lunch - \$30.00
Dinner - \$45.00

Lodging:

When the lodging to be reimbursed is for an organized educational conference the reimbursement cannot be more than the group rate published by the conference assuming it is available at the time the reservation is made. If the group rate is not available (or there is no group rate) then the City should seek the government rate. If neither the group nor the government rate is available, the maximum which may be paid per night for lodging in California is \$300 or up to \$500 in high cost areas in California and outside California.

Transportation:

Council members shall use government or group rates for transportation whenever available. If such rates are not available, the maximum rate for air travel is \$300 round trip within California. All such travel must be coach class unless the Council member himself or herself pays for an upgrade.

Airport shuttles and public transit should be used whenever possible, such cost not to exceed \$100/day. If a taxi is necessary, such cost shall not exceed \$100/day. Rental vehicles are only permitted when other transportation is unavailable or when it is the most economical mode of transportation. Advance reservations should be made whenever possible and a compact or economy model car should be requested. Officials/employees should utilize rental insurance to protect the City. Councilmembers are encouraged to share vehicles and the City will seek the lowest possible rate.

Council members shall utilize long-term airport parking whenever possible.

Amounts above the Set Rate/Annual Increase

When the amount to be expended or reimbursed is going to exceed the policy limit the expenditure must be approved at a public meeting before it is incurred. A Council member may choose to pay additional amounts at his/her own expense. The amounts set out here will increase automatically 5% annually in January of each year.

Automobile Allowance and Mileage

Each council member shall receive a fixed monthly automobile allowance in the amount of \$100. Unlike the reimbursements set out in this policy, the automobile allowance shall remain fixed and shall not automatically increase each year.

In addition, council members may be reimbursed for miles driven at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage. However, the total mileage reimbursement cannot exceed the price of a coach airfare ticket to and/or from the same destination; the price will be determined by obtaining the lowest price for such travel in the two weeks prior.

Spouses

When an official/employee takes a spouse or other family member on an official trip, the official/employee will be personally responsible for all of the family member's expenses and

will be reimbursed only for the expenses the official/employee would have incurred traveling alone. When traveling by airline the official/employee must obtain a separate quote for the lowest cost airfare available for the official/employee traveling alone. This is the amount the official/employee can claim and must be attached to the expense statement. Meals must be identified and separated including applicable taxes and tips.

Credit Cards:

City Council members will not be provided credit cards.

Reporting:

At the next regular council meeting after a Council member's attendance at a conference or other event at City expense, he/she shall provide a brief or written report regarding that conference. The written report may be provided on a form which will be included with the agenda packet.

Enforcement:

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (1) discipline; (2) loss of reimbursement privileges; (3) a demand for restitution to the City; (4) civil penalties; and (5) prosecution for misuse of public resources.

Expense Reports

Officials and the City Manager must submit the appropriate City form for each trip by the date set each month for submissions of reimbursement. This date is chosen to coordinate with preparation of the warrant register. Each City Council member and the City Manager must fill out his/her own expense statement. No further travel will be allowed until the statement is submitted.

Officials and employees must attach receipts for all expenses, to their completed expense statement. If receipts are not readily available, then a written statement attesting to the cost of the item must be attached to the expense statement.

All expense reports are subject to audit and verification of compliance with this policy. Inability to verify expenses will result in the expense being borne by the individual.

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

DATE: May 1, 2019

SUBJECT: Ratification of Professional Services Agreement with Interwest Consulting Group, Inc., for Building Department Services

Recommendation

That the City Council ratify the professional service agreement with Interwest Consulting Group, Inc., for building department services, which was signed by the City Manager on April 5, 2019.

Background

Since mid-December, 2018, Interwest Consulting Group, Inc. has provided building department services to the City of Canyon Lake on an hourly fee basis. This arrangement has resulted in monthly invoices from Interwest which have drastically exceeded the revenue received by the City from permit fees paid by applicants.

As building department services are intended to be cost neutral to the City, staff approached Interwest in March of this year and asked that our contract with them be restructured. On April 5th, 2019, Interwest submitted a proposed revision to the contract which would shift compensation from an hourly fee to a percentage of building department revenue. At 95%, the percentage is significantly higher than the industry standard (between 70% and 80%). However, the volume of work for the City's building department is much lower than what is typical in larger cities. In order produce enough revenue to cover the costs of one part-time permit technician, one part-time building inspector, plan review and other related services, Interwest determined that it would need to charge the City 95% of the fees collected at current levels.

In order to avoid incurring another month of expenses at the hourly rate, staff quickly sought feedback and approval of this restructured contract from the city council members serving on the Finance and Planning Committee. With their approval, the City Manager signed the new contract on April 5, 2019.

Interwest has agreed that once our iWorq software is fully implemented and the City has collected the new, higher fees which were adopted in December, 2018, for a period of six months, we will review the contract in light of the new revenue data and determine if the 95% can be lowered.

Fiscal Impact

General Fund savings of approximately \$15,000 per month.

Attachments

1. Proposal from Interwest dated April 5, 2019
2. Professional Services Agreement with Interwest Consulting Group, Inc.

ATTACHMENT 1

April 5, 2019

Mr. Chris Mann, City Manager
City of Canyon Lake
31516 Railroad Canyon Rd.
Canyon Lake, CA 92587



RE: Proposal for Building Department and Other Professional Services

Mr. Mann,

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

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Beehler', is written over a light blue horizontal line.

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

SCOPE OF SERVICES:

We understand the City's Building Department counter is open to the public Monday–Thursday 8am-12pm. We propose to provide the following staff and services to support the City of Canyon Lake, utilizing a fixed fee based on a percentage of combined building department plan check and building permit revenue:

- One Permit Technician to cover the Building Department counter, Monday–Thursday 8am-12pm.
- One Building Inspector to provide requested building inspections 4 hours per day, Monday–Thursday, excluding weekends and City recognized holidays.
- As-needed Building Official services not to exceed 2-hours per week.
- Perform all building department plan review services for the City. Services will be performed from our local Ontario, CA office.

Our Building Inspector will be an ICC Certified Building Inspector who will have the ability to conduct routine building inspections, ensure compliance with approved plans, and enforce all provisions of the Building Code. We will provide Permit Technician services by experienced and well qualified personnel as required for the City's front counter service, Monday – Thursday 8am-12pm. All proposed staff will operate as an extension of the City's team, understand the importance of exemplary customer service within building departments, and will be thoroughly familiar with the building application and permit process. Our plan review staff supporting the City will be experienced, familiar with local standards and hold appropriate professional licenses and certifications.

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

Tools & Equipment for Inspection Services:

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

Schedule for Inspection and Plan Review Services:

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

COMPENSATION FOR SERVICES

We propose to provide a Building Inspector to provide building inspections 4 hours per day Monday-Thursday, a Permit Technician to cover the building department counter Monday–Thursday 8am-12pm, perform all typical building department plan review services for private development to include plan review of architectural, structural, mechanical, electrical, energy, plumbing, accessibility, green

building standards, on-site civil, and on-site grading designs as applicable and provide as needed Building Official services up to two hours per week. We propose that the services identified above be paid utilizing a percent of fee approach of 95% of the combined monthly building permit and plan check fee revenue charged by the City based on the current adopted fee schedule for Building Department services. All services shall be invoiced monthly.

Any additional services beyond those described in the previous paragraph, including Building Inspection services beyond four hours per day, Permit Technician services beyond four hours per day Building Official services in excess of two hours per week, Fire Marshal services, Planning services, Public Works Plan Review services, Public Works Inspection services and other requested additional services shall be paid on an hourly basis in addition to our proposed percentage of building permit and plan check fee revenue charged by the City, utilizing the hourly billing rates as shown in our Schedule of Hourly Billing Rates included below. Our proposed services and compensation is based on execution of a contract with the City with a minimum two year duration.

We understand the city will designate specific individuals who will be authorized to request additional services.

ACCEPTANCE

If this proposal meets your approval, please notify our office and we will prepare a Professional Services Agreement for your signature which will authorize us to provide the identified services.

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

SCHEDULE OF HOURLY BILLING RATES

Classification	Hourly Billing Rate
Licensed Plan Review Engineer (Struct., Mech., Elect., Civil, Grading)	\$135
ICC Certified Building Official	125
ICC Certified Plans Examiner	105
ICC Certified Building Inspector	95
Permit Technician	65
ICC Certified Fire Plans Examiner	95
Project Manager Fire Marshal	110
Fire Protection Engineer	145
CASp Services	105
Planner	125
Public Works Inspector	95

Inspection Overtime Rates..... 140% of Above Listed Hourly Rates

- Inspection overtime includes requested inspection services in excess of 8 hours per day, after hour inspections and night and weekend inspection services.
- Interwest will transport plans between the City and our Regional Offices at no additional charge to the City.



ATTACHMENT 2

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2019, by and between The City of Canyon Lake, hereinafter referred to as "CITY", and Interwest Consulting Group Inc., hereinafter referred to as "INTERWEST".

IN CONSIDERATION of the covenants hereinafter set forth, the parties hereto mutually agree as follows:

ARTICLE 1 SCOPE OF SERVICES

1.1 Description of Services

INTERWEST shall perform general building department services including building inspection, plan review and other related services as directed by and on behalf of the CITY as identified in the attached **Proposal for Building Department and Other Professional Services, Dated April 5, 2019.**

1.2 Schedule of Work

Upon receipt of written Notice to Proceed from CITY, INTERWEST shall perform with due diligence the services as identified in the attached **Proposal for Building Department and Other Professional Services, Dated April 5, 2019.**

ARTICLE 2 COMPENSATION

2.1 Payment Address

All payments due INTERWEST shall be paid to:

Interwest Consulting Group Inc.
P.O. Box 18330
Boulder CO 80308

2.2 Terms of Compensation

Terms of compensation are as stipulated in the attached **Proposal for Building Department and Other Professional Services, Dated April 5, 2019.**

INTERWEST will submit invoices monthly for the work completed in the previous month. INTERWEST shall perform such services and be paid for such services in accordance with the fees for services identified in the attached Proposal for Building Department and Other Professional Services.

All invoices for services are considered to be due and payable upon receipt unless otherwise set forth in this Agreement. It is mutually agreed that payment to INTERWEST shall not be delayed for any reason during the execution of the scope of services. This would also include final payment upon completion of the scope of services

by INTERWEST. Withholding of payment shall only be for cause and shall be as set forth in writing by the client within 10 calendar days of receipt of the invoice. Invoices not contested within 10 calendar days are assumed to be accurate and acceptable to all parties, and all rights to withhold payment shall be forfeited after that time.

Each invoice will represent services completed during the prior month unless otherwise noted on the invoice. Payment not received within 30 days of the invoice date will be considered past due. All past due invoices will be subject to a 1.5 % per month late charge. If the invoice, including late charges due, is not paid in full within 60 days of the invoice date, INTERWEST may cease all services on the project and may commence the exercising of its legal remedies. These include, but are not limited to, mechanics' lien rights under applicable law.

ARTICLE 3 INDEMNIFICATION AND INSURANCE

3.1 Indemnification

INTERWEST will indemnify and hold harmless CITY, Its Boards and its officers and employees (collectively "CITY"), against any claim, loss or liability that CITY incurs to the extent caused by the negligent acts, errors or omissions of INTERWEST, its agents, officers, directors and employees, in performing any of the services under this Agreement.

In recognition of the relative risks and benefits of the services provided to both the CITY and INTERWEST, these risks have been allocated such that the CITY agrees, to the fullest extent permitted by law, to specific limits of liability. The aggregate limits of liability of INTERWEST, its agents, officers, directors and employees in performing any of the services under this Agreement arising from any and all cause or causes shall not exceed \$50,000. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless prohibited by law.

3.2 General Liability

INTERWEST shall at all times during term of the Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance, with minimum limits of One Million (\$1,000,000.00) Dollars for each occurrence and in the aggregate, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by INTERWEST. Said policy or policies shall be issued by an insurer admitted to do business in the State of California and rated in Best's Insurance Guide with a rating of B++ or better.

3.3 Professional Liability

INTERWEST shall at all times during the term of this Agreement, carry, maintain, and keep in full force and effect a policy or policies of professional liability insurance with a minimum limit of one million (\$1,000,000.00) dollars. Said policy or policies shall be issued by an insurer admitted to do business in the State of California and rated in Best's Insurance Guide with a rating of B++ or better.

3.4 Worker's Compensation

INTERWEST agrees to maintain in force at all times during the performance of work under this Agreement worker's compensation insurance as required by the law. INTERWEST shall require any subcontractor similarly to provide such compensation insurance for their respective employees.

3.5 Certificate of Insurance

Upon execution of this Agreement, INTERWEST shall send the CITY a certificate of insurance showing that the aforesaid policies are in effect in the required amount. At all times during the term of this agreement, Interwest shall maintain on file with the CITY Clerk a certificate of insurance showing that the aforesaid policies are in effect in the required amounts. The comprehensive general liability policy shall include the CITY, its officers, and employees as additional insured.

ARTICLE 4 TERMINATION

4.1 Termination of Agreement

- (a) This Agreement may be terminated at any time, with or without cause, by either party upon sixty (60) days prior written notice.
- (b) In the event of termination or cancellation of this Agreement by INTERWEST or CITY, due to no fault or failure of performance by INTERWEST, INTERWEST shall be paid compensation for all services performed by INTERWEST, in an amount to be determined as follows; for work done in accordance with all of the terms and provisions of this Agreement, INTERWEST shall be paid for all services performed prior to the effective date of termination or cancellation in accordance with this agreement.

ARTICLE 5 OWNERSHIP OF DOCUMENTS

5.1 Ownership of Documents and Work Product

All reports and other work documents prepared by INTERWEST pursuant to this Agreement are instruments of service, which shall be deemed the property of the CITY. CITY acknowledges and agrees that all reports and other work documents prepared by INTERWEST pursuant to this Agreement shall be used exclusively by the CITY for the original intended purpose and shall not be used for any other work without the written consent of INTERWEST. In the event CITY and INTERWEST permit the reuse or other use of reports or other work documents, CITY shall require the party using them to indemnify and hold harmless INTERWEST regarding any and all references to INTERWEST from the reports and other work documents.

ARTICLE 6
GENERAL PROVISIONS

6.1 Fair Employment Practices/Equal Opportunity Acts

In the performance of this Agreement, INTERWEST shall comply with all applicable provisions of the California Fair Employment Practices Act (California Government Code Sections 12940-48) and the applicable equal employment provisions of the Civil Rights Act of 1964 (42 U.S.C. 200e-217), and the Americans with Disabilities Act of 1992 (42 U.S.C. § 11200, et seq.).

6.2 Legal Action

(a) Should either party to this Agreement bring legal action against the other, the case shall be brought in a court of competent jurisdiction in Orange County, California, and the party prevailing in such action shall be entitled to recover its costs of litigation, including reasonable attorneys' fee which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

(b) Should any legal action about the Project between CITY and a party other than INTERWEST require the testimony of INTERWEST when there is no allegation that INTERWEST was negligent, CITY shall compensate INTERWEST for its testimony and preparation to testify at the hourly rates in effect at the time of such testimony.

6.3 Assignment

This Agreement shall not be assignable by either party without the prior written consent of the other party.

Notwithstanding the above, INTERWEST may use the services of persons and entities not in INTERWEST'S direct employ, when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to specialized consultants.

6.8 Hazardous Materials

Unless otherwise provided in this Agreement, INTERWEST and its subconsultants and/or contractors shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials in any form at the site of the Project.

6.9 Titles

The titles used in this Agreement are for general reference only and are not part of the Agreement.

6.10 Extent of Agreement

This Agreement represents the entire and integrated Agreement between CITY and INTERWEST and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified or amended only by a subsequent written agreement signed by both parties.

6.11 Notices

All notice pertaining to this Agreement shall be in writing and addressed as follows:

If to INTERWEST:

Mr. Ron Beehler
Interwest Consulting Group Inc.
15140 Transistor Lane
Huntington Beach, CA 92649

If to CITY:

Mr. Chris Mann,
City Manager
City of Canyon Lake
31516 Railroad Canyon Rd.
Canyon Lake, CA 92587

IN WITNESS WHEREOF, the parties hereto have executed this Agreement of the date and year first above written.

Interwest Consulting Group, Inc.

City of Canyon Lake

BY: _____

BY: _____

Ron Beehler

Title: Director _____

Title: _____

Dated: _____

Dated: _____

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Mike Borja, Administrative Services Manager

DATE: May 1, 2019

SUBJECT: Authorization to Reallocate Community Development Block Grant Funds to City Hall ADA Accessibility Projects

Recommendation

It is recommended that the City Council authorizes the City Manager to reallocate previously allocated Community Development Block Grant (CDBG) funding towards City Hall ADA accessibility projects that were identified in the County EDA approved Accessibility Review Report.

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 in the past City Council has allocated 15% of its funding to non-profit public service agencies and 85% to the City's Home Repair Program, which is managed by Habitat for Humanity Inland Valley.

In November of 2018, city staff, along with Riverside County EDA and Habitat for Humanity, met to go over progress of past and present applications on the Home Repair Program, to ensure we're following CDBG and HUD guidelines. During these discussions, city staff was made aware of several issues that were pointed out by County EDA:

1. Lack of applications
2. Applicants not disclosing all of their financial information
3. Inconsistency in the applications
4. Property values of homes exceeded County requirements
5. Remaining balances left over from FY16/17 & FY17/18 allocations

HUD's regulations with CDBG require that funding is being used in a reasonable timeline each fiscal year. Because of the inactivity's of past year's allocations with the Home Repair Program, Riverside County EDA has repeatedly requested extensions with HUD for Canyon Lake's allocation to prevent future funding disqualification. Based on our review, Riverside County EDA recommends that the City of Canyon Lake terminate its Home Repair Program due to these issues.

CDBG funding has been used by the County and subrecipients for a wide variety of community, economic, and social development activities. One of those activities includes ADA accessibility

improvements to public facilities. Per Riverside County EDA, the City of Canyon Lake can reallocate its current CDBG funding towards City Hall ADA accessibility projects. As part of the requirement to proceed with ADA projects, the City utilized services with Interwest Consulting Group to identify and put together an Accessibility Review Report, which is required by Riverside County EDA to approve CDBG reallocation. County EDA has since reviewed and approved Canyon Lake's Accessibility report.

Fiscal Impact

The City's current remaining CDBG balance is \$25,748.31. This amount is an accumulation left over from FY16/17 & FY17/18 allocation combined. Below is a breakdown of CDBG allocation over the last four fiscal years:

- FY16/17 - \$20,000 (Home Repair Program allocation)
- \$13,550.69 (funds used)
= **\$6,449.31** (remaining balance)

- FY17/18 - \$19,299 (Home Repair Program allocation)
= **\$19,299** (remaining balance)

- FY18/19 - \$19,607 (Home Repair Program allocation)
- \$19,607 (Reallocated to HOPE due to FY16/17 & 17/18 balances)
= **\$0** (remaining balance)

- FY19/20 - \$18,217 (Initial CDBG allocated)
- \$18,217 (Allocated to HOPE)
= **\$0** (remaining balance)

Staff's recommendation is to reallocate the remaining balances from FY16/17 and FY17/18 towards City Hall ADA projects, as outlined in Interwest's Accessibility Review Report.

Attachments

1. Accessibility Review Report - Interior Spaces for Canyon Lake City Hall

ATTACHMENT 1

April 9, 2019

PREPARED FOR THE
CITY OF CANYON LAKE

**ACCESSIBILITY REVIEW OF INTERIOR SPACES
FOR CANYON LAKE CITY HALL**



**INTERWEST
CONSULTING
GROUP**

Dave Marcum, CASp, ICC
Building Inspector
15140 Transistor Lane
Huntington Beach, CA 92649

www.interwestgrp.com

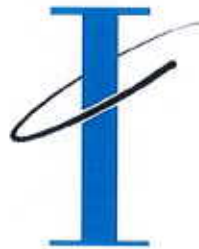
April 9, 2019

Accessibility Review of Interior Spaces for Canyon Lake City Hall



Prepared for the
City of Canyon Lake
31516 Railroad Canyon Road,
Canyon Lake, CA 92587

By
Interwest Consulting Group, Inc.



Dave Marcum, CASp, ICC
Building Inspector
15140 Transistor Lane
Huntington Beach, CA 92649
dmarcum@interwestgrp.com
O: 714.899.9039
C: 714.313.7131

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Canyon Lake City Hall Accessibility Review



Scope: Accessibility review of Canyon Lake City Hall interior spaces.

Address: 31516 Railroad Canyon Road, Canyon Lake, CA 92587

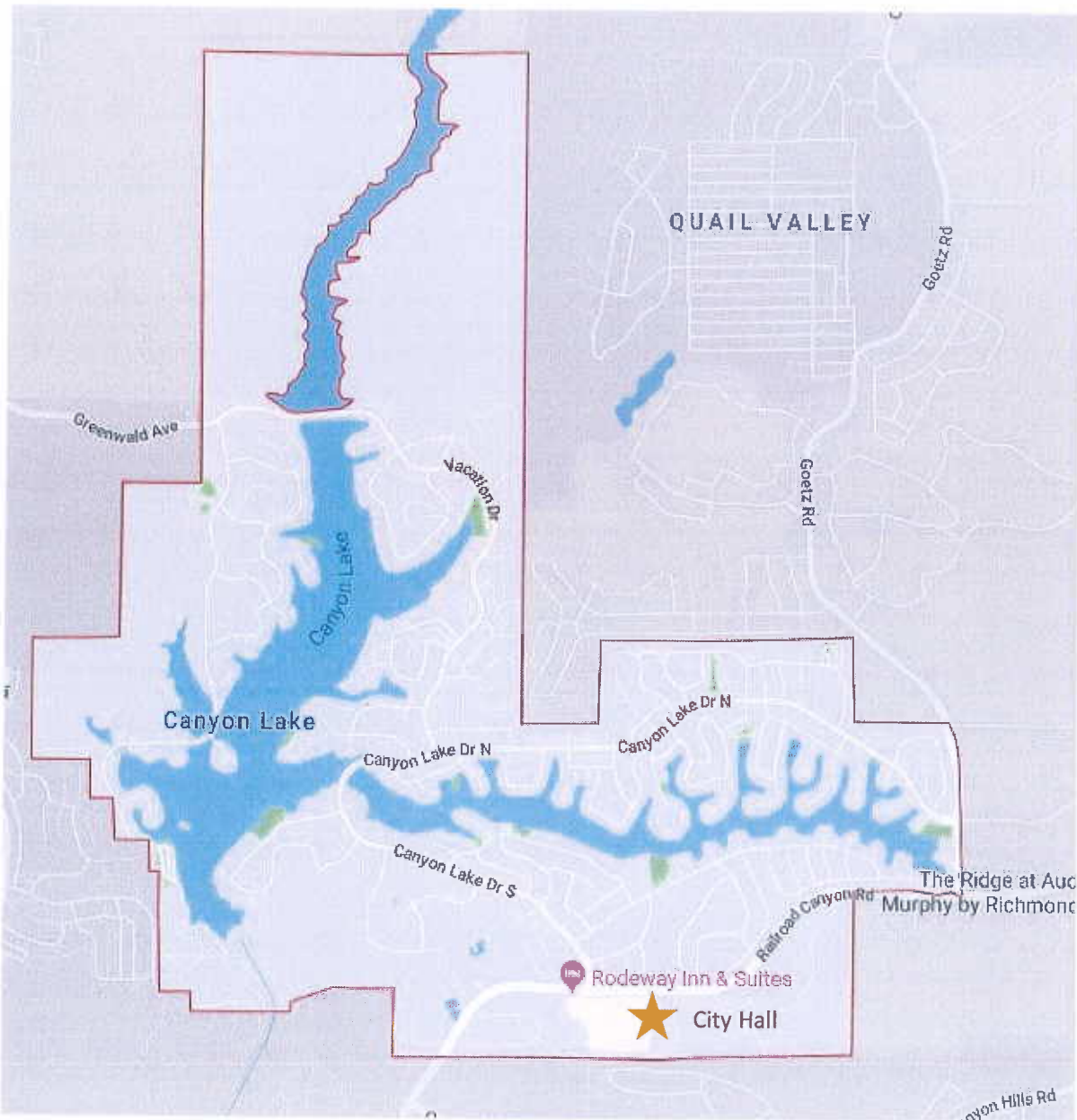
Codes: Based on the 2016 California Building Code, 11-B and the 2010 ADA Standards for Accessible Design.

Building Inspector: Dave Marcum, Interwest Consulting Group
dmarcum@interwestgrp.com 714-594-9458

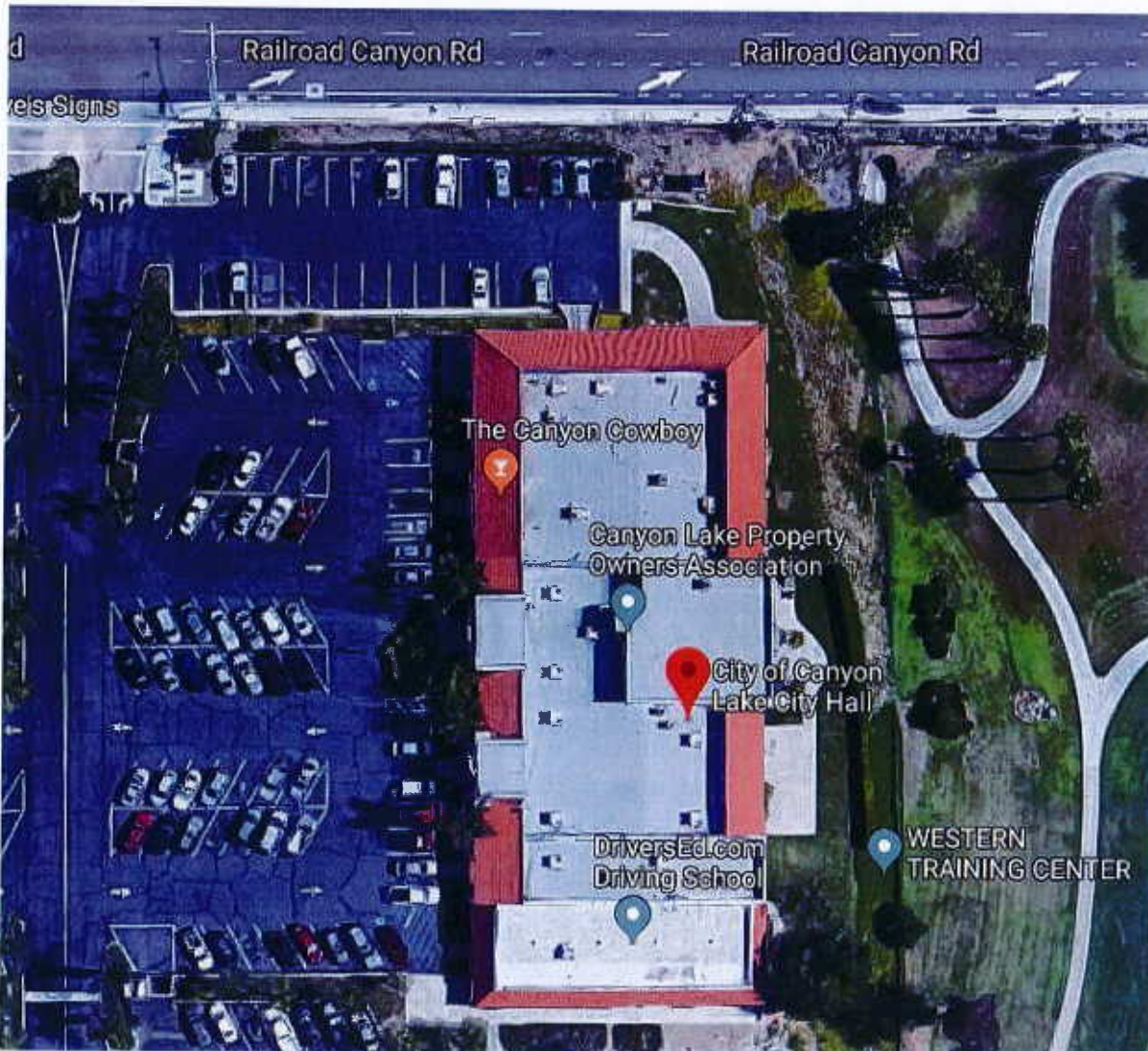
Date of Inspection: February 20, 2019



Canyon Lake Map



City Hall Arial View



Upper Level

Building Department Office

1. Forward approach accessible countertop requires 36-inch minimum width (**CBC**). 30-inch minimum width (**ADA**). See below.



CBC 11B-904.4 Sales and service counters. Sales counters and service counters shall comply with Section 11B-904.4.1 or 11B-904.4.2. The accessible portion of the counter top shall extend the same depth as the sales or service counter top.

11B-904.4.2 Forward approach. A portion of the counter surface that is 36 inches (914 mm) long minimum and 34 inches (864 mm) high maximum shall be provided. Knee and toe space complying with Section 11B-306 shall be provided under the counter. A clear floor or ground space complying with Section 11B-305 shall be positioned for a forward approach to the counter.

ADA 902.3.904.4 Sales and Service Counters. Sales counters and service counters shall comply with 904.4.1 or 904.4.2. The *accessible* portion of the counter top shall extend the same depth as the sales or service counter top.

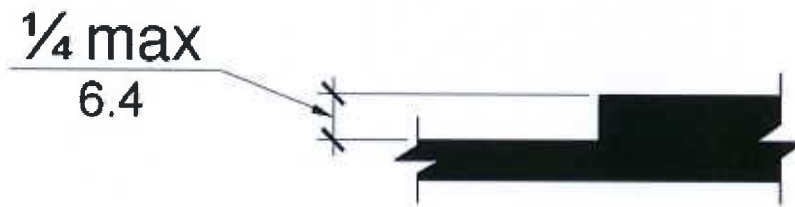
904.4.2 Forward Approach. A portion of the counter surface that is 30 inches (760 mm) long minimum and 36 inches (915 mm) high maximum shall be provided. Knee and toe *space* complying with 306 shall be provided under the counter. A clear floor or ground *space* complying with 305 shall be positioned for a forward approach to the counter.

2. Threshold/transition is missing at entry door and appears to exceed one quarter inch allowance. CBC and ADA concur.

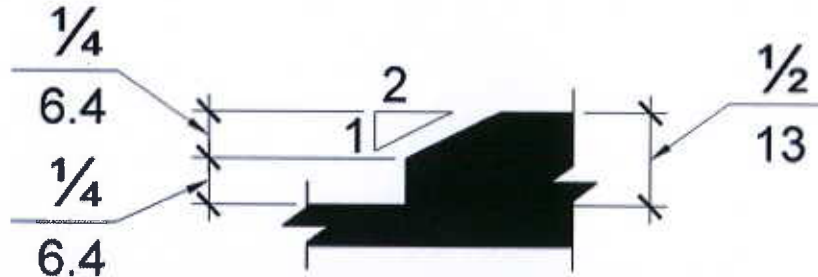


ADA Level 303.1 General. Where changes in level are permitted in floor or ground surfaces, they shall comply with 303.

303.2 Vertical. Changes in level of $\frac{1}{4}$ inch (6.4 mm) high maximum shall be permitted to be vertical.



ADA 303.3 Beveled. Changes in level between $\frac{1}{4}$ inch (6.4 mm) high minimum and $\frac{1}{2}$ inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.



3. Thumbscrew type locks are not accessible.



CBC 11B-309.4 Operation. Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N) maximum.

Police Department Office

4. Service counter is not accessible.



CBC 11B-904.4 Sales and service counters. Sales counters and service counters shall comply with Section 11B-904.4.1 or 11B-904.4.2. The accessible portion of the counter top shall extend the same depth as the sales or service counter top.

11B-904.4.1 Parallel approach. A portion of the counter surface that is 36 inches (914 mm) long minimum and 34 inches (864 mm) high maximum above the finish floor shall be provided. A clear floor or ground space complying with Section 11B-305 shall be positioned for a parallel approach adjacent to the 36 inch (914 mm) minimum length of counter.

Exception: Where the provided counter surface is less than 36 inches (914 mm) long, the entire counter surface shall be 34 inches (864 mm) high maximum above the finish floor.

11B-904.4.2 Forward approach. A portion of the counter surface that is 36 inches (914 mm) long minimum and 34 inches (864 mm) high maximum shall be provided. Knee and toe space complying with Section 11B-306 shall be provided under the counter. A clear floor or ground space complying with Section 11B-305 shall be positioned for a forward approach to the counter.

ADA 904.4.1 Parallel Approach. A portion of the counter surface that is 36 inches (915 mm) long minimum and 36 inches (915 mm) high maximum above the finish floor shall be provided. A clear floor or ground space complying with 305 shall be positioned for a parallel approach adjacent to the 36 inch (915 mm) minimum length of counter. **EXCEPTION:** Where the provided counter surface is less than 36 inches (915 mm) long, the entire counter surface shall be 36 inches (915 mm) high maximum above the finish floor.

904.4.2 Forward Approach. A portion of the counter surface that is 30 inches (760 mm) long minimum and 36 inches (915 mm) high maximum shall be provided. Knee and toe *space* complying with 306 shall be provided under the counter. A clear floor or ground *space* complying with 305 shall be positioned for a forward approach to the counter.

5. Door requires an 18-inch minimum strike side clearance.



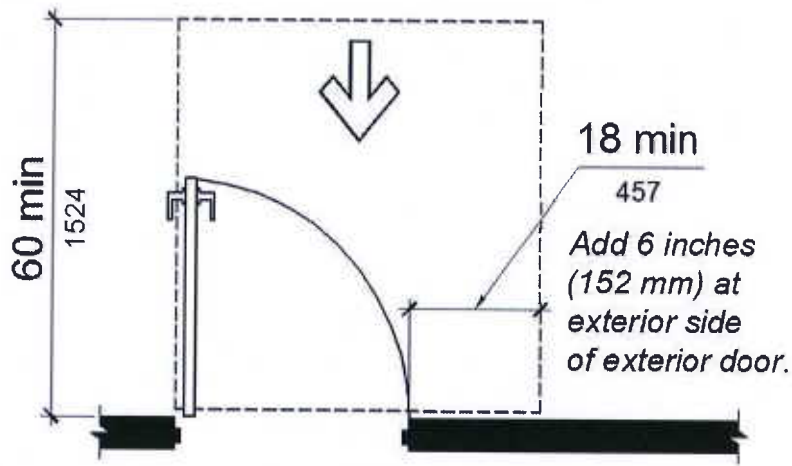
CBC 11B-404.2.4 Maneuvering clearances. Minimum maneuvering clearances at doors and gates shall comply with *Section 11B-404.2.4*. Maneuvering clearances shall extend the full width of the doorway and the required latch side or hinge side clearance.

404.2.4.1 Swinging doors and gates. Swinging doors and gates shall have maneuvering clearances complying with *Table 11B-404.2.4.1*.

Table 11B-404.2.4.1 Maneuvering Clearances at Manual Swinging Doors and Gates Type of Use

Approach Direction	Door or Gate Side	Minimum Maneuvering Clearance	
		Perpendicular to Doorway	Parallel to Doorway (beyond latch side unless noted)
From front	Pull	60 inches (1524 mm)	18 inches (457 mm)⁵
From front	Push	48 inches (1219 mm)	0 inches (0 mm) ¹
From hinge side	Pull	60 inches (1524 mm)	36 inches (914 mm)
From hinge side	Push	44 inches (1118 mm) ²	22 inches (559 mm) ³
From latch side	Pull	60 inches (1524 mm)	24 inches (610 mm)
From latch side	Push	44 inches (1118 mm) ⁴	24 inches (610 mm)

1. Add 12 inches (305 mm) if closer and latch are provided.
2. Add 4 inches (102 mm) if closer and latch are provided.
3. Beyond hinge side.
4. Add 4 inches (102 mm) if closer is provided.
5. Add 6 inches (152 mm) at exterior side of exterior doors



(a)
front approach, pull side

CBC and ADA concur.

6. 36-inch minimum aisle widths to work spaces.



ADA 403.5.1 Clear Width. Except as provided in 403.5.2 and 403.5.3, the clear width of walking surfaces shall be 36 inches (915 mm) minimum.

EXCEPTION: The clear width shall be permitted to be reduced to 32 inches (815 mm) minimum for a length of 24 inches (610 mm) maximum provided that reduced width segments are separated by segments that are 48 inches (1220 mm) long minimum and 36 inches (915 mm) wide minimum.

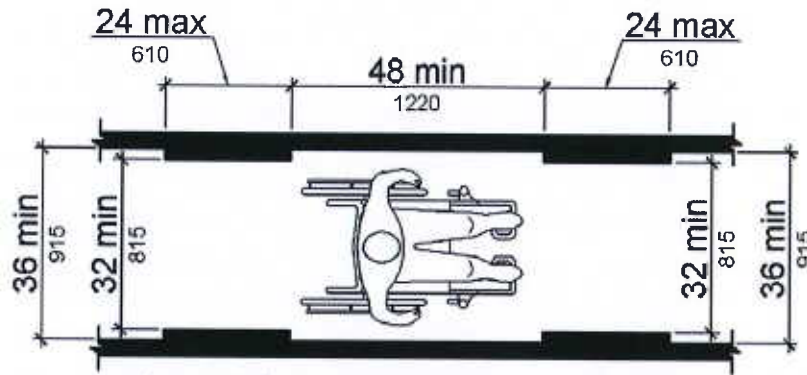


Figure 403.5.1 Clear Width of an Accessible Route

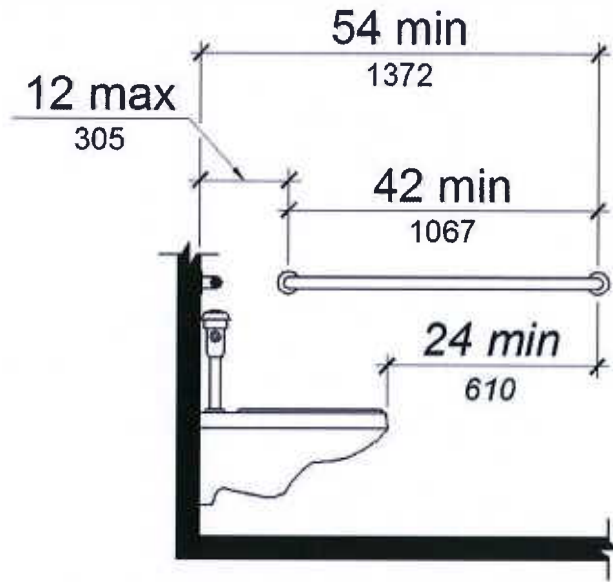
CBC and ADA concur

Upper Level Men's Restroom

7. Side wall grab bar shall project a minimum of 24 inches in front of water closet.

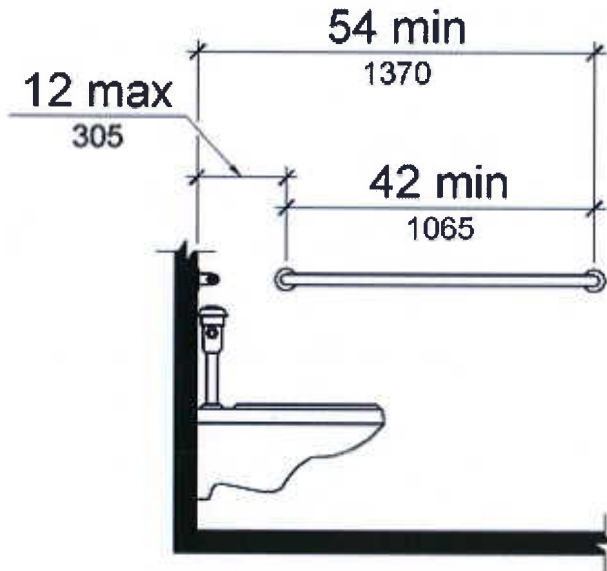


CBC 11B-604.5.1 Side wall. The side wall grab bar shall be 42 inches (1067 mm) long minimum, located 12 inches (305 mm) maximum from the rear wall and extending 54 inches (1372 mm) minimum from the rear wall *with the front end positioned 24 inches (610 mm) minimum in front of the water closet.*



Side Wall Grab Bar at Water Closets

ADA 604.5.1 Side Wall. The side wall grab bar shall be 42 inches (1065 mm) long minimum, located 12 inches (305 mm) maximum from the rear wall and extending 54 inches (1370 mm) minimum from the rear wall. ★



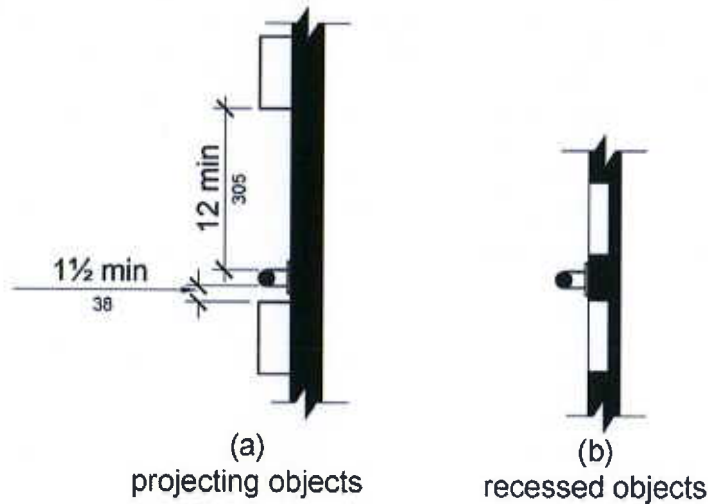
Side Wall Grab Bar at Water Closets

★ *CBC differs slightly from ADA*

7. Toilet paper dispenser impinges on grab bar grip requirement.



11B-609.3 Spacing. The space between the wall and the grab bar shall be 1½ inches (38 mm). The space between the grab bar and projecting objects below and at the ends shall be 1½ inches (38 mm) minimum. The space between the grab bar and projecting objects above shall be 12 inches (305 mm) minimum.



CBC and ADA concur.

8. Flush valve shall be on the open side of water closet compartment.



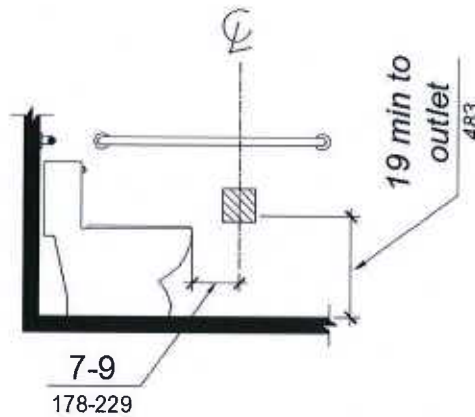
CBC 11B-604.6 Flush controls. Flush controls shall be hand operated or automatic. Hand operated flush controls shall comply with *Section 11B-309* except they shall be located 44 inches (1118 mm) maximum above the floor. Flush controls shall be located on the open side of the water closet except in ambulatory accessible compartments complying with *Section 11B-604.8.2*.

9. Toilet paper dispenser not dimensioned correctly in from front of toilet.



11B-604.7 Dispensers. Toilet paper dispensers shall comply with *Section 11B-309.4* and shall be 7 inches (178 mm) minimum and 9 inches (229 mm) maximum in front of the water closet measured to the

centerline of the dispenser. The outlet of the dispenser shall be *below the grab bar*, 19 inches (483 mm) *minimum* above the finish floor and shall not be located behind grab bars. Dispensers shall not be of a type that controls delivery or that does not allow continuous paper flow.



Dispenser Outlet Location

CBC and ADA concur

Upper Level Women's Restroom

The following are the same requirements for men's upper level restroom.

- Grab bar shall project a minimum of 24 inches in front of water closet. Pages 11-12
- Toilet paper dispenser impinges on grab bar grip requirement. Page 13
- Flush valve shall be on the open side of water closet compartment. Page 14
- Toilet paper dispenser in front of water closet dimension. Page 15

Additional requirement:

10. Cabinet impinging on required door maneuvering clearance.

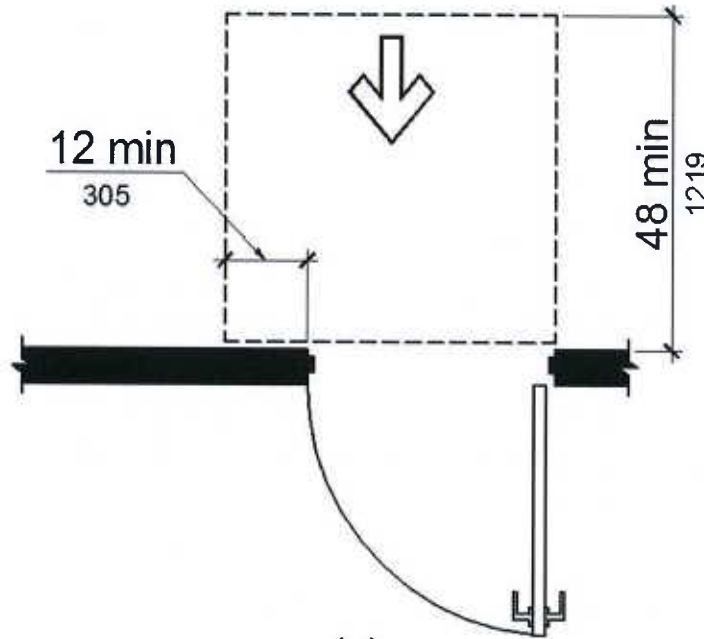


CBC 404.2.4.1 Swinging doors and gates. Swinging doors and gates shall have maneuvering clearances complying with Table 11B-404.2.4.1.

Table 11B-404.2.4.1 Maneuvering Clearances at Manual Swinging Doors and Gates Type of Use

Approach Direction	Door or Gate Side	Minimum Maneuvering Clearance	
		Perpendicular to Doorway	Parallel to Doorway (beyond latch side unless noted)
From front	Pull	60 inches (1524 mm)	18 inches (457 mm) ⁵
From front	Push	48 inches (1219 mm)	0 inches (0 mm)¹
From hinge side	Pull	60 inches (1524 mm)	36 inches (914 mm)
From hinge side	Push	44 inches (1118 mm) ²	22 inches (559 mm) ³
From latch side	Pull	60 inches (1524 mm)	24 inches (610 mm)
From latch side	Push	44 inches (1118 mm) ⁴	24 inches (610 mm)

1. Add 12 inches (305 mm) if closer and latch are provided.
2. Add 4 inches (102 mm) if closer and latch are provided.
3. Beyond hinge side.
4. Add 4 inches (102 mm) if closer is provided.
5. Add 6 inches (152 mm) at exterior side of exterior doors



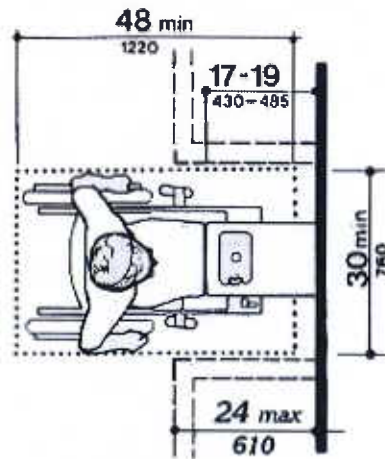
(c)
front approach, push side, door provided with both closer and latch

Upper Level Drinking Fountain

11. Drinking fountain not in alcove.



CBC 11B-602.9 Pedestrian protection. All drinking fountains shall either be located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways. The protected area within which a drinking fountain is located shall be 32 inches (813 mm) wide minimum and 18 inches (457 mm) deep minimum, and shall comply with Section 11B-305.7. When used, wing walls or barriers shall project horizontally at least as far as the drinking fountain and to within 6 inches (152 mm) vertically from the floor or ground surface.



12. ADA requires a high/low style drinking fountain.



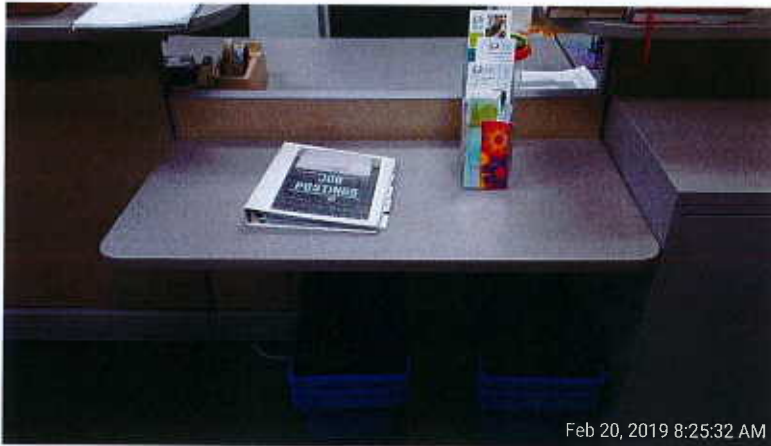
ADA 211.211.2 Minimum Number. No fewer than two drinking fountains shall be provided. One drinking fountain shall comply with 602.1 through 602.6 and one drinking fountain shall comply with 602.7.

602.4 Spout Height. Spout outlets shall be 36 inches (915 mm) maximum above the finish floor or ground.

602.7 Drinking Fountains for Standing Persons. Spout outlets of drinking fountains for standing persons shall be 38 inches (965 mm) minimum and 43 inches (1090 mm) maximum above the finish floor or ground.

Library

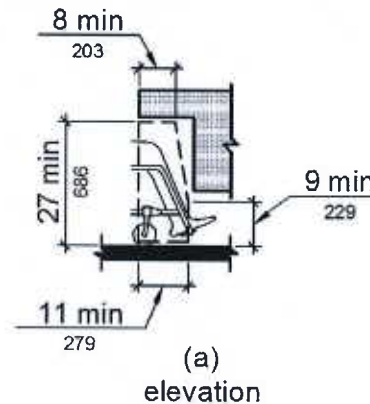
13. Accessible reception counter requires a 27-inch minimum roll under with a clear floor space.



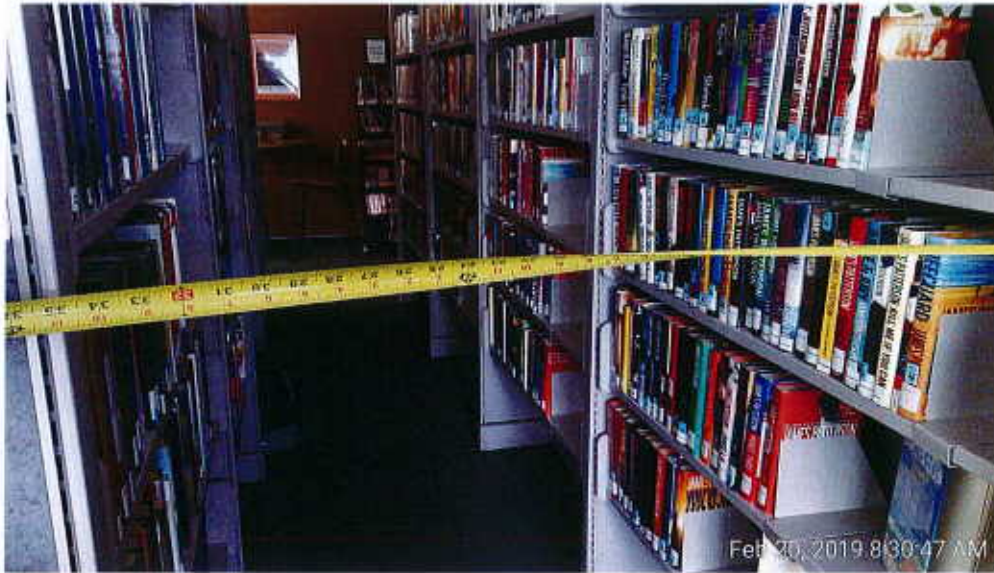
CBC and ADA concur

CBC 11B-306.3.3 Minimum required depth. Where knee clearance is required under an element as part of a clear floor space, the knee clearance shall be 11 inches (279 mm) deep minimum at 9 inches (229 mm) above the finish floor or ground, and 8 inches (203 mm) deep minimum at 27 inches (686 mm) above the finish floor or ground.

11B-902.3 Height. The tops of dining surfaces and work surfaces shall be 28 inches (711 mm) minimum and 34 inches (864 mm) maximum above the finish floor or ground.



14. Check aisle widths and reach ranges.

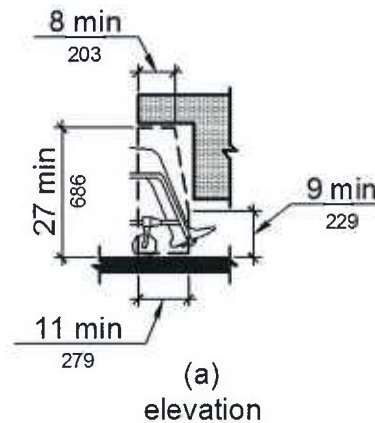


CBC 11B-225.2.3 Library book stacks. Book stacks available for public use shall be 54 inches (1372 mm) maximum above the finish floor.

Exceptions:

1. Book stacks available for public use may be higher than 54 inches (1372 mm) maximum above the finish floor when an attendant is available to assist persons with disabilities.
2. Book stacks restricted to employee use are not required to comply with these requirements.

15. Provide accessible work tables with minimum 27-inch roll under.



16. Provide tactile exit signs where required.

CBC 1013.4 Raised character and braille exit signs. *Tactile exit signs shall be required at the following locations:*

1. Each grade-level exterior exit door that is required to comply with Section 1013.1, shall be identified by a tactile exit sign with the word, "EXIT"

2. Each exit door that is required to comply with Section 1013.1, and that leads directly to a grade-level exterior exit by means of a stairway or ramp shall be identified by a tactile exit sign with the following words as appropriate:

2.1. "EXIT STAIR DOWN"

2.2. "EXIT RAMP DOWN"

2.3. "EXIT STAIR UP"

2.4. "EXIT RAMP UP"

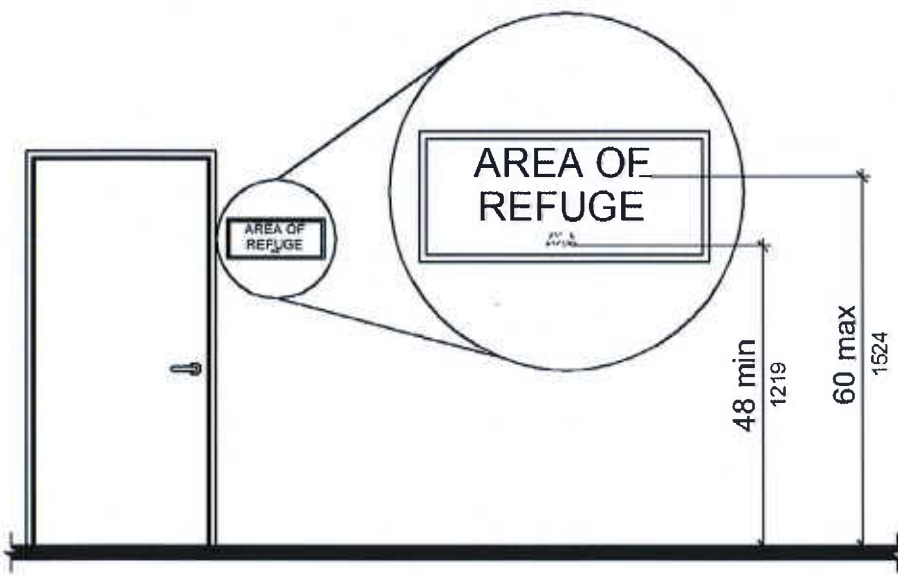
3. Each exit door that is required to comply with Section 1013.1, and that leads directly to a grade-level exterior exit by means of an exit enclosure or an exit passageway shall be identified by a tactile exit sign with the words, "EXIT ROUTE".

4. Each exit access door from an interior room or area to a corridor or hallway that is required to comply with Section 1013.1, shall be identified by a tactile exit sign with the words "EXIT ROUTE".

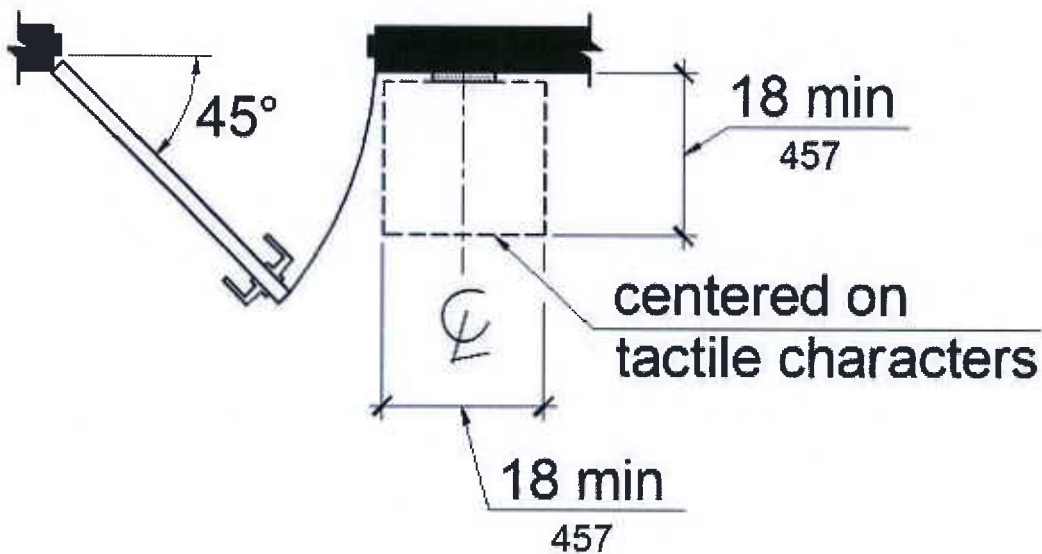
5. Each exit door through a horizontal exit that is required to comply with Section 1013.1, shall be identified by a sign with the words, "TO EXIT".

Raised character and Braille exit signs shall comply with Chapter 11A, Section 1143A or Chapter 11B, Sections 11B-703.1, 11B-703.2, 11B-703.3 and 11B-703.5.

CBC 11B-703.4.1 Height above finish floor or ground. Tactile characters on signs shall be located 48 inches (1219 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest *Braille cells* and 60 inches (1524 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest *line of raised characters*.

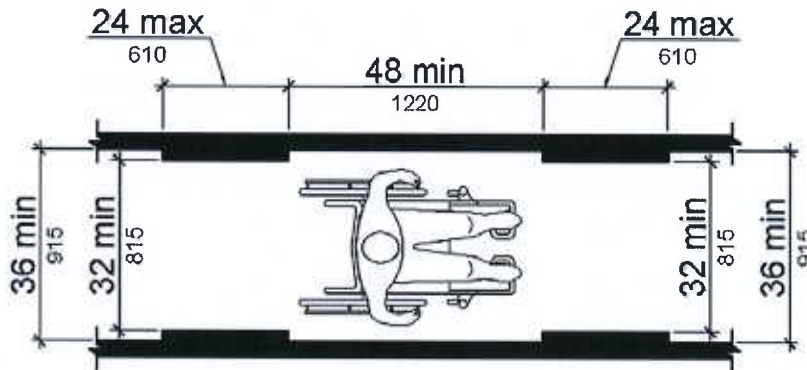


11B-703.4.2 Location. Where a tactile sign is provided at a door, the sign shall be located alongside the door at the latch side. Where a tactile sign is provided at double doors with one active leaf, the sign shall be located on the inactive leaf. Where a tactile sign is provided at double doors with two active leaves, the sign shall be located to the right of the right hand door. Where there is no wall space at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall. Signs containing tactile characters shall be located so that a clear floor space of 18 inches (457 mm) minimum by 18 inches (457 mm) minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position. *Where provided, signs identifying permanent rooms and spaces shall be located at the entrance to, and outside of the room or space. Where provided, signs identifying exits shall be located at the exit door when approached in the direction of egress travel.*



Administrative Office Areas

- 17. "Exit Route" sign at reception to lobby door (strike side). See pages 20 and 21.
- 18. Maintain minimum 36-inch wide passage ways. See diagram and page 11.





19. Thumbscrew door locks are not accessible. See page 7.

Break Room

20. Clear space “roll-under” required at break room sink area.



CBC 11B-804.3.1 Clear floor or ground space. A clear floor space complying with *Section 11B-305* positioned for a forward approach shall be provided. The clear floor or ground space shall be centered on the kitchen work surface and shall provide knee and toe clearance complying with *Section 11B-306*. **Exception:** Cabinetry shall be permitted under the kitchen work surface provided that all of the following conditions are met:

- (a) the cabinetry can be removed without removal or replacement of the kitchen work surface;
- (b) the finish floor extends under the cabinetry; and
- (c) the walls behind and surrounding the cabinetry are finished.

CBC 11B-804.3.2 Height. The kitchen work surface shall be 34 inches (864 mm) maximum above the finish floor or ground.

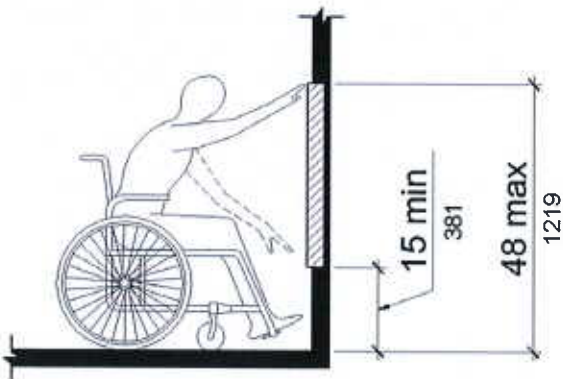
Exception: A counter that is adjustable to provide a kitchen work surface at variable heights, 29 inches (737 mm) minimum and 36 inches (914 mm) maximum, shall be permitted.

21. Maintain appliance reach ranges. (Microwave oven)



11B-308.2 Forward reach.

11B-308.2.1 Unobstructed. Where a forward reach is unobstructed, the high forward reach shall be 48 inches (1219 mm) maximum and the low forward reach shall be 15 inches (381 mm) minimum above the finish floor or ground.



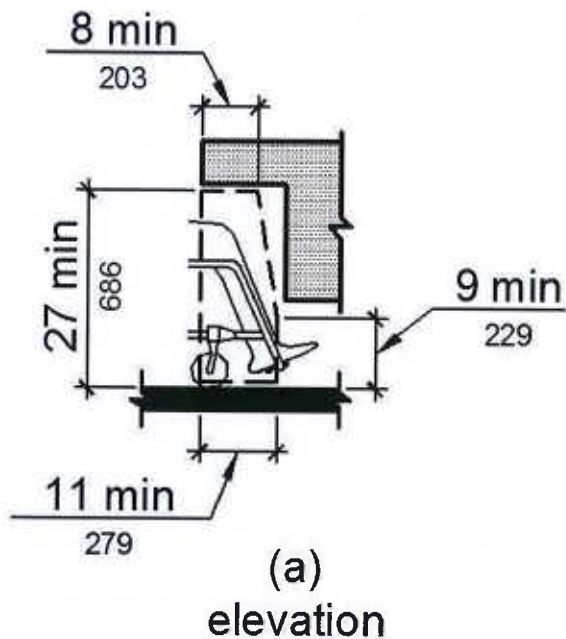
Unobstructed Forward Reach

22. 18-inch minimum strike side clearance required at door.



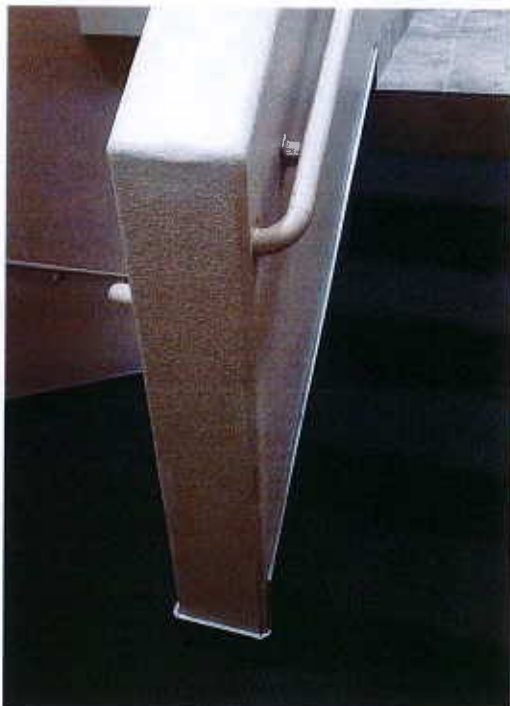
(a)
front approach, pull side

23. Break room table shall be accessible with clear floor area and 27-inch minimum roll under.



Stairs

24. Inside handrails shall be continuous.



11B-505.3 Continuity. Handrails shall be continuous within the full length of each stair flight or ramp run. Inside handrails on switchback or dogleg stairs and ramps shall be continuous between flights or runs.

25. Contrasting stripe required at top of stairs and bottom tread. (example only)



11B-504.4.1 Contrasting stripe. Interior stairs shall have the upper approach and lower tread marked by a stripe providing clear visual contrast. Exterior stairs shall have the upper approach and all treads marked by a stripe providing clear visual contrast. The stripe shall be a minimum of 2 inches (51 mm) wide to a maximum of 4 inches (102 mm) wide placed parallel to, and not more than 1 inch (25 mm) from, the nose of the step or upper approach. The stripe shall extend the full width of the step or upper approach and shall be of material that is at least as slip resistant as the other treads of the stair. A painted stripe shall be acceptable. Grooves shall not be used to satisfy this requirement.

Lower Level

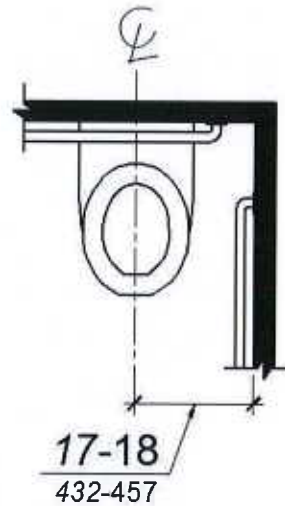
Men's Restroom

26. Grab bar shall extend 24 inches in front of water closet. See page 12.

27. Water closet shall be centered 17-18 inches from finish side wall.

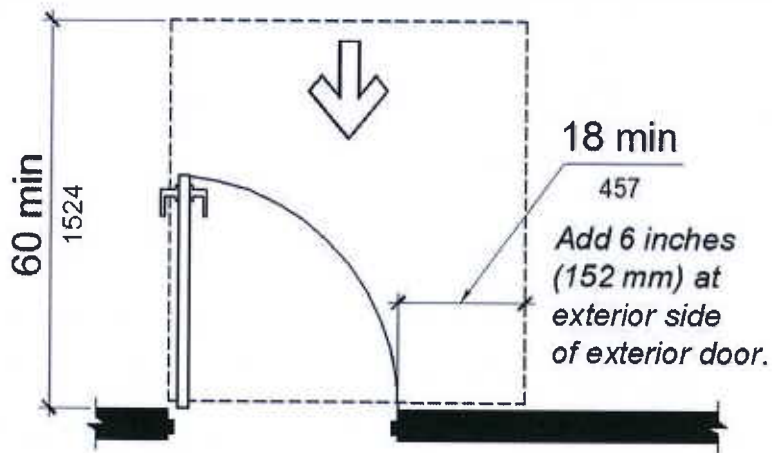


11B-604.2 Location. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 17 inches (432 mm) minimum to 18 inches (457 mm) maximum from the side wall or partition, except that the water closet shall be 17 inches (432 mm) minimum and 19 inches (483 mm) maximum from the side wall or partition in the ambulatory accessible toilet compartment specified in Section 11B-604.8.2. Water closets shall be arranged for a left-hand or right-hand approach.



28. Lavatory impinges on required door clearance.





(a)
front approach, pull side

29. Paper towel dispenser reach maximum is 40".



11B-603.5 Accessories. Where towel or sanitary napkin dispensers, waste receptacles, or other accessories are provided in toilet facilities, at least one of each type shall be located on an accessible route. All operable parts, including coin slots, shall be 40 inches (1016 mm) maximum above the finish floor.

30. Toilet paper dispenser dimensions and grab bar extension.



See page 12 and 15.

31. Door signage is not correct.



11B-703.7.2.6.1 Men's toilet and bathing facilities. An equilateral triangle, 1/4 inch (6.4 mm) thick with edges 12 inches (305 mm) long and a vertex pointing upward, shall be located at entrances to men's toilet and bathing facilities. The triangle symbol shall contrast with the door, either light on a dark background or dark on a light background.



Example only

Lower Women's Restroom

32. Lavatory minimum 29-inch roll under at lip area.



11B-306.3.3 Minimum required depth. Where knee clearance is required under an element as part of a clear floor space, the knee clearance shall be 11 inches (279 mm) deep minimum at 9 inches (229 mm) above the finish floor or ground, and 8 inches (203 mm) deep minimum at 27 inches (686 mm) above the finish floor or ground.

Exceptions:

1. At lavatories required to be accessible by Section 11B-213.3.4, the knee clearance shall be 27 inches (686 mm) high minimum above the finish floor or ground at a depth of 8 inches (203 mm) minimum increasing to 29 inches (737 mm) high minimum above the finish floor or ground at the front edge of a counter with a built-in lavatory or at the front edge of a wall-mounted lavatory fixture

33. 40- inch maximum reach to soap and paper towel dispensers. See above and page 28.

34. 18-inch minimum strike side clearance at door. See page 24.



35. Door signage is not correct.

CBC 11B-703.7.2.6.2 Women's toilet and bathing facilities. A circle, 1/4 inch (6.4 mm) thick and 12 inches (305 mm) in diameter, shall be located at entrances to women's toilet and bathing facilities. The circle symbol shall contrast with the door, either light on a dark background or dark on a light background.



Example only

Council Chamber

36. Single dispenser drinking fountain has no alcove. See page 17.

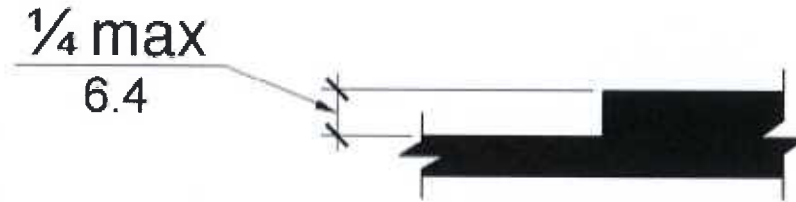
37. Threshold from Council Chambers to stairs appears to be too high.



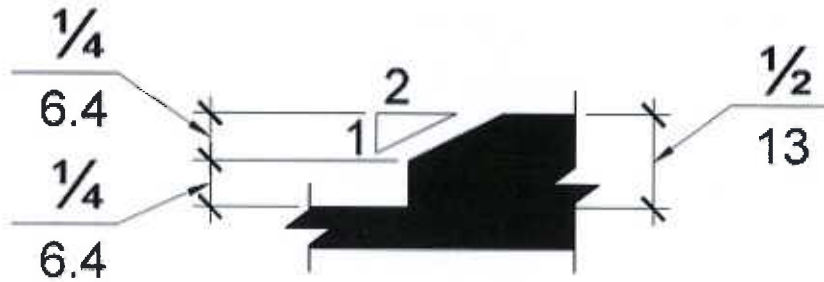
11B-303.2 Vertical. Changes in level of ¼ inch (6.4 mm) high maximum shall be permitted to be vertical and without edge treatment.

ADA Level 303.1 General. Where changes in level are permitted in floor or ground surfaces, they shall comply with 303.

303.2 Vertical. Changes in level of $\frac{1}{4}$ inch (6.4 mm) high maximum shall be permitted to be vertical.

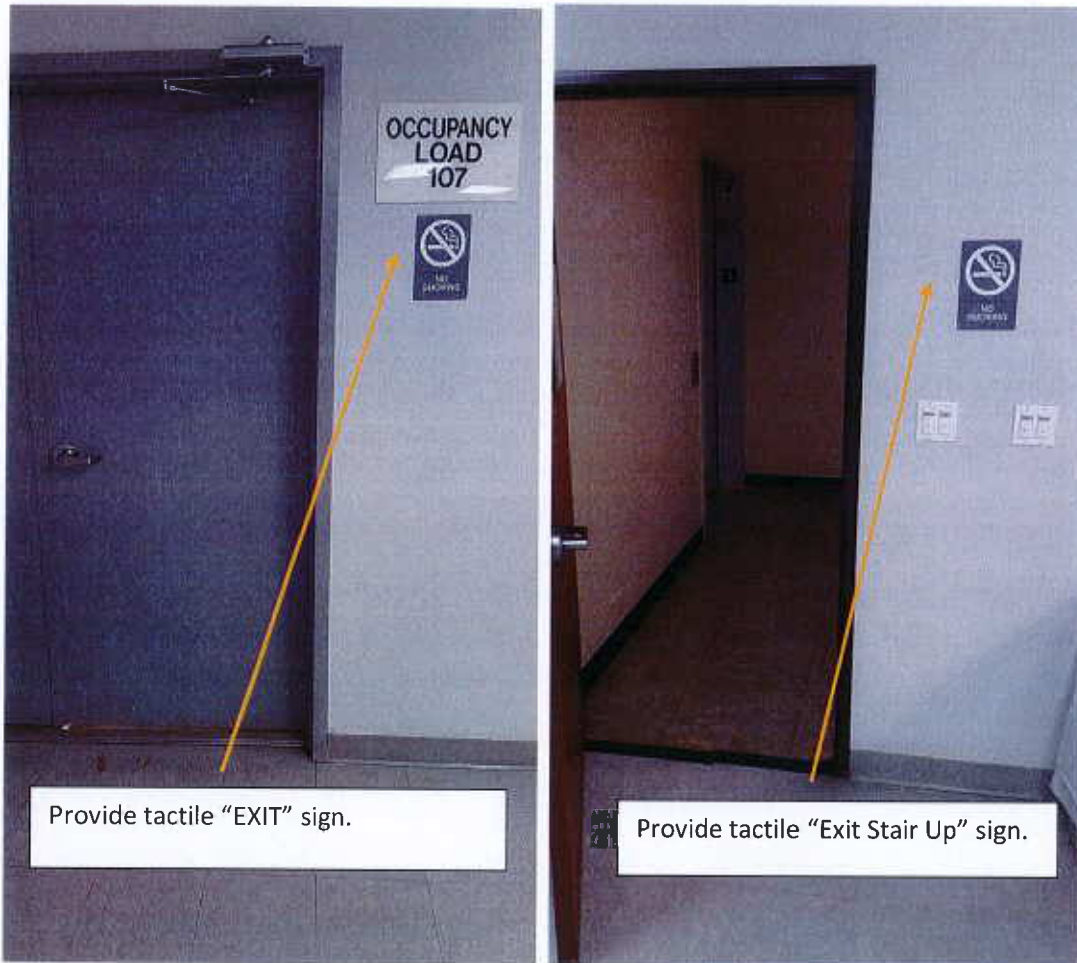


ADA 303.3 Beveled. Changes in level between $\frac{1}{4}$ inch (6.4 mm) high minimum and $\frac{1}{2}$ inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.



CBC and ADA concur

38. Tactile "Exit" sign to outside missing and Tactile "Exit Stair Up" missing to stairs.



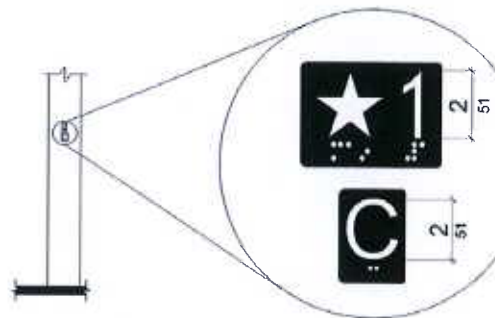
For tactile exit regulations see pages 20 and 21.

Elevator

39. No tactile floor designator at the basement level.



11B-411.2.3.1 Floor designation signs. Floor designation signs complying with Sections 11B-703.2 and 11B-703.4.1 shall be provided on both jambs of elevator hoistway entrances. Signs shall be provided in both raised characters and Braille. Raised characters shall be 2 inches (51 mm) high. A raised star placed to the left of the floor designation, shall be provided on both jambs at the main entry level. The outside diameter of the star shall be 2 inches (51 mm) and all points shall be of equal length. Raised characters, including the star, shall be white on a black background. Braille complying with Section 11B-703.3 shall be placed below the corresponding raised characters and the star. The Braille translation for the star shall be "MAIN". Applied plates are acceptable if they are permanently fixed to the jamb.



Main Entrance Door

40. Exterior landing at front entry exceeds 1:48 (1/4 inch per foot)



11B-404.2.4.4 Floor or ground surface. Floor or ground surface within required maneuvering

clearances shall comply with Section 11B-302. Changes in level are not permitted.

Exceptions:

1. Slopes not steeper than 1:48 shall be permitted.



Canyon Lake City Hall Accessibility Review

41. Pull force at main entry door exceeds 5 pounds of pressure.

11B-404.2.9 Door and gate opening force. The force for pushing or pulling open a door or gate shall be as follows: *Exterior hinged doors: 5 pounds (22.2 N) maximum*

42. Tactile "Exit" sign missing at main entry door. (For tactile exit regulations see pages 20 and 21.)

Lower Level Exit Door

No comment except as mentioned in item 38. (For tactile exit regulations see pages 20 and 21.)

**City of Canyon Lake
City Council**

Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Mike A. Borja, Administrative Services Manager

DATE: May 1, 2019

SUBJECT: Adoption of Updated City Rates, Charges and User Fees for Special Events and Commercial Filming Permits along with a CPI Escalator

Recommendation:

Staff recommends Council City to adopt approved cost of service per activity rates, charges and user fees for Special Events and Commercial Filming Permits along with the CPI escalator.

Background and Discussion

NBS Consulting 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.

In December of 2018, the City Council approved an urgency adoption of the City's Comprehensive Fee Study. Upon adoption, city staff noted an inefficiency regarding payment of such fees for both, the Special Events and Commercial Filming Permits. Staff had initially approved the cost of service per activity as reflected within the fee study and after adoption it was notices that the fee was set as a deposit for cost of services instead of the actual cost of service per activity. This has created an additional collection of fees prior to issuance of all permits of this nature and has led to unrecovered costs for services.

Per City Council's recommendation of 100% cost recovery for services provided to the city, staff is recommending amending the recently adopted Fee Schedule to reflect the actual cost of service per activity as determined within the Comprehensive Fee Study.

Fiscal Impact

Current adopted fees (deposit base):

- Special Events Permit Fee - \$25 deposit for cost of services
- Commercial Filming Permit Fee - \$150 deposit for cost of services

Recommended Fee cost of service per activity:

- Special Events Permit Fee - \$84
- Commercial Filming Permit Fee - \$307

Attachments

1. Resolution 2019-14
2. User Fees and Charges Study Final Report – Prepared by NBS

ATTACHMENT 1

RESOLUTION NO. 2019-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED CITY RATES, CHARGES AND USER FEES FOR SPECIAL EVENTS AND COMMERCIAL FILMING PERMITS 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; and

WHEREAS, in March 2018 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 that was adopted on December 12, 2018 after duly published notice; and

WHEREAS, in addition, the City adopted, 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%; 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 staff discovered that the special events permit fee and Commercial Filming Permit Fee were not adopted at the cost of service per activity determined in the fee study and thus should be corrected; and

WHEREAS, City has made available the cost of service fees versus the deposit fees and has duly published notice of a public hearing regarding such fee adjustments; and

WHEREAS, on May 1, 2019, the City Council conducted a duly noticed public hearing and heard all comments for and against the updating and increasing 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.

SECTION 3. FEES DETERMINED AND ADOPTED: The City user fees for hereby are readopted as follows:

Current adopted fees:

- Special Events Permit Fee - \$25 deposit for cost of services
- Commercial Filming Permit Fee - \$150 deposit for cost of services

Revised fee is the cost of service per activity (instead of deposit base):

- Special Events Permit Fee - \$84 cost for service per activity
- Commercial Filming Permit Fee - \$307 cost of service per activity

The automatic escalator is adopted to include all such fees.

SECTION 4. EFFECTIVE DATE: This Resolution shall take effect immediately and the revisions to the Special Events Permit Fee and the Commercial Filming Permit Fee shall be effective immediately upon adoption of this Resolution.

PASSED, APPROVED AND ADOPTED the 1st day of May 2019

Larry Greene, Mayor

ATTEST:

Ana V. Sauseda,
Deputy City Clerk

ATTACHMENT 2



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

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Cost of Service Analysis (Fee Tables)

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Building & Safety	Appendix A.4
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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 XIII C, Section 1. Under this latter framework, a fee may not exceed the estimated reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity under the control of the individual/entity on which the fee is imposed. For example, the individual/entity requests service of the municipality or his or her actions specifically cause the municipality to perform additional activities. In this manner, the service or the underlying action causing the municipality to perform service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside requirements for imposition of taxes, special taxes, or fees imposed as incidences of property ownership.

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

Outcomes

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

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

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

Findings

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

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

Report Format

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

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

Section 1 – Introduction and Fundamentals

Scope of Study

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

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

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

User Fees and Charges Study – City of Canyon Lake

Prepared by **NBS**

6

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

User Fees and Charges Study – City of Canyon Lake

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
<i>Reference: Direct Hours Only</i>	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
<i>Reference: Direct Hours Only</i>					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
<i>Reference: Direct Hours Only</i>					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/	295,576
Amount Requiring Another Funding Source	-
Fully Burdened Hourly Rate	\$ 190
<i>Reference: Direct Hours Only</i>	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
<i>Reference: Direct Hours Only</i>					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
<i>Reference: Direct Hours Only</i>	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 be distributed to, or used by, any third parties, including outside consultants or contractors without the prior written consent of NBS. In addition, Consultant shall have no liability or responsibility for subsequent edits made by City staff to the completed computer model delivered to the City on July 26, 2016, or for decisions made by the City based on future iterations of the model where edits were not performed by Consultant's professional staff.



APPENDIX A
Citywide User Fee Study
Prepared for the
City of Canyon Lake
October 31, 2018

OFFICE LOCATIONS:
San Francisco - Regional Office
870 Market Street, Suite 1223
San Francisco, CA 94102
Davis - Regional Office
1260 Lake Boulevard, Suite 202
Davis, CA 95616
Irvine - Regional Office
18012 Cowan Street, Suite 290
Irvine, CA 92614
Temecula - Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
(P) 800.676.7516

nbsgov.com

Fee Description	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis						
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %				
Business License Fee													
1 Initial application for business license													
Admin			0.50	\$ 186	\$ 93								
Special Enforcement Building			0.25	\$ 71	\$ 18								
Planning			0.17	\$ 190	\$ 32								
1.1 Renewal			0.08	\$ 179	\$ 14				90	57%	\$ 157		100%
Admin			0.33	\$ 186	\$ 61								
Special Enforcement Building			0.25	\$ 71	\$ 18								
Planning			0.17	\$ 190	\$ 32								
1.2 Initial application for associate business license			0.08	\$ 179	\$ 14				40	32%	\$ 126		100%
1.3 Renewal application for associate business license													
			0.17	\$ 186	\$ 32				20	63%	\$ 20		63%
			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			n/a
60-90 days late		[2]							2 times fee	n/a			n/a
3 Message Business Registration													
Admin			0.50	\$ 186	\$ 93								
Special Enforcement			0.42	\$ 71	\$ 30								
4 Foreclosure Registration Fee													
Special Enforcement			2.54	\$ 71	\$ 181				105	86%	\$ 123		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%

	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	per page								
8.1	Copy for public records	each	[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		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		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 committees 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



Fee Description	Fee Unit / Type	Note	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
Hourly Rates									
12 Finance/ Administration			1.00	\$ 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

Fee No.	Fee Name	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level/ Deposit	Recommended Cost Recovery %
1	Annexation/Detachment	[3]				Deposit \$2,000	100%	Deposit \$4,500	100%
2	Amendment of Final Map PW/Eng	[3,4]	4.00	\$ 238	\$ 951	Deposit \$1,500	100%	Deposit \$2,500	100%
3	Appeal <i>No fee shall be charged to City Council members for filing an appeal</i>	[3]				Deposit \$500	100%	Deposit \$1,500	100%
4	Certificate of Compliance PW/Eng	[3,4]	4.00	\$ 238	\$ 951	Deposit \$400	100%	Deposit \$1,500	100%
6	Conditional Use Permit	[3]				Deposit \$2,000	100%	Deposit \$3,000	100%
7	Development Agreement	[3]				Deposit \$5,000	100%	Deposit \$5,000	100%
8	ENVIRONMENTAL REVIEW								
8.1	Environmental: Categorical Exemption					Deposit \$500	42%	\$ 358	100%
8.2	Environmental: Initial Study	[3]	2.00	\$ 179	\$ 358	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 EXTENSIONS								
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	\$ 715	0%	\$ 715	100%
11.2	Final Map Phasing	[2]	4.00	\$ 179	\$ 715	\$ 715	0%	\$ 715	100%
12	Lot Line Adjustment Planning PW/Eng		4.00 4.00	\$ 179 \$ 238	\$ 715 \$ 951	Deposit \$1,500	100%	\$ 1,666	100%
13	Parcel Merger Planning PW/Eng		4.00 4.00	\$ 179 \$ 238	\$ 715 \$ 951	Deposit \$500	100%	\$ 1,666	100%

Fee No.	Fee Name	Notes	Activity Service Cost Analysis				Cost Recovery Analysis					
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level/ Deposit	Recommended Cost Recovery %			
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		3.00	\$ 179	\$ 536							
	Planning PW/Eng		3.00	\$ 238	\$ 713							
					\$ 1,250	Deposit \$1,000		100%	\$	1,250	100%	
14.3	For Projects subject to CEQA and Requiring government agency review 18.30(a)3		4.00	\$ 179	\$ 715	Deposit \$2,000		100%	\$	715	100%	
14.4	Zoning Form Letter	[2]	1.00	\$ 179	\$ 179	\$	-	0%	\$	179	100%	
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%	

Fee No.	Fee Name	Notes	Activity Service Cost Analysis				Cost Recovery Analysis					
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level/ Deposit	Recommended Cost Recovery %			
24.5	Substantial conformance applications related to specific plans											
	Planning		4.00	\$ 179	\$ 715							
	PW/Eng		4.00	\$ 238	\$ 951							
					\$ 1,666	500	30%	\$ 1,666	100%			
25	TEMPORARY USE PERMIT											
25.1	If public hearing is required											
25.2	If public hearing is not required (plus environmental cost if applicable)		2.00	\$ 179	\$ 358	200	56%	\$ 358	100%	Deposit \$500	100%	
26	Tentative Tract and Parcel Maps	(4)								Deposit \$2,500	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%	
29	Zone Change									Deposit \$2,000	100%	
30	Zoning Code Amendments									Deposit \$2,000	100%	
32	Landscape Plan	(2)	4.00	\$ 179	\$ 715		0%	\$ 715	0%		100%	
Hourly Rates												
	Planning		1.00	\$ 179	\$ 179		0%	\$ 179	0%		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.

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %		
ENCROACHMENT 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%		
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%		

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	
Grading Permit Fees											
5.1	0 to 500 cubic yards		[5]	2.00	\$ 238	\$ 475	\$ 475	\$ -	0%	\$ 475	100%
5.2	500	base fee @ 500 cu yds	[5]	2.00	\$ 238	\$ 475	\$ 475	\$ 163	34%	\$ 475	100%
5.3	each additional 100 cubic yards			0.10	\$ 238	\$ 24	\$ 24	\$ 19	79%	\$ 24	100%
5.4	1,001	base fee @ 1,001 cu yds		2.50	\$ 238	\$ 594	\$ 594	\$ 294	49%	\$ 594	100%
5.5	each additional 1,000 cubic yards			0.38	\$ 238	\$ 89	\$ 89	\$ 75	28%	\$ 89	100%
5.6	5,001	base fee @ 5,001 cu yds		4.00	\$ 238	\$ 951	\$ 951	\$ 419	44%	\$ 951	100%
5.7	each additional 1,000 cubic yards			0.10	\$ 238	\$ 24	\$ 24	\$ 25	105%	\$ 24	100%
5.8	10,001	base fee @ 10,001 cu yds		4.50	\$ 238	\$ 1,070	\$ 1,070	\$ 519	48%	\$ 1,070	100%
5.9	each additional 10,000 cubic yards			0.17	\$ 238	\$ 40	\$ 40	\$ 38	95%	\$ 40	100%
5.10	100,001	base fee @ 100,001 cu yds		6.00	\$ 238	\$ 1,426	\$ 1,426	\$ 894	63%	\$ 1,426	100%
5.11	each additional 10,000 cubic yards			0.60	\$ 238	\$ 143	\$ 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	\$ 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	\$ 238	\$ 120	50%	Actual Cost using FBHR	%

Activity Service Cost Analysis				Cost Recovery Analysis						
Fee No.	Fee Name	Fee Unit / Type	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 %
Fats, Oil and Grease (FOG) Fees										
9	Food Service Establishment with Grease Control Device (billed monthly); covers 1 insp/yr - see below		[3,6]	0.50	\$ 71	\$ 36	\$ -	0%	\$ 36	100%
10	Food Service Establishment without Grease Control Device (billed monthly; covers 2 insp/yr) - see below		[3,6]	2.00	\$ 71	\$ 143	\$ -	0%	\$ 143	100%
11	Food Service Establishment - Re-inspection		[3,6]	0.50	\$ 71	\$ 36	\$ -	0%	\$ 36	100%
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	%	\$ -	%

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %		
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



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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis		
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]
NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS							
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
2,000 - 4,999	per project base @ 2,000 s.f.	12.00	16.50	28.50	\$ 190	\$ 2,280	\$ 3,135
5,000 - 9,999	per project base @ 5,000 s.f.	15.00	23.00	38.00	\$ 190	\$ 2,850	\$ 4,370
10,000 - 24,999	per project base @ 10,000 s.f.	27.00	25.00	52.00	\$ 190	\$ 5,130	\$ 4,750
25,000 - 49,999	per project base @ 25,000 s.f.	41.00	30.00	71.00	\$ 190	\$ 7,791	\$ 5,700
50,000	per project base @ 50,000 s.f.	54.00	42.00	96.00	\$ 190	\$ 10,261	\$ 7,981
> 50,000 plus cost per sq. ft.						See N.C. P/Ch Table	See N.C. Insp 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.	17.00	15.00	32.00	\$ 190	\$ 2,280	\$ 2,850
2,000 - 4,999	per project base @ 2,000 s.f.	17.00	15.00	32.00	\$ 190	\$ 2,280	\$ 2,850
5,000 - 9,999	per project base @ 5,000 s.f.	15.00	30.00	45.00	\$ 190	\$ 2,850	\$ 5,700
10,000 - 24,999	per project base @ 10,000 s.f.	22.00	70.00	92.00	\$ 190	\$ 4,180	\$ 13,301
25,000 - 49,999	per project base @ 25,000 s.f.	30.00	108.00	138.00	\$ 190	\$ 5,700	\$ 20,521
50,000	per project base @ 50,000 s.f.	39.00	120.00	159.00	\$ 190	\$ 7,411	\$ 22,802
> 50,000 plus cost per sq. ft.						See N.C. P/Ch Table	See N.C. Insp 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
2,000 - 4,999	per project base @ 2,000 s.f.	17.00	15.00	32.00	\$ 190	\$ 3,230	\$ 2,850
5,000 - 9,999	per project base @ 5,000 s.f.	22.00	20.00	42.00	\$ 190	\$ 4,180	\$ 3,800
10,000 - 24,999	per project base @ 10,000 s.f.	29.00	25.00	54.00	\$ 190	\$ 5,510	\$ 4,750
25,000 - 49,999	per project base @ 25,000 s.f.	44.00	35.00	79.00	\$ 190	\$ 8,361	\$ 6,650
50,000	per project base @ 50,000 s.f.	60.00	42.00	102.00	\$ 190	\$ 11,401	\$ 7,981
> 50,000 plus cost per sq. ft.						See N.C. P/Ch Table	See N.C. Insp Table
						See N.C. P/Ch Table	See N.C. Total Table

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Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS					
Commercial Uses - Structural (All newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 1,710.12	\$ 2,280.16	\$ 3,990.28	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 2,280.16	\$ 3,135.22	\$ 5,415.38	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,850.20	\$ 4,370.31	\$ 7,220.51	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 5,130.36	\$ 4,750.33	\$ 9,880.69	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 7,790.55	\$ 5,700.40	\$ 13,490.95	100%
50,000	per project base @ 50,000 s.f.	\$ 10,260.72	\$ 7,980.56	\$ 18,241.28	100%
> 50,000 plus cost per sq. ft.		See N.C. 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.		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 in CBC Group H)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 3,230.23	\$ 2,850.20	\$ 6,080.43	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 3,230.23	\$ 2,850.20	\$ 6,080.43	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 4,180.29	\$ 3,800.27	\$ 7,980.56	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 5,510.39	\$ 4,750.33	\$ 10,260.72	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 8,360.59	\$ 6,650.47	\$ 15,011.06	100%
50,000	per project base @ 50,000 s.f.	\$ 11,400.80	\$ 7,980.56	\$ 19,381.36	100%
> 50,000 plus cost per sq. ft.		See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	

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Annual Estimated Revenue Analysis		Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS 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 2,000 - 4,999 5,000 - 9,999 10,000 - 24,999 25,000 - 49,999 50,000 > 50,000 plus cost per sq. ft.	per project base @ 1,999 s.f.	4	4	\$ 15,961	\$ 15,961	\$ 15,961
	per project base @ 2,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
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 2,000 - 4,999 5,000 - 9,999 10,000 - 24,999 25,000 - 49,999 50,000 > 50,000 plus cost per sq. ft.	per project base @ 1,999 s.f.	7	7	\$ 35,913	\$ 35,913	\$ 35,913
	per project base @ 2,000 s.f.	9	9	\$ 46,173	\$ 46,173	\$ 46,173
	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
Hazardous Use - (All newly constructed or added space for hazardous use occupancies classified as CBC Group H) Square Footage: 0 - 1,999 2,000 - 4,999 5,000 - 9,999 10,000 - 24,999 25,000 - 49,999 50,000 > 50,000 plus cost per sq. ft.	per project base @ 1,999 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 2,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -

Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [5]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [4]
Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable)								
Square Footage:								
0 - 1,999	per project base @ 1,999 s.f.	10.00	10.00	20.00	\$ 190	1,900	1,900	3,800
2,000 - 4,999	per project base @ 2,000 s.f.	10.00	10.00	20.00	\$ 190	1,900	1,900	3,800
5,000 - 9,999	per project base @ 5,000 s.f.	15.00	12.00	27.00	\$ 190	2,850	2,280	5,130
10,000 - 24,999	per project base @ 10,000 s.f.	18.00	15.00	33.00	\$ 190	3,420	2,850	6,270
25,000 - 49,999	per project base @ 25,000 s.f.	27.00	20.00	47.00	\$ 190	5,130	3,800	8,931
50,000	per project base @ 50,000 s.f.	36.00	25.00	61.00	\$ 190	6,840	4,750	11,591
> 50,000 plus cost per sq. ft.								See N. C. 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.								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	2,091	4,370
2,000 - 4,999	per project base @ 2,000 s.f.	12.00	11.00	23.00	\$ 190	2,280	2,090	4,370
5,000 - 9,999	per project base @ 5,000 s.f.	14.00	16.00	30.00	\$ 190	2,660	3,040	5,700
10,000 - 24,999	per project base @ 10,000 s.f.	16.00	20.00	36.00	\$ 190	3,040	3,800	6,840
25,000 - 49,999	per project base @ 25,000 s.f.	23.00	25.00	48.00	\$ 190	4,370	4,750	9,121
50,000	per project base @ 50,000 s.f.	30.00	30.00	60.00	\$ 190	5,700	5,700	11,401
> 50,000 plus cost per sq. ft.								See N. C. Total Table

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Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, J, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 1,900.13	\$ 1,900.13	\$ 3,800.27	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 1,900.13	\$ 1,900.13	\$ 3,800.27	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,850.20	\$ 2,280.16	\$ 5,130.36	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 3,420.24	\$ 2,850.20	\$ 6,270.44	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 5,130.36	\$ 3,800.27	\$ 8,930.63	100%
50,000	per project base @ 50,000 s.f.	\$ 6,840.48	\$ 4,750.33	\$ 11,590.81	100%
> 50,000 plus cost per sq. ft.		See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	
Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, E, F, J, M, S, or other commercial occupancies not specifically addressed elsewhere.)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 1,900.13	\$ 1,900.13	\$ 3,800.26	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 1,900.13	\$ 1,900.13	\$ 3,800.26	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,280.16	\$ 2,850.20	\$ 5,130.36	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 2,660.19	\$ 3,420.24	\$ 6,080.43	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 3,800.27	\$ 4,180.29	\$ 7,980.56	100%
50,000	per project base @ 50,000 s.f.	\$ 5,320.37	\$ 5,320.37	\$ 10,640.74	100%
> 50,000 plus cost per sq. ft.		See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	
Tenant Improvement - Hazardous Use (Remodeled space for non-residential occupancies classified as CBC Group H)					
Square Footage:					
0 - 1,999	per project base @ 1,999 s.f.	\$ 2,280.16	\$ 2,090.15	\$ 4,370.31	100%
2,000 - 4,999	per project base @ 2,000 s.f.	\$ 2,280.16	\$ 2,090.15	\$ 4,370.31	100%
5,000 - 9,999	per project base @ 5,000 s.f.	\$ 2,660.19	\$ 3,040.21	\$ 5,700.40	100%
10,000 - 24,999	per project base @ 10,000 s.f.	\$ 3,040.21	\$ 3,800.27	\$ 6,840.48	100%
25,000 - 49,999	per project base @ 25,000 s.f.	\$ 4,370.31	\$ 4,750.33	\$ 9,120.64	100%
50,000	per project base @ 50,000 s.f.	\$ 5,700.40	\$ 5,700.40	\$ 11,400.80	100%
> 50,000 plus cost per sq. ft.		See N.C. Pl Ck Table	See N. C. Insp Table	See N. C. Total Table	

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Annual Estimated Revenue Analysis						
Fee Description [1]	Fee Unit	Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable)						
Square Footage:						
0 - 1,999	per project base @ 1,999 s.f.	0	0	\$ -	\$ -	\$ -
2,000 - 4,999	per project base @ 2,000 s.f.	0	0	\$ -	\$ -	\$ -
5,000 - 9,999	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
10,000 - 24,999	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
25,000 - 49,999	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
50,000	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
> 50,000 plus cost per sq. ft.		0	0			
Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere.)						
Square Footage:						
0 - 1,999	per project base @ 1,999 s.f.	2	2	\$ 7,601	\$ 7,601	\$ 7,601
2,000 - 4,999	per project base @ 2,000 s.f.	1	1	\$ 3,800	\$ 3,800	\$ 3,800
5,000 - 9,999	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
10,000 - 24,999	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
25,000 - 49,999	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
50,000	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
> 50,000 plus cost per sq. ft.		0	0			
Tenant Improvement - Hazardous Use (Remodeled space for non-residential occupancies classified as CBC Group H.)						
Square Footage:						
0 - 1,999	per project base @ 1,999 s.f.	0	0	\$ -	\$ -	\$ -
2,000 - 4,999	per project base @ 2,000 s.f.	0	0	\$ -	\$ -	\$ -
5,000 - 9,999	per project base @ 5,000 s.f.	0	0	\$ -	\$ -	\$ -
10,000 - 24,999	per project base @ 10,000 s.f.	0	0	\$ -	\$ -	\$ -
25,000 - 49,999	per project base @ 25,000 s.f.	0	0	\$ -	\$ -	\$ -
50,000	per project base @ 50,000 s.f.	0	0	\$ -	\$ -	\$ -
> 50,000 plus cost per sq. ft.		0	0			

Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [4]
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	13.00	24.00	\$ 190	\$ 1,710	\$ 2,850	4,560
1,000 - 2,499	per project base @ 1,000 s.f.	9.00	15.00	24.00	\$ 190	\$ 1,710	\$ 2,850	4,560
2,500 - 3,999	per project base @ 2,500 s.f.	11.00	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	\$ 5,820	9,881
> 8,000 plus cost per sq. ft.								
Residential Repeat / Subsequent Lot Plan Check	per project	2.00	N/A	2.00	\$ 190	\$ 360		360
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 - 569	per project base @ 200 s.f.	6.00	7.00	13.00	\$ 190	\$ 1,140	\$ 1,330	2,470
500 - 999	per project base @ 600 s.f.	6.00	8.00	14.00	\$ 190	\$ 1,140	\$ 1,320	2,460
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.								
TOTAL: NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS								

[9]

[9]

APPENDIX A.4

Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
One and Two Family Dwellings - (All newly constructed space for residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule. This category includes the model home or a custom home project)					
Square Footage:					
0 - 999	per project base @ 999 s.f.	\$ 1,710.12	\$ 2,850.20	\$ 4,560.32	100%
1,000 - 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.		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.		See N.C. Pl Ck 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	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	\$ -	\$ -	\$ -
1,000 - 2,499	per project base @ 1,000 s.f.	7	7	\$ 31,922	\$ 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	\$ 8,551
8,000	per project base @ 8,000 s.f.	0	0	\$ -	\$ -	\$ -
> 8,000 plus cost per sq. ft.		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 - 199	per project base @ 199 s.f.	0	0	\$ -	\$ -	\$ -
200 - 599	per project base @ 200 s.f.	7	7	\$ 17,291	\$ 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	\$ 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.		0	0	\$ -	\$ -	\$ -
TOTAL: NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS		39	39	\$ 133,817	\$ 170,632	\$ 170,632

Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			Total Cost of Service Per Activity [4]
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	
MISCELLANEOUS PERMITS								
Permit Center Processing Fee - Standard	each	0.33	0.00	0.33	\$ 190	\$ 63	\$ -	63
Accessory and Utility Uses (U Occupancy)	each	4.00	6.00	10.00	\$ 190	\$ 760	\$ 1,140	1,900
500 s.f. or less	each	6.00	6.00	12.00	\$ 190	\$ 1,140	\$ 1,140	2,280
501 s.f. or more	each	0.42	0.00	0.42	\$ 190	\$ 79	\$ -	79
Address Assignment	each							
Antenna/Cell Tower	each	6.00	3.00	9.00	\$ 190	\$ 1,140	\$ 570	1,710
Equipment Shelter (All Trades)	each	6.00	4.50	10.50	\$ 190	\$ 1,140	\$ 855	1,995
Cellular/Mobile Phone (All Trades)	each	2.00	0.75	2.75	\$ 190	\$ 380	\$ 143	523
Awning/Canopy	each	3.00	2.50	5.50	\$ 190	\$ 570	\$ 475	1,045
Carport	each	0.00	0.75	0.75	\$ 190	\$ -	\$ 143	143
Certificate of Occupancy - Residential	each	0.00	0.75	0.75	\$ 190	\$ 63	\$ -	63
Certificate of Occupancy - Commercial	each	0.33	0.00	0.33	\$ 190	\$ 48	\$ 570	618
Certificate of Occupancy - Change of Ownership	each	0.25	3.00	3.25	\$ 190	\$ 48	\$ 95	143
Combination Wall (City Strnd) first 50 L.F.	each	0.25	0.50	0.75	\$ 190	\$ 48	\$ 95	143
Combination Wall (City Strnd) Each Addtl 50 L.F.	each	1.00	3.00	4.00	\$ 190	\$ 570	\$ 760	1,330
Combination Wall - First 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	\$ 785	1,165
Deck - ground floor	each	1.00	1.50	2.50	\$ 190	\$ 190	\$ 380	570
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	\$ 265	\$ 380	645
Demolition	each	1.00	0.00	1.00	\$ 190	\$ 190	\$ -	380
Updated Demand Letter	each	0.33	0.00	0.33	\$ 190	\$ 95	\$ -	95
Duplicate/Replacement Job Card	each	1.00	2.25	3.25	\$ 190	\$ 190	\$ 428	618
Freestanding Wall (wood frame)	each	0.33	0.00	0.33	\$ 190	\$ 63	\$ -	63
> 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 Masonry Garden Wall (City Strnd)	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
> 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	each	2.00	3.00	5.00	\$ 190	\$ 380	\$ 570	950
Masonry	each	1.00	2.25	3.25	\$ 190	\$ 380	\$ 428	808
Pre-fabricated/Metal	each	2.00	1.50	3.50	\$ 190	\$ 380	\$ 285	665
Flag Pole	each	6.00	4.50	10.50	\$ 190	\$ 1,140	\$ 855	1,995
Garage/ Workshop (all trades included) - Up to 1,000 SF (U Occ.)	each	8.00	6.00	14.00	\$ 190	\$ 1,520	\$ 1,140	2,660
Garage/ Workshop (all trades included) - 1,001 - 3,000 SF (U Occ.)	each	4.00	1.50	5.50	\$ 190	\$ 760	\$ 285	1,045
Greenhouse (All Trades)	each	0.00	0.75	0.75	\$ 190	\$ -	\$ 143	143
Light Pole (All Trades)	each	2.00	3.00	5.00	\$ 190	\$ 380	\$ 570	950
Each additional pole	each	0.00	0.75	0.75	\$ 190	\$ -	\$ 143	143
Mobile Home Set Up	each	2.00	3.00	5.00	\$ 190	\$ 380	\$ 570	950
Perm Foundation	each	1.00	2.00	3.00	\$ 190	\$ 190	\$ 380	570
Installation	each	1.00	1.00	2.00	\$ 190	\$ 190	\$ 190	380
Site Prep	each	1.00	2.50	3.50	\$ 190	\$ 190	\$ 475	665
Partition - Commercial, interior up to 30 l.f.	up to 30 l.f.	0.00	0.75	0.75	\$ 190	\$ -	\$ 143	143
Each additional 30 l.f.	each 30 l.f.	1.00	2.25	3.25	\$ 190	\$ 190	\$ 428	618
Partition - Residential, interior	each	1.00	2.25	3.25	\$ 190	\$ 190	\$ 428	618

Fee Description [1]	Fee Unit	Cost Recovery Analysis			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
MISCELLANEOUS PERMITS					
Permit Center Processing Fee - Standard	each	\$ 63.34	\$ -	\$ 63.34	100%
Accessory and Utility Uses (U Occupancy) 500 s.f. or less	each	\$ 760.05	\$ 1,140.08	\$ 1,900.13	100%
501 s.f. or more	each	\$ 1,140.08	\$ 1,140.08	\$ 2,280.16	100%
Address Assignment	each	\$ 79.17	\$ -	\$ 79.17	100%
Antenna/Cell Tower					
Equipment Shelter (All Trades)	each	\$ 1,140.08	\$ 570.04	\$ 1,710.12	100%
Cellular/Mobile Phone (All Trades)	each	\$ 1,140.08	\$ 855.06	\$ 1,995.14	100%
Awning/Canopy	each	\$ 380.03	\$ 142.51	\$ 522.54	100%
Carport	each	\$ 570.04	\$ 475.03	\$ 1,045.07	100%
Certificate of Occupancy - Residential	each	\$ -	\$ 142.51	\$ 142.51	100%
Certificate of Occupancy - Commercial	each	\$ 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	\$ 185.02	\$ 565.05	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	\$ -	\$ 285.02	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 Masonry 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 Masonry Garden Wall					
> 3 FT in height	up to 100 l.f.	\$ 190.01	\$ 380.03	\$ 570.04	100%
> 3 FT in height	each 100 l.f.	\$ -	\$ 95.01	\$ 95.01	100%
Fireplace					
Masonry	each	\$ 380.03	\$ 570.04	\$ 950.07	100%
Pre-fabricated/Metal	each	\$ 380.03	\$ 427.53	\$ 807.56	100%
Flag Pole	each	\$ 380.03	\$ 285.02	\$ 665.05	100%
Garage/ Workshop (all trades included) - Up to 1,000 SF (U Occ.)	each	\$ 1,140.08	\$ 855.06	\$ 1,995.14	100%
Garage/ Workshop (all trades included) - 1,001 - 3,000 SF (U Occ.)	each	\$ 1,520.11	\$ 1,140.08	\$ 2,660.19	100%
Greenhouse (All Trades)	each	\$ 760.05	\$ 285.02	\$ 1,045.07	100%
Light Pole (All Trades)	each	\$ 760.05	\$ 285.02	\$ 1,045.07	100%
Each additional pole	each	\$ -	\$ 142.51	\$ 142.51	100%
Mobile Home Set Up	each	\$ -	\$ -	\$ -	100%
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%

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Annual Estimated Revenue Analysis		Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues if Recommended Fee
MISCELLANEOUS PERMITS						
Permit Center Processing Fee - Standard	each			\$	\$	\$
Accessory and Utility Uses (U Occupancy)	each			\$	\$	\$
500 s.f. or less	each			\$	\$	\$
501 s.f. or more	each			\$	\$	\$
Address Assignment	each			\$	\$	\$
Antenna/Cell Tower	each			\$	\$	\$
Equipment Shelter (All Trades)	each			\$	\$	\$
Cellular/Mobile Phone (All Trades)	each			\$	\$	\$
Awning/Canopy	each			\$	\$	\$
Carport	each			\$	\$	\$
Certificate of Occupancy - Residential	each			\$	\$	\$
Certificate of Occupancy - Commercial	each			\$	\$	\$
Certificate of Occupancy - Change of Ownership	each			\$	\$	\$
Combination Wall (City Stnd) first 50 L.F.	each			\$	\$	\$
Combination Wall (City Stnd) Each Addtl 50 L.F.	each	1	1	\$	\$ 760	\$ 760
Combination Wall - First 30 L.F.	each	17	17	\$	\$ 2,423	\$ 2,423
Combination Wall - Each Addtl 50 L.F.	each unit			\$	\$	\$
Commercial Trailer	each			\$	\$	\$
Deck - ground floor	each	1	1	\$	\$ 475	\$ 475
Deck - (City Standard) second story and above	each			\$	\$	\$
Deck - second story and above	each			\$	\$	\$
Demand Letter	each	1	1	\$	\$ 665	\$ 665
Updated Demand Letter	each			\$	\$	\$
Demolition	each			\$	\$	\$
Duplicate/Replacement Job Card	each			\$	\$	\$
Duplicate/Replacement (wood frame)	each			\$	\$	\$
Freestanding Wall (wood frame)	each			\$	\$	\$
> 5'-9" in height	up to 100 l.f.			\$	\$	\$
> 5'-9" in height	each 100 l.f.			\$	\$	\$
Freestanding Masonry Garden Wall (City Stnd)	up to 100 l.f.			\$	\$	\$
> 3 FT in height	each 100 l.f.			\$	\$	\$
> 3 FT in height	up to 100 l.f.			\$	\$	\$
> 3 FT in height	each 100 l.f.			\$	\$	\$
Fireplace	each			\$	\$	\$
Masonry	each			\$	\$	\$
Pre-fabricated/Metal	each			\$	\$	\$
Flag Pole	each			\$	\$	\$
Garage/ Workshop (all trades included) - Up to 1,000 SF (U Occ.)	each			\$	\$	\$
Garage/ Workshop (all trades included) - 1,001 - 3,000 SF (U Occ.)	each			\$	\$	\$
Greenhouse (All Trades)	each			\$	\$	\$
Light Pole (All Trades)	each			\$	\$	\$
Each additional pole	each			\$	\$	\$
Mobile Home Set Up	each			\$	\$	\$
Perim Foundation	each	3	3	\$	\$ 2,850	\$ 2,850
Installation	each			\$	\$	\$
Site Prep	each			\$	\$	\$
Partition - Commercial, Interior up to 30 l.f.	up to 30 l.f.			\$	\$	\$
Each additional 30 l.f.	each 30 l.f.			\$	\$	\$
Partition - Residential, Interior	each			\$	\$	\$

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Fee Description [3]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [5]
Patio Cover (City Std)	up to 300 s.f.	0.25	1.50	1.75	\$ 190	\$ 48	\$ 285	333
Non-Enclosed, all types	each 300 s.f.	0.50	0.33	0.83	\$ 190	\$ 95	\$ 63	158
Additional Non-Enclosed cover								
Patio Cover	up to 300 s.f.	1.00	1.50	2.50	\$ 190	\$ 190	\$ 285	475
Non-Enclosed, all types	each 300 s.f.	0.50	0.33	0.83	\$ 190	\$ 95	\$ 63	158
Additional Non-Enclosed cover	up to 300 s.f.	1.50	2.50	4.00	\$ 190	\$ 285	\$ 475	760
Enclosed, all types	each 300 s.f.	0.50	0.33	0.83	\$ 190	\$ 95	\$ 63	158
Additional enclosed cover								
Photovoltaic System (Commercial) (All Trades)								
Up to 50 kw	each							
> 50 kw	each							
Photovoltaic System (Residential) (All Trades)								
No Fire Review	each							
With Fire Review	each							
Propane Tank	each							
Replacement Lien Release	each							
Retaining Wall (City Std)	each							
First 50 l.f.	each	1.00	1.00	2.00	\$ 190	\$ 190	\$ 190	380
Each additional 50 l.f.	each	0.25	2.50	2.75	\$ 190	\$ 48	\$ 475	513
Retaining Wall/Foundation Repair and Replacement								
First 50 l.f.	each	1.00	1.00	2.00	\$ 190	\$ 190	\$ 190	380
Each additional 50 l.f.	each	0.25	2.50	2.75	\$ 190	\$ 48	\$ 475	513
Re-Roof	each							
Re-Roof - reflat only - same tile	each	1.00	1.00	2.00	\$ 190	\$ 190	\$ 190	380
Roof Structure Replacement (Residential)	up to 1500 s.f.	3.00	2.50	5.50	\$ 190	\$ 48	\$ 475	1,045
Each additional 500 s.f.	each	0.25	0.75	1.00	\$ 190	\$ 48	\$ 143	190
Sales Office Conversion	each	1.00	2.00	3.00	\$ 190	\$ 190	\$ 380	570
Sanita - Room	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)	each							
Wall Mounted	each	1.00	0.75	1.75	\$ 190	\$ 100	\$ 143	333
Minimum	each	1.50	1.50	3.00	\$ 190	\$ 285	\$ 285	570
Skylight	each							
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	63
Storage/High Pile Racks								
Storage/High Pile Racks	first 100 l.f.	3.00	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							
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	\$ 143	190
Deferred Submittal Plan Check Fee (minimum time - 2 hrs)	hourly (min. 2 hrs)	2.00	0.00	2.00	\$ 190	\$ 380	\$ 380	380

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APPENDIX A.4

Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
Patio Cover (City 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	\$ 1,000.00		\$ 1,000.00	
> 50 kw	each	\$ 1,000.00		\$ 1,000.00	
Photovoltaic System (Residential) (All Trades)					
No File Review	each	\$ 500.00		\$ 500.00	
With File Review	each	\$ 380.02		\$ 380.02	100%
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.	each	\$ 47.50	\$ 475.03	\$ 522.53	100%
Each additional 50 l.f.	each	\$ 47.50		\$ 47.50	100%
Retaining Wall/Foundation Repair and Replacement					
First 90 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	\$ 190.01	\$ 190.01	\$ 380.02	100%
Re-Roof - reft only - same tile	each	\$ 47.50	\$ 142.51	\$ 190.01	100%
Roof Structure Replacement (Residential)					
Each additional 500 s.f.	up to 1500 s.f.	\$ 47.50	\$ 475.03	\$ 522.53	100%
Each additional 500 s.f.	each	\$ 47.50	\$ 142.51	\$ 190.01	100%
Sales Office Conversion	each	\$ 190.01	\$ 380.03	\$ 570.04	100%
Seismic - Steeple	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	\$ 475.03	\$ 665.04	100%
Spa or Hot Tub	each	\$ 190.01	\$ 475.03	\$ 665.04	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	\$ 1,330.09	\$ 1,330.09	\$ 2,660.18	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			\$ 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%

Annual Estimated Revenue Analysis		Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
Fee Description [1]	Fee Unit					
Patio Cover (City Strnd)						
Non-Enclosed, all types	up to 300 s.f.			\$	\$	\$
Additional Non-Enclosed cover	each 300 s.f.		14	\$	\$	\$
Patio Cover						
Non-Enclosed, all types	up to 300 s.f.	5	6	\$	\$	\$
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	\$	\$	\$
Photovoltaic System (Commercial) (All Trades)						
Up to 50 kw	each	22	22	\$	\$	\$
> 50 kw	each	2	2	\$	\$	\$
Photovoltaic System (Residential) (All Trades)	each			\$	\$	\$
No Fire Review	each	134	134	\$	\$	\$
With Fire Review	each			\$	\$	\$
Propane Tank	each	3	3	\$	\$	\$
Replacement Lien Release	each			\$	\$	\$
Retaining Wall (City Strnd)	each			\$	\$	\$
First 50 l.f.		25	25	\$	\$	\$
Each additional 50 l.f.		77	77	\$	\$	\$
Retaining Wall/Foundation Repair and Replacement				\$	\$	\$
First 50 l.f.	up to 50 l.f.	9	9	\$	\$	\$
Each additional 50 l.f.	each 50 l.f.	23	23	\$	\$	\$
Re-Roof	each	7	12	\$	\$	\$
Re-Roof: re-fit only- same tile	each			\$	\$	\$
Roo Structure Replacement (Residential)	up to 1500 s.f.	2	2	\$	\$	\$
Each additional 500 s.f.	each 500 s.f.			\$	\$	\$
Sealed Office Conversion	each			\$	\$	\$
Spa - Soak	each			\$	\$	\$
Seismic Retrofit/Strengthening per Plan	each			\$	\$	\$
Signs (All Trades)	each			\$	\$	\$
Wall Mounted Monument	each	1	1	\$	\$	\$
Skylight	each			\$	\$	\$
Less than 10 s.f.				\$	\$	\$
Greater than 10 s.f. or structural				\$	\$	\$
Spa or Hot Tub	each			\$	\$	\$
Special Events Permit Carnivals, etc.	each			\$	\$	\$
Special Inspector Registration	each			\$	\$	\$
Storage/High Pile Racks	each			\$	\$	\$
Storage/High Pile Racks				\$	\$	\$
Each Additional 100 l.f.	first 100 l.f.			\$	\$	\$
Swimming Pool/Spa (All Trades)	each 100 l.f.	1	1	\$	\$	\$
Pre-fabricated (vinyl)	each			\$	\$	\$
Commercial Pool	each	11	11	\$	\$	\$
Temporary Certificate of Occupancy	each			\$	\$	\$
Trash Enclosure	each			\$	\$	\$
Water Heater Replacement	each	5	10	\$	\$	\$
Window or Door	each			\$	\$	\$
Replacement	up to 5	4	11	\$	\$	\$
Additional Replacement	each 5			\$	\$	\$
New Window (requires structural)	up to 5	2	2	\$	\$	\$
Additional New Window	each 5			\$	\$	\$
Deferred Submittal Plan Check Fee (minimum time - 2 hrs.)	hourly (min 2 hrs.)			\$	\$	\$

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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			Total Cost of Service Per Activity [4]
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	
Expedited Plan Check Fee	per hour	1.00	0.00	1.00	\$ 190	\$ 190	\$ 190	
Supplemental Inspection Fee (per 1 hour or portion thereof)	per hour	0.00	1.00	1.00	\$ 190	\$ 190	\$ 190	
Supplemental Plan Review (per 1 hour or portion thereof)	per hour	1.00	0.00	1.00	\$ 190	\$ 190	\$ 190	
Board of appeals	each	2.00	0.50	2.50	\$ 380	\$ 380	\$ 475	
Investigative Fee	per occurrence	0.00	1.00	1.00	\$ 190	\$ 190	\$ 190	
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	\$ 63	\$ 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	\$ 190	\$ 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	\$ 95	\$ 95	\$ 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	\$ 95	\$ 95	\$ 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	\$ 95	\$ 95	\$ 428	
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	\$ 95	\$ 95	\$ 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	\$ 95	\$ 95	\$ 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	\$ 570	\$ 570	\$ 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	\$ 95	\$ 95	\$ 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	\$ 95	\$ 95	\$ 380	
Each building sewer	each	0.50	1.50	2.00	\$ 95	\$ 95	\$ 380	
Each building sewer - Septic	each	1.00	2.50	3.50	\$ 190	\$ 190	\$ 665	
Each water heater and/or vent	each	0.50	1.00	1.50	\$ 95	\$ 95	\$ 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	\$ 95	\$ 95	\$ 665	
Installation, alteration, or repair of water piping and/or water treating equipment	each	0.50	1.00	1.50	\$ 95	\$ 95	\$ 285	
Installation, alteration, or repair of gas piping and/or gas treating equipment	each	0.50	1.00	1.50	\$ 95	\$ 95	\$ 285	
Repair or alteration of drainage or vent piping	each	0.50	1.00	1.50	\$ 95	\$ 95	\$ 285	
Backflow devices not included in other fee services (e.g., building sewer) each unit	each	0.50	1.00	1.50	\$ 95	\$ 95	\$ 285	
Gas test	each	0.50	1.00	1.50	\$ 95	\$ 95	\$ 285	
Sewer lateral test	each	0.50	1.00	1.50	\$ 95	\$ 95	\$ 285	

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Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
Expedited Plan Check Fee	per hour	\$ 190.01	\$ -	\$ 190.01	100%
Supplemental Inspection Fee (per 1 hour or portion thereof)	per hour	\$ -	\$ 190.01	\$ 190.01	100%
Supplemental Plan Review (per 1 hour or portion thereof)	per hour	\$ 190.01	\$ -	\$ 190.01	100%
Board of appeals	each	\$ 380.03	\$ 95.01	\$ 475.04	100%
Investigative Fee	per occurrence	\$ -	\$ 190.01	\$ 190.01	100%
After-hours or Emergency Call-Out (2 hr. min.)	hourly (min 2 hrs.)	\$ -	\$ 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	\$ 190.01	\$ 475.03	\$ 665.04	100%
Each water heater and/or vent	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	each	\$ 95.01	\$ 570.04	\$ 665.05	100%
Installation, alteration, or repair of water piping and/or water treating equipment	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Installation, alteration, or repair of gas piping and/or gas treating equipment	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Repair or alteration of drainage or vent piping	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Backflow devices not included in other fee services (e.g., building sewer) each unit	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Gas test	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
Sewer lateral test	each	\$ 95.01	\$ 190.01	\$ 285.02	100%

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APPENDIX A.4

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 occurrence			\$	\$	\$
After-hours or Emergency Call-Out (2 hr. min.)	hourly (min 2 hrs.)			\$	\$	\$
TOTAL MISCELLANEOUS PERMITS		355	390	\$ 77,119	\$ 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	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	\$ 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	\$ 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	\$ 265	\$ 265	\$ 265
Backflow devices not included in other fee services (e.g., building sewer) each	each			\$	\$	\$
Gas test	each			\$	\$	\$
Sewer lateral test	each			\$	\$	\$

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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [4]
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
Temporary Power Service 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 service, feeders and infeeders First 20 (or portion thereof) Each additional 20 (or fraction thereof)	each each	0.50 0.00	1.00 1.00	1.50 1.00	\$ 190 \$ 190	\$ 95 -	\$ 190 \$ 190	285 190
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 non-residential appliances, including medical and dental devices, food, beverage, and ice cream cabinets; illuminated show cases, drinking fountains, vending machines, laundry machines, or other	each	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 lf. or fraction thereof (An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in type busways. No fee is required for portable tools.	each	0.50	1.00	1.50	\$ 190	\$ 95	\$ 190	285

Fee Description [1]	Fee Unit	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%
Temporary Power Service Temporary service power pole or pedestal, including all pole or pedestal-mounted receptacles and grounding.	Simple	\$ -	\$ -	\$ -	0%
Temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, etc.	Complex	\$ 95.01	\$ 190.01	\$ 285.02	100%
15 or 20 amp - first 10 circuits	Simple	\$ 95.01	\$ 190.01	\$ 285.02	100%
over 10 circuits	Simple	\$ 95.01	\$ 190.01	\$ 285.02	100%
25 to 40 amp circuits	Simple	\$ 95.01	\$ 190.01	\$ 285.02	100%
50 to 175 amp circuits	Simple	\$ 95.01	\$ 190.01	\$ 285.02	100%
Receptacle, Switch and Lighting Outlets Receptacle, switch and lighting outlets at which current is used or controlled, except services, feeders and meters	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
First 20 (or portion thereof)	each	\$ -	\$ 190.01	\$ 190.01	100%
Each additional 20 (or fraction thereof)	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 ft. or fraction thereof (An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in type busways. No fee is required for portable tools.	each	\$ 95.01	\$ 190.01	\$ 285.02	100%

Annual Estimated Revenue Analysis						
Fee Description [1]	Fee Unit	Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
Electrical Permit Fees						
Swimming Pools All other types of swimming pools, therapeutic whirl pools, spas, and alterations to existing swimming pools	Simple		10	\$ -	\$ 1,500	\$ 1,500
Temporary Power Service Temporary service power pole or pedestal, including all pole or pedestal-mounted receptacles and grounding	Simple	2	3	\$ -	\$ 760	\$ 760
Temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, etc.	Complex			\$ -	\$ -	\$ -
15 or 20 amp - first 10 circuits	Simple			\$ -	\$ -	\$ -
over 10 circuits	Simple			\$ -	\$ -	\$ -
25 to 40 amp circuits	Simple			\$ -	\$ -	\$ -
50 to 175 amp circuits	Simple			\$ -	\$ -	\$ -
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 additional 20 (or fraction thereof)	each each	3	3	\$ -	\$ 855	\$ 855
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 non-residential appliances, including medical and dental devices, food, beverage, and ice cream cabinets; illuminated show cases, drinking fountains, vending machines, laundry machines, or other	each	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			\$ -	\$ -	\$ -

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Fee Description [1]	Fee Unit	Activity Service Time Analysis			Activity Service Cost Analysis			
		Estimated Average Processing and Plan Check Time Per Activity (hours) [3]	Estimated Average Inspection Time Per Activity (hours)	Estimated Average Total Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity (Processing and Plan Check) [4]	Cost of Service Per Activity (Inspection) [4]	Total Cost of Service Per Activity [4]
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	190
Building Inspection		0.00	1.00	1.00	\$ 190	\$ 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 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 §5 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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Fee Description [1]	Fee Unit	Recommended Fee [2]			Recommended Cost Recovery Percentage
		PC / Processing	Inspection	Total	
Signs, Outline Lighting, and Marquees	each	\$ 95.01	\$ 190.01	\$ 285.02	100%
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				
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, Conducts, 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]

- [1] Current fee amounts have been omitted as the recommended fee schedule has been updated to a different format than the current fee schedule. Therefore the current fees do not match the new format.
- [2] Recommended fee amounts include City staff or Council input regarding recommendations to adopt any particular fee amount at or beneath the full cost recovery fee level
- [3] Includes up to three plan checks
- [4] Cost of service is rounded to 2 decimal places
- [5] 2 hour minimum
- [6] Placeholder for Master Fee Schedule. Not included in cost analysis
- [7] CA Govt. Code SS 66015 limits Res. \$500 maximum; Comm. \$1,000 Maximum
- [8] New Construction fees are all inclusive for Plan Check and Inspection and trades
- [9] For fees between threshold base, please see New Construction Fee Tables

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

Annual Estimated Revenue Analysis		Estimated Volume of Activity (PC)	Estimated Volume of Activity (Permit Insp.)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
Fee Description [1]	Fee Unit					
Signs, Outline Lighting, and Marquees	each					
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	35		\$ 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, signs)	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				\$ 226,808	\$ 290,651	\$ 290,651

Notes
 [1]

- Current fee amounts have been omitted as the recommended fee schedule has been updated to a different format than the current fee schedule, therefore the current fees do not match the new format.
- 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
- Includes up to three plan checks
- Cost of service is rounded to 2 decimal places
- 2 hour minimum
- Placemaker for Master Fee Schedule; Not included in cost analysis
- CA Govt. Code SS 66015 Limits Res. \$500 maximum; Comm. \$1,000 Maximum
- New Construction fees are all inclusive for Plan Check and Inspection and trades
- For fees between threshold base, please see New Construction Fee Tables

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

APPENDIX A.5

Fee No.	Fee Name	Fee Unit / Type	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis					
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee			
Dog License Fees																
Altered:																
1.1	Altered 1 year		0.33	\$ 75	\$ 25	\$ 15	61%	\$ 15	15	61%	202	\$ 3,030	\$ 4,981	\$ 3,030		
1.2	Altered 2 year		0.33	\$ 75	\$ 25	\$ 20	81%	\$ 20	20	81%	40	\$ 800	\$ 986	\$ 800		
1.3	Altered 3 year		0.33	\$ 75	\$ 25	\$ 25	100%	\$ 25	25	100%	273	\$ 6,825	\$ 6,825	\$ 6,825		
Unaltered (includes processing and penalty):																
2.1	Unaltered 1 year processing plus unaltered penalty		0.33	\$ 75	\$ 25	\$ 15		\$ 15								
	Unaltered 1 year	[3]				\$ 35		\$ 35								
						\$ 50	n/a	\$ 50	50	n/a	81	\$ 4,050	\$ 4,050	\$ 4,050		
2.2	Unaltered 2 year processing plus unaltered penalty		0.33	\$ 75	\$ 25	\$ 20		\$ 20								
	Unaltered 2 year	[3]				\$ 80		\$ 80								
						\$ 100	n/a	\$ 100	100	n/a	9	\$ 900	\$ 900	\$ 900		
2.3	Unaltered 3 year processing plus unaltered penalty		0.33	\$ 75	\$ 25	\$ 25		\$ 25								
	Unaltered 3 year	[3]				\$ 125		\$ 125								
						\$ 150	n/a	\$ 150	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	8	32%	63	\$ 504	\$ 1,554	\$ 504		
3.2	Senior Citizen/Altered 2 year		0.33	\$ 75	\$ 25	\$ 10	41%	\$ 10	10	41%	19	\$ 190	\$ 469	\$ 190		
3.3	Senior Citizen/Altered 3 year		0.33	\$ 75	\$ 25	\$ 12	49%	\$ 12	12	49%	227	\$ 2,724	\$ 5,598	\$ 2,724		
4	Late Penalty	[3]				\$ 20	n/a	\$ 20	20	n/a	150	\$ 3,000	\$ 3,000	\$ 3,000		
5	Late Penalty Senior/Altered	[3]				\$ 15	n/a	\$ 15	15	n/a	73	\$ 1,095	\$ 1,095	\$ 1,095		
6	Transfer		0.08	\$ 75	\$ 6	\$ 3	50%	\$ 3	3	50%	3	\$ 9	\$ 18	\$ 18		
7	Duplicate		0.08	\$ 75	\$ 6	\$ 6	100%	\$ 6	6	100%	11	\$ 66	\$ 66	\$ 66		

Fee No.	Fee Name	Fee Unit / Type	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
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, reptiles, amphibians	per day				\$ 5	n/a	\$ 5	n/a	0	\$ -	\$ -	\$ -
15	Running at large fee - Non-Licensed Penalty (in addition to impound fee)	[2, 3]				\$35/ \$50/ \$100	n/a	\$35/ \$50/ \$100	n/a	0	\$ -	\$ -	\$ -

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

APPENDIX A.5

Fee No.	Fee Name	Fee Unit / Type	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis			
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee	
16	Animal Control		1.00	\$ 75	\$ 75	\$ -	0%	\$ 75	100%	0	\$ -	\$ -	\$ -	
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designees 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											16,701	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.