



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 Steven Graham
Deputy City Clerk Ana V. Sauseda

AGENDA

Regular Meeting of the Canyon Lake City Council

Wednesday, June 5, 2019

Open Session 6:30 P.M.

COUNCIL CHAMBER

OPEN SESSION - 6:30 P.M.

OPEN SESSION CALLED TO ORDER

INVOCATION

FLAG SALUTE

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

APPROVAL OF CITY COUNCIL AGENDA

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

- Chamber of Commerce Announcement
- Animal Friends of the Valleys

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.

CONSENT CALENDAR

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

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Adoption of Resolution No. 2019-15 - Approving Claims and Demands of the City
- (3) City Council Meeting Minutes
 - May 1, 2019
- (4) WRCOG – Approval of Amendment to the Joint Powers Agreement and Bylaws of the Western Riverside Council of Governments
- (5) Resolution – Adoption of Resolution 2019-16 to Approve Senate Bill 1 (SB 1) Road Maintenance and Rehabilitation Account Funding and Project List
- (6) Agreement - Authorization of Professional Service Agreement with Tri Lake Consultants, Inc. for City Engineering Services
- (7) Resolution - Adoption of Resolution 2019-17, Repealing Resolution 2019-12 and Replacing it with Revised Language in Support of Balanced Energy Solutions and Local Choice

PULLED CONSENT CALENDAR ITEMS:

SCHEDULE OF FUTURE EVENTS:

BUSINESS ITEMS

- (8) Housing Element - Preliminary Draft Housing Element for Review and Comment
- (9) Consideration and Adoption of City Budget
 - Approval of Resolution No. 2019-18, Adopting the City's Fiscal Year 2019/20 Budget and Appropriations Limit
 - Approval of Resolution No. 2019-19, Approving the salary and wage Schedule for employees of the City for FY 2019-2020.
- (10) Agreement - Cooperative Agreement with the County of Riverside for Fire Protection Services
- (11) Resolution - Adoption of Resolution No. 2019-20, Updating City Rates, Charges and User Fees for Commercial Filming Permits along with a CPI Escalator
- (12) Resolution - Adoption of Resolution 2019-21 to Establish Fees and Charges for State Required Fire Inspection Municipal Services

PUBLIC HEARINGS

- (13) Public Hearing –Introduction and First Reading of Ordinance No. 183

TIME AND PLACE FIXED FOR A PUBLIC HEARING TO CONSIDER THE INTRODUCTION AND FIRST READING OF ORDINANCE NO. 183 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE AMENDING ARTICLE XXI OF THE CITY OF CANYON LAKE ZONING ORDINANCE AND AMENDING TITLE 9 TO ADD CHAPTER 9.27 REGARDING EMERGENCY SHELTERS AS WELL AS CHAPTER 9.28 REGARDING MANDATORY USES IN ALL RESIDENTIAL ZONES

- Public Hearing Opened
- Staff Presentation
- Questions to Staff by City Council
- Testimony by Proponents
- Testimony by Opponents
- Response by Proponents
- Public Hearing Closed
- Discussion by City Council
- Action by City Council

CITY MANAGER COMMENTS

COMMITTEE AND COUNCIL REPORTS/COMMENTS:

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

ANNOUNCEMENTS

The next regular meeting will be **Wednesday, July 3, 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.

June 5, 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 May 31, 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 *CM*
BY: Kayla Lozano, Accountant
DATE: June 5, 2019
SUBJECT: List of Demands

Recommendation:

That the City Council adopt a resolution entitled: RESOLUTION NO. 2019-15

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 May 1, 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. 2019-15
2. List of Demands

RESOLUTION NO. 2019-15

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 June 5th, in the amount of \$1,250,705.79 as follows:

| | | |
|----------------------------|------------------------|---------------------------------------|
| Payroll Earnings (Gross) | \$ 42,293.42 | (2nd Half of April & 1st Half of May) |
| Payroll Taxes - Employer | 706.25 | (2nd Half of April & 1st Half of May) |
| On-line Retirement | 5,145.89 | (2nd Half of April & 1st Half of May) |
| On-line Health | 969.49 | (For the Month of May) |
| Nationwide Deferred Comp. | 340.82 | (For the Month of April) |
| Southern California Edison | 1,899.43 | (For the Month of April) |
| EVMWD | 611.61 | (For the Month of April) |
| Sparkletts | 93.50 | (For the Month of April) |
| General | 1,198,645.38 | |
| TOTAL | <u>\$ 1,250,705.79</u> | |

PASSED, APPROVED AND ADOPTED this 5th day of June, 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. 2019-15 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on June 5, 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 5/1/2019 Through 5/31/2019

| Check Numb... | Matching Docum... Date | Vendor Name | Transaction Description | Check Amount | Fund Code | Fund Short Title |
|---------------|------------------------|--|---|--------------|-----------|------------------|
| 25017 | 5/2/2019 | Anderson Chevrolet | Maintenance & Repair GMC Sierra 1500 | 881.67 | 10 | GENERAL |
| Total 25017 | 5/2/2019 | | | 881.67 | | |
| 25018 | 5/8/2019 | Advance Auto Care | Smog Inspection on GMC SUV, 5/1/19 | 40.00 | 10 | GENERAL |
| Total 25018 | 5/8/2019 | | | 40.00 | | |
| 25019 | 5/8/2019 | AMP GLOBAL LLC | Monthly Prop Ins., HOA Fees, & Waste Mgmt - 3/27 to 5/26/19 | 373.60 | 10 | GENERAL |
| Total 25019 | 5/8/2019 | | | 373.60 | | |
| 25020 | 5/8/2019 | AMP GLOBAL LLC | Rent for May 2019 31526 Railroad Canyon Road | 2,600.00 | 10 | GENERAL |
| Total 25020 | 5/8/2019 | | | 2,600.00 | | |
| 25021 | 5/8/2019 | AMP GLOBAL LLC | Rent for June 2019 - 31526 Railroad Canyon Road | 2,600.00 | 10 | GENERAL |
| Total 25021 | 5/8/2019 | | | 2,600.00 | | |
| 25022 | 5/8/2019 | Randall Bonner | Auto Allowance for the month of May 2019 - Bonner | 100.00 | 10 | GENERAL |
| Total 25022 | 5/8/2019 | | | 100.00 | | |
| 25023 | 5/8/2019 | California Association of Code Enforcement | Intro to Planning & Zoning 4/11/19 - Manzano | 126.00 | 10 | GENERAL |
| 25023 | 5/8/2019 | California Association of Code Enforcement | Intro to Planning & Zoning training 4/11/19 - Dickson | 86.00 | 10 | GENERAL |
| Total 25023 | 5/8/2019 | | | 212.00 | | |

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 5/1/2019 Through 5/31/2019

| Check Numb... | Matching Docum... Date | Vendor Name | Transaction Description | Check Amount | Fund Code | Fund Short Title |
|---------------|------------------------|---------------------------------------|--|--------------|-----------|------------------|
| 25024 | 5/8/2019 | Castaneda & Associates | Housing Needs Assessment & Non Gov. Contraints April 2019 | 540.00 | 10 | GENERAL |
| 25024 | 5/8/2019 | Castaneda & Associates | Housing Needs Assessment & Non Gov. Contraints April 2019(2) | 4,455.00 | 10 | GENERAL |
| Total 25024 | 5/8/2019 | | | 4,995.00 | | |
| 25025 | 5/8/2019 | Corelogic Information Solutions, INC. | Database for Code Enforcement April 2019 | 125.00 | 10 | GENERAL |
| Total 25025 | 5/8/2019 | | | 125.00 | | |
| 25026 | 5/8/2019 | CTAI Pacific Greenscape | Landscape Maintenance for Fire Station - April 2019 | 250.00 | 10 | GENERAL |
| 25026 | 5/8/2019 | CTAI Pacific Greenscape | Median & Parkways Landscape Maintenance - April 2019 | 5,000.00 | 20 | GAS TAX |
| Total 25026 | 5/8/2019 | | | 5,250.00 | | |
| 25027 | 5/8/2019 | DATA TICKET | Code Enforcement Citation Processing March 2019 | 100.00 | 10 | GENERAL |
| 25027 | 5/8/2019 | DATA TICKET | Parking Citation Processing March 2019 | 100.00 | 10 | GENERAL |
| Total 25027 | 5/8/2019 | | | 200.00 | | |
| 25028 | 5/8/2019 | Delgado Janitorial Services | Cleaning Service for the month of April 2019 | 735.50 | 10 | GENERAL |
| Total 25028 | 5/8/2019 | | | 735.50 | | |
| 25029 | 5/8/2019 | Jordan Ehrenkranz | Auto Allowance for the month of May 2019 - Ehrenkranz | 100.00 | 10 | GENERAL |
| Total 25029 | 5/8/2019 | | | 100.00 | | |

City of Canyon Lake
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 From 5/1/2019 Through 5/31/2019

| Check Num... | Matching Docum... Date | Vendor Name | Transaction Description | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|----------------------------|---|--------------|-----------|------------------|
| 25030 | 5/8/2019 | Frontier Communications | City Hall Phones, 4/13/19 to 5/12/19 | 121.00 | 10 | GENERAL |
| 25030 | 5/8/2019 | Frontier Communications | Phone & Internet for Fire Station, 4/13/19 to 5/12/19 | 265.85 | 10 | GENERAL |
| Total 25030 | 5/8/2019 | | | 386.85 | | |
| 25031 | 5/8/2019 | THE GAS COMPANY | Gas charges for the month of April 2019 | 4.12 | 10 | GENERAL |
| Total 25031 | 5/8/2019 | | | 4.12 | | |
| 25032 | 5/8/2019 | Interwest Consulting Group | Building & Safety Services for March 2019 | 26,430.27 | 10 | GENERAL |
| Total 25032 | 5/8/2019 | | | 26,430.27 | | |
| 25033 | 5/8/2019 | Jeremy Smith | Auto Allowance for the month of May 2019 - Smith | 100.00 | 10 | GENERAL |
| 25033 | 5/8/2019 | Jeremy Smith | Reimb. for April Phone & Internet - Smith | 86.36 | 10 | GENERAL |
| Total 25033 | 5/8/2019 | | | 186.36 | | |
| 25034 | 5/8/2019 | Joe's Hardware | Exchange Tank, Sandpaper, Supplies for Fire Station 5/7/19 | 76.44 | 10 | GENERAL |
| 25034 | 5/8/2019 | Joe's Hardware | Garment Hook, Corner Brace, Supplies for Fire Station, 4/30 | 48.48 | 10 | GENERAL |
| Total 25034 | 5/8/2019 | | | 124.92 | | |
| 25035 | 5/8/2019 | Kasey Castillo | Auto Allowance for the month of May 2019 - Castillo | 100.00 | 10 | GENERAL |
| Total 25035 | 5/8/2019 | | | 100.00 | | |

City of Canyon Lake
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 From 5/1/2019 Through 5/31/2019

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|---------------|------------------------|---------------------------------------|---|--------------|-----------|------------------|
| 25036 | 5/8/2019 | Larry Greene | Auto Allowance for the month of May 2019 - Greene | 100.00 | 10 | GENERAL |
| Total 25036 | 5/8/2019 | | | 100.00 | | |
| 25037 | 5/8/2019 | Massive Audio Video | TV & Installation for new Admin Office 4/29/19 | 1,631.14 | 40 | CAP. PROJ. |
| Total 25037 | 5/8/2019 | | | 1,631.14 | | |
| 25038 | 5/8/2019 | Nate Volk | Broadcasting for Mtg. 4/3/19 | 350.00 | 10 | GENERAL |
| 25038 | 5/8/2019 | Nate Volk | Broadcasting Services Mtg. 5/1/19 | 350.00 | 10 | GENERAL |
| Total 25038 | 5/8/2019 | | | 700.00 | | |
| 25039 | 5/8/2019 | Nutrien AG Solutions, Inc. | Bleeder Ultra Assembly and Labor, 4/12/19 | 229.28 | 20 | GAS TAX |
| Total 25039 | 5/8/2019 | | | 229.28 | | |
| 25040 | 5/8/2019 | PZL, Inc. | Planning Services for the month of April 2019 | 3,300.00 | 10 | GENERAL |
| Total 25040 | 5/8/2019 | | | 3,300.00 | | |
| 25041 | 5/8/2019 | Rogers, Anderson, Malody & Scott, LLP | Accounting Services for the month of February 2019 | 6,700.00 | 10 | GENERAL |
| 25041 | 5/8/2019 | Rogers, Anderson, Malody & Scott, LLP | Accounting Services for the month of March 2019 | 6,700.00 | 10 | GENERAL |
| Total 25041 | 5/8/2019 | | | 13,400.00 | | |
| 25042 | 5/8/2019 | RingCentral Inc. | Annual Contract for City Hall New Phones-4/18/18 to 4/17/20 | 7,627.30 | 10 | GENERAL |
| Total 25042 | 5/8/2019 | | | 7,627.30 | | |

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 From 5/1/2019 Through 5/31/2019

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|---------------|------------------------|---------------------------------------|---|--------------|-----------|------------------|
| 25043 | 5/8/2019 | RIVERSIDE COUNTY FIRE DEPT | Fire Protection Services for 2nd Qtr. (Oct - Dec) FY 18/19 | 416,545.22 | 10 | GENERAL |
| Total 25043 | 5/8/2019 | | | 416,545.22 | | |
| 25044 | 5/8/2019 | RIV. CO. SHERIFF'S DEPT., Acctg & Fin | Sheriff's Contract Law Enforcement, 2/28/19 to 3/27/19 | 131,268.68 | 10 | GENERAL |
| Total 25044 | 5/8/2019 | | | 131,268.68 | | |
| 25045 | 5/8/2019 | Ana Sauseda | Reimb. for purchase of office supplies-new Admin Office 5/1 | 172.38 | 40 | CAP. PROJ. |
| Total 25045 | 5/8/2019 | | | 172.38 | | |
| 25046 | 5/8/2019 | STAPLES | Office Supplies for Admin Office & City Hall, April 2019 | 512.83 | 10 | GENERAL |
| 25046 | 5/8/2019 | STAPLES | Office Supplies for Admin Office & City Hall, April 2019 | 659.90 | 40 | CAP. PROJ. |
| Total 25046 | 5/8/2019 | | | 1,172.73 | | |
| 25047 | 5/8/2019 | Steve's Towing Inc. | Remove boat off water at N. launch ramp, 3/28/19 | 962.50 | 10 | GENERAL |
| Total 25047 | 5/8/2019 | | | 962.50 | | |
| 25048 | 5/8/2019 | Structural Termite/Pest Control | Pest Control Fire Station, 5/6/19 | 36.75 | 10 | GENERAL |
| Total 25048 | 5/8/2019 | | | 36.75 | | |
| 25049 | 5/8/2019 | Synoptek, LLC | Project Management Office Move April 2019 | 3,000.00 | 40 | CAP. PROJ. |

City of Canyon Lake
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|---------------|------------------------|----------------------------------|--|--------------|-----------|------------------|
| Total 25049 | 5/8/2019 | | | 3,000.00 | | |
| 25050 | 5/8/2019 | Total Compensation Systems, Inc. | Roll Forward Valuation Fee for GASB 75 Valuation Services | 1,260.00 | 10 | GENERAL |
| Total 25050 | 5/8/2019 | | | 1,260.00 | | |
| 25051 | 5/8/2019 | TPx Communications | City Hall Phone System, 4/16/19 to 5/15/19 | 625.29 | 10 | GENERAL |
| Total 25051 | 5/8/2019 | | | 625.29 | | |
| 25052 | 5/8/2019 | Time Warner Cable | Digital Converter for City Hall, 4/22/19 to 5/21/19 | 5.25 | 10 | GENERAL |
| Total 25052 | 5/8/2019 | | | 5.25 | | |
| 25053 | 5/8/2019 | Toshiba Financial Services | Monthly Copier Lease 4/15/19 - 5/15/19 | 725.25 | 10 | GENERAL |
| Total 25053 | 5/8/2019 | | | 725.25 | | |
| 25054 | 5/8/2019 | Ur Wire Guy | Electrical wiring of new admin building - April 2019 | 733.55 | 40 | CAP. PROJ. |
| 25054 | 5/8/2019 | Ur Wire Guy | Electrical wiring of new admin building - April 2019(2) | 289.48 | 40 | CAP. PROJ. |
| Total 25054 | 5/8/2019 | | | 1,023.03 | | |
| 25055 | 5/15/2019 | Canyon Lake Marine and RV Repair | Repairs & Maint. on 2004 Center Console Patrol Boat - 3/21 | 2,215.37 | 10 | GENERAL |
| Total 25055 | 5/15/2019 | | | 2,215.37 | | |
| 25056 | 5/22/2019 | Aflac | Supplemental Insurance for May 2019 | 432.82 | 10 | GENERAL |

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 5/1/2019 Through 5/31/2019

| Check Num... | Matching Docum... Date | Vendor Name | Transaction Description | Check Amount | Fund Code | Fund Short Title |
|--------------|---------------------------|---------------------------------|--|--------------|-----------|------------------|
| Total 25056 | 5/22/2019 | | | 432.82 | | |
| 25057 | 5/22/2019 | American Material Co. | Materials for Buoys for BLM Land North Lake, 4/30/19 | 201.98 | 10 | GENERAL |
| Total 25057 | 5/22/2019 | | | 201.98 | | |
| 25058 | 5/22/2019 | ANIMAL FRIENDS OF THE VALLEYS | Animal Control Services for February & March 2019 | 7,000.00 | 10 | GENERAL |
| Total 25058 | 5/22/2019 | | | 7,000.00 | | |
| 25059 | 5/22/2019 | BIO-TOX LABORATORIES | Sheriff's Department Blood Testing, April 2019 | 46.00 | 10 | GENERAL |
| Total 25059 | 5/22/2019 | | | 46.00 | | |
| 25060 | 5/22/2019 | Randall Bonner | Reimb for March Phone & Internet, LOCC Conference, 3/11/19 | 152.15 | 10 | GENERAL |
| Total 25060 | 5/22/2019 | | | 152.15 | | |
| 25061 | 5/22/2019 | Castaneda & Associates | Housing Needs Assessment April 2019 | 4,071.18 | 10 | GENERAL |
| Total 25061 | 5/22/2019 | | | 4,071.18 | | |
| 25062 | 5/22/2019 | Charles Abbott Associates, Inc. | Code Enforcement Software License & Hosting April 2019 | 2,050.00 | 10 | GENERAL |
| Total 25062 | 5/22/2019 | | | 2,050.00 | | |
| 25063 | 5/22/2019 | Circle of Safe-T Inc. | Standard Reporting SART Exam for Perris Station, 4/23/19 | 1,200.00 | 10 | GENERAL |
| Total 25063 | 5/22/2019 | | | 1,200.00 | | |

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 5/1/2019 Through 5/31/2019

| Check Numb... | Matching Docum... Date | Vendor Name | Transaction Description | Check Amount | Fund Code | Fund Short Title |
|---------------|------------------------|---|---|--------------|-----------|------------------|
| 25064 | 5/22/2019 | CANYON LAKE PEST CONTROL, Steven E. Young | Quarterly Pest Control, Storage Unit 5/10/19 | 90.00 | 10 | GENERAL |
| Total 25064 | 5/22/2019 | | | 90.00 | | |
| 25065 | 5/22/2019 | CTAI Pacific Greenscape | Fire Station Landscape Maintenance May 2019 | 250.00 | 10 | GENERAL |
| 25065 | 5/22/2019 | CTAI Pacific Greenscape | Median and Parkways Landscape Maintenance May 2019 | 5,000.00 | 20 | GAS TAX |
| Total 25065 | 5/22/2019 | | | 5,250.00 | | |
| 25066 | 5/22/2019 | DIRECTV | Satellite Service, 5/12/19 to 6/11/19 | 103.09 | 10 | GENERAL |
| Total 25066 | 5/22/2019 | | | 103.09 | | |
| 25067 | 5/22/2019 | STATE OF CA DEPT. OF JUSTICE | Sheriff's Blood Alcohol Analysis, April 2019 | 35.00 | 10 | GENERAL |
| Total 25067 | 5/22/2019 | | | 35.00 | | |
| 25068 | 5/22/2019 | Jordan Ehrenkranz | Internet Reimb for April - Ehrenkranz | 40.00 | 10 | GENERAL |
| 25068 | 5/22/2019 | Jordan Ehrenkranz | Reimb. of SCAG Conference & Palm Desert League of Ca Cities | 202.65 | 10 | GENERAL |
| Total 25068 | 5/22/2019 | | | 242.65 | | |
| 25069 | 5/22/2019 | Frontier Communications | City Hall Internet, 5/10/19 to 6/9/19 | 150.98 | 10 | GENERAL |
| 25069 | 5/22/2019 | Frontier Communications | City Hall Phones, 5/13/19 to 6/12/19 | 129.66 | 10 | GENERAL |
| 25069 | 5/22/2019 | Frontier Communications | Fire Station Phone & Internet, 5/13/19 to 6/12/19 | 276.56 | 10 | GENERAL |

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 5/1/2019 Through 5/31/2019

| Check Num... | Matching Docum... Date | Vendor Name | Transaction Description | Check Amount | Fund Code | Fund Short Title |
|--------------|---------------------------|---|--|--------------|-----------|------------------|
| Total 25069 | 5/22/2019 | | | 557.20 | | |
| 25070 | 5/22/2019 | NANCY GREENHALGH | Retiree Health Insurance June 2019 | 163.37 | 10 | GENERAL |
| Total 25070 | 5/22/2019 | | | 163.37 | | |
| 25071 | 5/22/2019 | Vincent Martin | Refund Request for Lot Line Adjustment 19-02 and Plot Plan | 462.80 | 10 | GENERAL |
| Total 25071 | 5/22/2019 | | | 462.80 | | |
| 25072 | 5/22/2019 | Office & Ergonomic Solutions Inc. | Additional Furniture for New Admin Building-Black Club Chair | 303.41 | 40 | CAP. PROJ. |
| 25072 | 5/22/2019 | Office & Ergonomic Solutions Inc. | Admin Building Furniture (PO #18-004)-Main Desks for Office | 17,157.64 | 40 | CAP. PROJ. |
| Total 25072 | 5/22/2019 | | | 17,461.05 | | |
| 25073 | 5/22/2019 | PETERSON ELECTRIC | Repair 3 Holes in New Admin Building for Microwave & Copier | 852.00 | 40 | CAP. PROJ. |
| Total 25073 | 5/22/2019 | | | 852.00 | | |
| 25074 | 5/22/2019 | Pitney Bowes Global Financial Services, LLC | Postage Machine Lease 3/13/19 to 6/12/19 | 175.14 | 10 | GENERAL |
| Total 25074 | 5/22/2019 | | | 175.14 | | |
| 25075 | 5/22/2019 | Power Maintenance Services, Inc. | Refund New Business License - Overpaid | 20.00 | 10 | GENERAL |
| Total 25075 | 5/22/2019 | | | 20.00 | | |

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 5/1/2019 Through 5/31/2019

| Check Numb... | Matching Docum... Date | Vendor Name | Transaction Description | Check Amount | Fund Code | Fund Short Title |
|---------------|------------------------|---------------------------------------|--|--------------|-----------|------------------|
| 25076 | 5/22/2019 | PRESS ENTERPRISE | Public Hearing Notice for Emergency Shelters - 5/5/19 | 283.80 | 10 | GENERAL |
| Total 25076 | 5/22/2019 | | | 283.80 | | |
| 25077 | 5/22/2019 | Regional Conservation Authority | MSHCP Fees Collected for May 2019 | 2,104.00 | 50 | AGENCY |
| Total 25077 | 5/22/2019 | | | 2,104.00 | | |
| 25078 | 5/22/2019 | JOHN REGUS | Library Lease for July 2019 | 1,074.62 | 10 | GENERAL |
| Total 25078 | 5/22/2019 | | | 1,074.62 | | |
| 25079 | 5/22/2019 | RIVERSIDE COUNTY CLERK | Assesor Info Request at Riverside Co. Clerk Office - Dickson | 63.75 | 10 | GENERAL |
| Total 25079 | 5/22/2019 | | | 63.75 | | |
| 25080 | 5/22/2019 | RIVERSIDE COUNTY FIRE DEPT | Fire Protection Services for 3rd Qtr (Jan-Mar) FY 18-19 | 415,985.46 | 10 | GENERAL |
| Total 25080 | 5/22/2019 | | | 415,985.46 | | |
| 25081 | 5/22/2019 | RIV. CO. SHERIFF'S DEPT., Acctg & Fin | Contract Law Enforcement Facility Expenses FY 18/19 | 54,998.10 | 10 | GENERAL |
| Total 25081 | 5/22/2019 | | | 54,998.10 | | |
| 25082 | 5/22/2019 | RIV. CO. SHERIFF'S DEPT., Acctg & Fin | Sheriff's Contract Law Enforcement FY 18/19 Adjustment | 28,597.00 | 10 | GENERAL |
| Total 25082 | 5/22/2019 | | | 28,597.00 | | |
| 25083 | 5/22/2019 | COUNTY OF RIVERSIDE-TLMA | SLF Costs April 2019 | 192.95 | 10 | GENERAL |

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 5/1/2019 Through 5/31/2019

| Check Num... | Matching Docum... Date | Vendor Name | Transaction Description | Check Amount | Fund Code | Fund Short Title |
|--------------|---------------------------|---------------------------|---|--------------|-----------|------------------|
| Total 25083 | 5/22/2019 | | | 192.95 | | |
| 25084 | 5/22/2019 | State Controller's Office | State Controller's 2018 Offset Program - 9 Names Submitted | 18.99 | 10 | GENERAL |
| Total 25084 | 5/22/2019 | | | 18.99 | | |
| 25085 | 5/22/2019 | STATE COMP. INS. FUND | Workers Comp June 2019 | 909.63 | 10 | GENERAL |
| Total 25085 | 5/22/2019 | | | 909.63 | | |
| 25086 | 5/22/2019 | Synoptek, LLC | IT Services for May 2019 | 2,436.00 | 10 | GENERAL |
| Total 25086 | 5/22/2019 | | | 2,436.00 | | |
| 25087 | 5/22/2019 | TPx Communications | City Hall Phone System 5/16/19 to 6/15/19 | 689.65 | 10 | GENERAL |
| Total 25087 | 5/22/2019 | | | 689.65 | | |
| 25088 | 5/22/2019 | Tesla Energy | Refund of building permit (duplicate) - #2019-027 | 214.15 | 10 | GENERAL |
| Total 25088 | 5/22/2019 | | | 214.15 | | |
| 25089 | 5/22/2019 | Time Warner Cable | Internet for Fire Station; 5/10/19 to 6/9/19 | 99.98 | 10 | GENERAL |
| Total 25089 | 5/22/2019 | | | 99.98 | | |
| 25090 | 5/22/2019 | U. S. Bank | New Admin Office Purchases, SCAG Conf., LOCC Conf. - 5/6/19 | 1,638.48 | 10 | GENERAL |
| 25090 | 5/22/2019 | U. S. Bank | New Admin Office Purchases, SCAG Conf., LOCC Conf. - 5/6/19 | 7,863.53 | 40 | CAP. PROJ. |

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 5/1/2019 Through 5/31/2019

| Check Numb... | Matching Docum... Date | Vendor Name | Transaction Description | Check Amount | Fund Code | Fund Short Title |
|---------------|------------------------|------------------|----------------------------------|--------------|-----------|------------------|
| Total 25090 | 5/22/2019 | | | 9,502.01 | | |
| 25091 | 5/22/2019 | Verizon Wireless | Cell Phones, 4/4/19 to 5/3/19 | 383.31 | 10 | GENERAL |
| 25091 | 5/22/2019 | Verizon Wireless | iPads, 4/4/19 to 5/3/19 | 207.09 | 10 | GENERAL |
| Total 25091 | 5/22/2019 | | | 590.40 | | |
| 25092 | 5/22/2019 | WRCOG | TUMF Fees Collected for May 2019 | 8,873.00 | 50 | AGENCY |
| Total 25092 | 5/22/2019 | | | 8,873.00 | | |
| Report Total | | | | 1,198,645.38 | | |

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 5/2/2019 Through 5/2/2019

| Check Numb... | Matching Docum... Date | Vendor Name | Transaction Description | Check Amount | Fund Code | Fund Short Title |
|---------------|------------------------|--------------------|--------------------------------------|--------------|-----------|------------------|
| 25017 | 5/2/2019 | Anderson Chevrolet | Maintenance & Repair GMC Sierra 1500 | 881.67 | 10 | GENERAL |
| Total 25017 | 5/2/2019 | | | 881.67 | | |
| Report Total | | | | 881.67 | | |

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

| Vendor ID | Invoice Description | Cash Required |
|------------------------|--|---------------|
| Adv. Auto Care | Smog Inspection on GMC SUV, 5/1/19 | 40.00 |
| AMP | Rent for May 2019 31526 Railroad Canyon Road | 2,600.00 |
| | Rent for June 2019 - 31526 Railroad Canyon Road | 2,600.00 |
| | Monthly Prop Ins., HOA Fees, & Waste Mgmt - 3/27 to 5/26/19 | 373.60 |
| Bonner | Auto Allowance for the month of May 2019 - Bonner | 100.00 |
| CACEO | Intro to Planning & Zoning training 4/11/19 - Dickson | 86.00 |
| | Intro to Planning & Zoning 4/11/19 - Manzano | 126.00 |
| Castaneda & Associates | Housing Needs Assessment & Non Gov. Contraints April 2019 | 540.00 |
| | Housing Needs Assessment & Non Gov. Contraints April 2019(2) | 4,455.00 |
| Corelogic | Database for Code Enforcement April 2019 | 125.00 |
| CTAI | Landscape Maintenance for Fire Station - April 2019 | 250.00 |
| | Median & Parkways Landscape Maintenance - April 2019 | 5,000.00 |
| DATA TICKET | Code Enforcement Citation Processing March 2019 | 100.00 |
| | Parking Citation Processing March 2019 | 100.00 |
| Delgado | Cleaning Service for the month of April 2019 | 735.50 |
| Ehrenkranz | Auto Allowance for the month of May 2019 - Ehrenkranz | 100.00 |
| Frontier | Phone & Internet for Fire Station, 4/13/19 to 5/12/19 | 265.85 |
| | City Hall Phones, 4/13/19 to 5/12/19 | 121.00 |
| GAS CO | Gas charges for the month of April 2019 | 4.12 |
| ICG | Building & Safety Services for March 2019 | 26,430.27 |
| Jeremy Smith | Reimb. for April Phone & Internet - Smith | 86.36 |
| | Auto Allowance for the month of May 2019 - Smith | 100.00 |
| Joe's | Exchange Tank, Sandpaper, Supplies for Fire Station 5/7/19 | 76.44 |
| | Garment Hook, Corner Brace, Supplies for Fire Station, 4/30 | 48.48 |
| Kasey Castillo | Auto Allowance for the month of May 2019 - Castillo | 100.00 |
| Larry Greene | Auto Allowance for the month of May 2019 - Greene | 100.00 |
| Massive | TV & Installation for new Admin Office 4/29/19 | 1,631.14 |
| Nate Volk | Broadcasting for Mtg. 4/3/19 | 350.00 |
| | Broadcasting Services Mtg. 5/1/19 | 350.00 |
| Nutrien | Bleeder Ultra Assembly and Labor, 4/12/19 | 229.28 |
| PZL, Inc. | Planning Services for the month of April 2019 | 3,300.00 |
| RAMS | Accounting Services for the month of March 2019 | 6,700.00 |
| | Accounting Services for the month of February 2019 | 6,700.00 |
| RingCentral Inc. | Annual Contract for City Hall New Phones-4/18/18 to 4/17/20 | 7,627.30 |

Date: 5/9/19
11:29:07 AM

06-05-2019 City Council Agenda

Page: 1

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

| Vendor ID | Invoice Description | Cash Required |
|----------------------|---|---------------|
| Riv Co Fire | Fire Protection Services for 2nd Qtr. (Oct - Dec) FY 18/19 | 416,545.22 |
| Riv Co Sheriff Acctg | Sheriff's Contract Law Enforcement, 2/28/19 to 3/27/19 | 131,268.68 |
| Sauseda | Reimb. for purchase of office supplies-new Admin Office 5/1 | 172.38 |
| STAPLES | Office Supplies for Admin Office & City Hall, April 2019 | 512.83 |
| | Office Supplies for Admin Office & City Hall, April 2019 | 659.90 |
| Steve's Towing | Remove boat off water at N. launch ramp, 3/28/19 | 962.50 |
| Structural | Pest Control Fire Station, 5/6/19 | 36.75 |
| Synoptek | Project Management Office Move April 2019 | 3,000.00 |
| TCS | Roll Forward Valuation Fee for GASB 75 Valuation Services | 1,260.00 |
| TelePacific | City Hall Phone System, 4/16/19 to 5/15/19 | 625.29 |
| Time Warner | Digital Converter for City Hall, 4/22/19 to 5/21/19 | 5.25 |
| Toshiba | Monthly Copier Lease 4/15/19 - 5/15/19 | 725.25 |
| Ur Wire Guy | Electrical wiring of new admin building - April 2019 | 733.55 |
| | Electrical wiring of new admin building - April 2019(2) | 289.48 |
| Report Total | | 628,348.42 |

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

| <u>Vendor ID</u> | <u>Invoice Description</u> | <u>Cash Required</u> |
|------------------|--|----------------------|
| CL Marine | Repairs & Maint. on 2004 Center Console Patrol Boat - 3/21 | 2,215.37 |
| Report Total | | 2,215.37 |

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

| Vendor ID | Invoice Description | Cash Required |
|------------------------|--|---------------|
| Aflac | Supplemental Insurance for May 2019 | 432.82 |
| AMERICANM | Materials for Buoys for BLM Land North Lake, 4/30/19 | 201.98 |
| ANIMAL FRIENDS | Animal Control Services for February & March 2019 | 7,000.00 |
| BIO-TOX | Sheriff's Department Blood Testing, April 2019 | 46.00 |
| Bonner | Reimb for March Phone & Internet, LOCC Conference, 3/11/19 | 152.15 |
| Castaneda & Associates | Housing Needs Assessment April 2019 | 4,071.18 |
| Charles Abbott | Code Enforcement Software License & Hosting April 2019 | 2,050.00 |
| Circle | Standard Reporting SART Exam for Perris Station, 4/23/19 | 1,200.00 |
| CL PEST | Quarterly Pest Control, Storage Unit 5/10/19 | 90.00 |
| CTAI | Fire Station Landscape Maintenance May 2019 | 250.00 |
| | Median and Parkways Landscape Maintenance May 2019 | 5,000.00 |
| DIRECTV | Satellite Service, 5/12/19 to 6/11/19 | 103.09 |
| DOJ | Sheriff's Blood Alcohol Analysis, April 2019 | 35.00 |
| Ehrenkranz | Internet Reimb for April - Ehrenkranz | 40.00 |
| | Reimb. of SCAG Conference & Palm Desert League of Ca Cities | 202.65 |
| Frontier | City Hall Internet, 5/10/19 to 6/9/19 | 150.98 |
| | Fire Station Phone & Internet, 5/13/19 to 6/12/19 | 276.56 |
| | City Hall Phones, 5/13/19 to 6/12/19 | 129.66 |
| GREENHALGH | Retiree Health Insurance June 2019 | 163.37 |
| MARTIN | Refund Request for Lot Line Adjustment 19-02 and Plot Plan | 462.80 |
| Office & Ergonomic | Admin Building Furniture (PO #18-004)-Main Desks for Office | 17,157.64 |
| | Additional Furniture for New Admin Building-Black Club Chair | 303.41 |
| PETERSON | Repair 3 Holes in New Admin Building for Microwave & Copier | 852.00 |
| Pitney Bowes | Postage Machine Lease 3/13/19 to 6/12/19 | 175.14 |
| POWERM | Refund New Business License - Overpaid | 20.00 |
| PRESS ENT | Public Hearing Notice for Emergency Shelters - 5/5/19 | 283.80 |
| RCA | MSHCP Fees Collected for May 2019 | 2,104.00 |
| REGUS | Library Lease for July 2019 | 1,074.62 |
| Riv Co Clerk | Assesor Info Request at Riverside Co. Clerk Office - Dickson | 63.75 |
| Riv Co Fire | Fire Protection Services for 3rd Qtr (Jan-Mar) FY 18-19 | 415,985.46 |

Date: 5/23/19
10:27:15 AM

06-05-2019 City Council Agenda

Page: 1

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

| Vendor ID | Invoice Description | Cash Required |
|----------------------|---|---------------|
| Riv Co Sheriff Acctg | Contract Law Enforcement Facility Expenses FY 18/19 | 54,998.10 |
| | Sheriff's Contract Law Enforcement FY 18/19 Adjustment | 28,597.00 |
| Riv Co TLMA | SLF Costs April 2019 | 192.95 |
| Sco | State Controller's 2018 Offset Program - 9 Names Submitted | 18.99 |
| STATE FUND | Workers Comp June 2019 | 909.63 |
| Synoptek | IT Services for May 2019 | 2,436.00 |
| TelePacific | City Hall Phone System 5/16/19 to 6/15/19 | 689.65 |
| TESLA | Refund of building permit (duplicate) - #2019-027 | 214.15 |
| Time Warner | Internet for Fire Station; 5/10/19 to 6/9/19 | 99.98 |
| US Bank | New Admin Office Purchases, SCAG Conf., LOCC Conf. - 5/6/19 | 7,863.53 |
| | New Admin Office Purchases, SCAG Conf., LOCC Conf. - 5/6/19 | 1,638.48 |
| VerizonW | iPads, 4/4/19 to 5/3/19 | 207.09 |
| | Cell Phones, 4/4/19 to 5/3/19 | 383.31 |
| WRCOG | TUMF Fees Collected for May 2019 | 8,873.00 |
| Report Total | | 567,199.92 |

Department: (20)City Employees

| Code | Earning | Hours | Amount | Deduction | Code | Tax | Amount | Code | Tax | Amount | Taxable | Tax | Amount | Taxable | Amount | |
|-----------------------|----------|--------------|----------------|-------------------------|-------|---------------|---------------|-----------------------------|---------------|---------|---------|---------------|--------|---------|--------------|--------------|
| 125CO | 125 Cash | | 492.43 | PTAXFI Pre-Tax P. | CA | California SI | 264.97 | CA | California SI | 4012.71 | 4012.71 | CA Edu & Ti | 152.05 | 0.00 | 0.00 | |
| 102 | Reg | | 3785.25 | | CASDI | CA SDI - Eir | | CASUI | California SI | 4277.68 | 4277.68 | California SI | 42.77 | 0.00 | 0.00 | |
| Salary | Sick | 19.00 | 0.00 | | FITW | Federal Incoi | | MED-R | Medicare - E | 4012.71 | 429.50 | Medicare - E | 429.50 | 4277.68 | 62.03 | |
| | | | | | MED | Medicare | | | | 4277.68 | 4277.68 | | 62.03 | 4277.68 | 62.03 | |
| Total Earnings | | 19.00 | 4277.68 | Total Deductions | | | 264.97 | Total Employer Taxes | | | | | | | 62.03 | 62.03 |

| Code | Earning | Hours | Amount | Deduction | Code | Tax | Amount | Code | Tax | Amount | Taxable | Tax | Amount | Taxable | Amount | |
|-----------------------|----------|-------------|----------------|-------------------------|-------|---------------|---------------|-----------------------------|---------------|---------|---------|---------------|---------|---------|--------------|--------------|
| 125CO | 125 Cash | | 103.28 | PTXPE Pre-Tax P. | CA | California SI | 369.79 | CA | California SI | 5650.16 | 5650.16 | CA Edu & Ti | 427.96 | 0.00 | 0.00 | |
| MGTL | Managem | 9.50 | 0.00 | | CASDI | CA SDI - Eir | | CASUI | California SI | 6019.95 | 6019.95 | California SI | 60.20 | 0.00 | 0.00 | |
| Salary | Regular | | 5916.67 | | FITW | Federal Incoi | | MED-R | Medicare - E | 5650.16 | 1033.31 | Medicare - E | 1033.31 | 6019.95 | 87.29 | |
| | | | | | MED | Medicare | | | | 6019.95 | 6019.95 | | 87.28 | 6019.95 | 87.29 | |
| Total Earnings | | 9.50 | 6019.95 | Total Deductions | | | 369.79 | Total Employer Taxes | | | | | | | 87.29 | 87.29 |

| Code | Earning | Hours | Amount | Deduction | Code | Tax | Amount | Code | Tax | Amount | Taxable | Tax | Amount | Taxable | Amount | |
|-----------------------|----------|--------------|----------------|-------------------------|-------|---------------|---------------|-----------------------------|---------------|---------|---------|---------------|--------|---------|--------------|--------------|
| 125CO | 125 Cash | | 499.58 | PTXPE Pre-Tax P. | CA | California SI | 131.20 | CA | California SI | 2505.03 | 2505.03 | CA Edu & Ti | 57.19 | 0.00 | 0.00 | |
| Comp | Comp Tin | 1.50 | 37.49 | | CASDI | CA SDI - Eir | | CASUI | California SI | 2636.23 | 2636.23 | California SI | 26.37 | 0.00 | 0.00 | |
| Rate | Regular | 74.50 | 1861.76 | | FITW | Federal Incoi | | MED-R | Medicare - E | 2505.03 | 2505.03 | Medicare - E | 225.44 | 0.00 | 0.00 | |
| | Sick | 9.50 | 237.40 | | MED | Medicare | | | | 2636.23 | 2636.23 | | 38.22 | 2636.23 | 38.23 | |
| Total Earnings | | 85.50 | 2636.23 | Total Deductions | | | 131.20 | Total Employer Taxes | | | | | | | 38.23 | 38.23 |

| Code | Earning | Hours | Amount | Deduction | Code | Tax | Amount | Code | Tax | Amount | Taxable | Tax | Amount | Taxable | Amount | |
|-----------------------|----------|--------------|----------------|-------------------------|-------|---------------|---------------|-----------------------------|---------------|---------|---------|---------------|--------|---------|--------------|--------------|
| 125CO | 125 Cash | | 527.04 | 457B EE : | CA | California SI | 66.00 | CA | California SI | 2397.34 | 2397.34 | CA Edu & Ti | 28.15 | 0.00 | 0.00 | |
| Comp | Comp Tin | 1.00 | 24.33 | PTAXFI Pre-Tax P. | CASDI | CA SDI - Eir | 143.91 | CASUI | California SI | 2607.25 | 2607.25 | California SI | 26.08 | 0.00 | 0.00 | |
| Rate | Regular | 84.50 | 2055.88 | | FITW | Federal Incoi | | MED-R | Medicare - E | 2397.34 | 2397.34 | Medicare - E | 149.51 | 0.00 | 0.00 | |
| | Sick | | | | MED | Medicare | | | | 2607.25 | 2607.25 | | 37.81 | 2607.25 | 37.80 | |
| Total Earnings | | 85.50 | 2607.25 | Total Deductions | | | 209.91 | Total Employer Taxes | | | | | | | 37.80 | 37.80 |

Department: (20)City Employees Total

| Employees | Code | Earning | Hours | Amount | Deduction | Code | Tax | Amount | Code | Tax | Amount | Taxable | Tax | Amount | Taxable | Amount |
|-----------------------|------|---------|---------------|-----------------|-------------------------|-------|---------------|-----------------------------|-------|---------------|----------|----------|---------------|----------|---------------|---------------|
| Female | 2 | 125CO | 125 Cash | 1622.33 | 457B EE : | CA | California SI | 66.00 | CA | California SI | 14565.24 | 14565.24 | CA Edu & Ti | 665.35 | 0.00 | 0.00 |
| Male | 2 | Comp | Comp Tin | 61.82 | PTAXFI Pre-Tax P. | CASDI | CA SDI - Eir | 408.88 | CASUI | California SI | 15541.11 | 15541.11 | California SI | 155.42 | 0.00 | 0.00 |
| | | MGTL | Managem | 0.00 | PTXPE Pre-Tax P. | FITW | Federal Incoi | 500.99 | FITW | Federal Incoi | 14565.24 | 14565.24 | Medicare - E | 1837.76 | 225.35 | 225.35 |
| | | Reg | Regular | 13619.56 | | MED | Medicare | | | 15541.11 | 15541.11 | | 225.34 | 15541.11 | 225.35 | 15541.11 |
| | | Sick | Sick | 237.40 | | | | | | | | | | | | |
| Total Earnings | | | 199.50 | 15541.11 | Total Deductions | | 975.87 | Total Employer Taxes | | | | | | | 225.35 | 225.35 |

Department: (30)Special Enforcement Team

| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Amount | Taxable | Amount |
|-----------------------|----------|--------------|----------------|-------------------------|-------|---------------|---------------|---------|--------|-----------------------------|---------------|--------|---------|--------|---------|--------------|
| Reg | Regular | 62.00 | 1527.68 | 457B EE | CA | 114.58 | California SI | 1413.10 | 31.62 | CAETT | CA Edu & T | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Emp Id | 104 | | 26.26 | AflacP, Aflac Post | CASDI | 26.26 | CA SDI - Err | 1527.68 | 15.27 | CASUI | California SI | 0.00 | 0.00 | 0.00 | 0.00 | 1527.68 |
| Rate | 24.6400 | | | FITW Federal Incoi | FITW | 94.41 | Federal Incoi | 1413.10 | 94.41 | MED-R | Medicare - E | 22.15 | 1527.68 | 22.15 | 1549.83 | 1527.68 |
| | | | | MED Medicare | MED | 22.15 | Medicare | 1527.68 | 22.15 | | | | | | | 1223.39 |
| Total Earnings | | 62.00 | 1527.68 | Total Deductions | | 140.84 | | | | Total Employer Taxes | | | | | | 22.15 |
| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Amount | Taxable | Amount |
| Reg | Regular | 27.00 | 748.71 | | CA | | California SI | 748.71 | 8.52 | CAETT | CA Edu & T | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Emp Id | 83 | | | | CASDI | | CA SDI - Err | 748.71 | 7.49 | CASUI | California SI | 0.00 | 0.00 | 0.00 | 0.00 | 748.71 |
| Rate | 27.7300 | | | | FITW | | Federal Incoi | 748.71 | 62.76 | MED-R | Medicare - E | 10.86 | 748.71 | 10.86 | 759.57 | 748.71 |
| | | | | | MED | | Medicare | 748.71 | 10.85 | | | | | | | 659.09 |
| Total Earnings | | 27.00 | 748.71 | Total Deductions | | 0.00 | | | | Total Employer Taxes | | | | | | 10.86 |
| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Amount | Taxable | Amount |
| 125CO | 125 Cash | | 228.02 | PTAXI Pre-Tax P. | CA | 141.70 | California SI | 2110.64 | 77.13 | CAETT | CA Edu & T | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Emp Id | 101 | | 2024.32 | | CASDI | | CA SDI - Err | 2252.34 | 22.53 | CASUI | California SI | 0.00 | 0.00 | 0.00 | 0.00 | 2252.34 |
| Rate | 29.9900 | | | | FITW | | Federal Incoi | 2110.64 | 178.11 | MED-R | Medicare - E | 32.66 | 2252.34 | 32.66 | 2285.00 | 2252.34 |
| | | | | | MED | | Medicare | 2252.34 | 32.66 | | | | | | | 1800.21 |
| Total Earnings | | 67.50 | 2252.34 | Total Deductions | | 141.70 | | | | Total Employer Taxes | | | | | | 32.66 |

Department: (30)Special Enforcement Team Total

| Employees | Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Amount | Taxable | Amount |
|-----------------------|------|---------|---------------|----------------|-------------------------|-------|---------------|---------------|---------|-----------------------------|-------|---------------|--------|---------|--------|--------------|---------|
| Female | 2 | 125CO | 125 Cash | 228.02 | 457B EE | CA | 114.58 | California SI | 4272.45 | 117.27 | CAETT | CA Edu & T | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Male | 1 | Reg | Regular | 4300.71 | AflacP, Aflac Post | CASDI | 26.26 | CA SDI - Err | 4528.73 | 45.29 | CASUI | California SI | 0.00 | 0.00 | 0.00 | 0.00 | 4528.73 |
| | | | | | PTAXI Pre-Tax P. | FITW | 141.70 | Federal Incoi | 4272.45 | 335.28 | MED-R | Medicare - E | 65.67 | 4528.73 | 65.67 | 4594.40 | 4528.73 |
| | | | | | | MED | | Medicare | 4528.73 | 65.66 | | | | | | 3682.69 | 4594.40 |
| Total Earnings | | | 156.50 | 4528.73 | Total Deductions | | 282.54 | | | Total Employer Taxes | | | | | | 65.67 | |

Department: (50)Council Members

| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Amount | Taxable | Amount |
|-----------------------|---------|-------------|---------------|-------------------------|------|-------------|---|--------|--------|---|---------------|--------|---------|--------|---------|--------------|
| Reg | Regular | | 300.00 | | CA | | California SI | 300.00 | 0.00 | CAETT | CA Edu & T | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Emp Id | 78 | | | | FITW | | Federal Incoi | 300.00 | 0.00 | CASUI | California SI | 18.60 | 300.00 | 18.60 | 300.00 | 300.00 |
| Salary | 300.00 | | | | MED | | Medicare | 300.00 | 4.35 | MED-R | Medicare - E | 4.34 | 300.00 | 4.34 | 300.00 | 300.00 |
| Total Earnings | | 0.00 | 300.00 | Total Deductions | | 0.00 | | | | Total Employer Taxes | | | | | | 22.94 |
| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax <td>Code</td> <td>Amount</td> <td>Tax <td>Code</td> <td>Amount</td> <td>Taxable</td> <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td> | Code | Amount | Tax <td>Code</td> <td>Amount</td> <td>Taxable</td> <td>Amount</td> <td>Taxable</td> <td>Amount</td> | Code | Amount | Taxable | Amount | Taxable | Amount |
| Reg | Regular | | 300.00 | | CA | | California SI | 300.00 | 0.00 | CAETT | CA Edu & T | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Emp Id | 110 | | | | FITW | | Federal Incoi | 300.00 | 0.00 | CASUI | California SI | 18.60 | 300.00 | 18.60 | 300.00 | 300.00 |
| Salary | 300.00 | | | | MED | | Medicare | 300.00 | 4.35 | MED-R | Medicare - E | 4.35 | 300.00 | 4.35 | 300.00 | 300.00 |
| Total Earnings | | 0.00 | 300.00 | Total Deductions | | 0.00 | | | | Total Employer Taxes | | | | | | 22.95 |

City of Canyon Lake
Company (10756)

Check Date: 04/30/2019
Process: 2019043001
Period: 04/16/2019 to 04/30/2019

Labor Distribution

04-05-2019 City Council Agenda

| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Amount | Taxable | Amount |
|-----------------------|---------|-------|--------|-------------------------|------|---------------|-----|------|--------|------|------|--------|---------|--------|---------|--------|
| Reg | Regular | | 300.00 | | CA | California SI | | CA | 0.00 | CA | 0.00 | CA | 0.00 | CA | 0.00 | 0.00 |
| 62 | | | | | FITW | Federal Inco | | FITW | 0.00 | FITW | 0.00 | FITW | 0.00 | FITW | 0.00 | 0.00 |
| 300.00 | Salary | | | | MED | Medicare | | MED | 4.35 | MED | 4.35 | MED | 4.35 | MED | 4.35 | 4.35 |
| Total Earnings | | | | | | | | | | | | | | | | |
| | | 0.00 | 300.00 | Total Deductions | | 0.00 | | | 4.35 | | | | 300.00 | | | 22.95 |
| Reg | Regular | | 300.00 | | CA | California SI | | CA | 0.00 | CA | 0.00 | CA | 0.00 | CA | 0.00 | 0.00 |
| 103 | | | | | FITW | Federal Inco | | FITW | 0.00 | FITW | 0.00 | FITW | 0.00 | FITW | 0.00 | 0.00 |
| 300.00 | Salary | | | | MED | Medicare | | MED | 4.35 | MED | 4.35 | MED | 4.35 | MED | 4.35 | 4.35 |
| Total Earnings | | | | | | | | | | | | | | | | |
| | | 0.00 | 300.00 | Total Deductions | | 0.00 | | | 4.35 | | | | 300.00 | | | 22.95 |

| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Amount | Taxable | Amount |
|-----------------------|---------|-------|--------|-------------------------|------|---------------|-----|------|--------|------|------|--------|---------|--------|---------|--------|
| Reg | Regular | | 300.00 | | CA | California SI | | CA | 0.00 | CA | 0.00 | CA | 0.00 | CA | 0.00 | 0.00 |
| 109 | | | | | FITW | Federal Inco | | FITW | 0.00 | FITW | 0.00 | FITW | 0.00 | FITW | 0.00 | 0.00 |
| 300.00 | Salary | | | | MED | Medicare | | MED | 4.35 | MED | 4.35 | MED | 4.35 | MED | 4.35 | 4.35 |
| Total Earnings | | | | | | | | | | | | | | | | |
| | | 0.00 | 300.00 | Total Deductions | | 0.00 | | | 4.35 | | | | 300.00 | | | 22.95 |

| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Amount | Taxable | Amount |
|-----------------------|---------|-------|---------|-------------------------|------|---------------|-----|------|--------|------|-------|--------|---------|--------|---------|--------|
| Reg | Regular | | 1500.00 | | CA | California SI | | CA | 0.00 | CA | 0.00 | CA | 0.00 | CA | 0.00 | 0.00 |
| 1 | | | | | FITW | Federal Inco | | FITW | 0.00 | FITW | 0.00 | FITW | 0.00 | FITW | 0.00 | 0.00 |
| 4 | | | | | MED | Medicare | | MED | 21.75 | MED | 21.75 | MED | 21.75 | MED | 21.75 | 21.75 |
| Total Earnings | | | | | | | | | | | | | | | | |
| | | 0.00 | 1500.00 | Total Deductions | | 0.00 | | | 21.75 | | | | 1500.00 | | | 114.74 |

| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Amount | Taxable | Amount |
|-----------------------|----------|--------|----------|-------------------------|-------|---------------|-----|-------|----------|-------|----------|--------|----------|--------|----------|----------|
| 125CO | 125 Cash | | 1850.35 | 457B EE | CA | California SI | | CA | 180.58 | CA | 180.58 | CA | 180.58 | CA | 180.58 | 180.58 |
| Comp | Comp Tin | 2.50 | 61.82 | AflacP, Aflac Post | CASDI | CA SDI - Err | | CASDI | 20069.84 | CASDI | 20069.84 | CASDI | 20069.84 | CASDI | 20069.84 | 20069.84 |
| MGTL | Managem | 9.50 | 0.00 | PTAXI Pre-Tax P | FITW | Federal Inco | | FITW | 550.58 | FITW | 550.58 | FITW | 550.58 | FITW | 550.58 | 550.58 |
| Reg | Regular | 315.50 | 19420.27 | PTXPE Pre-Tax P | MED | Medicare | | MED | 500.99 | MED | 500.99 | MED | 500.99 | MED | 500.99 | 500.99 |
| Sick | Sick | 28.50 | 237.40 | | | | | | | | | | | | | |
| Total Earnings | | | | | | | | | | | | | | | | |
| | | 356.00 | 21569.84 | Total Deductions | | 1258.41 | | | 3469.12 | | | | 21569.84 | | | 405.76 |

5-6-19
Date

Christopher Mann, City Manager

Department: (20)City Employees

| Code | Earning | Hours | Amount | Deduction | Code | Amount | Code | Tax | Code | Amount | Code | Tax | Taxable | Amount | Taxable | Amount |
|---------|-----------------------|--------------|----------------|-------------------------|-------|---------------|-------|-----------------------------|-------|----------------|-------|---------------|---------------|--------------|---------|---------|
| 125CO | 125 Cash | | 492.43 | PTAXI Pre-Tax P. | CA | 264.97 | CA | California SI | CA | 4012.71 | CA | CA ETT | CA Edu & T | 152.05 | 0.00 | 0.00 |
| 102 | Reg Regular | | 3785.25 | | CASDI | | CASDI | CA SDI - Err | CASUI | 4277.68 | CASUI | California SI | California SI | 42.78 | 0.00 | 0.00 |
| 3785.25 | Sick | 9.50 | 0.00 | | FITW | | FITW | Federal Incoi | MED-R | 4012.71 | MED-R | Medicare - E | Medicare - E | 429.50 | 4277.68 | 62.02 |
| | | | | | MED | | MED | Medicare | | 4277.68 | | | | 62.02 | | Net Amt |
| | Total Earnings | 9.50 | 4277.68 | Total Deductions | | 264.97 | | Total Employer Taxes | | 686.36 | | | | 62.02 | | |
| 125CO | 125 Cash | | 103.28 | PTXPE Pre-Tax P. | CA | 369.79 | CA | California SI | CA | 6025.16 | CA | CA ETT | CA Edu & T | 466.32 | 0.00 | 0.00 |
| 111 | Auto Auto Allo' | | 375.00 | | CASDI | | CASDI | CA SDI - Err | CASUI | 6394.95 | CASUI | California SI | California SI | 63.95 | 0.00 | 0.00 |
| 5916.67 | Reg Regular | | 5916.67 | | FITW | | FITW | Federal Incoi | MED-R | 6025.16 | MED-R | Medicare - E | Medicare - E | 1123.31 | 6394.95 | 92.73 |
| | | | | | MED | | MED | Medicare | | 6394.95 | | | | 92.73 | | Net Amt |
| | Total Earnings | 0.00 | 6394.95 | Total Deductions | | 369.79 | | Total Employer Taxes | | 1746.31 | | | | 92.73 | | |
| 125CO | 125 Cash | | 499.58 | PTXPE Pre-Tax P. | CA | 133.54 | CA | California SI | CA | 2502.69 | CA | CA ETT | CA Edu & T | 57.08 | 0.00 | 0.00 |
| 98 | Reg Regular | 80.50 | 2011.70 | | CASDI | | CASDI | CA SDI - Err | CASUI | 2636.23 | CASUI | California SI | California SI | 26.36 | 0.00 | 0.00 |
| 24.9900 | Sick | 5.00 | 124.95 | | FITW | | FITW | Federal Incoi | MED-R | 2502.69 | MED-R | Medicare - E | Medicare - E | 225.16 | 2636.23 | 38.23 |
| | | | | | MED | | MED | Medicare | | 2636.23 | | | | 38.23 | | Net Amt |
| | Total Earnings | 85.50 | 2636.23 | Total Deductions | | 133.54 | | Total Employer Taxes | | 346.83 | | | | 38.23 | | |
| 125CO | 125 Cash | | 527.04 | 457B EE' | CA | 66.00 | CA | California SI | CA | 2395.63 | CA | CA ETT | CA Edu & T | 28.08 | 0.00 | 0.00 |
| Comp | Comp Tin | 4.00 | 97.32 | PTAXI Pre-Tax P. | CASDI | 145.62 | CASDI | CA SDI - Err | CASUI | 2607.25 | CASUI | California SI | California SI | 26.07 | 0.00 | 0.00 |
| 24.3300 | Reg Regular | 81.50 | 1982.89 | | FITW | | FITW | Federal Incoi | MED-R | 2395.63 | MED-R | Medicare - E | Medicare - E | 149.31 | 2607.25 | 37.80 |
| | | | | | MED | | MED | Medicare | | 2607.25 | | | | 37.80 | | Net Amt |
| | Total Earnings | 85.50 | 2607.25 | Total Deductions | | 211.62 | | Total Employer Taxes | | 241.26 | | | | 37.80 | | |

Department: (20)City Employees Total

| Employees | Code | Earning | Hours | Amount | Deduction | Code | Amount | Code | Tax | Code | Amount | Code | Tax | Taxable | Amount | Taxable | Amount |
|-----------|------|-----------------------|---------------|-----------------|-------------------------|---------------|--------|-----------------------------|-------|----------------|--------|---------------|---------------|---------------|----------|---------|--------|
| Female | 2 | 125CO | 125 Cash | 1622.33 | 457B EE' | 66.00 | CA | California SI | CA | 14936.19 | CA | CA ETT | CA Edu & T | 703.53 | 0.00 | 0.00 | |
| Male | 2 | Auto | Auto Allo' | 375.00 | PTAXI Pre-Tax P. | 410.59 | CASDI | CA SDI - Err | CASUI | 15916.11 | CASUI | California SI | California SI | 159.16 | 0.00 | 0.00 | |
| | | Comp | Comp Tin | 97.32 | PTXPE Pre-Tax P. | 503.33 | FITW | Federal Incoi | MED-R | 14936.19 | MED-R | Medicare - E | Medicare - E | 1927.28 | 15916.11 | 230.78 | |
| | | Reg | Regular | 13696.51 | | | MED | Medicare | | 15916.11 | | | | 230.79 | | Net Amt | |
| | | Sick | Sick | 124.95 | | | | | | | | | | | | | |
| | | Total Earnings | 180.50 | 15916.11 | Total Deductions | 979.92 | | Total Employer Taxes | | 3020.76 | | | | 230.78 | | | |

Department: (30)Special Enforcement Team

| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Tax | Code | Amount | Taxable | Amount |
|---|----------|-------|--------------|------------------|-------------------------|---------------|---------------|-----------------------------|---------------|---------------|-----------------------------|--------------|---------|---------------|-------|--------------|---------|---------|
| Reg | Regular | 62.00 | 1527.68 | 457B EE | CA | 114.58 | California SI | CA | 114.58 | California SI | CA | 114.58 | 1317.62 | CA Edu & T | CA | 27.42 | 0.00 | 0.00 |
| | | | | Aflac Post | CASDI | 26.26 | CA SDI - Err | CASDI | 26.26 | CA SDI - Err | CASUI | 15.28 | 1527.68 | California SI | CA | 0.00 | 0.00 | 0.00 |
| | | | | Pre-Tax P. | FITW | 95.48 | Federal Incon | FITW | 95.48 | Federal Incon | MED-R | 82.95 | 1317.62 | Medicare - E | MED-R | 15.27 | 68 | 1527.68 |
| | | | | | MED | | Medicare | MED | | Medicare | | 22.15 | 1527.68 | | | 22.15 | 83 | 1549.83 |
| | | | | | | | | | | | | | | | | | | 1143.56 |
| Total Earnings | | | 62.00 | 1527.68 | Total Deductions | 236.32 | | Total Employee Taxes | 147.80 | | Total Employer Taxes | 22.15 | | | | 22.15 | | |
| Reg | Regular | 43.00 | 1192.39 | | CA | | California SI | CA | | California SI | CA | | | CA Edu & T | CA | | | |
| | | | | | CASDI | | CA SDI - Err | CASDI | | CA SDI - Err | CASUI | | | California SI | CA | | | |
| | | | | | FITW | | Federal Incon | FITW | | Federal Incon | MED-R | | | Medicare - E | MED-R | | | |
| | | | | | MED | | Medicare | MED | | Medicare | | | | | | | | |
| Total Earnings | | | 43.00 | 1192.39 | Total Deductions | 0.00 | | Total Employee Taxes | 167.12 | | Total Employer Taxes | 17.29 | | | | 17.29 | | |
| 125CO | 125 Cash | | 228.02 | PTAXI Pre-Tax P. | CA | 130.16 | California SI | CA | 130.16 | California SI | CA | 65.29 | 1957.24 | CA Edu & T | CA | 0.00 | 0.00 | 0.00 |
| Reg | Regular | 49.00 | 1469.51 | | CASDI | | CA SDI - Err | CASDI | | CA SDI - Err | CASUI | | | California SI | CA | | | |
| Sick | Sick | 13.00 | 389.87 | | FITW | | Federal Incon | FITW | | Federal Incon | MED-R | | | Medicare - E | MED-R | | | |
| | | | | | MED | | Medicare | MED | | Medicare | | | | | | | | |
| Total Earnings | | | 62.00 | 2087.40 | Total Deductions | 130.16 | | Total Employee Taxes | 276.13 | | Total Employer Taxes | 30.27 | | | | 30.27 | | |
| Department: (30)Special Enforcement Team Total | | | | | | | | | | | | | | | | | | |

| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Tax | Code | Amount | Taxable | Amount |
|-----------------------|----------|--------|---------------|----------------|-------------------------|---------------|---------------|-----------------------------|---------------|---------------|-----------------------------|--------------|---------|---------------|-------|--------------|---------|---------|
| 125CO | 125 Cash | | 228.02 | 457B EE | CA | 114.58 | California SI | CA | 114.58 | California SI | CA | 114.62 | 4467.25 | CA Edu & T | CA | 0.00 | 0.00 | 0.00 |
| Reg | Regular | 154.00 | 4189.58 | Aflac Post | CASDI | 26.26 | CA SDI - Err | CASDI | 26.26 | CA SDI - Err | CASUI | 48.07 | 4807.47 | California SI | CA | 0.00 | 0.00 | 0.00 |
| Sick | Sick | 13.00 | 389.87 | Pre-Tax P. | FITW | 130.16 | Federal Incon | FITW | 130.16 | Federal Incon | MED-R | 358.65 | 4467.25 | Medicare - E | MED-R | 69.71 | 69.71 | 4807.47 |
| | | | | | MED | | Medicare | MED | | Medicare | | | | | | | | 3849.94 |
| Total Earnings | | | 167.00 | 4807.47 | Total Deductions | 366.48 | | Total Employee Taxes | 591.05 | | Total Employer Taxes | 69.71 | | | | 69.71 | | |

| Code | Earning | Hours | Amount | Deduction | Code | Amount | Tax | Code | Amount | Tax | Code | Amount | Taxable | Tax | Code | Amount | Taxable | Amount |
|-----------------------|-----------|--------|---------------|-----------------|-------------------------|----------------|---------------|-----------------------------|----------------|---------------|-----------------------------|---------------|----------|---------------|-------|---------------|---------|----------|
| 125CO | 125 Cash | | 1850.35 | 457B EE | CA | 180.58 | California SI | CA | 180.58 | California SI | CA | 818.15 | 19403.44 | CA Edu & T | CA | 0.00 | 0.00 | 0.00 |
| Auto | Auto Allo | | 375.00 | Aflac Post | CASDI | 26.26 | CA SDI - Err | CASDI | 26.26 | CA SDI - Err | CASUI | 207.23 | 20723.58 | California SI | CA | 0.00 | 0.00 | 0.00 |
| Comp | Comp Tin | 4.00 | 97.32 | Pre-Tax P. | FITW | 540.75 | Federal Incon | FITW | 540.75 | Federal Incon | MED-R | 2285.93 | 19403.44 | Medicare - E | MED-R | 300.49 | 300.49 | 20723.58 |
| Reg | Regular | 316.00 | 17886.09 | | MED | | Medicare | MED | | Medicare | | | | | | | | 15765.37 |
| Sick | Sick | 27.50 | 514.82 | | | | | | | | | | | | | | | 300.50 |
| Total Earnings | | | 347.50 | 20723.58 | Total Deductions | 1346.40 | | Total Employee Taxes | 3611.81 | | Total Employer Taxes | 300.49 | | | | 300.49 | | |

5-15-19
Date
Chris Mann, City Manager
Run Date: 05/13/19
Run Time: 05:09 PM
Department: (30)Special Enforcement Team
Employee: Ecclefield to Helgemo Dickson
Page 28
CBIZ Payroll
Phone: (800) 815-3023 Fax: (877) 282-3016
LABOR 1974-2019-MEMO

Credit Card Review

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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 Appc

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 |
|-----------------------------|----------------------------|-----------------|--------------------------|----------------|------------------------------|-------------------------|
| 1001312950 | 05/02/2019 | 100000015646042 | Health PA Billing - PERS | EFT - Debit | Citizens Business Bank -5402 | \$969.49 |

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Build: v8.0 Baseline: 190424_110035_v8.0_Int.2306 UID: 318

CM



Home Profile Reporting Person Information Education Other Organizations

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

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

Payment Request Acceptance

Your request for payment has been accepted

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

Payment Setup Total

Total Payment Amount: \$2,299.40

Payment Summary

| Payment Confirmation Number | Payment Authorization Date | Receivable ID | Receivable Description | Payment Method | Payment Account Nickname | Selected Payment Amount |
|-----------------------------|----------------------------|-----------------|--|----------------|------------------------------|-------------------------|
| 1001313169 | 05/02/2019 | 100000015610757 | Employer Contribution, Classic, 1684, CalPERS, 04/16/2019 - 04/30/2019 | EFT - Debit | Citizens Business Bank -5402 | \$1,249.97 |
| 1001313170 | 05/02/2019 | 100000015610812 | Employer Contribution, PEPR, 26189, CalPERS, 04/16/2019 - 04/30/2019 | EFT - Debit | Citizens Business Bank -5402 | \$1,049.43 |

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[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: \$2,481.97

Payment Summary

| Payment Confirmation Number | Payment Authorization Date | Receivable ID | Receivable Description | Payment Method | Payment Account Nickname | Selected Payment Amount |
|-----------------------------|----------------------------|-----------------|--|----------------|------------------------------|-------------------------|
| 1001321044 | 05/15/2019 | 100000015643142 | Employer Contribution, PEPR, 26189, CalPERS, 05/01/2019 - 05/15/2019 | EFT - Debit | Citizens Business Bank -5402 | \$1,254.34 |
| 1001321045 | 05/15/2019 | 100000015643110 | Employer Contribution, Classic, 1684, CalPERS, 05/01/2019 - 05/15/2019 | EFT - Debit | Citizens Business Bank -5402 | \$1,227.63 |

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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

Display Criteria

Payment Status: Pending

Receivable Type:

Display

Generate Report

Payments

To cancel a pending payment, select the Payment Authorization Date link.

| <u>Payment Authorization Date</u> | <u>Payment Posting Date</u> | <u>Confirmation Number</u> | <u>Payment Amount</u> | <u>Payment Account Nickname</u> | <u>Payment Status</u> | <u>Receivable ID</u> | <u>Receivable Description</u> |
|-----------------------------------|-----------------------------|----------------------------|-----------------------|---------------------------------|-----------------------|----------------------|--|
| 05/16/2019 | | 1001321786 | \$364.52 | Citizens Business Bank -5402 | Pending | 100000015643158 | Employer Contribution, PEPR, 26189, CalPERS, 05/16/2019 - 05/31/2019 |

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Build: v8.0.0.a Baseline: 190503_112600_v8.0_Int.6288 **UID: 302**

CM



CITY OF CANYON LAKE
PLAN SPONSOR: 0035273

Acknowledgment

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

You can print this acknowledgment for your records.

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

Plan Number: **0035273001**

Payroll Center: **CITY OF CANYON LAKE**

Payroll Center Number: **001**

CM

Payroll Received for Salary Reduction

Submission date: **05/15/2019**

Submission time: **02:27 PM**

Pay period end date: **04/30/2019**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$132.00**

Contributions count: **1**

Draft date: **05/16/2019**

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](#).

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CITY OF CANYON LAKE
PLAN SPONSOR: 0035273

Acknowledgment

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

You can print this acknowledgment for your records.

C 24

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: **05/15/2019**

Submission time: **02:28 PM**

Pay period end date: **04/30/2019**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$208.82**

Contributions count: **1**

Draft date: **05/16/2019**

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](#).

You have successfully added new payment information for this account.



Payment successfully sent

PAYMENT SUCCESSFULLY SENT FOR

\$93.50

Payment submitted

Note: Bank account payments can take up to one week to process and clear. Credit/Debit card payments can take up to two days to process.



Print Page

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Upcoming Delivery Dates

Delivery Calendars are available for each of your Ship-To Locations by accessing your self-service account online at selfserve.water.com.



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Bottled Water • Filtration • Coffee

Put a little sparkle in your delivery with some fruity flavorful sparkling water. Add Sparkling Ice to your monthly order. Introductory offer of \$11.99 for 12 pack of 17oz bottles. Order your flavorful fizz today, go to water.com/selfserve or call 1-800-4-WATERS

Customer Account #: 46732889622688

SEE ACCOUNT SUMMARY DETAILS

Invoice Date: 04-26-19
Invoice #: 9622688 042619
Purchase Order #: See Details Below

| Date | Transaction # | Details | Qty. | Each | Amount |
|----------|---------------|---|------|------|--------------|
| | | Previous Balance | | | 84.88 |
| 04-08-19 | P24951 | Payment - Thank You | | | -18.46 |
| | | Remaining Balance | | | 66.42 |
| <hr/> | | | | | |
| | | Products and Other Charges | | | |
| | | Ship To Reference # 9622687 | | | 37.01 |
| | | Ship To Reference # 19238474 | | | 29.52 |
| | | Total Products and Other Charges | | | 66.53 |
| | | Rental | | | |
| | | Ship To Reference # 9622687 | | | 1.98 |
| | | Ship To Reference # 19238474 | | | 12.99 |
| | | Total Rental | | | 14.97 |
| | | Deposits | | | |
| | | Ship To Reference # 9622687 | | | 0.00 |
| | | Ship To Reference # 19238474 | | | 12.00 |
| | | Total Deposits | | | 12.00 |
| <hr/> | | | | | |
| | | Total New Charges | | | 93.50 |
| | | Bottles On Hand: 5-Gal=6 | | | |
| | | Ship To Reference # 9622687 | | | |
| | | COURTNEY BLACK | | | |
| | | CITY OF CANYON LAKE CITY HALL | | | |
| | | 31516 RAILROAD CANYON RD | | | |
| | | CANYON LAKE, CA 92587 | | | |

Paid w/ check # 25009

10-310-6210
CM

Did you know that in addition to the top left corner of this bill, you can also find your delivery schedule at water.com/myaccount? Online you can also easily skip or add a delivery as needed.

| | | | |
|------------------------------------|---------------------------|-------------------------------------|------------------------------------|
| Previous Balance \$84.88 | Payment \$18.46 | Total New Charges \$93.50 | Pay This Amount \$159.92 |
|------------------------------------|---------------------------|-------------------------------------|------------------------------------|

Write the complete account number on your check. Detach remittance and mail with payment in the enclosed envelope. To pay online go to www.Sparkletts.com



WI190426_BW10-2473-000000222



6750 DISCOVERY BLVD.
MABLETON, GA 30126

Customer Account #: 46732889622688
Due By: Upon Receipt
Late Fees May Apply After: 05-19-19
Total Amount Due: \$159.92

Check here and see reverse for address and phone corrections.
 Check here and see reverse if paying by credit card.



001237 000000222
 CITY OF CANYON LAKE CITY HALL
 ANNA SAUSEDA
 31516 RAILROAD CANYON RD
 CANYON LAKE, CA 92587

Mail Remittance With Payment To:

SPARKLETTS
 PO BOX 660579
 DALLAS TX 75266-0579

Payment Confirmation

| | |
|----------------------|------------------------|
| Confirmation Number | Total Payment |
| 41279714 | \$98.91 |
| 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: | \$98.91 |
| Account Number: | 0005232-037801 |
| Payment Date: | May 9, 2019 |

Fire Detector

- 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.

Payment Confirmation

| Confirmation Number | Total Payment |
|----------------------|------------------------|
| 41512314 | \$214.78 |
| 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: | \$214.78 |
| Account Number: | 0005232-040478 |
| Payment Date: | May 23, 2019 |

Fire Station

CM

- 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.

Payment Confirmation

| Confirmation Number | Total Payment |
|----------------------|------------------------|
| 41512333 | \$297.92 |
| Payment Account: | Checking |
| 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: | \$297.92 |
| Account Number: | 0005232-037832 |
| Payment Date: | May 23, 2019 |

Irrigation

CM

- 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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CANYON LAKE,... 2-24-019-5834 Pump Station

| | |
|----------------------------|-----------------------------|
| Payment Status | Successful. |
| Confirmation Number | 8240195834129431 |
| Payment Amount | \$174.25 |
| Payment Date | Thursday, May 9, 2019 |
| Payment Method | CITIZENS BUSINESS BANK 5402 |

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CANYON LAKE,...

2-24-019-5834

Pump Station

| | |
|----------------------------|-----------------------------|
| Payment Status | Payment Scheduled. |
| Confirmation Number | 8240195834143531 |
| Payment Amount | \$205.27 |
| Payment Date | Friday, May 24, 2019 |
| Payment Method | CITIZENS BUSINESS BANK 5402 |

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CANYON LAKE,...

2-34-819-3467

Traffic Signals

| | |
|----------------------------|-----------------------------|
| Payment Status | Successful. |
| Confirmation Number | 8348193467129631 |
| Payment Amount | \$323.40 |
| Payment Date | Thursday, May 9, 2019 |
| Payment Method | CITIZENS BUSINESS BANK 5402 |

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CANYON LAKE,...

2-34-830-0344

Traffic Signals

| | |
|----------------------------|-----------------------------|
| Payment Status | Successful. |
| Confirmation Number | 8348300344129231 |
| Payment Amount | \$55.14 |
| Payment Date | Thursday, May 9, 2019 |
| Payment Method | CITIZENS BUSINESS BANK 5402 |

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Kayla Lozano

Online Payment

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CANYON LAKE,...

2-27-655-0696

Fire Station

| | |
|----------------------------|-----------------------------------|
| Payment Status | Successful. |
| Confirmation Number | 8276550696122531 |
| Payment Amount | \$283.57 |
| Payment Date | Thursday, May 2, 2019 |
| Payment Method | CITIZENS BUSINESS BANK 5402 |

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Kayla Lozano

Online Payment

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CANYON LAKE,...

2-35-379-1122

Office Lease

| | |
|----------------------------|-----------------------------|
| Payment Status | Successful. |
| Confirmation Number | 8353791122122131 |
| Payment Amount | \$29.49 |
| Payment Date | Thursday, May 2, 2019 |
| Payment Method | CITIZENS BUSINESS BANK 5402 |

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Kayla Lozano

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

Traffic Signals

| | |
|----------------------------|-----------------------------------|
| Payment Status | Successful. |
| Confirmation Number | 8107895146122031 |
| Payment Amount | \$6.90 |
| Payment Date | Thursday, May 2, 2019 |
| Payment Method | CITIZENS BUSINESS BANK 5402 |

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

Traffic Signals

| | |
|----------------------------|-----------------------------|
| Payment Status | Successful. |
| Confirmation Number | 8107894818122431 |
| Payment Amount | \$168.78 |
| Payment Date | Thursday, May 2, 2019 |
| Payment Method | CITIZENS BUSINESS BANK 5402 |

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Kayla Lozano

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CANYON LAKE,...

2-06-730-6548

City Hall

| | |
|----------------------------|--------------------------------|
| Payment Status | Successful. |
| Confirmation Number | 8067306548122831 |
| Payment Amount | \$652.63 |
| Payment Date | Thursday, May 2, 2019 |
| Payment Method | CITIZENS BUSINESS BANK 5402 |

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Investment Reports

CITIZENSTRUST™

PO Box 2549
Rancho Cucamonga, CA 91729-2549
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00000042 MCB1000051019097735 01 000000 42 004



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

STATEMENT FOR THE PERIOD FROM 04/01/2019 TO 04/30/2019
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.



CITIZENSTRUST™

PO Box 2549
 Rancho Cucamonga, CA 91729-2549
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Account Statement

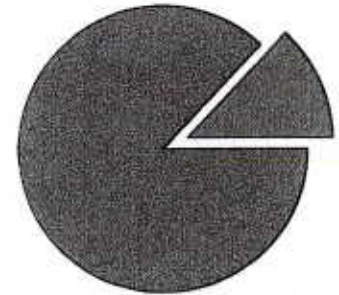
Account Number: **1035003119**
 April 01, 2019 To April 30, 2019

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 | 04/01/2019 | 04/30/2019 | % Of Account |
|--|---------------------|---------------------|---------------|
|  CASH & CASH EQUIVALENTS | 135,620.28 | 352,427.77 | 13.1% |
|  FIXED INCOME | 2,541,295.96 | 2,336,011.25 | 86.9% |
| Total | 2,676,916.24 | 2,688,439.02 | 100.0% |



Activity Summary

| | This Period | Year To Date | Realized Capital Gains / Losses | |
|------------------------|--------------|--------------|---------------------------------|--------------|
| | | | This Period | Year To Date |
| Beginning Market Value | 2,676,916.24 | 2,651,935.18 | | |
| Income | 11,925.68 | 22,279.60 | Long Term | 401.18- |
| Asset Activity | 205,731.13 | 207,423.18 | Total Gains / Losses | 401.18- |
| Fees | 849.32- | 3,315.07- | | 519.63- |
| Cash Management | 216,807.49- | 226,387.71- | | |
| Change In Market Value | 11,522.78 | 36,503.84 | | |
| Ending Market Value | 2,688,439.02 | 2,688,439.02 | | |

Account Statement

Account Number: **1035003119**

April 01, 2019 To April 30, 2019

Portfolio Statement

| Quantity | Description | Market Value | Cost Basis |
|------------------------------------|--|-------------------|-------------------|
| Cash & Cash Equivalents | | | |
| Cash Equivalents | | | |
| Unclassified | | | |
| 352,427.770 | 31607A703 FIDELITY GOVERNMENT PORTFOLIO | 352,427.77 | 352,427.77 |
| | Total Unclassified | 352,427.77 | 352,427.77 |
| Total | Cash Equivalents | 352,427.77 | 352,427.77 |
| Total | Cash & Cash Equivalents | 352,427.77 | 352,427.77 |
| Fixed Income | | | |
| Taxable | | | |
| 75,000.000 | 05531FAU7 BB&T CORPORATION DTD 06/29/15 CALL 2.625% 06/29/2020-2020 | 74,915.25 | 75,166.09 |
| 100,000.000 | 05580ACZ5 BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020 | 99,466.31 | 99,980.00 |
| 100,000.000 | 14042RAR2 CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020 | 99,459.71 | 99,615.00 |
| 100,000.000 | 24422ERE1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021 | 102,733.00 | 105,175.84 |
| 100,000.000 | 29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020 | 98,793.97 | 100,000.00 |
| 70,000.000 | 3130A1CE6 FEDERAL HOME LOAN DTD 03/27/14 2% 12/27/2019 | 69,817.30 | 70,231.64 |
| 100,000.000 | 3130A6NA1 FEDERAL HOME LOAN DTD 10/29/15 CALL 1.4% 10/29/2019-2016 | 99,467.00 | 100,000.00 |
| 50,000.000 | 3130A8EN9 FEDERAL HOME LOAN BANK DTD 06/14/16 CALL 1.64% 06/14/2021-2016 | 49,266.50 | 50,000.00 |
| 100,000.000 | 3130A8NT6 FEDERAL HOME LOAN DTD 07/13/16 CALL 1.48% 07/13/2021-2017 | 98,055.00 | 100,000.00 |
| 150,000.000 | 3130ADZ88 FEDERAL HOME LOAN DTD 4/17/18 3% 4/17/23 CALL 3% 04/17/2023-2019 | 150,009.00 | 150,000.00 |
| 100,000.000 | 313380FB8 FEDERAL HOME LOAN BANK DTD 08/09/12 1.375% 09/13/2019 | 99,600.00 | 99,667.18 |

Portfolio Statement (Continued)

| Quantity | Description | Market Value | Cost Basis |
|-------------|--|--------------|--------------|
| Taxable | | | |
| 100,000.000 | 3133EFZ91 FEDERAL FARM CREDIT BANK DTD 04/12/16 CALL 1.62% 04/12/2021-2017 | 98,660.00 | 99,909.00 |
| 50,000.000 | 3134GAHK3 FREDDIE MAC DTD 09/30/16 CALL 1.6% 09/30/2021-2016 | 48,995.50 | 49,967.50 |
| 100,000.000 | 3134GAZR8 FREDDIE MAC DTD 12/30/2016 CALL 2.05% 12/30/2021-2017 | 98,942.00 | 100,000.00 |
| 100,000.000 | 3134GB7F3 FREDDIE MAC DTD 12/29/17 CALL 2.5% 12/29/2022-2018 | 99,948.00 | 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 | 99,465.00 | 100,000.00 |
| 150,000.000 | 3134GSYQ2 FREDDIE MAC DTD 9/27/2018 CALL 3% 09/27/2021-2019 | 150,352.50 | 149,902.50 |
| 50,000.000 | 3136G1C98 FANNIE MAE DTD 02/05/13 1.42% 02/05/2020 | 49,641.50 | 50,153.00 |
| 100,000.000 | 3136G3J30 FANNIE MAE DTD 07/28/16 CALL 1.6% 07/28/2021-2016 | 98,503.00 | 100,000.00 |
| 100,000.000 | 3136G3VG7 FANNIE MAE DTD 06/29/16 CALL 1.5% 09/29/2020-2016 | 98,847.00 | 100,000.00 |
| 100,000.000 | 3136G3XZ3 FANNIE MAE DTD 07/28/16 CALL 1.5% 07/28/2021-2016 | 98,287.00 | 100,000.00 |
| 100,000.000 | 3136G4EV1 FANNIE MAE DTD 10/28/16 CALL 1.625% 10/28/2021-2017 | 98,349.00 | 99,959.00 |
| 30,831.760 | 31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020 | 31,098.96 | 32,989.98 |
| 200,000.000 | 69353REW4 PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021 | 198,014.00 | 201,644.19 |
| 25,000.000 | 713448BN7 PEPSICO INC DTD 01/14/10 4.5% 01/15/2020 | 25,324.75 | 25,682.38 |
| Total | Taxable | 2,336,011.25 | 2,360,043.30 |
| Total | Fixed Income | 2,336,011.25 | 2,360,043.30 |



Account Statement

Account Number: **1035003119**

April 01, 2019 To April 30, 2019

Portfolio Statement (Continued)

| Quantity | Description | Market Value | Cost Basis |
|---------------------------|--|---------------------|---------------------|
| 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 | | 2,688,439.02 | 2,712,471.07 |

Account Activity Summary

| | Total Cash | Cost Basis Excluding Cash | Market Value Including Cash |
|-------------------------------------|-------------|------------------------------|--------------------------------|
| Balances Beginning Of Period | 0.00 | 2,702,196.44 | 2,690,613.10 |
| Prior Accruals | | | 13,696.86- |
| Unrealized Appreciation This Period | | | 11,923.96 |
| Current Accruals | | | 8,258.68 |
| Asset Activity | 205,731.13 | 206,132.31- | 205,731.13 |
| Cash Management | 216,807.49- | 216,807.49 | 216,807.49- |
| Fees | 849.32- | 0.00 | 849.32- |
| Income | 11,925.68 | 400.55- | 11,925.68 |
| Realized Gain/loss | | | 401.18- |
| Non Cash Asset Changes | | | |
| Balances End Of Period | 0.00 | 2,712,471.07 | 2,696,697.70 |

Transaction Statement

| Date | Quantity | Description | Transaction Type | Cash | Cost Basis |
|---------------|----------|--|---------------------|----------|--------------|
| 04/01/19 | | Beginning Balance | | 0.00 | 2,702,196.44 |
| Income | | | | | |
| Interest | | | | | |
| 04/01/19 | | 05580ACZ5 BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020 | INTEREST RCVD | 1,090.96 | |
| 04/01/19 | | 3134GAHK3 FREDDIE MAC DTD 09/30/16 CALL 1.6% 09/30/2021-2016 | INTEREST RCVD | 400.00 | |
| 04/01/19 | | 31607A703 FIDELITY GOVERNMENT PORTFOLIO 14042RAR2 | INTEREST RCVD | 264.25 | |
| 04/08/19 | | CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020 | INTEREST RCVD | 1,096.99 | |

Transaction Statement (Continued)

| Date | Quantity | Description | Transaction Type | Cash | Cost Basis |
|----------|--------------|--|------------------|-------------------|--------------------|
| 04/12/19 | | 3133EFZ91 FEDERAL FARM CREDIT BANK DTD 04/12/16 CALL 1.62% 04/12/2021-2017 29266NS32 | INTEREST RCVD | 810.00 | |
| 04/16/19 | | ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020 3130ADZ88 | INTEREST RCVD | 148.63 | |
| 04/17/19 | | FEDERAL HOME LOAN DTD 4/17/18 3% 4/17/23 CALL 3% 04/17/2023-2019 31398R7H2 | INTEREST RCVD | 2,250.00 | |
| 04/25/19 | | FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020 3134G9J40 | INTEREST RCVD | 116.36 | |
| 04/26/19 | | FREDDIE MAC DTD 07/26/16 CALL 1% 04/26/2019-2017 31398R7H2 | INTEREST RCVD | 1,000.00 | |
| 04/26/19 | | FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020 3134GBZS4 | INTEREST RCVD | 10.99 | |
| 04/29/19 | | FREDDIE MAC DTD 7/27/2017 CALL 2.15 4/27/2022 2.15% 04/27/2022-2017 3136G4EV1 | INTEREST RCVD | 1,075.00 | |
| 04/29/19 | | FANNIE MAE DTD 10/28/16 CALL 1.625% 10/28/2021-2017 3130A6NA1 | INTEREST RCVD | 812.50 | |
| 04/29/19 | | FEDERAL HOME LOAN DTD 10/29/15 CALL 1.4% 10/29/2019-2016 69353REW4 | INTEREST RCVD | 700.00 | |
| 04/29/19 | | PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021 | INTEREST RCVD | 2,150.00 | |
| | | Total Interest | | 11,925.68 | 0.00 |
| | | Total Income | | 11,925.68 | 0.00 |
| | | Asset Activity | | | |
| | | Assets Sold | | | |
| 04/25/19 | 5,731.130- | 31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020 | NOTE AND MTG PMT | 5,731.13 | 6,132.31- |
| 04/26/19 | | 31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020 | NOTE AND MTG PMT | | |
| | | Total Assets Sold | | 5,731.13 | 6,132.31- |
| | | Maturities | | | |
| 04/26/19 | 200,000.000- | 3134G9J40 FREDDIE MAC DTD 07/26/16 CALL 1% 04/26/2019-2017 | MATURITY | 200,000.00 | 200,000.00- |
| | | Total Maturities | | 200,000.00 | 200,000.00- |
| | | Total Asset Activity | | 205,731.13 | 206,132.31- |



Account Statement

Page 6

Account Number: **1035003119**

April 01, 2019 To April 30, 2019

Transaction Statement (Continued)

| Date | Quantity | Description | Transaction Type | Cash | Cost Basis |
|------------------------------|-------------|---|------------------|-------------|--------------|
| Fees | | | | | |
| 04/26/19 | | MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 04/20/2019 | DISBURSEMENT | 849.32- | |
| Total Fees | | | | 849.32- | 0.00 |
| Cash Management | | | | | |
| 04/30/19 | 216,807.490 | 31607A703 NET CASH MANAGEMENT | NET CASH MGMT | 216,807.49- | 216,807.49 |
| Total Cash Management | | | | 216,807.49- | 216,807.49 |
| Miscellaneous | | | | | |
| 04/29/19 | | 69353REW4 AMORTIZATION ON 200,000 UNITS PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021 TO ADJUST TAX LOT, AMORTIZATION = 400.55- | AMORTIZATION | | 400.55- |
| Total Miscellaneous | | | | 0.00 | 400.55- |
| 04/30/19 | | Ending Balance | | 0.00 | 2,712,471.07 |

Disclosure

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

Expense Report

| | February | March | April | May | June | July | August | September | October | November | December |
|----------|----------|-----------|----------|------|------|------|--------|-----------|---------|----------|----------|
| | 20.00 | \$ 20.00 | \$ 20.00 | | | | | | | | |
| \$ 60.00 | \$ 60.00 | \$ 60.00 | | | | | | | | | |
| | | \$ 72.15 | | | | | | | | | |
| \$ 80.00 | \$ 80.00 | \$ 152.15 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | | |
|--------------|----------|----------|------|------|------|------|------|------|------|------|------|
| Internet | | | | | | | | | | | |
| Cell Phone | | | | | | | | | | | |
| Travel | \$ 12.00 | \$ 12.00 | | | | | | | | | |
| Total | \$ 12.00 | \$ 12.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | | |
|--------------------------|--------------|----------|----------|----------|-----------|-----------|------|------|------|------|------|
| Jordan Ehrenkranz | Internet | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ 40.00 | | | | | | |
| | Cell Phone | | | \$ 55.88 | | | | | | | |
| | Travel | | | | \$ 202.65 | | | | | | |
| | Total | \$ 40.00 | \$ 40.00 | \$ 95.88 | \$ 40.00 | \$ 202.65 | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | | |
|---------------------|--------------|------|------|------|------|------|------|------|------|------|------|
| Larry Greene | Internet | | | | | | | | | | |
| | Cell Phone | | | | | | | | | | |
| | Travel | | | | | | | | | | |
| | Total | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | | |
|---------------------|--------------|-----------|-----------|----------|----------|------|------|------|------|------|------|
| Jeremy Smith | Internet | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ 40.00 | | | | | | |
| | Cell Phone | \$ 46.56 | \$ 46.43 | \$ 46.43 | \$ 46.36 | | | | | | |
| | Travel | \$ 146.96 | 73.48 | | | | | | | | |
| | Total | \$ 233.52 | \$ 159.91 | \$ 86.43 | \$ 86.36 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, May 1, 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 5:32 p.m.

CITY COUNCIL ROLL CALL

Present: Councilmembers Bonner, Castillo, Mayor Pro Tem Ehrenkranz,
 Councilmember Smith, and Mayor Greene

Absent:

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

The City Council entered Closed Session at 5:32 p.m.

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

Chris Mann, City Manager, reported that the Council voted unanimously during Closed Session to appoint Steven Graham as the new City Attorney.

Open Session – 6:30 p.m.

CALL OPEN SESSION TO ORDER

Mayor Greene called the meeting to order at 6:45 p.m.

INVOCATION

Invocation was led by Nancy Horton
 Flag Salute was led by John Zaitz

CITY COUNCIL ROLL CALL

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

Absent:

APPROVAL OF THE CITY COUNCIL AGENDA

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

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

CEREMONIAL MATTERS

Presentations, Awards, Proclamations, Announcements

- Chamber of Commerce Announcement

Jim Randle gave an update on events that occurred since the last Council meeting and upcoming Chamber events. There was discussion regarding the upcoming POA election.

- May is Mental Health Awareness Month

Mayor Greene presented a Proclamation to Dr. George Middle on behalf of the City Council to recognize Mental Health Awareness Month.

Dr. Middle accepted the award, thanked the Council, and invited them to the upcoming Wellness and Resource Fair.

Councilmember Smith requested a moment of silence for Councilmember Jim Hyatt from Calimesa who recently passed away.

Councilmember Bonner requested that the meeting be adjourned in his name.

Councilmember Smith requested that staff draft a Resolution in his honor.

PUBLIC COMMENT

Darcy Burke, EVMWD representative, gave updates from the Water District. There was discussion regarding algae blooms.

John Zaitz, resident, commented on May is mental health month. He discussed Item 10 and stated that there were no attachments passed out as stated in the agenda packet. He commented on the cost for the City Attorney located within the claims and demands. He requested an update on the City Council's mid-year review.

Dale Welty, resident, provided an update on the POA election.

Amanda McLaughlin, Canyon Lake Library Branch Manager, thanked City Hall for allowing the Library the use of the Council Chamber. She provided an update on the upcoming summer reading program. She thanked additional organizations within the community who have supported the Library.

Nancy Horton, resident, commented on the smoke shops located within the City. She also discussed vaping among teenagers and asked for monitoring of the two organizations.

CONSENT CALENDAR

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

Councilmember Smith requested to pull Item No. 10.

Councilmember Bonner commented requested to pull Item No. 8.

- (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 01, 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

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

Motion carried 5-0, with Councilmembers Bonner, Castillo, Mayor Pro Tem Ehrenkranz, Councilmember Smith, and Mayor Greene voting aye to approve the Consent Calendar with the exception of Item 8 & 10.

PULLED CONSENT CALENDAR ITEMS

- (8) Agreement - Authorization of Public Works Agreement with PV Maintenance Inc., for Street & Facility Maintenance Services

Mike Borja, Administrative Services Manager, addressed corrections on page 188 of the agreement with PV Maintenance. He stated that the dollar amount was left blank to allow the Council to decide the amount. He also commented on page 189 & 190 and stated that the dates should've be May 1, 2019.

City Manager Mann stated that staff has proposed approval of this contract as the City does not have a Public Works Department and requested the Council leave the amount to the discretion of the City Manager's signing authority. Discussion regarding the agreement ensued.

Motion and Second by Mayor Pro Tem Ehrenkranz and Councilmember Smith to approve Item 8.

Motion carried 5-0, with Councilmembers Bonner, Castillo, Mayor Pro Tem Ehrenkranz, Councilmember Smith, and Mayor Greene voting aye to approve Pulled Consent Calendar Item 8.

- (10) Contract Amendment – Amendment of the City Attorney's Contract

Councilmember Smith requested that the Council authorize for the contract to be reviewed again after six months.

Mayor Greene requested clarification as to whether a motion was needed to establish Steven as the City Attorney.

City Manager Mann stated that the appointment was made during Closed Session and that Item 10 relates specifically to the contract.

Councilmember Smith clarified that the amendment should include a review after six months.

John Zaitz, resident, requested a response to his previous question regarding the City Attorney's charge listed within the claims and demands.

City Manager Mann stated that the Council the Attorney's contract had not been reviewed in quite some time and referred the specific question from Mr. Zaitz, to City Attorney Graham.

Attorney Graham stated that the contract's structure was premised on low usage, however, the usage had gone up with the growth of the City. He stated that his firm committed to a retainer of \$5,000.00 per month and a significantly lower hourly rate. He stated that the Council negotiated a contract that would be retroactive to February which would result in significant savings.

Motion and Second by Councilmember Bonner and Mayor Pro Tem Ehrenkranz to approve Item 10.

Motion carried 5-0, with Councilmembers Bonner, Castillo, Mayor Pro Tem Ehrenkranz, Councilmember Smith, and Mayor Greene voting aye to approve Pulled Consent Calendar Item 10.

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

- (11) Balanced Energy Solutions and Local Choice - Adoption of Resolution 2019-12 in Support of Balanced Energy Solutions and Local Choice

City Manager Mann introduced the item. It was stated that the Item was brought to the City for consideration from the Gas Company who was being proactive by asking Cities to adopt Resolutions sending a statement to Sacramento stating that the residents want local choice. He stated that staff worked closely with Southern California Edison to ensure all parties were comfortable with the proposed Resolution.

Councilmember Smith spoke in favor of this item.

Mayor Pro Tem Ehrenkranz agreed with Councilmember Smith and also spoke in favor of this item.

Motion and Second by Councilmembers Bonner/Smith to approve staff's recommendation of Item 11.

Motion carried 5-0, with Councilmembers Bonner, Castillo, Mayor Pro Tem Ehrenkranz, Councilmember Smith, and Mayor Greene voting aye to approve Item 11.

(12) SB 669 - Adoption of Resolution 2019-13 in Support of SB 669, the Safe Drinking Water Trust

City Manager Mann introduced the item. It was stated that SB 669 serves as an alternative to Sacramento's proposed tax. The item was brought to the City by EVMWD who provided the Resolution for Council approval.

Jack Wamsley, resident, questioned the cost of the proposed tax. Discussion with Darcy Burke of EVMWD ensued.

Motion and Second by Councilmembers Castillo/Bonner to approve staff's recommendation of Item 12.

Motion carried 5-0, with Councilmembers Bonner, Castillo, Mayor Pro Tem Ehrenkranz, Councilmember Smith, and Mayor Greene voting aye to approve Item 12.

(13) Policy Amendment - Amendment of City Equipment Policy and Travel Policy

City Manager Mann introduced the item. He discussed the City's current policy regarding reimbursement to Council for personal cell phone and home internet services. It was stated that the current policy is inefficient and had required excessive staff hours in order to process a small reimbursement. The attorney identified that allowing a flat rate reimbursement for cell phone and internet usage is not legal, however, a monthly automobile allowance would be allowed.

Staff recommends amending the current policy to eliminate the current cell phone and internet reimbursement and amend the travel policy to include an auto allowance of \$100 per month.

Councilmember Bonner requested clarification to ensure the amendment does not interfere with the current mileage reimbursement policy.

John Zaitz, resident, spoke against Item 13.

Motion and Second by Mayor Pro Tem Ehrenkranz and Councilmember Bonner to approve staff's recommendation of Item 13.

Motion carried 5-0, with Councilmembers Bonner, Castillo, Mayor Pro Tem Ehrenkranz, Councilmember Smith, and Mayor Greene voting aye to approve Item 13.

- (14) Agreement - Ratification of Professional Services Agreement with Interwest Consulting Group, Inc., for Building Department Services

City Manager Mann introduced the item. It was stated that the current contract allows for an hourly rate which produced invoices which were higher than the revenue received. The new contract allows for Interwest to receive a high percentage instead.

Councilmember Castillo spoke in favor of this item and thanked the City Manager for all his work on Item 14.

Mayor Greene also spoke in favor of this item.

Motion and Second by Councilmembers Castillo/Bonner to approve staff's recommendation of Item 14.

Motion carried 5-0, with Councilmembers Bonner, Castillo, Mayor Pro Tem Ehrenkranz, Councilmember Smith, and Mayor Greene voting aye to approve Item 14.

- (15) CDBG – Authorization to Reallocate Community Development Block Grant Funds to City Hall ADA Accessibility Projects

Administrative Services Manager Borja presented the item. It was stated that County recommended the elimination of the home repair program. Staff recommended applying the current funds towards ADA accessible projects at City Hall.

Councilmember Bonner questioned Helping Hands and whether they were eligible to receive those funds.

Borja stated that Helping Hands was not a qualified agency as their services were not provided regionally.

Councilmember Bonner questioned if the proposed will also address ADA projects at the new Administration Offices.

Borja clarified that the proposal is specifically for ADA projects at City Hall.

Councilmember Smith clarified that Helping Hands has been providing assistance outside of Canyon Lake although the County sees that differently. Discussion regarding Helping Hands ensued.

Councilmember Smith also questioned the amount of outreach to anyone and everyone who could possibly benefit from the funds. While staff did promote the CDBG funds, a targeted mailer was not done. Discussion regarding the possibility of a mailer ensued. He recommended reaching out to the community via a direct mailer as a final option.

Mayor Pro Tem Ehrenkranz questioned the report provided which identified City Hall being out of compliance.

Councilmember Smith made a motion for Item 15 to be pulled until a flyer is mailed out to the residents of the mobile home park.

Mayor Greene requested clarification regarding the process to pull the item.

City Attorney Graham stated that roll call vote was not required and that the item could be pulled with a consensus of the Council.

Nancy Horton, resident, clarified the difference between HOPE and Helping Hands.

Item 15 was pulled.

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

The Public Hearing was opened at 7:58 p.m.

- Staff Presentation

Administrative Services Manager Mike Borja presented the item.

- Questions to Staff by City Council

There were no questions

- Testimony by Proponents

Jack Wamsley, resident, recommended that the City work with the POA in setting the Commercial Filming Fee and offered his assistance.

- Testimony by Opponents

There were no comments

- Response by Proponents

There were no comments

Mayor Greene stated that the fees in question were identified with the fee study, however, the fees were not added to the final fee study by mistake.

Councilmember Smith questioned if the City had spoken to the POA regarding

the fees.

- Public Hearing Closed
Public Hearing was closed at 8:04 p.m.

- Discussion by City Council
Councilmember Castillo agreed with Councilmember Smith and requested the information regarding the POA be brought back to the Council prior to moving on this item.

City Attorney Graham stated that the Council can go forward with the fee with additional direction to the City Manager to address their issues.

Councilmember Smith expressed his concern regarding approval of this item.

Councilmember Smith also expressed his concern for the approval of the Special Event Permit fee.

City Manager Mann stated that the item is only to set the fees and does not address the details surrounding events and/or access. The City's fee study accounted for the City's cost to provide the services.

Mayor Greene stated that the fees were proposed by the Consultant along with the fee study.

Administrative Services Manager stated that the proposed fees are not brand new. They are current fees required by the City and staff is recommending an increase for full cost recovery.

Jack Wamsley, resident, recommended that the Council move forward with the Special Event permit but pull the Commercial Filming Fee until further discussion with the POA has taken place.

Borja stated that the City is currently working with the POA on Special Event permits.

Dale Welty, resident, questioned the definition of a Special Event and when a permit would in fact be required.

Councilmember Smith made a motion to adopt the Special Events Permit Fee and pull the Commercial Filming Permit fee

Mayor Pro Tem Ehrenkranz spoke in favor of adopting the Resolution as is.

Councilmember Smith restated his motion to adopt the Special Events Permit Fee and pull the Commercial Filming Permit fee for further discussion with the POA.

- Action by City Council – Adopt Resolution No. 2019-14

Motion and Second by Councilmembers Smith/Castillo to approve Resolution No. 2019-14 with the exception of the Commercial Filming Fee.

Motion carried 4-1, with Councilmembers Bonner, Castillo, Smith, and Mayor Greene voting aye and Mayor Pro Tem Ehrenkranz voting no.

CITY MANAGER COMMENTS

City Manager Mann gave an update on the move to the Administration Office and thanked staff for all their efforts in facilitating the move. He stated that notice was given to Mr. Jack Regus that the City will be terminating the lease currently occupied by Code Enforcement. He stated that Mr. Regus also informed him that the current lease space will be up for sale and he would like to give the City first option to purchase at \$540,000. He stated that the Fire Code Enforcement is still in progress and will be brought back at the June meeting. He discussed a policy which staff is currently working on to allow for Code Enforcement to carry protective gear. He reminded the Council of the Goals & Budget Workshop scheduled for May 8, 2019 at 5:30 p.m. and the Housing Element Workshop scheduled for May 15, 2019 at 5:30 p.m. and the Public Safety Town Hall scheduled for May 22, 2019. He stated that the next Joint meeting with the POA is scheduled for June, however, a date was not finalized.

Mayor Pro Tem Ehrenkranz questioned if the Council will go dark for the July 3, 2019 meeting. Discussion ensued.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

- **COUNCILMEMBER BONNER**

Councilmember Bonner discussed attending RCTC. He discussed the upcoming Public Safety Town Hall meeting. He reminded the audience about the upcoming Roundtable meetings.

- **COUNCILMEMBER CASTILLO**

Councilmember Castillo discussed the Public Safety Committee meeting from the day prior and thanked the Lieutenant for the newer detailed reports. She attended the TMDL and LESJWA meetings and gave an update on alum treatments necessary for Canyon Lake.

- **MAYOR PRO TEM EHRENKRANZ**

Mayor Pro Tem Ehrenkranz commented on National Prayer Day and asked that everyone keep Councilmember Jim Hyatt's family in prayer.

- **COUNCILMEMBER SMITH**

Councilmember Smith attended the round table meeting. He met with the Mayor of the City of Eastvale to discuss the current Police models which their City is looking into. He attended the Riverside County Sheriff's Annual Award Ceremony on behalf of the City. He attended the League of California Cities event in Sacramento with City Manager Mann and discussed some of the proposed Senate Bills. He discussed attending the RTA meeting. Lastly, he also reminded everyone of National Day of Prayer.

- **MAYOR GREENE**

Mayor Greene discussed SB 2. He attended the RCA Executive Board and discussed the concerning upcoming fire season. He stated that Supervisor Jeffries so kindly donated \$1,000 to the Emergency Preparedness Committee. He discussed the upcoming City Sponsored Golf Tournament. He attended a quarterly breakfast with Mayors from throughout the County.

ANNOUNCEMENTS

The meeting was adjourned to May 15, 2019 at 5:30 p.m. in the Council Chamber

ADJOURNMENT

Mayor Greene adjourned the meeting at 8:41 p.m.

Respectfully submitted,

Ana V. Sauseda,
Deputy City Clerk

**City of Canyon Lake
City Council**

Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Ana V. Sauseda, Deputy City Clerk

DATE: June 5, 2019

SUBJECT: Approval of Amendment to the Joint Powers Agreement and Bylaws of the Western Riverside Council of Governments

Recommendation:

Staff recommends that the City Council approve the amendment to the Joint Powers Agreement and Bylaws of the Western Riverside Council of Governments to make a series of technical changes.

Background and Discussion

At its meeting of November 5, 2018, the WRCOG Executive Committee took action to amend its Joint Powers agreement.

Per WRCOG's Bylaws, an amendment requires the approval and signatures of two-thirds of WRCOG's member jurisdictions.

Fiscal Impact

- None

Attachments

1. WRCOG Staff Report from November 5, 2018
2. Amendment to the Joint Powers Agreement

ATTACHMENT 1



Western Riverside Council of Governments Executive Committee

Staff Report

Subject: Update to WRCOG JPA and Bylaws

Contact: Christopher Gray, Director of Transportation, cgray@wrcog.us, (951) 405-6710

Date: November 5, 2018

The purpose of this item is to present an updated version of the WRCOG Joint Powers Agreement (JPA) and Bylaws. These updates were made based on direction at a previous Administration & Finance Committee meeting to prepare this comprehensive update, and incorporates a variety of changes, mostly minor in nature, based on staff and legal counsel review.

Requested Actions:

1. Adopt WRCOG Resolution Number 43-18; A Resolution of the Executive Committee of the Western Riverside Council of Governments Amending its Bylaws Making a Series of Technical Changes.
2. Direct WRCOG to forward the JPA Amendment to WRCOG member agencies for their approval.

Earlier in 2018, WRCOG was asked by several members of the Executive Committee to research and recommend potential options related to the appointment of alternates for the Board of Supervisors. This topic was discussed at the April 11th and June 13th Administration & Finance Committee meetings. During the course of these discussions, the issue of a larger update to the WRCOG JPA and Bylaws was also discussed. It was determined that it would be appropriate to conduct a comprehensive review of both documents as a significant period of time had lapsed (over five years) since the last comprehensive update of these documents.

The items for consideration today are the result of a comprehensive review of both documents by staff and legal counsel. While numerous changes are recommended, many of these changes reflect minor word changes and/or corrections, or address other minor issues. Red-line versions of both documents are attached to this staff report as a reference.

To facilitate review, staff has identified noteworthy changes to the JPA and Bylaws which are discussed below.

Joint Powers Agreement Changes

1. Sections 2.12, 3.1 and 4.5 of the Agreement updates the JPA to formally recognize that the Treasurer / Auditor of WRCOG is a WRCOG employee appointed pursuant to Section 6505.6 of the Government Code. The language in the current agreement includes outdated language referencing the County Treasurer.
2. Section 2.12 formally adds the position of a Second Vice-Chair to the JPA. Currently the Second Vice-Chair is only listed in the Bylaws.
3. Section 2.4 of the Agreement rewords the language establishing the membership of the General Assembly and Executive Committee to more clearly set forth the voting membership of each Committee. The changes do not impact the current process used by WRCOG. Pursuant to the direction of the Administration & Finance Committee, the process for appointing Executive Committee alternates for the Board of Supervisors has not been revised.

4. Section 2.15 clarifies the bond requirements for WRCOG Committee members.
5. Section 2.13 clarifies that the attendance of Executive Committee members at a standing meeting is subject to the Brown Act.

Bylaws Changes

1. Article I expressly clarifies the relationship between the JPA and Bylaws.
2. Article II, Section 2.F specifically empowers the Chair to create and appoint ad hoc committees and members in accordance with WRCOG's standard practices.
3. Article III, Section 5, Article IV, Section 1.D, and Article IV, Section 2.D, adds language making the Bylaws consistent with the JPA in respect to which agencies can vote on TUMF matters.

Staff also wants to highlight areas where changes were not made to either documents. At previous meetings of the Administration & Finance Committee, there have been extended discussions regarding member representation of the Executive Committee.

The first issue concerns the topic of alternates for the Riverside County Board of Supervisors. Staff previously presented several options for consideration and discussion. Specific direction was provided at the June 13, 2018, meeting to not implement any changes and to maintain the current process for alternates for the Board of Supervisors.

The second issue relates to appointments by member cities to the Executive Committee. Staff and legal counsel also reviewed the overall language in the Bylaws related to the appointment of members to the Executive Committee, which currently states:

“The Executive Committee will be composed of the Mayor from each of the member cities, four members of the Riverside County Board of Supervisors, the President of each water district, and the Tribal Chairman of the Morongo Band of Mission Indians. Any City Council, at its discretion, can appoint a Mayor Pro Tem or other City Council member in place of the Mayor. Each water district Board, at its discretion, can appoint another Board member in place of the President. The Tribal Council of the Morongo Band of Mission Indians, at its discretion, can appoint another Tribal Council member in place of the Tribal Chairman.”

The Administration & Finance Committee centered discussions on whether this section created a potential conflict by noting that the Mayor from any member City was the member of the Executive Committee and then noting that the City Council could appoint a representative in place of the Mayor. Staff and legal counsel reviewed this section and determined that the language seems to clearly note that each City shall have the discretion to establish a process to appoint its own representatives to the Executive Committee. Therefore, no changes were made to the Bylaws related to this item.

Implementation

Approval of the Bylaws requires action by the Executive Committee. Once approved, the Bylaws changes take effect immediately. The updated Bylaws will also be brought forward for approval by the WRCOG General Assembly in 2019; however, this approval is a formality as the changes become effective once the Executive Committee acts on them.

The process to approve the updated JPA is more involved. As with the Bylaws, formal action of the Executive Committee is first required. The updated JPA must then be approved by 2/3 of WRCOG member agencies to take effect. Once 2/3 of WRCOG member agencies have approved these changes, the changes become effective. If directed to do so by the Executive Committee, staff will work with each member agency to secure their approval of the updated JPA.

Prior Actions:

October 10, 2018: The Administration & Finance Committee recommended that the Executive Committee 1) approve the updated Bylaws; 2) approve the updated JPA; and 3) direct WRCOG to forward the updated JPA to WRCOG member agencies for their approval.

June 13, 2018: The Administration & Finance Committee directed staff to prepare a comprehensive review of the JPA and Bylaws.

April 11, 2018: The Administration & Finance Committee directed staff to return with options for future consideration and discussion regarding an alternate policy.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachments:

1. Redlined Joint Powers Agreement of the Western Riverside Council of Governments.
2. Bylaws for the Western Riverside Council of Governments.
3. WRCOG Resolution Number 43-18; A Resolution of the Executive Committee of the Western Riverside Council of Governments Amending the WRCOG Bylaws.

ATTACHMENT 2

JOINT POWERS AGREEMENT OF
THE WESTERN RIVERSIDE
COUNCIL OF GOVERNMENTS

This Agreement is made and entered into on the 1st day of April, 1991, pursuant to Government Code Section 6500 et. seq. and other pertinent provisions of law, by and between six or more of the cities located within Western Riverside County and the County of Riverside.

RECITALS

A. Each member and party to this Agreement is a governmental entity established by law with full powers of government in legislative, administrative, financial, and other related fields.

B. The purpose of the formation is to provide an agency to conduct studies and projects designed to improve and coordinate the common governmental responsibilities and services on an area-wide and regional basis through the establishment of an association of governments. The Council will explore areas of inter-governmental cooperation and coordination of government programs and provide recommendations and solutions to problems of common and general concern.

C. When authorized pursuant to an Implementation Agreement, the Council shall manage and administer thereunder.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties hereto agree as follows:

I.

PURPOSE AND POWERS

1.1 Agency Created.

There is hereby created a public entity to be known as the "Western Riverside Council of Governments" ("WRCOG" or "the Council"). WRCOG is formed by this Agreement pursuant to the provision of Government Code Section 6500 et. seq. and other pertinent provision of law. WRCOG shall be a public entity separate from the parties hereto.

1.2 Powers.

1.2.1. WRCOG established hereunder shall perform all necessary functions to fulfill the purposes of this Agreement. Among other functions, WRCOG shall:

- a. Serve as a forum for consideration, study and recommendation on area-wide and regional problems;
- b. Assemble information helpful in the consideration of problems peculiar to Western Riverside County;
- c. Explore practical avenues for intergovernmental cooperation, coordination and action in the interest of local public welfare and means of improvements in the administration of governmental services; and
- d. Serve as the clearinghouse review body for Federally-funded projects in accordance with Circular A-95 in conjunction with the Southern California Association of Governments.

1.2.2. The Council shall have the power in its own name to do any of the following;

a. When necessary for the day to day operation of the Council, to make and enter into contracts;

b. To contract for the services of engineers, attorneys, planners, financial consultants and separate and apart therefrom to employ such other persons, as it deems necessary;

c. To apply for an appropriate grant or grants under any federal, state, or local programs.

d. To receive gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any governmental entity;

e. To lease, acquire, construct, manage, maintain, and operate any buildings, works, or improvements;

f. To delegate some or all of its powers to the Executive Committee and the Executive Director of the Council as hereinafter provided.

1.2.3 The association shall have the power in its own name, only with the approval of all affected member agencies to:

a. Acquire, hold and dispose of property by eminent domain, lease, lease purchase or sale.

b. To incur debts, liabilities, obligations, and issue bonds;

II.

ORGANIZATION OF COUNCIL

2.1 Parties.

The parties to WRCOG shall be the County of Riverside and each city located within Western Riverside County which has executed or hereafter executes this Agreement, or any addenda, amendment, or supplement ~~thereto~~hereto and agrees to ~~such~~ become a member upon such terms and conditions as established by the General ~~council~~Assembly or Executive Committee, and which has not, pursuant to provisions hereof, withdrawn ~~therefrom~~herefrom (the "Member Agencies"). Only the parties identified in this section and Associate Members approved under section 8.2 of this Agreement, if any, shall be considered contracting parties to this Agreement under Government Code section 6502, provided that the rights of any Associate Member under this Agreement shall be limited solely those rights expressly set forth in a PACE Agreement authorized in section 8.2 of this Agreement.

2.2 Names.

The names, particular capacities and addresses of the parties ~~at any time~~ shall be shown on Exhibit "A" attached hereto, as amended or supplemented from time to time by the Executive Director. If the Executive Director amends or supplements Exhibit "A", a copy of the revised Exhibit "A" shall be provided to the members.

2.3 Duties.

WRCOG shall do whatever is necessary and required to carry out the purposes of this Agreement and when authorized by an Implementation Agreement pursuant to section 1.2.3 as appropriate, to make and enter into such contracts, incur such debts and obligations, assess contributions from the members, and perform such other acts as are necessary to the accomplishment of the purposes of such agreement,

within the provisions of Government Code Section 6500 et seq. and as prescribed by the laws of the State of California.

2.4 Governing Body.

2.4.1. WRCOG shall be governed by a General Assembly with membership consisting of ~~the appropriate~~ representatives from the County of Riverside, each city which is a signatory to this Agreement, the Western Municipal Water District, the Eastern Municipal Water District, and the Morongo Band of Mission Indians ("Morongo"), ~~the number of which shall be determined as hereinafter set forth. The~~ (collectively, the "General Assembly shall meet at least once annually, preferably scheduled in the evening. Each Member Agencies"). Each General Assembly Member Agency ~~of the General Assembly~~ shall have one vote for each mayor, council member, county supervisor, water district board member, and tribal council member present at the General Assembly. The General Assembly shall act only upon a majority of a quorum. A quorum shall consist of a majority of the total authorized representatives, provided that ~~members representing~~ voting representatives of a majority of the General Assembly Member Agencies are present. The General Assembly shall adopt and amend by-laws for the administration and management of this Agreement, which when adopted and approved shall be an integral part of this Agreement. Such by-laws may provide for the management and administration of this Agreement. The General Assembly shall meet at least once annually, preferably scheduled in the evening.

2.4.2. There shall be an Executive Committee which exercises the powers of this Agreement between sessions of the General Assembly. Members of the Executive Committee shall be the Mayor from each of the member cities, four members

of the Riverside County Board of Supervisors, the President of each Water District, and the Tribal Chairman of Morongo; ~~(the remaining member of the Board of Supervisors shall serve as an alternate, except any~~ “Executive Committee Members”). Each City Council, at its discretion, can appoint ~~its~~ Mayor Pro Tem or other City Council member in place of the Mayor; Each water district board, at its discretion, can appoint another Board member in place of the President; ~~and~~ The Tribal Council of Morongo, at its discretion, can appoint another Tribal Council member in place of the Tribal Chairman. The Executive Committee shall act only upon a majority of a quorum. A quorum shall consist of a majority of the ~~member agencies~~ Executive Committee Members. Membership of Morongo on the General Assembly and Executive Committee of WRCOG shall be conditioned on Morongo entering into a separate Memorandum of Understanding with WRCOG.

2.4.3. Each member of the General Assembly and the Executive Committee shall be a current member of the legislative body such member represents.

2.4.4. Each ~~participating member on the~~ Executive Committee Member shall also have an alternate, who must also be a current member of the legislative body of the party such alternate represents. The remaining member of the Board of Supervisors shall serve as an alternate for the Board of Supervisors. The name of the alternate members shall be on file with the Executive Committee. In the absence of the regular member from an agency, the alternate member from such agency shall assume all rights and duties of the absent regular member.

2.5 Executive Director.

The Executive Director shall be the chief administrative officer of the Council. He shall receive such compensation as may be fixed by the Executive Committee. The powers and duties of the Executive Director shall be subject to the authority of the Executive Committee and include the following:

- a. To appoint, direct and remove employees of the Council.
- b. Annually to prepare and present a proposed budget to the Executive Committee and General Assembly.
- c. Serve as Secretary of the ~~Council~~ [General Assembly](#) and of the Executive Committee.
- d. To attend meetings of the [General Assembly and](#) Executive Committee.
- e. To perform such other and additional duties as the Executive Committee may require.

2.6 Principal Office.

The principal office of WRCOG shall be established by the Executive Committee and shall be located within Western Riverside County. The Executive Committee is hereby granted full power and authority to change said principal office from one location to another within Western Riverside County. Any change shall be noted by the Secretary under this section but shall not be considered an amendment to this Agreement.

2.7 Meetings.

The Executive Committee shall meet at the principal office of the agency or at such other place as may be designated by the Executive Committee. The time and place of regular meetings of the Executive Committee shall be determined by

resolution adopted by the Executive Committee; a copy of such resolution shall be furnished to each party hereto. Regular, adjourned and special meetings shall be called and conducted in accordance with the provisions of the Ralph M. Brown Act, Government Code Section 54950 et. seq., as it may be amended.

2.8 Powers and Limitations of the Executive Committee.

Unless otherwise provided herein, each Member or participating alternate of the Executive Committee shall be entitled to one vote, and a vote of the majority of those present and qualified to vote constituting a quorum may adopt any motion, resolution, or order and take any other action they deem appropriate to carry forward the objectives of the Council.

2.9 Minutes.

The secretary of the Council shall cause to be kept minutes of regular adjourned regular and special meetings of the General Assembly and Executive Committee, and shall cause a copy of the minutes to be forwarded to each member ~~and to each of the members hereto.~~

2.10 Rules.

The Executive Committee may adopt from time to time such rules and regulations for the conduct of its affairs consistent with this Agreement or any Implementation Agreement.

2.11 Vote or Assent of Members.

The vote, assent or approval of the members in any manner as may be required, hereunder shall be evidenced by a certified copy of the action of the governing

body of such party filed with the Council. It shall be the responsibility of the Executive Director to obtain certified copies of said actions.

2.12 Officers.

There shall be selected from the membership of the Executive Committee, a chairperson, a vice chairperson and a second vice chairperson. The Executive Director shall be the secretary. The Treasurer ~~of the County of Riverside shall be the Treasurer of the Council and the Controller or Auditor of the County of Riverside shall be the Auditor of the Council.~~ Such persons and the Auditor shall be appointed by the Executive Director and must be officers or employees of WRCOG. The Executive Director may appoint a single officer or employee of WRCOG to serve in both the Treasurer and Auditor positions. Such person(s) shall possess the powers of, and shall perform the treasurer and auditor functions respectively, for WRCOG and perform those functions required of them by Government Code Sections 6505, 6505.5 and 6505.6, and by all other applicable laws and regulations, including any subsequent amendments thereto.

The chairperson ~~and~~ vice chairperson, and second vice chairperson shall hold office for a period of one year commencing ~~July 1st of each and every fiscal year; provided, however, the first chairperson and vice chairperson appointed shall hold office from the date of appointment to June 30th of the ensuing fiscal year~~ at the close of the General Assembly meeting of their election, and ending one year thereafter, or until his or her successor is elected. Except for the Executive Director, any officer, employee, or agent of the Executive Committee may also be an officer, employee, or agent of any of

the members. The appointment by the Executive Committee of such a person shall be evidence that the two positions are compatible.

2.13 Committees.

The Executive Committee may, as it deems appropriate, ~~appoint~~establish committees to accomplish the purposes set forth herein. All standing committee meetings of WRCOG, including those of the Executive Committee, shall be open to all Executive Committee Members ~~in accordance with the Brown Act~~

2.14 Additional Officers and Employees.

The Executive Committee shall have the power to authorize such additional officers and assistant employees as may be appropriate. ~~Such officers and employees may also be, but are not required to be, officers and employees of the individual members.~~

2.15 Bonding Requirement.

The officers or persons who have charge of, handle, or have access to any property of WRCOG shall be the ~~members of the Executive Committee, the~~ Treasurer, the Executive Director, and any other officers or persons ~~to be~~ designated or empowered by the Executive Committee. Each such officer or person shall be required to file an official bond with the Executive Committee in an amount which shall be established by the Executive Committee. Should the existing bond or bonds of any such officer be extended to cover the obligations provided herein, said bond shall be the official bond required herein. The premiums on any such bonds attributable to the coverage required herein shall be appropriate expenses of WRCOG.

2.16 Status of Officers and Employees.

All of the privileges and immunities from liability, exemption from laws, ordinances and rules, all pension, relief, disability, worker's compensation, and other benefits which apply to the activity of officers, agents, or employees of any of the members when performing their respective functions shall apply to them to the same degree and extent while engaged in the performance of any of the functions and other duties under this Agreement. None of the officers, agents, or employees appointed by the Executive Committee shall be deemed, by reason of their employment by the Executive Committee, to be employed by any of the members or, by reason of their employment by the Executive Committee, to be subject to any of the requirements of such members.

2.17 Restrictions.

Pursuant to Government Code Section 6509, for the purposes of determining the restrictions to be imposed by the Council in its exercise of the above-described joint powers, reference shall be made to, and the Council shall observe, the restrictions imposed [by state law](#) upon the County of Riverside.

2.18 TUMF Matters – Water Districts and Morongo.

Pursuant to this Joint Powers Agreement, WRCOG administers the Transportation Mitigation Fee (“TUMF”) for cities in Western Riverside County. The fee was established prior to the Water District’s and Morongo’s involvement with WRCOG and will fund transportation improvements for the benefit of the County of Riverside and the cities in Western Riverside County. As such, the Western Municipal Water District, the Eastern Municipal Water District, and Morongo General Assembly and Executive

Committee Members shall not vote on any matter related to the administration of the TUMF program or the expenditure of TUMF revenues.

III

FUNDS AND PROPERTY

3.1 Treasurer.

~~The Treasury of the member agency whose Treasurer is the Treasurer for WRCOG shall be the depository for WRCOG.~~ The Treasurer of the Council shall have custody of all funds and shall provide for strict accountability thereof in accordance with Government Code Section 6505.5 and other applicable laws of the State of California. He or she shall perform all of the duties required in Government Code Section 6505 ~~et. seq., and following,~~ such other duties as may be prescribed by the Executive Committee.

3.2. Expenditure of Funds.

The funds under this Agreement shall be expended only in furtherance of the purposes hereof and in accordance with the laws of the State of California and standard accounting practices shall be used to account for all funds received and disbursed.

3.3. Fiscal Year.

WRCOG shall be operated on a fiscal year basis, beginning on July 1 of each year and continuing until June 30 of the succeeding year. Prior to July 1 of each year, the General Assembly shall adopt a final budget for the expenditures of WRCOG during the following fiscal Year.

3.4. Contributions/Public Funds.

In preparing the budget, the General Assembly by majority vote of a quorum shall determine the amount of funds which will be required from its members for the purposes of this Agreement. The funds required from its members after approval of the final budget shall be raised by contributions 50% of which will be assessed on a per capita basis and 50% on an assessed valuation basis, each city paying on the basis of its population and assessed valuation and the County paying on the basis of the population and assessed valuation within the unincorporated area of Western Riverside County as defined in the by-laws. The parties, when informed of their respective contributions, shall pay the same before August 1st of the fiscal year for which they are assessed or within sixty days of being informed of the assessment, whichever occurs later. In addition to the contributions provided, advances of public funds from the parties may be made for the purposes of this Agreement. When such advances are made, they shall be repaid from the first available funds of WRCOG.

The General Assembly shall have the power to determine that personnel, equipment or property of one or more of the parties to the Agreement may be used in lieu of fund contributions or advances.

All contributions and funds shall be paid to WRCOG and shall be disbursed by a majority vote of a quorum of the Executive Committee, as authorized by the approved budget.

3.5 Contributions from Water Districts and the Morongo Band of Mission Indians.

The provision of section 3.4 above shall be inapplicable to the Western Municipal Water District, the Eastern Municipal Water District, and Morongo. The amount of

contributions from these water districts and Morongo shall be through the WRCOG budget process.

IV

BUDGETS AND DISBURSEMENTS

4.1 Annual Budget.

The Executive Committee may at any time amend the budget to incorporate additional income and disbursements that might become available to WRCOG for its purposes during a fiscal year.

4.2 Disbursements.

The Executive Director shall request warrants from the Auditor in accordance with budgets approved by the General Assembly or Executive Committee subject to quarterly review by the Executive Committee. The Treasurer shall pay such claims or disbursements and such requisitions for payment in accordance with rules, regulations, policies, procedures and bylaws adopted by the Executive Committee.

4.3 Accounts.

All funds will be placed in appropriate accounts and the receipt, transfer, or disbursement of such funds during the term of this Agreement shall be accounted for in accordance with generally accepted accounting principles applicable to governmental entities and pursuant to Government Code Sections 6505 et seq. and any other applicable laws of the State of California. There shall be strict accountability of all funds. All revenues and expenditures shall be reported to the Executive Committee.

4.4 Expenditures Within Approved Annual Budget.

All expenditures shall be made within the approved annual budget. No expenditures in excess of those budgeted shall be made without the approval of a majority of a quorum of the Executive Committee.

4.5 Audit.

The ~~records and accounts of WRCOG shall be audited annually by Auditor~~ shall make or contract with an independent certified public accountant or public accountant to make an annual audit of WRCOG's accounts and records, and copies of such audit report shall be filed with the County Auditor, State Controller and each party to WRCOG no later than fifteen (15) days after receipt of said audit by the Executive Committee. The Auditor shall perform those functions required of him or her by Government Code Sections 6505, 6505.5 and 6505.6, and by all other applicable laws and regulations, including any subsequent amendments thereto.

4.6 Reimbursement of Funds.

Grant funds received by WRCOG from any federal, state, or local agency to pay for budgeted expenditures for which WRCOG has received all or a portion of said funds from the parties hereto shall be used as determined by WRCOG's Executive Committee.

V

LIABILITIES

5.1 Liabilities.

The debts, liabilities, and obligation of WRCOG shall be the debts, liabilities, or obligations of WRCOG alone and not of the parties to this Agreement.

5.2 Hold Harmless and Indemnity.

Each party hereto agrees to indemnify and hold the other parties harmless from all liability for damage, actual or alleged, to persons or property arising out of or resulting from negligent acts or omissions of the indemnifying party or its employees. Where the General Assembly or Executive Committee itself or its agents or employees are held liable for injuries to persons or property, each party's liability for contribution or indemnity for such injuries shall be based proportionately upon the contributions (less voluntary contributions) of each member. In the event of liability imposed upon any of the parties to this Agreement, or upon the General Assembly or Executive Committee created by this Agreement, for injury which is caused by the negligent or wrongful act or omission of any of the parties in the performance of this Agreement, the contribution of the party or parties not directly responsible for the negligent or wrongful act or omission shall be limited to One Hundred Dollars (\$100.00). The party or parties directly responsible for the negligent or wrongful acts or omissions shall indemnify, defend, and hold all other parties harmless from any liability for personal injury or property damage arising out of the performance of this Agreement. The voting for or against a matter being considered by the General Assembly or executive or other committee or WRCOG, or abstention from voting on such matter, shall not be construed to constitute a wrongful act or omission within the meaning of this Subsection.

VI

ADMISSION AND WITHDRAWAL OF PARTIES

6.1 Admission of New Parties.

It is recognized that additional cities other than the original parties, may wish to participate in WRCOG. Any Western Riverside County city may become a party

to WRCOG upon such terms and conditions as established by the General Assembly or Executive Committee. Any Western Riverside County city shall become a party to WRCOG by the adoption by the city council of this Agreement and the execution of a written addendum ~~thereto~~hereto agreeing to the terms of this Agreement and agreeing to any additional terms and conditions that may be established by the General Assembly or Executive Committee. Special districts which are significantly involved in regional problems and the boundaries of which include territory within the collective area of the membership shall be eligible for advisory membership in the Council by the execution of a separate MOU setting forth the terms of such participation. The representative of any such advisory member may participate in the work of committees of the Council.

6.2 Withdrawal from WRCOG.

It is fully anticipated that each party hereto shall participate in WRCOG until the purposes set forth in this Agreement are accomplished. The withdrawal of any party, either voluntary or involuntary, unless otherwise provided by the General Assembly or Executive Committee, shall be conditioned as follows:

a. In the case of a voluntary withdrawal following a properly noticed public hearing, written notice shall be given to WRCOG, six months prior to the effective date of withdrawal;

b. Withdrawal shall not relieve the party of its proportionate share of any debts or other liabilities incurred by WRCOG prior to the effective date of the ~~parties'~~party's notice of withdrawal;

c. Unless otherwise provided by a unanimous vote of the Executive Committee, withdrawal shall result in the forfeiture of that party's rights and claims relating to distribution of property and funds upon termination of WRCOG as set forth in Section VII below;

d. Withdrawal from any Implementation Agreement shall not be deemed withdrawal from membership in WRCOG.

VII

TERMINATION AND DISPOSITION OF ASSETS

7.1 Termination of this Agreement.

WRCOG shall continue to exercise the joint powers herein until the termination of this Agreement and any extension thereof or until the parties shall have mutually rescinded this Agreement; providing, however, that WRCOG and this Agreement shall continue to exist for the purposes of disposing of all claims, distribution of assets and all other functions necessary to conclude the affairs of WRCOG.

Termination shall be accomplished by written consent of all of the parties, or shall occur upon the withdrawal from WRCOG of a sufficient number of the agencies enumerated herein so as to leave less than five of the enumerated agencies remaining in WRCOG.

7.2 Distribution of Property and Funds.

In the event of the termination of this Agreement, any property interest remaining in WRCOG following the discharge of all obligations shall be disposed of as the Executive Committee shall determine with the objective of distributing to each

remaining party a proportionate return on the contributions made to such properties by such parties, less previous returns, if any.

VIII

PACE IMPLEMENTATION AND PARTICIPATION AGREEMENTS;

ASSOCIATE MEMBERSHIP

8.1 Execution of Agreement.

When authorized by the Executive Committee, any affected member agency or agencies enumerated herein, may execute an Implementation Agreement for the purpose of authorizing WRCOG to implement, manage and administer area-wide and regional programs in the interest of the local public welfare. The costs incurred by WRCOG in implementing a program including indirect costs, shall be assessed only to those public agencies who are parties to that Implementation Agreement.

8.2 PACE Agreements; Associate Membership.

WRCOG shall be empowered to establish and operate one or more Property Assessed Clean Energy ("PACE") programs pursuant to Chapter 29 of the Improvement Bond Act of 1911, being Division 7 of the California Streets and Highways Code, and to enter into one or more agreements, including without limitation, participation agreements, implementation agreements and joint powers agreements and amendments thereto to fulfill such programs both within and outside the jurisdictional boundaries of WRCOG.

WRCOG, acting through its Executive Committee, shall be empowered to establish an "Associate Member" status that provides membership in WRCOG to local jurisdictions that are outside WRCOG's jurisdictional boundaries but within whose

boundaries a PACE program will be established and implemented by WRCOG. Said local jurisdictions shall become Associate Members of WRCOG by adopting one or more agreements (the "PACE Agreement") on the terms and conditions established by the Executive Committee and consistent with the requirements of the Joint Exercise of Powers Act, being 5 of Division 7, Title 1 of the California Government Code (Sections 6500 et seq.). The rights of Associate Members shall be limited solely to those terms and conditions expressly set forth in the PACE Agreement for the purposes of implementing the PACE program within their jurisdictional boundaries. Except as expressly provided for by the PACE Agreement, Associate Members shall not have any rights otherwise granted to WRCOG's members by this Agreement, including but not limited to the right to vote, right to amend this Agreement, and right to sit on committees or boards established under this Agreement or by action of the Executive Committee or the General Assembly, including, without limitation, the General Assembly and the Executive Committee.

IX

MISCELLANEOUS

9.1 Amendments.

This Agreement may be amended with the approval of not less than two-thirds (2/3) of all member agencies.

9.2 Notice.

Any notice or instrument required to be given or delivered by depositing the same in any United States Post Office, registered or certified, postage prepaid, addressed to the addresses of the parties as shown on Exhibit "A", shall be deemed to have been received by the party to whom the same is addressed at the expiration of seventy-two (72) hours after deposit of the same in the United States Post Office for transmission by registered or certified mail as aforesaid.

9.3 Effective Date.

This Agreement shall be effective and WRCOG shall exist from and after such date as this Agreement has been executed by any seven or more of the public agencies, including the County of Riverside, as listed on page 1 hereof.

9.4 Arbitration.

Any controversy or claim between any two or more parties to this Agreement, or between any such party or parties and WRCOG, with respect to disputes, demands, differences, controversies, or misunderstandings arising in relation to interpretation of this Agreement, or any breach thereof, shall be submitted to and determined by arbitration. The party desiring to initiate arbitration shall give notice of its intention to arbitrate to every other party to this Agreement and to the Executive Director of the Council. Such notice shall designate as "respondents" such other parties as the initiating party intends to have bound by any award made therein. Any party not so designated but which desires to join in the arbitration may, within ten (10) days of service upon it of such notice, file with all other parties and with the Executive Director of the Council a response indicating its intention to join in and to be bound by the results of the arbitration, and further designating any other parties it wishes to name as a respondent. Within twenty (20) days of the service of the initial demand for arbitration, the initiating party and the respondent or respondents shall each designate a person to act as an arbitrator. The designated arbitrators shall mutually designate the minimal number of additional persons as arbitrators as may be necessary to create an odd total number of arbitrators but not less than three to serve as arbitrator(s).

The arbitrators shall proceed to arbitrate the matter in accordance with the provisions of Title 9 of Part 3 of the Code of Civil Procedure, Section 1280 et. seq. The parties to this Agreement agree that the decision of the arbitrators will be binding and will not be subject to judicial review except on the ground that the arbitrators have exceeded the scope of their authority.

9.5 Partial Invalidity.

If any one or more of the terms, provisions, sections, promises, covenants or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, sections, promises, covenants and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

9.6 Successors.

This Agreement shall be binding upon and shall inure to the benefit of the successors of the parties hereto.

9.7 Assignment.

The parties hereto shall not assign any rights or obligations under this Agreement without written consent of all other parties.

9.8 Execution.

The Board of Supervisors of the County of Riverside and the city councils of the cities enumerated herein have each authorized execution of this Agreement as evidenced by the authorized signatures below, respectively.

EXHIBIT "A"

Original Members Agencies

1. City of Banning
2. City of Beaumont (rejoined June 22, 2017)
3. City of Calimesa
4. City of Canyon Lake
5. City of Corona
6. City of Hemet
7. City of Lake Elsinore
8. City of Moreno Valley
9. City of Murrieta
10. City of Norco
11. City of Perris
12. City of Riverside
13. City of San Jacinto
14. City of Temecula
15. County of Riverside

Additional City Members

1. City of Eastvale (added on 08/02/2010, Resolution 01-11)
2. City of Jurupa Valley (added on 07/29/2011, Resolution 02-12)
3. City of Menifee (added on 10/06/2008, Resolution 03-09)
4. City of Wildomar (added on 08/04/2008, Resolution 01-09)

For Reference Only

**THE WESTERN RIVERSIDE
COUNCIL OF GOVERNMENTS**

Participating Agencies

1. Eastern Municipal Water District (membership on the Governing Board of WRCOG, 05/11/2009)
2. Western Municipal Water District (membership on the Governing Board of WRCOG, 05/11/2009)
3. Riverside County Superintendent of Schools (membership as an ex-officio, advisory member of WRCOG, 11/07/2011)
4. Morongo Band of Mission Indians (membership on the Governing Board of WRCOG, 7/6/2015)

ATTEST:

Clerk of the Board of Supervisors

By: _____

Dated: _____

COUNTY OF RIVERSIDE

By: _____

Chairman, Board of Supervisors

ATTEST:

City Clerk
City of Banning

By: _____

Dated: _____

CITY OF BANNING

By: _____

Mayor

ATTEST:

City Clerk
City of Beaumont

By: _____

Dated: _____

CITY OF BEAUMONT

By: _____

Mayor

ATTEST:

City Clerk
City of Calimesa

By: _____

Dated: _____

CITY OF CALIMESA

By: _____

Mayor

ATTEST:

City Clerk
City of Canyon Lake

By: _____

Dated: _____

CITY OF CANYON LAKE

By: _____
Mayor

ATTEST:

City Clerk
City of Corona

By: _____

Dated: _____

CITY OF CORONA

By: _____
Mayor

ATTEST:

City Clerk
City of Eastvale

By: _____

Dated: _____

CITY OF EASTVALE

By: _____
Mayor

ATTEST:

City Clerk
City of Hemet

By: _____

Dated: _____

CITY OF HEMET

By: _____
Mayor

ATTEST:

City Clerk
City of Jurupa Valley

By: _____

Dated: _____

CITY OF JURUPA VALLEY

By: _____
Mayor

ATTEST:

City Clerk
City of Lake Elsinore

By: _____

Dated: _____

CITY OF LAKE ELSINORE

By: _____
Mayor

ATTEST:

City Clerk
City of Meniffee

By: _____

Dated: _____

CITY OF MENIFEE

By: _____
Mayor

ATTEST:

City Clerk
City of Moreno Valley

By: _____

Dated: _____

CITY OF MORENO VALLEY

By: _____
Mayor

ATTEST:

City Clerk
City of Murrieta

By: _____

Dated: _____

CITY OF MURRIETA

By: _____
Mayor

ATTEST:

City Clerk
City of Norco

By: _____

Dated: _____

CITY OF NORCO

By: _____
Mayor

ATTEST:

City Clerk
City of Perris

By: _____

Dated: _____

CITY OF PERRIS

By: _____
Mayor

ATTEST:

City Clerk
City of Riverside

By: _____

Dated: _____

CITY OF RIVERSIDE

By: _____
Mayor

ATTEST:

City Clerk
City of San Jacinto

By: _____

Dated: _____

CITY OF SAN JACINTO

By: _____
Mayor

ATTEST:

City Clerk
City of Temecula

By: _____

Dated: _____

CITY OF TEMECULA

By: _____
Mayor

ATTEST:

City Clerk
City of Wildomar

By: _____

Dated: _____

CITY OF WILDOMAR

By: _____
Mayor

ATTEST:

Council Recording Secretary
Morongo Band of Mission Indians

By: _____

Dated: _____

MORONGO BAND OF MISSION INDIANS

By: _____
Tribal Chairman

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Mike A. Borja, Administrative Services Manager

DATE: June 5, 2019

SUBJECT: Adoption of Resolution 2019-16 to Approve Senate Bill 1 (SB 1) Road Maintenance and Rehabilitation Account Funding and Project List

Recommendation

That the City Council adopt Resolution No. 2019-16 approving the Fiscal Year 2019-2020 project list for Senate Bill 1 (Road Repair and Accountability Act of 2017) Road Maintenance and Rehabilitation Account (RMRA) funding.

Background

On April 28, 2017, the Governor signed Senate Bill 1 (SB 1), Road Repair and Accountability Act of 2017, to address transportation funding shortfalls statewide. SB 1 established a Road Maintenance and Rehabilitation Account (RMRA) in the State Transportation Fund. Beginning in January 2019, the State Controller deposited funds generated from increased fuel taxes and vehicle registration fees into the RMRA. A portion of the RMRA funds are distributed on a monthly basis to the City for basic road maintenance, rehabilitation and critical safety projects along Railroad Canyon Road.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. In order to be eligible for RMRA funding in this year, the City must adopt a resolution approving the list of projects to receive RMRA funding in Fiscal Year 2019-2020.

Staff recommends that the funding be applied towards the Railroad Canyon Road Sound Wall Repairs and Phase II & III Wrought Iron Fence Replacement projects, which are included in the proposed budget for Fiscal Year 2019-2020. Staff will submit to the California Transportation Commission the proposed projects and adopted resolution once approved.

Fiscal Impact

In Fiscal Year 2019-2020, the City of Canyon Lake is estimated to receive \$195,000 from the newly created RMRA. The following table specifies the anticipated Projected Costs for projects receiving RMRA funding:

| Project Name | Projected Cost |
|---|-----------------------|
| RCR Sound Wall Repairs | \$35,000 |
| Phase II & III Wrought Iron Fence Replacement | \$160,000 |
| Total | \$195,000 |

Table 1. Total Projected Costs for RMRA FY 19-20 projects.

The anticipated Projected Costs for projects receiving RMRA funding in FY 2019-2020 is \$195,000.

Attachments

1. Resolution No. 2019-16

ATTACHMENT 1

RESOLUTION NO. 2019-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, TO ADOPT A LIST OF PROJECTS FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive and estimated \$195,000 in RMRA funding in Fiscal Year 2019-20 from SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our City's Capital Improvement Plan and transportation priorities; and

WHEREAS, the City evaluated the health and safety of infrastructure related items to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate Railroad Canyon Road and infrastructure throughout the City this year and in future years; and

WHEREAS, the 2016 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in a good condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into an excellent condition; and

WHEREAS, the average motorist pays more than \$700 a year in added repair costs for their vehicle, just because of the poor condition of our roads however, a recent study by the American Road and Transportation Builders Association (ARTBA) found transportation improvements from SB 1 will bring annual savings of nearly \$300 per household; and

WHEREAS, without revenue from SB 1, the City, would have otherwise been deferring projects throughout the community; and

WHEREAS, if the Legislature and Governor failed to act, city streets and county roads would have continued to deteriorate, having many and varied negative impacts on our community; and

WHEREAS, cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network; and

WHEREAS, modernizing the local street and road system provides well-paying construction jobs and boosts local economies; and

WHEREAS, the local street and road system is also critical for farm to market needs, interconnectivity, multimodal needs, and commerce; and

WHEREAS, police, fire, and emergency medical services all need safe reliable roads to react quickly to emergency calls and a few minutes of delay can be a matter of life and death; and

WHEREAS, maintaining and preserving the local street and road system in good condition will reduce drive times and traffic congestion, improve bicycle safety, and make the pedestrian experience safer and more appealing, which leads to reduce vehicle emissions helping the State achieve its air quality and greenhouse gas emissions reductions goals; and

WHEREAS, restoring roads before they fail also reduces construction time which results in less air pollution from heavy equipment and less water pollution from site run-off; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

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

1. The foregoing recitals are true and correct.
2. The City of Canyon Lake is adopting the following list of projects planned to be funded in fiscal year 2019-20 with Road Maintenance and Rehabilitation Account revenues:

W
W
W
W

| Project Name | Project Description | Project Location | Estimated Completion Date | | Estimated Useful Life (# of Yr) | |
|---|--|--|----------------------------|------------------------|---------------------------------|-----|
| | | | Pre-Construction (mm/yyyy) | Construction (mm/yyyy) | Min | Max |
| Sound Wall Repairs | Repair various areas of the Railroad Canyon Rd. sound wall | Railroad Canyon Road – westbound from Sorrel Lane to Towne Center Drive South | 11/2019 | 12/2019 | 10 | 15 |
| Phase II & III Wrought Iron Fence Replacement | Remove and replace existing wrought iron safety fencing | Railroad Canyon Road – between Canyon Lake Drive South and Sky Link Drive – south and north side | 08/2019 | 12/2019 | 10 | 15 |

PASSED, APPROVED, AND ADOPTED this 5th day of June 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 *CM*

BY: Mike A. Borja, Administrative Services Manager

DATE: June 5, 2019

SUBJECT: Authorization of Professional Service Agreement with Tri Lake Consultants, Inc. for City Engineering Services

Recommendation

That the City Council authorize the City Manager to enter into a Professional Service Agreement with Tri Lake Consultants, Inc. for the on-call City Engineering services.

Background

For the past few years, under the past service agreement with Charles Abbott Associates (CAA), the City utilized their City Engineering services for all its traffic engineering needs. In December of 2018, the service agreement with CAA terminated, ending all City Engineering services.

On May 3, 2019, the city was made aware that it missed the initial eligibility deadline of May 1st for the Local Streets and Road FY 2019-20 Proposed Project List Submittal with the California Transportation Commission. Per Streets and Highways Code Section 2034(a)(1), cities and counties must submit to the Commission a proposed project list-adopted resolution each fiscal year to prior to receiving fiscal year program apportionments from the State Controller's Office. Because the City has no City Engineering services in place, the initial eligibility opportunity was overlooked. Staff is recommending the services of Tri Lake Consultants Inc. due to their past experience of working with the City of Canyon Lake on the realignment/expansion project of Railroad Canyon Road. Assigned to Canyon Lake would be Brad Brophy, Civil Engineer with Tri Lake Consultants. With the agreement in place, Brad will keep the city informed on future funding opportunities, amongst any city engineering needs.

In the meantime, city staff is currently working on the Subsequent Eligibility by submitting and adopting a resolution of Proposed Project List by August 1st. By doing this the City will not lose any FY 2019-20 Road Maintenance and Rehabilitation Account (RMRA) eligibility.

Fiscal Impact

The fiscal impact will be determined on an on-call bases, with funding through the city's General Fund 20-Gas Tax and Fund 21-Measure A.

Attachments

1. Professional Service Agreement with Tri Lake Consultants, Inc.
2. Tri Lake Consultants Inc. - Statement of Qualifications

ATTACHMENT 1



PROFESSIONAL SERVICES AGREEMENT FOR CITY ENGINEERING SERVICES

THIS AGREEMENT for Professional Services (“Agreement”) is made this 5th day of June 2019 (“Effective Date”) by and between the City of Canyon Lake (the “City”) and Tri Lake Consultants (“Provider”) (together sometimes referred to the “Parties”).

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

1.1 Term of Services. The term of this Agreement shall begin on the Effective Date and shall end on June 5, 2022, with two (2) one-year extensions. Provider shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended as provided for in Section 8. The time provided to Provider to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.

1.2 Standard of Performance. Provider shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Provider is engaged and to the sole satisfaction of the Contract Administrator.

1.3 Assignment of Personnel. Provider shall assign only competent personnel to perform services pursuant to Agreement. In the event that the City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Provider shall, immediately upon receiving notice from the City of such desire of the City, reassign such person or persons.

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

1.5 Authorization to Perform Services. The Provider is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 2. COMPENSATION. The City hereby agrees to pay Provider a sum not to exceed \$30,000.00 notwithstanding any contrary indications that may be contained in Provider's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In

the event of a conflict between this Agreement and Exhibit A, regarding the amount of compensation, this Agreement shall prevail. The City shall pay Provider for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from the City to Provider for services rendered pursuant to this Agreement. Provider shall submit all invoices to the City in the manner specified herein. Except as specifically authorized in advance by the City, Provider shall not bill the City for duplicate services performed by more than one person.

- 2.1 Invoices.** Provider shall submit invoices monthly during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- The beginning and ending dates of the billing period;
 - A Task Summary containing the total due this period;
 - At the City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
 - The total number of hours of work performed under the Agreement by Provider and each employee, agent, and subcontractor of Provider performing services hereunder necessary to complete the work described in Exhibit A;
 - Receipts for expenses to be reimbursed;
 - The Provider's signature.
- 2.2 Monthly Payment.** The City shall make payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred.
- 2.3 Total Payment.** The City shall not pay any additional sum for any expense or cost whatsoever incurred by Provider in rendering services pursuant to this Agreement. The City shall make no payment for any extra, further, or additional service pursuant to this Agreement. The City shall be exempt from existing or any and all future fuel service charges, minimum order or one-time order service charge.
- In no event shall Provider submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified in writing prior to the submission of such an invoice.
- 2.4 Hourly Fees.** Fees for work performed by Provider on an hourly basis shall not exceed the amounts shown on the fee schedule included with Exhibit A.

- 2.5 **Reimbursable Expenses.** Reimbursable expenses are included within the maximum amount of the contract.
- 2.6 **Payment of Taxes.** Provider is solely responsible for the payment of employment taxes incurred under this Agreement and any federal or state taxes.
- 2.7 **Payment upon Termination.** In the event that the City or Provider terminates this Agreement pursuant to Section 8, the City shall compensate the Provider for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Provider shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

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

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Provider, at its own cost and expense, shall procure the types and amounts of insurance checked below and provide Certificates of Insurance, indicating that Provider has obtained or currently maintains insurance that meets the requirements of this section and which is satisfactory, in all respects, to the City. Provider shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Provider's compensation. Provider shall not allow any subcontractor to commence work on any subcontract until Provider has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to the City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. All insurance coverage and limits provided by Provider and available or applicable under this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage.

4.1 Workers' Compensation. Provider shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Provider. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Provider may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Provider, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and authorized volunteers for loss arising from work performed under this Agreement.

4.2 Commercial General Insurance and Automobile Liability Insurance.

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

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

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

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

4.3 Professional Liability Insurance. – Intentionally Omitted

4.4 All Policies Requirements.

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

4.4.2 Verification of coverage. Prior to beginning any work under this Agreement, Provider shall furnish the City with Certificates of Insurance, and upon request, complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and

certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.

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

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

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

4.4.5 Subcontractors. Provider shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

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

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

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

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

Section 5. INDEMNIFICATION

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

The foregoing obligation of Provider shall not apply when (1) the injury, loss of life, damage to property or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents or authorized volunteers and (2) the actions of Provider or its employees, subcontractors or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law.

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

Section 6. STATUS OF PROVIDER.

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

Section 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law.** The laws of the State of California shall govern this agreement.
- 7.2 Compliance with Applicable Laws.** Provider and any subcontractor shall comply with all applicable local, state and federal laws and regulations applicable to the performance of the work hereunder.
- 7.3 Licenses and Permits.** Provider represents and warrants to the City that Provider and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Provider represents and warrants to the City that Provider and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Provider and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from the City.

Section 8. TERMINATION AND MODIFICATION.

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

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

In the event of termination, Provider shall be entitled to compensation for services performed to the effective date of termination; the City, however, may condition

payment of such compensation upon Provider delivering to the City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Provider or prepared by or for Provider or the City in connection with this Agreement.

- 8.2 Extension.** The City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Provider understands and agrees that, if the City grants such an extension, the City shall have no obligation to provide Provider with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, the City shall have no obligation to reimburse Provider for any otherwise reimbursable expenses incurred during the extension period.
- 8.3 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.
- 8.4 Assignment and Subcontracting.** The City and Provider recognize and agree that this Agreement contemplates personal performance by Provider and is based upon a determination of Provider's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to the City for entering into this Agreement was and is the professional reputation and competence of Provider. Provider may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Provider shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator. In the event that key personnel leave Provider's employ, Provider shall notify the City immediately.
- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between the City and Provider shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Provider.** If Provider materially breaches any of the terms of this Agreement, the City's remedies shall include, but not be limited to, any or all of the following:
- 8.6.1** Immediately terminate the Agreement;
 - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Provider pursuant to this Agreement;
 - 8.6.3** Retain a different Provider to complete the work described in Exhibit A not finished by Provider; or

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

Section 9. KEEPING AND STATUS OF RECORDS.

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

9.2 Provider's Books and Records. Provider shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Provider to this Agreement.

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

Section 10. MISCELLANEOUS PROVISIONS.

10.1 Attorneys' Fees. If either party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in Riverside County.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 Provider Representative.** All matters under this Agreement shall be handled for Provider by Habib Motlagh, Principal in Charge
- 10.7 City Contract Administration.** This Agreement shall be administered by the City Manager Chris Mann ("City Administrator"). All correspondence shall be directed to or through the City Administrator or his or her designee.
- 10.8 Notices.** Any written notice to Provider shall be sent to:
- Tri Lake Consultants, Inc.
24 South D Street, Suite 100
Perris, CA 92570
- Any written notice to the City shall be sent to the Contract Administrator:
- Chris Mann, City Manager
City of Canyon Lake
31516 Railroad Canyon Rd.
Canyon Lake, CA 92587
- 10.9 Intentionally Omitted.**
- 10.10 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, represents the entire and integrated agreement between the City and Provider and supersedes all prior negotiations, representations, or agreements, either written or oral.

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

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

THE CITY OF CANYON LAKE

TRI LAKE CONSULTANTS, INC

Chris Mann, City Manager

Habib Motlagh, Principal in Charge

Attest:

Approved as to Form:

Steven Graham, City Attorney

ATTACHMENT 2

Statement of Qualifications

Submitted to:



City of Canyon Lake

**Proposal to Provide –
City Engineering Services
May 15, 2019**



May 15, 2019

Mr. Chris Mann
City Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587

Re: City Engineering Services

Dear Mr. Mann,


Thank you for giving us the opportunity to submit our proposal for City Engineering services.

Tri Lake Consultants, Inc. has extensive experience providing such services to Municipalities in Riverside County for the past 31 years.

Since its inception, the company provided similar services to many agencies in Riverside County and currently are the sole provider for plan check and Public Works Inspection for cities of Perris (31 years), San Jacinto (23 years), and the March Joint Powers Authority (22 years).

Brad Brophy will be your main point of contact and the City Engineer. Brad will utilize myself and the rest of the Tri Lake team on an as-needed basis. Please call me at 951-378-6173 or email: habib@trilakeconsultants.com if you require additional information.

Sincerely,



Habib Motlagh
Principal

A. GENERAL REQUIREMENTS

Tri Lake Consultants is a municipal engineering firm established in 1988. The company's main office is located in Perris at 24 South D Street, Suite 100, Perris, CA 92570 / P.O. Box 606, Perris, CA 92572-0606 and a branch office in San Jacinto, CA.

Brad Brophy is the main contact for any and all questions relating to this proposal. His email is brad@trilakeconsultants.com, telephone # (951) 943-6504.

Tri Lake Consultants and its President, Habib Motlagh, currently serve as City Engineer for the Cities of Perris (since 1988) and San Jacinto (since 1996). Also serves as the Public Works Engineer for the March Joint Powers Authority (since 1997).

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C. SCOPE OF SERVICES

Tri Lake Consultants will be able to provide the following City Engineering services for the City of Canyon Lake:

- Attend City Council, Developer, Planning, and any other meetings when City Engineer representation and input is needed.
- Attend Western Riverside Council of Government (WRCOG) and Riverside County Transportation Commission meetings (RCTC) when City Engineer representation and input is needed.
- Manage funding and report SB-1 Gas Tax Road Maintenance and Rehabilitation Account information to the State.
- Assist with Measure A 5-year update.
- Design and manage Capital Improvement Projects.
- Review and process encroachment permits.

All City Engineering services will be provided to the City of Canyon Lake on an as-needed basis.

D. SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Tri Lake Consultants is located in Perris, California and was established in 1988. In total, Tri Lake Consultants employs 15 full-time personnel.

Brad Brophy, PE has experience in all phases of managing Capital Improvement Projects. He works with various local and state agencies with project funding, programming, and scheduling. He also manages various Federal, State and Local grants/funding for project implementation.

Arman Bulaong has over 17 years experience in plan checking with the company. He is currently performing his services for the City of Perris and March JPA.

Oscar Olmedo has over 16 years of experience in project design with the company. His project design history ranges from major roadway widening to office architectural and on-site work.

Habib Motlagh, PE, Principal in Charge, is currently contract City Engineer for 3 agencies in Riverside County (Perris, San Jacinto, and March JPA).

Since the company's inception in 1988 we worked only in Riverside County and are familiar with various agencies including RCTC, WRCOG, Caltrans, County of Riverside, and Flood Control. As part of our current obligation, the company's attend RCTC and WRCOG TAC meetings and we are involved with various State/Federal grant related projects with RCTC and Caltrans.

BRAD BROPHY, PE

Registration

State of California – Registered Civil Engineer
License Number: C 84899

Education

2011, California Polytechnic State University, San Luis Obispo

- B.S. Civil Engineering

Professional Experience

2012-Present Tri Lake Consultants, Inc. Perris, CA
Senior Engineer/Engineer

- Manages all phases of Capital Improvement Projects. Projects have included roadway widening, pavement rehabilitation, drainage improvements, sidewalk installation, signal installation and various other municipal improvements.
- Works with various agencies (Caltrans, County of Riverside, Western Riverside County of Governments, Riverside County Transportation Commission) on project funding, programming, and scheduling.
- Attends monthly meetings for WRCOG Public Works' Committee and RCTC's Technical Advisory Committee.
- Attends and represents City Engineer's office for City of Perris Council and Planning Commission meetings on as-needed basis.
- Has managed various Federal, State, and Local grants/funding for project implementation which includes Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP), SB-1 Gas Tax Road Maintenance and Rehabilitation Account, SB-821 Bicycle and Pedestrian Facilities Program, Community Development Block Grant (CDBG), and Cal Recycle Rubberized Pavement Grant Program.
- Mentors and supervises summer interns to assist in project design, quantities, and construction oversight.

June 2010 – December 2011 County of San Luis Obispo Public Works Dept

Civil Engineering Intern

- Updated the County's database for proposed and existing bikeways.
- Used AutoCAD to develop vehicle collision diagrams for several County roadways.
- Recorded vehicular traffic counts at various county signalized intersections and inputted data into Synchro and SimTraffic to receive computer generated model.

ARMANDO BULAONG

Education

Bachelor of Science (BS) in Civil Engineering
FEATI University, Mania, Philippines

**Relevant
Experience**

July 2002–Present Tri Lake Consultants, Inc. Perris, CA

Engineer

Plan Check various industrial, commercial and residential development projects.

Specification writing and preparation for city, capital improvement projects.

Project inspection.

Encroachment permit review and processing temporary traffic control review.

11 Years Maeda Pacific Corporation

Chief Engineer

Plan Checking.

Cost estimating for project bidding.

Staff engineer, project management and supervision.

Bidding, negotiation, coordination meeting.

2 Years D.M. Wenceslao & Associates

Structural Engineer

Project design.

Project inspection and evaluation.

Coordination meeting.

3 Years Katahira Engineers, Inc.

Structural Engineer

Bridge design engineer.

Plan and specification preparation.

Project inspection and supervision.

OSCAR OLMEDO

Education

Riverside City College – Norco College

Associate in Science Degrees in:

- Civil Engineering Technology
- Construction Engineering Technology
- Architecture

Professional Experience

2003-Present Tri Lake Consultants, Inc. Perris, CA

Senior Project Designer

Experience in design of large and small public works projects. Active Transportation Projects (ATP), pedestrian bridge projects, parks on-site improvements, office architectural plans. Projects include Harley Knox Widening, Ramona Expressway Widening, D Street Gateway Project (Downtown Perris), Perris Blvd Widening, etc.

Related Coursework

- Surveying I & II
- Computer aided drafting and design I & II
- Engineering Drafting I & II
- Construction Drafting (Arch) I & II
- Fundamentals of Soils Technology
- Construction Materials
- Project Planning for Site construction
- Construction Inspection
- Construction Drawings & Specifications
- Mechanical, Electrical and Plumbing Systems
- ADA Standards & Building Codes

Ability To

Create civil and site designs to account for grade, water, sewer, roads, erosion and other factors. Proficient in AutoCAD.

Create construction drawings and presentation exhibits for planning phase. Attend meetings with City staff.

Lead and collaborate with team members to produce quality designs and assist during construction.

HABIB MOTLAGH, PE

Registration

State of California – Registered Civil Engineer

1. State of Arizona – Registered Civil Engineer

Education

1976, University of Missouri, Columbia

- B.S. Civil Engineering.

Professional Experience

1988-Present Tri Lake Consultants, Inc. Perris, CA

Principal

- Contract City Engineer – City of Perris – Nov. 1988 to Present
- Contract City Engineer – City of San Jacinto – Dec. 96 to Present
- Contract City Engineer – City of Canyon Lake – Nov. 98 to Present
- Contract Public Works Engineer – March Joint Powers Authority – Aug. 97 to Present

Responsible for survey, design, construction management, inspection of all Agency related capital improvement projects, plan check and inspection all of developer's funded projects. Supervise engineers, inspectors and other technical staff.

1984–1988 NBS/Lowry, Engineers & Planner Hemet, CA

Vice President, Deputy City Engineer for City of Perris

Plan, supervise and review activities of draftsmen, designers, engineers, project managers and surveyors in this diversified engineering and planning office. Promote client relations and market firm's services. Management of a variety of private and public projects. Coordinate and supervise day-to-day activities of team members. Design, construction management.

1979-1984 NBS/Lowry, Engineers & Planner

Project Engineer

Design and supervise preparation of improvement plans related to subdivision and public works projects. Process and obtain approval of subdivision plans through appropriate public agencies. Assist project managers in budget estimating and billing.

1977–1979 Eastern Municipal Water District Hemet, CA

Civil Engineer

Plan check and design variety of water and sewer projects. Coordinate district activities with private developers.

E. COST AND FEES

Effective May 1, 2019
Hourly Billing Rates

| <u>Position</u> | <u>Hourly Rate</u> |
|----------------------------------|--------------------|
| City Engineer/Principal Engineer | \$140.00 |
| Senior Plan Checker | \$115.00 |
| Plan Checker | \$105.00 |
| Senior Designer | \$110.00 |
| Designer | \$100.00 |
| Senior Drafter | \$100.00 |
| Engineering Aide | \$50.00 |
| Administrative Services | \$50.00 |
| Mileage* | |
| Outside Consultants** | Cost |

* Mileage will be charged per IRS mileage rates.

**Consultant use if needed is subject to City approval.

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

DATE: June 5, 2019

SUBJECT: Adoption of Resolution 2019-17, Repealing Resolution 2019-12 and replacing it with Revised Language in Support of Balanced Energy Solutions and Local Choice

Recommendation

That the City Council adopt Resolution 2019-17, repealing Resolution 2019-12 and replacing it with revised resolution language in support of balanced energy solutions and local choice.

Background

At the May 1, 2019 City Council meeting, the Council approved Resolution 2019-12. This was in response to a request from Southern California Gas Company. The language of the resolution was a taken from a sample resolution provided by the Gas Company and by requested revisions to that language provided by Southern California Edison. Subsequent to the resolution being passed by the Council, the Gas Company has requested that the City amend some of the language contained in the resolution.

In order to accommodate the Gas Company's request, it would be necessary for the City Council to rescind the original resolution and replace it with a new resolution containing the revised language.

The resolution before you today has been reviewed by both Southern California Gas Company and Southern California Edison, and is acceptable to both parties.

As a reminder, the purpose of the resolution is to voice support for maintaining a variety of energy choices in California and protecting local control. 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.

Fiscal Impact

No fiscal impact.

Attachments

1. Resolution No. 2019-17
2. Resolution No. 2019-12

ATTACHMENT 1

RESOLUTION NO. 2019-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, SUPPORTING BALANCED ENERGY SOLUTIONS AND MAINTAINING LOCAL CONTROL OF ENERGY SOLUTIONS AND RESCIND RESOLUTION NO. 2019-12 AS PREVIOUSLY STATED

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 state legislature and state agencies are increasingly proposing new legislation and regulations that set goals for reducing emissions through eliminating choice of energy by mandating technologies to power buildings and public and private fleets, including transit and long-haul trucking, as a strategy to achieve the state’s climate and air quality goals; 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 and developers, 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, reduce 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 are giving residents more choices, more control and relying on a single energy delivery system unnecessarily increases vulnerabilities to natural and man-made disasters, while a diversity of energy delivery systems and resources contribute to greater reliability and community resilience; 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; and

WHEREAS, the City of Canyon Lake wishes to rescind previous Resolution No. 2019-12.

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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, and also meet or exceed emissions reductions regulations.

PASSED, APPROVED AND ADOPTED this 5th day of June, 2019.

Larry Greene, Mayor

Attest:

Ana V. Sauseda, Deputy City Clerk

ATTACHMENT 2

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.

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: Mayor and City Council

FROM: Chris Mann, City Manager *CM*

BY: Jim Morrissey, City Planner

DATE: June 5, 2019

SUBJECT: Preliminary Draft Housing Element for Review and Comment.

RECOMMENDATION:

Staff recommends the City Council review and provide comment on the attached preliminary draft Housing Element. This is not a public hearing item.

BACKGROUND:

The City Council held a Study Session on May 15, 2019, to discuss the on-going update to the City of Canyon Lake General Plan Housing Element to meet the requirements of the 5th Cycle, Years 2013 to 2021. At the Study Session Staff indicated it would provide the Council at its next regularly scheduled meeting a preliminary copy of the document prior to distributing it to the State Department of Housing and Community Development (HCD) for their review along with a copy of the Annual Progress Report (APR).

The preliminary draft document is similar to the existing Housing Element in its format and provisions. This is primarily due to the developed condition of the City, its focus as a private gated development, and limited open space areas for future development or expansion.

CHANGES TO THE UPDATED HOUSING ELEMENT

The existing Housing Element contains analysis of various factors and Goals, Policies, Objectives, and Programs to address particular issues. Changes to the document are relatively minor, but include the following:

- Add reference to the SB 2 Planning Grant (different than Senate Bill 2)
- Updated provisions within the No Net Loss Program (#2, pg. II-10)
- Add that the City will start to submit Annual Progress Reports (#3, pg. II-11)
- Updated the City's current Housing Needs (pg. II-12)
- Add evaluation of Accessory Dwelling Units (#7, pg. II-15)

- Updates the Density Bonus provisions (#8, pg. II-15)
- Updates Extremely Low Income Housing Program provisions (#9, pg. II-17)
- Add provisions for Single Room Occupancy (#10, pg. II-19)
- Add provisions for Development Impact Fees (#11, pg. II-19)
- Add reference to Western Riverside Council of Governments PACE program (#16, pg. II-24)

ATTACHMENTS

1. Preliminary Draft Housing Element

ATTACHMENT 1

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

DATE: June 5, 2019

SUBJECT: Adoption of Resolution No. 2019-18, Approving the City's Fiscal Year 2019-2020 Budget and Appropriations Limit

Recommendation:

City Council review and discuss Resolution No. 2019-18, adopting the budget, appropriating revenue and establishing the appropriations limit for Fiscal Year 2019-2020; and authorizing the City Manager to execute contracts per the budget and Municipal Code.

Background:

The attached budget for Fiscal Year 2019-2020 is presented to the City Council for review.

The historic General Fund revenue detail can be found on budget page 4, and the historic General Fund expenditure detail is on budget page 5. At the bottom of budget page 8, a pie chart identifies General Fund Expenditures by function.

Budget page 9, entitled Fund Balance Summary, of the proposed 2019-2020 budget identifies the City's projected General Fund fund balance at \$3,680,000 at June 30, 2019 (unaudited).

The budget indicates General Fund revenues are estimated to be \$5,186,725 for Fiscal Year 2019-2020. Estimated General Fund expenditures are \$5,871,075. The projected fund balance at June 30, 2020 is \$2,995,650. The budget reflects a General Fund deficit of \$684,350 for Fiscal Year 2019-20. Included in Fiscal Year 2019-20 are the additional costs over the prior fiscal years for fire protection services of over \$915,000 over the actual fire costs from Fiscal Year 2017-18, this is the result of the requirement for a three person engine company.

The major changes from the Fiscal Year 2018-19 budget are as follows:

- Increase of \$53,700 in Property Taxes, based on assessed value growth
- Increase of \$41,650 in Property Tax VLF based assessed value growth
- Increase of \$64,070 in Fire Structure Fees based on actual FY 2018-19 amounts and assessed values
- Increase of \$11,000 in Business License Fees due to the increase in the fee as a result of the Fee Study.
- Increase in the City Manager's Department of \$87,000, for Salaries and Benefits of \$20,965, migrating the servers to the cloud for \$10,000, Insurance costs of \$4,920, hiring a grant consultant for \$12,000, \$13,400 for new computers and monitors for all departments and to purchase a new boat less the cost of the trade-in for \$18,000.
- Decrease in the City Clerk's Department of \$2,000, which includes a decrease of \$20,000 for election costs, offset by increases of \$17,000 to digitize city records and a \$4,000 increase in salaries and benefits. Included in the salaries and benefits is the addition of another part-time Office Specialist offset by the transferring of the salary for the Code Enforcement Officer to the Special Enforcement Department.
- Decrease in the Planning Department of \$9,600 to reflect the current activity.
- Increase in the Building & Safety Department of \$67,600 for a change in the revenue sharing percentage from 67% to 95%.
- Increased the Law Enforcement Budget by \$55,000 before transfers out to the CalCOPS Fund of \$120,000 in FY 2018/19 and \$150,000 in FY 2019/20. The Police Services portion of the contract increased by \$48,500.
- Increased the Fire Budget by \$40,210, which includes 3 months at normal staffing and 9 months at the non-municipal staffing level, (1 Captain and 2 Fire Fighter II's).
- Increased the Animal Control Department Budget by \$11,550, \$430 in debt service costs and \$11,100 in sheltering costs as a result of the City of Canyon Lake's percentage of animal count for 2018 increasing from 2017.
- Increased the Special Enforcement Budget by \$57,000. Of this \$50,930 is for salaries and benefits. The differences are increased hours and benefits for the Supervisor, Code Enforcement Officer's salary and benefits now 100% charged to this Department, eliminated 1 part-time Special Enforcement Officer and increased hourly rates by 2.8%. Operating costs were increased by \$6,500, \$5,000 for safety equipment and \$2,000 for annual training and education.
- Increased the Building and Facilities Maintenance Budget by \$49,000 which is made up of the following:
 1. Rent for City Hall addition \$33,810
 2. Estimated Utilities and other costs for City Hall Addition \$15,700
- For the Gas Tax Special Revenue Fund there is a decrease of \$37,760 in expenditures for the mulch project being completed and a decrease in professional services. There is an increase in revenues of \$14,000.

- For the Measure A Special Revenue Fund there is an increase in projected revenues of \$12,000 and a decrease in \$100,000 in debt service costs as both outstanding loans will be fully repaid.
- For the AQMD Special Revenue Fund there are no proposed expenditures at this time, Staff will research new projects and bring them to the Council during the fiscal year.
- For the Law Enforcement Grants Special Revenue Fund there is an increase in projected revenues of \$15,000 and increase in expenditures of \$11,000.
- In the Capital Projects Fund there are no proposed projects at this time.

Budget (or Fiscal) Impact:

See attached Proposed Budget document.

Attachments:

1. Resolution No. 2019-18
2. Proposed Budget
3. Exhibit A 2019-20 Appropriations Limit Computation

ATTACHMENT 1

RESOLUTION 2019-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE
ADOPTING THE BUDGET, APPROPRIATING REVENUE AND
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2019-2020**

WHEREAS, the City Manager has prepared and submitted to the City Council a proposed budget for the 2019-2020 fiscal year commencing July 1, 2019 and ending June 30, 2020, and

WHEREAS, the City Council held a Council Meeting to discuss the proposed budget on June 5, 2019 where all interested persons were provided the opportunity to be heard, and

WHEREAS, the City Council has considered the same budget and comments thereon, and has determined it is necessary for the efficient management of the City that certain sums of revenue be appropriated to the various departments, officers, agencies and activities of the City, and

WHEREAS, an appropriations limit must be established for FY 2019-2020 to meet the legal requirements of Article XIII B of the California Constitution, including the designation of certain revenues as tax proceeds, as set forth in said budget.

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

Section 1. For the Fiscal Year ending June 30, 2020, the appropriations limit has been computed using the change in population for the City of Canyon Lake and the change in California per capita personal income as set out in Section 7901 of the Government Code. The appropriations limit for the fiscal year ending June 30, 2020 is established at \$6,159,276 as verified by calculations attached "Exhibit A".

Section 2. The City Council hereby identifies and authorizes a total estimated Operations, Debt Service and Capital Budget for FY 2019-2020 in the amount of \$6,210,348 with reserves and balances of \$5,214,677 and appropriates said amount from revenues of the City to the departments, functions and funds as contained in the Budget and authorizes the City Manager to carry out the City's expenditures in conformity herewith.

PASSED, APPROVED AND ADOPTED this 5th day of June, 2019.

Larry Greene, Mayor

Attest:

Ana V. Sauseda, Deputy City Clerk

ATTACHMENT 2

**City of Canyon Lake
Revenue Summary by Fund
Fiscal Year 2019-20**

| Fund Type & Name | Actual Revenue 2016-17 | Actual Revenue 2017-18 | Budgeted Revenue 2018-19 | Proposed Revenue 2019-20 |
|---------------------------------|---------------------------------------|---------------------------------------|---|---|
| GENERAL FUND | | | | |
| General Fund | \$ 4,826,852 | \$ 5,090,848 | \$ 5,005,880 | \$ 5,186,725 |
| SPECIAL REVENUE FUNDS | | | | |
| Gas Tax | 206,378 | 317,080 | 463,240 | 477,200 |
| Measure A | 170,673 | 183,940 | 185,500 | 197,500 |
| AQMD Trust | 13,368 | 12,588 | 13,200 | 13,200 |
| Law Enforcement Grants | 129,107 | 139,416 | 125,000 | 140,000 |
| Miscellaneous Grants | - | - | - | - |
| TOTAL SPECIAL REVENUE | \$ 519,526 | \$ 653,024 | \$ 786,940 | \$ 827,900 |
| DEBT SERVICE FUND | | | | |
| Debt Service | \$ - | \$ - | \$ - | \$ - |
| CAPITAL IMPROVEMENT FUND | | | | |
| Capital Projects | \$ 22,717 | \$ 13,946 | \$ - | \$ - |
| TOTAL | \$ 5,369,095 | \$ 5,757,818 | \$ 5,792,820 | \$ 6,014,625 |

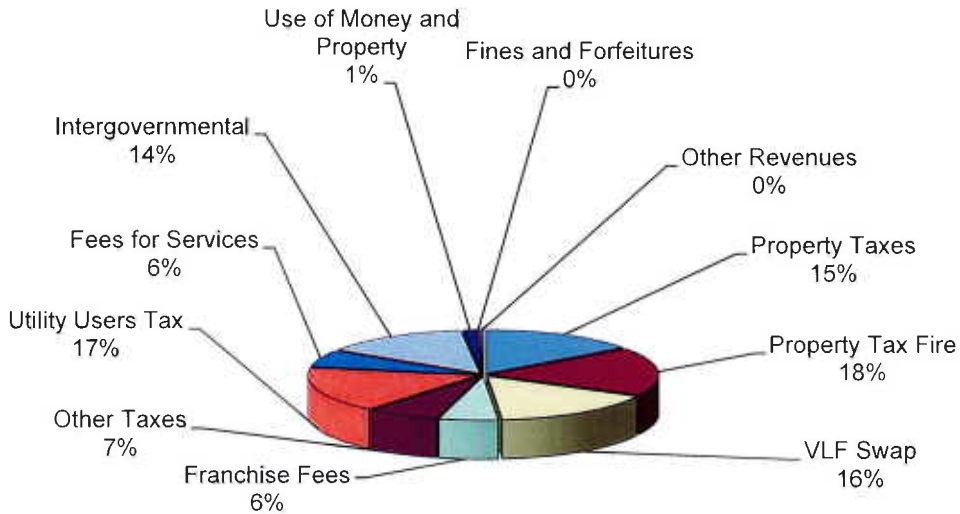
**City of Canyon Lake
Revenue Sources by Type
Fiscal Year 2019-20**

| Fund Type & Name | Actual Revenue 2016-17 | Actual Revenue 2017-18 | Budgeted Revenue 2018-19 | Proposed Revenue 2019-20 |
|----------------------------------|---------------------------------------|---------------------------------------|---|---|
| GENERAL FUND | | | | |
| Property Taxes | \$ 793,335 | \$ 824,638 | \$ 842,200 | \$ 895,900 |
| Property Taxes Fire | 994,817 | 1,033,118 | 1,010,930 | 1,075,000 |
| VLF Swap | 843,600 | 877,260 | 912,350 | 954,000 |
| Sales Tax | 240,026 | 291,586 | 236,400 | 261,000 |
| Utility Users Tax | 1,015,711 | 1,006,730 | 1,032,000 | 1,012,000 |
| Franchise Fees | 327,992 | 335,153 | 332,500 | 334,500 |
| Other Taxes | 148,407 | 141,890 | 148,000 | 148,000 |
| Fees for Services | 316,885 | 383,917 | 362,700 | 383,300 |
| Intergovernmental | 18,605 | 74,699 | 15,100 | 14,000 |
| Use of Money and Property | 32,503 | 39,965 | 70,700 | 72,025 |
| Fines and Forfeitures | 26,646 | 22,128 | 15,000 | 15,000 |
| Other Revenues | 68,325 | 59,764 | 28,000 | 22,000 |
| Total General Fund | \$ 4,826,852 | \$ 5,090,848 | \$ 5,005,880 | \$ 5,186,725 |
| SPECIAL REVENUE FUNDS | | | | |
| Gas Tax | | | | |
| Intergovernmental Revenue | \$ 208,846 | \$ 317,885 | \$ 462,240 | \$ 476,200 |
| Use of Money and Property | (2,468) | (805) | 1,000 | 1,000 |
| Measure A | | | | |
| Intergovernmental Revenue | 171,438 | 184,294 | 185,000 | 197,000 |
| Use of Money and Property | (765) | (354) | 500 | 500 |
| AQMD Trust | | | | |
| Intergovernmental Revenue | 13,640 | 12,695 | 13,000 | 13,000 |
| Use of Money and Property | (272) | (107) | 200 | 200 |
| Law Enforcement Grants | | | | |
| Intergovernmental Revenue | 129,324 | 139,416 | 125,000 | 140,000 |
| Use of Money and Property | (217) | - | - | - |
| Miscellaneous Grants Fund | | | | |
| Intergovernmental Revenue | - | - | - | - |
| Total Special Revenue | \$ 519,526 | \$ 653,024 | \$ 786,940 | \$ 827,900 |

**City of Canyon Lake
Revenue Sources by Type
Fiscal Year 2019-20**

| Fund Type & Name | Actual Revenue 2016-17 | Actual Revenue 2017-18 | Budgeted Revenue 2018-19 | Proposed Revenue 2019-20 |
|---------------------------------|-------------------------------|-------------------------------|---------------------------------|---------------------------------|
| CAPITAL IMPROVEMENT FUND | | | | |
| Capital Projects | | | | |
| Intergovernmental Revenue | \$ 22,717 | \$ 13,946 | \$ - | \$ - |
| Other Revenues | - | - | - | - |
| Transfers In | - | - | - | - |
| Total Capital Projects | \$ 22,717 | \$ 13,946 | \$ - | \$ - |
| TOTAL | \$ 5,369,095 | \$ 5,757,818 | \$ 5,792,820 | \$ 6,014,625 |

Revenue Summary by Type



**City of Canyon Lake
Fiscal Year 2019-20**

General Fund Revenue Detail

| Code | Description | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|-------------------------------------|-----------------------------------|---------------------|---------------------|---------------------|---------------------|
| Taxes | | | | | |
| 4020 | Base Property Tax (S) | \$ 710,889 | \$ 740,822 | \$ 755,800 | \$ 806,100 |
| 4030 | Base Property Tax (U) | 32,861 | 32,755 | 34,000 | 35,400 |
| 4032 | Property Tax Fire | 994,817 | 1,033,118 | 1,010,930 | 1,075,000 |
| 4040 | Homeowner-S Exemption Reimb | 8,901 | 8,818 | 8,900 | 8,900 |
| 4050 | Real Property Transfer Tax | 86,112 | 84,642 | 84,000 | 84,000 |
| 4060 | Property Tax-Py (S) | 21,473 | 20,205 | 26,700 | 26,700 |
| 4070 | Property Tax -Py (U) | 2,057 | 1,768 | 2,300 | 2,300 |
| 4080 | Property Tax 2345/Cur/Sup | 12,586 | 14,516 | 10,200 | 11,800 |
| 4090 | Property Tax 2345/Py/Sup | 4,568 | 5,754 | 4,300 | 4,700 |
| 4705 | Property Tax Vlf Swap | 843,600 | 877,260 | 912,350 | 954,000 |
| 4100 | Sales & Use Tax | 240,026 | 291,586 | 236,400 | 261,000 |
| 4130 | Utility Users Tax | 1,015,711 | 1,006,730 | 1,032,000 | 1,012,000 |
| 4150 | Franchise Fee - Cable Tv | 130,378 | 130,083 | 132,000 | 134,000 |
| 4160 | Transient Lodging Tax | 62,295 | 57,248 | 64,000 | 64,000 |
| 4170 | Edison Franchise Fee | 108,070 | 113,789 | 114,000 | 114,000 |
| 4180 | Refuse Disposal Franchise Fee | 87,274 | 89,627 | 84,800 | 84,800 |
| 4190 | So. Cal Gas Franchise Fee | 2,270 | 1,654 | 1,700 | 1,700 |
| | Subtotal Taxes | \$ 4,363,888 | \$ 4,510,375 | \$ 4,514,380 | \$ 4,680,400 |
| Licenses, Permits & Fees | | | | | |
| 4200 | Construction/Bldg Permit Fee | \$ 223,863 | \$ 274,097 | \$ 270,000 | \$ 280,000 |
| 4201 | CBSC Green Fees | 334 | 655 | 600 | 600 |
| 4202 | SMIP Fees | 848 | 1,686 | 1,500 | 1,500 |
| 4210 | Conditionl Use Fee | - | 2,000 | - | - |
| 4220 | Site Plan Review | 17,391 | 19,444 | 10,000 | 10,000 |
| 4225 | Credit Card Convenience Fee | 1,116 | 1,687 | 2,400 | 2,000 |
| 4231 | Grading Fees | 600 | - | 1,000 | 1,000 |
| 4250 | Encroachment Fees | 3,500 | 6,300 | 2,200 | 2,200 |
| 4786 | Cable Access Fee | 18,779 | 26,061 | 24,000 | 24,000 |
| 4450 | Foreclosure Fees | 1,747 | 1,573 | 2,000 | 2,000 |
| 4400 | Business License Fee | 48,707 | 50,414 | 49,000 | 60,000 |
| | Subtotal Licenses, Permits & Fees | \$ 316,885 | \$ 383,917 | \$ 362,700 | \$ 383,300 |
| Use of Money & Property | | | | | |
| 4690 | Library Lease Income | \$ 42,979 | \$ 44,369 | \$ 45,700 | \$ 47,025 |
| 4695 | Multi-Purpose Lease Income | 25 | - | - | - |
| 4900 | Interest Income | (10,501) | (4,404) | 25,000 | 25,000 |
| | Subtotal Use of Money & Property | \$ 32,503 | \$ 39,965 | \$ 70,700 | \$ 72,025 |
| Intergovernmental | | | | | |
| 4700 | Motor Vehicle License Fee | \$ 4,785 | \$ 5,733 | \$ 4,900 | \$ 5,000 |
| 4590 | Grant Revenues (Emergency) | 13,820 | 4,423 | - | - |
| 4596 | AVA Funds | - | - | 9,200 | 8,000 |
| | Grant Revenues (DUI, Etc) | - | 64,543 | 1,000 | 1,000 |
| | Subtotal Intergovernmental | \$ 18,605 | \$ 74,699 | \$ 15,100 | \$ 14,000 |
| Fines & Forfeitures | | | | | |
| 4600 | Court, Vehicle & Parking Fees | \$ 26,646 | \$ 22,128 | \$ 15,000 | \$ 15,000 |
| Other Income | | | | | |
| 4790 | Miscellaneous | \$ 68,325 | \$ 33,350 | \$ 25,000 | \$ 17,000 |
| 4791 | Insurance Reimbursements | - | 24,092 | - | - |
| 4793 | Veterans Donations | - | 2,322 | 3,000 | 5,000 |
| | | \$ 68,325 | \$ 59,764 | \$ 28,000 | \$ 22,000 |
| | TOTAL REVENUE | \$ 4,826,852 | \$ 5,090,848 | \$ 5,005,880 | \$ 5,186,725 |

**City of Canyon Lake
Fiscal Year 2019-20**

General Fund Expenditure Detail

| Department | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|--|---------------------|---------------------|---------------------|---------------------|
| City Council | | | | |
| Personnel | \$ 22,791 | \$ 21,110 | \$ 21,702 | \$ 21,351 |
| Operations & Maintenance | 42,745 | 51,510 | 44,545 | 49,625 |
| City Attorney | | | | |
| Operations & Maintenance | 93,583 | 111,881 | 80,000 | 64,000 |
| City Manager | | | | |
| Personnel | 268,310 | 275,369 | 283,539 | 304,504 |
| Operations & Maintenance | 97,866 | 114,820 | 100,070 | 134,670 |
| Capital Outlay | - | - | - | 31,400 |
| City Clerk | | | | |
| Personnel | 155,073 | 87,158 | 108,033 | 111,998 |
| Operations & Maintenance | 29,117 | 22,232 | 38,400 | 36,300 |
| Finance | | | | |
| Personnel | 2,852 | 3,810 | 4,080 | 3,600 |
| Operations & Maintenance | 114,620 | 159,976 | 116,850 | 113,650 |
| Planning | | | | |
| Operations & Maintenance | 44,485 | 46,193 | 51,600 | 42,000 |
| Building & Safety | | | | |
| Operations & Maintenance | 141,421 | 188,397 | 201,660 | 269,260 |
| Law Enforcement | | | | |
| Operations & Maintenance | 1,542,853 | 1,628,467 | 1,753,720 | 1,778,934 |
| Fire | | | | |
| Operations & Maintenance | 1,118,775 | 1,340,699 | 2,223,870 | 2,264,080 |
| Capital Outlay | 4,262 | 118,002 | 7,000 | - |
| Emergency Preparedness | | | | |
| Operations & Maintenance | 10,540 | 16,409 | 10,900 | 9,700 |
| Animal Control | | | | |
| Operations & Maintenance | 143,973 | 187,507 | 141,990 | 153,540 |
| Public Works | | | | |
| Operations & Maintenance | 100,846 | 90,072 | 42,000 | 40,000 |
| NPDES | | | | |
| Personnel | 15,222 | 11,410 | 5,861 | - |
| Operations & Maintenance | 70,379 | 68,767 | 67,280 | 77,000 |
| Special Enforcement | | | | |
| Personnel | 90,362 | 158,080 | 171,803 | 222,733 |
| Operations & Maintenance | 35,365 | 29,005 | 21,955 | 28,440 |
| Capital Outlay | 1,449 | 46,268 | - | - |
| Building & Facilities Maintenance | | | | |
| Operations & Maintenance | 70,856 | 65,749 | 65,250 | 114,290 |
| Capital Outlay | - | - | 1,800 | - |
| TOTAL EXPENDITURES | \$ 4,217,745 | \$ 4,842,891 | \$ 5,563,908 | \$ 5,871,075 |

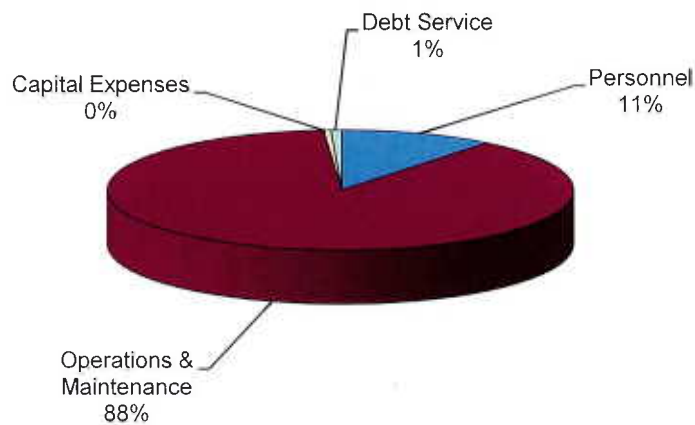
**City of Canyon Lake
Expenditure Summary by Fund
Fiscal Year 2019-20**

| Fund Type & Name | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| GENERAL FUND | | | | |
| General Fund | \$ 4,217,745 | \$ 4,842,891 | \$ 5,563,908 | \$ 5,871,075 |
| SPECIAL REVENUE FUNDS | | | | |
| Gas Tax | \$ 254,793 | \$ 610,903 | \$ 190,560 | \$ 152,800 |
| Measure A | 142,001 | 147,001 | 147,000 | 46,473 |
| AQMD Trust | - | 46,132 | - | - |
| Law Enforcement Grants | 99,999 | 129,000 | 129,000 | 140,000 |
| Miscellaneous Grants | - | - | - | - |
| TOTAL SPECIAL REVENUE | \$ 496,793 | \$ 933,036 | \$ 466,560 | \$ 339,273 |
| DEBT SERVICE FUND | | | | |
| Debt Service | \$ 6,390 | \$ - | \$ - | \$ - |
| CAPITAL IMPROVEMENT FUND | | | | |
| Capital Projects | \$ 29,427 | \$ 13,946 | \$ - | \$ - |
| TOTAL | \$ 4,750,355 | \$ 5,789,873 | \$ 6,030,468 | \$ 6,210,348 |

**City of Canyon Lake
Expenditure Summary by Category
Fiscal Year 2019-20**

| CATEGORY/TYPE | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|-------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personnel | \$ 449,221 | \$ 556,937 | \$ 552,909 | \$ 664,186 |
| Operations & Maintenance | 3,537,482 | 4,780,693 | 5,000,640 | 5,468,289 |
| Capital Expenses | 33,248 | 305,242 | 152,600 | 31,400 |
| Debt Service | 281,945 | 147,001 | 147,000 | 46,473 |
| Transfers Out | 4,056 | - | - | - |
| TOTAL | \$ 4,305,952 | \$ 5,789,873 | \$ 5,853,149 | \$ 6,210,348 |

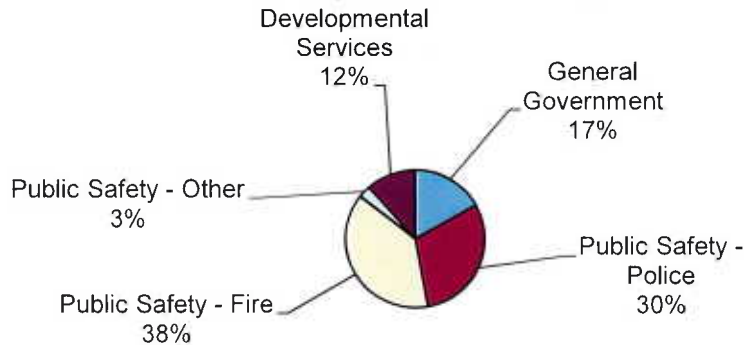
Expenditures by Category Fiscal Year 2018-19



**City of Canyon Lake
General Fund Budget Expenditure Summary
Fiscal Year 2019-20**

| Department/Division | Personnel | O & M | Capital | Total |
|---------------------------------|-------------------|---------------------|------------------|---------------------|
| GENERAL GOVERNMENT | | | | |
| 100 City Council | \$ 21,351 | \$ 49,625 | \$ - | \$ 70,976 |
| 200 City Attorney | - | 64,000 | - | 64,000 |
| 310 City Manager | 304,504 | 134,670 | 31,400 | 470,574 |
| 320 City Clerk | 111,998 | 36,300 | - | 148,298 |
| 330 Finance | 3,600 | 113,650 | - | 117,250 |
| 550 P W Building & Fac Maint | - | 114,290 | - | 114,290 |
| SUBTOTAL | \$ 441,453 | \$ 512,535 | \$ 31,400 | \$ 985,388 |
| DEVELOPMENT SERVICES | | | | |
| 350 Planning | \$ - | \$ 42,000 | \$ - | \$ 42,000 |
| 360 Building and Safety | - | 269,260 | - | 269,260 |
| 510 Public Works Administration | - | 40,000 | - | 40,000 |
| 515 NPDES | - | 77,000 | - | 77,000 |
| 520 Special Enforcement | 222,733 | 28,440 | - | 251,173 |
| SUBTOTAL | \$ 222,733 | \$ 456,700 | \$ - | \$ 679,433 |
| PUBLIC SAFETY | | | | |
| 410 Law Enforcement | \$ - | \$ 1,778,934 | \$ - | \$ 1,778,934 |
| 420 Fire & Medical Aid | - | 2,264,080 | - | 2,264,080 |
| 425 Emergency Preparedness | - | 9,700 | - | 9,700 |
| 430 Animal Control | - | 153,540 | - | 153,540 |
| SUBTOTAL | \$ - | \$ 4,206,254 | \$ - | \$ 4,206,254 |
| TOTAL | \$ 664,186 | \$ 5,175,489 | \$ 31,400 | \$ 5,871,075 |

General Fund Budget Expenditures by Function



**City of Canyon Lake
Fund Balance Summary
Fiscal Year 2019-20**

| Fund Type & Name | Estimated Available Balance 06/30/19 | + | Estimated Revenues 2019-20 | = | Funds Available 2019-20 | - | Budgeted Appropriations 2019-20 | = | Estimated Available Balance 06/30/20 |
|---------------------------------|---|----------|---|----------|--|----------|--|----------|---|
| GENERAL FUND | | | | | | | | | |
| General Fund | \$ 3,680,000 | | \$ 5,186,725 | * | \$ 8,866,725 | | \$ 5,871,075 | * | \$ 2,995,650 |
| SPECIAL REVENUE FUNDS | | | | | | | | | |
| Gas Tax | \$ 775,000 | | \$ 477,200 | | \$ 1,252,200 | | \$ 152,800 | | \$ 1,099,400 |
| Measure A | 400,000 | | 197,500 | | 597,500 | | 46,473 | | 551,027 |
| AQMD Trust | 93,500 | | 13,200 | | 106,700 | | - | | 106,700 |
| Law Enforcement Grants | 90,000 | | 140,000 | | 230,000 | | 140,000 | | 90,000 |
| Miscellaneous grants | 21,600 | | - | | 21,600 | | - | | 21,600 |
| TOTAL SPECIAL REVENUE | \$ 1,380,100 | | \$ 827,900 | | \$ 2,208,000 | | \$ 339,273 | | \$ 1,868,727 |
| DEBT SERVICE FUND | | | | | | | | | |
| Debt Service | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| CAPITAL IMPROVEMENT FUND | | | | | | | | | |
| Capital Projects | \$ 350,300 | | \$ - | | \$ 350,300 | | \$ - | | \$ 350,300 |
| TOTAL | \$ 5,410,400 | + | \$ 6,014,625 | = | \$ 11,425,025 | - | \$ 6,210,348 | = | \$ 5,214,677 |

* The proposed General Fund Budget anticipates a budgeted deficit of \$ (684,350)

**City of Canyon Lake
Budget Summary
Fiscal Year 2019-20**

General Government
Function - Department

City Council - 100
Division - Code

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL COSTS | | | | |
| 6010 Salaries and Wages | \$ 18,900 | \$ 18,000 | \$ 18,600 | \$ 18,000 |
| 6080 Benefits | 3,891 | 3,110 | 3,102 | 3,351 |
| Personnel Total: | \$ 22,791 | \$ 21,110 | \$ 21,702 | \$ 21,351 |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6210 Office Expense and Supplies | \$ - | \$ - | \$ - | \$ - |
| 6220 Departmental Expense | 7,641 | 5,224 | 7,000 | 7,480 |
| 6510 Conference/Meeting/Travel Exp | 6,311 | 3,204 | 8,700 | 9,500 |
| 6520 Membership/Dues/Publications | 13,952 | 14,724 | 15,350 | 17,850 |
| 6610 Professional/Specialized Services | - | 14,006 | - | - |
| 6830 Promotion and Advertising | 14,841 | 14,352 | 13,495 | 14,795 |
| O & M Total: | \$ 42,745 | \$ 51,510 | \$ 44,545 | \$ 49,625 |
| CAPITAL COSTS | | | | |
| None | \$ - | \$ - | \$ - | \$ - |
| DIVISION SUMMARY | | | | |
| Personnel | \$ 22,791 | \$ 21,110 | \$ 21,702 | \$ 21,351 |
| Operations & Maintenance | 42,745 | 51,510 | 44,545 | 49,625 |
| Capital | - | - | - | - |
| | \$ 65,536 | \$ 72,620 | \$ 66,247 | \$ 70,976 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| General Government | | City Council - 100 | |
|------------------------------|--|---------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| 6010 | Salaries and Wages City Council Members (5) | \$ 18,600 | \$ 18,000 |
| 6080 | Benefits Medicare/Workers Comp | 3,102 | 3,351 |
| Personnel Total: | | \$ 21,702 | \$ 21,351 |
| 6220 | Departmental Expense | \$ 7,000 | \$ 7,480 |
| 6240 | Printing Printing of Council materials | - | - |
| 6510 | Conference/Meeting/Travel Exp League of CA Cities Conference | 8,700 | 9,500 |
| | League Division Meetings | \$ 500 | |
| | Miscellaneous Meetings | \$ 600 | |
| | Chamber Meetings | \$ 400 | |
| 6520 | Membership/Dues/Publications League of CA Cities | 15,350 | 17,850 |
| | Riverside Division | \$ 100 | |
| | SCAG | \$ 1,220 | |
| | WRCOG | \$ 1,450 | |
| | WRCOG Solid Waste | \$ 2,500 | |
| | LAFCO | \$ 800 | |
| | 2-1-1 Riverside County | \$ 380 | |
| | Merchant Owners AssOC (assessment) | \$ 5,400 | |
| 6610 | Professional/Specialized Services Lobbyist | - | - |
| 6830 | Promotion and Advertising Chamber of Commerce | 13,495 | 14,795 |
| | City Golf Championship | \$ 1,000 | |
| | Veterans Day Celebration | \$ 4,500 | |
| | Christmas Tree Lighting | \$ 2,500 | |
| | Advertisement/Promotion | \$ 1,000 | |
| | Windows | \$ 120 | |
| | Trauma Intervention Program | \$ 1,500 | |
| | Student of the Month | \$ 800 | |
| | Fiesta Days Sponsorship | \$ 500 | |
| O & M Total: | | \$ 44,545 | \$ 49,625 |

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

General Government
Function - Department

City Attorney - 200
Division - Code

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL COSTS | | | | |
| None | \$ - | \$ - | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6610 Professional/Specialized Services | \$ 93,583 | \$ 111,881 | \$ 80,000 | \$ 64,000 |
| O & M Total: | \$ 93,583 | \$ 111,881 | \$ 80,000 | \$ 64,000 |
| CAPITAL COSTS | | | | |
| None | \$ - | \$ - | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - |
| Operations & Maintenance | 93,583 | 111,881 | 80,000 | 64,000 |
| Capital | - | - | - | - |
| | \$ 93,583 | \$ 111,881 | \$ 80,000 | \$ 64,000 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| General Government | | City Attorney - 200 | |
|------------------------------|---|----------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| | None | \$ - | \$ - |
| Personnel Total: | | \$ - | \$ - |
| 6610 | Professional/Specialized Services Attorney services | \$ 80,000 | \$ 64,000 |
| O & M Total: | | \$ 80,000 | \$ 64,000 |
| | None | \$ - | \$ - |
| Capital Total: | | \$ - | \$ - |

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

General Government
Function - Department

City Manager - 310
Division - Code

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL COSTS | | | | |
| 6010 Salaries and Wages | \$ 228,886 | \$ 236,529 | \$ 218,838 | \$ 235,400 |
| 6080 Benefits | 39,424 | 38,840 | 64,701 | 69,104 |
| Personnel Total: | \$ 268,310 | \$ 275,369 | \$ 283,539 | \$ 304,504 |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6210 Office Expense and Supplies | \$ 19,359 | \$ 16,240 | \$ 18,540 | \$ 21,700 |
| 6220 Departmental Expense | 525 | 50 | 300 | 300 |
| 6310 Communications | 812 | 1,313 | 1,620 | 1,620 |
| 6510 Conference/Meeting/Travel Exp | 6,372 | 3,639 | 5,600 | 5,900 |
| 6520 Membership/Dues/Publications | - | - | - | 1,520 |
| 6610 Professional/Specialized Services | 40,530 | 61,791 | 38,900 | 63,600 |
| 6710 Training and Education | - | - | - | - |
| 6965 Credit Card Fees | 952 | 1,548 | 1,400 | 1,400 |
| 6840 Liability Property Ins & Deductible | 29,316 | 30,239 | 33,710 | 38,630 |
| O & M Total: | \$ 97,866 | \$ 114,820 | \$ 100,070 | \$ 134,670 |
| CAPITAL COSTS | | | | |
| 8010 Computer Upgrade | \$ - | \$ - | \$ - | \$ 13,400 |
| 8003 Replacement Boat (net) | - | - | - | 18,000 |
| Capital Total: | \$ - | \$ - | \$ - | \$ 31,400 |
| <u>DIVISION SUMMARY</u> | | | | |
| Personnel | \$ 268,310 | \$ 275,369 | \$ 283,539 | \$ 304,504 |
| Operations & Maintenance | 97,866 | 114,820 | 100,070 | 134,670 |
| Capital | - | - | - | 31,400 |
| | \$ 366,176 | \$ 390,189 | \$ 383,609 | \$ 470,574 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| General Government | | City Manager - 310 | |
|------------------------------|--|---------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| 6010 | Salaries and Wages | \$ 218,838 | \$ 235,400 |
| | City Manager | \$ 142,000 | |
| | Administrative Service Mgr | \$ 93,400 | |
| 6080 | Benefits | 64,701 | 69,104 |
| | Medical/Dental/PERS/WC/Medicare | | |
| | Personnel Total: | \$ 283,539 | \$ 304,504 |
| 6210 | Office Expense and Supplies | \$ 18,540 | \$ 21,700 |
| | General office supplies | | |
| 6220 | Departmental Expense | 300 | 300 |
| 6310 | Communications | 1,620 | 1,620 |
| | Telephones | \$ 1,320 | |
| | Service charge IPADs | \$ 300 | |
| 6440 | Mileage Reimbursement | - | - |
| 6510 | Conference/Meeting/Travel Exp | 5,600 | 5,900 |
| | League of CA Cities Conference | \$ 1,400 | |
| | League Division Meetings/Other mtgs | \$ 500 | |
| | ICMA Conference | \$ 2,500 | |
| | League Division City Manager Conf | \$ 1,500 | |
| 6520 | Membership/Dues/Publications | - | 1,520 |
| | ICMA/CCMF Dues | \$ 1,520 | |
| 6610 | Professional/Specialized Services | 38,900 | 63,600 |
| | Support services IT | \$ 29,400 | |
| | Licensing | \$ 4,000 | |
| | Migrate servers to cloud | \$ 5,000 | |
| | RFP for IT Services | \$ 5,000 | |
| | Server and backup upgrades | \$ 2,000 | |
| | Annual Website update | \$ 4,800 | |
| | Grant consultant | \$ 12,000 | |
| | Web domain | \$ 100 | |
| | Carbonite offsite backup | \$ 1,300 | |
| 6840 | Liability Property Ins & Deductible | 33,710 | 38,630 |
| | General Liability Premium | \$ 31,100 | |
| | Property Premium | \$ 3,200 | |
| | Cyber | \$ 800 | |
| | Crime Bond | \$ 710 | |
| | ERMA | \$ 2,820 | |
| 6965 | Credit Card fees | 1,400 | 1,400 |
| | O & M Total: | \$ 100,070 | \$ 134,670 |
| 8010 | Computer Upgrade | \$ - | \$ 13,400 |
| 8003 | Replacement Boat (net of sale) | - | 18,000 |
| | Capital Total: | \$ - | \$ 31,400 |

**City of Canyon Lake
Budget Summary
Fiscal Year 2019-20**

General Government
Function - Department

City Clerk - 320
Division - Code

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL COSTS | | | | |
| 6010 Salaries and Wages | \$ 131,407 | \$ 72,528 | \$ 80,771 | \$ 87,627 |
| 6080 Benefits | 23,666 | 14,630 | 27,262 | 24,371 |
| Personnel Total: | \$ 155,073 | \$ 87,158 | \$ 108,033 | \$ 111,998 |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6220 Departmental Expense | \$ 7,061 | \$ 4,096 | \$ 7,200 | \$ 24,200 |
| 6240 Printing | 801 | 3,418 | 4,900 | 4,900 |
| 6440 Mileage Reimbursement | 346 | - | 200 | - |
| 6510 Conference/Meeting/Travel Exp | 70 | 1,644 | 200 | 700 |
| 6520 Membership/Dues/Publications | 440 | 230 | 1,050 | 1,000 |
| 6610 Professional/Specialized Services | 14,498 | 10,935 | 24,000 | 4,000 |
| 6710 Training and Education | 5,901 | 1,909 | 850 | 1,500 |
| O & M Total: | \$ 29,117 | \$ 22,232 | \$ 38,400 | \$ 36,300 |
| CAPITAL COSTS | | | | |
| 8010 Computer Upgrade | \$ - | \$ - | \$ - | \$ - |
| Capital Total: | \$ - | \$ - | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | |
| Personnel | \$ 155,073 | \$ 87,158 | \$ 108,033 | \$ 111,998 |
| Operations & Maintenance | 29,117 | 22,232 | 38,400 | 36,300 |
| Capital | - | - | - | - |
| | \$ 184,190 | \$ 109,390 | \$ 146,433 | \$ 148,298 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| General Government | | City Clerk - 320 | |
|------------------------------|--|-------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| 6010 | Salaries and Wages | \$ 80,771 | \$ 87,627 |
| | City Clerk | \$ - | |
| | Deputy City Clerk | \$ 49,420 | |
| | Senior Office Specialist/Code | \$ 19,104 | |
| | Office Specialist Part-time | \$ 19,104 | |
| 6080 | Benefits | 27,262 | 24,371 |
| | Medical/Dental/PERS/WC/Medicare | | |
| | Personnel Total: | \$ 108,033 | \$ 111,998 |
| 6220 | Departmental Expense | \$ 7,200 | \$ 24,200 |
| | Meeting taping | \$ 5,300 | |
| | Service charge IPADs | \$ 300 | |
| | Hosted mail subscriptions | \$ 600 | |
| | Digitizing files | \$ 17,000 | |
| | Miscellaneous | \$ 1,000 | |
| 6240 | Printing | 4,900 | 4,900 |
| 6440 | Mileage Reimbursement | 200 | - |
| 6510 | Conference/Meeting/Travel Exp | 200 | 700 |
| | Miscellaneous meetings | \$ 200 | |
| 6520 | Membership/Dues/Publications | 1,050 | 1,000 |
| | Notary | \$ - | |
| | IIMC | \$ 170 | |
| | Publications | \$ 700 | |
| | So Cal Clerks | \$ 130 | |
| 6610 | Professional/Specialized Services | 24,000 | 4,000 |
| | City Clerk Consultant/Election | \$ 4,000 | |
| | Election-Registrar of Voters | \$ - * | |
| 6710 | Training and Education | 850 | 1,500 |
| | O & M Total: | \$ 38,400 | \$ 36,300 |
| 8010 | Computer Replacement | \$ - | \$ - |
| | Capital Total: | \$ - | \$ - |

* = One time expenditure.

**City of Canyon Lake
Budget Summary
Fiscal Year 2019-20**

General Government
Function - Department

Finance - 330
Division - Code

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL COSTS | | | | |
| 6010 Salaries and Wages | \$ - | \$ - | \$ - | \$ - |
| 6080 Benefits | 2,852 | 3,810 | 4,080 | 3,600 |
| Personnel Total: | \$ 2,852 | \$ 3,810 | \$ 4,080 | \$ 3,600 |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6210 Office Expense and Supplies | \$ 13,786 | \$ 9,151 | \$ 9,600 | \$ 9,600 |
| 6220 Departmental Expense | 2,436 | 2,024 | 100 | - |
| 6530 Software | 803 | 838 | 850 | 850 |
| 6610 Professional/Specialized Services | 87,345 | 138,463 | 96,300 | 93,200 |
| 6612 Annual Audit Expense | 10,250 | 9,500 | 10,000 | 10,000 |
| 6710 Training and Education | - | - | - | - |
| O & M Total: | \$ 114,620 | \$ 159,976 | \$ 116,850 | \$ 113,650 |
| CAPITAL COSTS | | | | |
| 8010 Computer Upgrade | \$ - | \$ - | \$ - | \$ - |
| Capital Total: | \$ - | \$ - | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | |
| Personnel | \$ 2,852 | \$ 3,810 | \$ 4,080 | \$ 3,600 |
| Operations & Maintenance | 114,620 | 159,976 | 116,850 | 113,650 |
| Capital | - | - | - | - |
| | \$ 117,472 | \$ 163,786 | \$ 120,930 | \$ 117,250 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| General Government | | Finance - 330 | |
|------------------------------|--|------------------------|------------|
| Function - Department | | Division - Code | |
| Object | | Budget | Budget |
| Acct # | Description and Justification | 2018-19 | 2019-20 |
| 6010 | Salaries and Wages | \$ - | \$ - |
| | Accounting Specialist | \$ - | |
| 6080 | Benefits | 4,080 | 3,600 |
| | Retiree Medical | \$ 3,600 | |
| Personnel Total: | | \$ 4,080 | \$ 3,600 |
| 6210 | Office Expense and Supplies | \$ 9,600 | \$ 9,600 |
| | Toshiba lease and supplies | | |
| 6220 | Departmental Expense | 100 | - |
| | Bank charges | \$ 100 | |
| 6530 | Software | 850 | 850 |
| | Abila MIP Licensing | \$ 850 | |
| 6610 | Professional/Specialized Services | 96,300 | 93,200 |
| | Contract Accounting Firm | \$ 82,800 | |
| | HDL | \$ 2,500 | |
| | GASB 68 Actuarial PERS | \$ 1,300 | |
| | GASB 75 Actuarial | \$ 2,000 | |
| | Software support plan | \$ 600 | |
| | Payroll service | \$ 4,000 | |
| | Data recovery fee | \$ - | |
| 6612 | Annual Audit Expense | 10,000 | 10,000 |
| 6710 | Training and Education | - | - |
| | Computer | \$ - | |
| O & M Total: | | \$ 116,850 | \$ 113,650 |
| 8010 | Computer Upgrade | \$ - | \$ - |
| Capital Total: | | \$ - | \$ - |

* One time expenditure.

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

Development Services
Function - Department

Planning - 350
Division - Code

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL COSTS | | | | |
| 6010 Salaries and Wages | \$ - | \$ - | \$ - | \$ - |
| 6080 Benefits | - | - | - | - |
| Personnel Total: | \$ - | \$ - | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6220 Departmental Expense | \$ - | \$ - | \$ - | \$ - |
| 6616 Regular Planning Services | 44,485 | 46,193 | 51,600 | 42,000 |
| 6619 General Plan Services | - | - | - | - |
| O & M Total: | \$ 44,485 | \$ 46,193 | \$ 51,600 | \$ 42,000 |
| CAPITAL COSTS | | | | |
| None | \$ - | \$ - | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - |
| Operations & Maintenance | 44,485 | 46,193 | 51,600 | 42,000 |
| Capital | - | - | - | - |
| | \$ 44,485 | \$ 46,193 | \$ 51,600 | \$ 42,000 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| Development Services | | Planning - 350 | |
|------------------------------|----------------------------------|------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| 6010 | Salaries and Wages | \$ - | \$ - |
| | Planning Tech | \$ - | \$ - |
| 6080 | Benefits | - | - |
| | Medicare, SUI, WC | - | - |
| Personnel Total: | | \$ - | \$ - |
| 6220 | Departmental Expense | \$ - | \$ - |
| 6616 | Regular Planning Services | 51,600 | 42,000 |
| | Contract City Planner | \$ 42,000 | |
| O & M Total: | | \$ 51,600 | \$ 42,000 |
| None | | | |
| Capital Total: | | \$ - | \$ - |

**City of Canyon Lake
Budget Summary
Fiscal Year 2019-20**

Development Services
Function - Department

Building & Safety - 360
Division - Code

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL COSTS | | | | |
| 6015 Special Enforcement Salary | \$ - | \$ - | \$ - | \$ - |
| 6080 Benefits | - | - | - | - |
| Personnel Total: | \$ - | \$ - | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6220 Departmental Expenses | \$ 1,783 | \$ 2,699 | \$ 3,260 | \$ 3,260 |
| 6610 Professional/Specialized Services | 139,638 | 185,698 | 198,400 | 266,000 |
| O & M Total: | \$ 141,421 | \$ 188,397 | \$ 201,660 | \$ 269,260 |
| CAPITAL COSTS | | | | |
| None | \$ - | \$ - | \$ - | \$ - |
| DIVISION SUMMARY | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - |
| Operations & Maintenance | 141,421 | 188,397 | 201,660 | 269,260 |
| Capital | - | - | - | - |
| | \$ 141,421 | \$ 188,397 | \$ 201,660 | \$ 269,260 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| Development Services | | Building & Safety - 360 | |
|------------------------------|--|------------------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| 6015 | Special Enforcement Salary | \$ - | \$ - |
| 6080 | Benefits | - | - |
| | Medical/Dental/PERS/WC/Medicare \$ - | | |
| Personnel Total: | | \$ - | \$ - |
| 6220 | Departmental Expense | \$ 3,260 | \$ 3,260 |
| 6610 | Professional/Specialized Services | 198,400 | 266,000 |
| | Consulting Services \$ 266,000 | | |
| | Software \$ - | | |
| O & M Total: | | \$ 201,660 | 269,260 |
| | None | \$ - | \$ - |
| Capital Total: | | \$ - | \$ - |

**City of Canyon Lake
Budget Summary
Fiscal Year 2019-20**

**Public Safety - Police
Function - Department**

**Law Enforcement - 410
Division - Code**

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|---------------------|---------------------|---------------------|---------------------|
| PERSONNEL COSTS | | | | |
| None | \$ - | \$ - | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6220 Departmental Expense | \$ - | \$ - | \$ 370 | \$ - |
| 6240 Printing | 251 | - | 500 | - |
| 6310 Communications | 2 | - | - | - |
| 6335 Facility Rate | 53,200 | 61,492 | 55,810 | 61,492 |
| 6410 Vehicle & Equip Maint/Support | 10 | 2,862 | 3,600 | 2,862 |
| 6510 Conference/Meeting/Travel Exp | - | - | 500 | - |
| 6610 Professional/Specialized Services | 1,464,527 | 1,535,266 | 1,658,420 | 1,685,060 |
| 6845 Booking Fees | 7,362 | 9,774 | 16,780 | 10,100 |
| 6850 Cal ID | 10,901 | 10,681 | 11,140 | 11,020 |
| 6861 County RMS System | 6,600 | 8,392 | 6,600 | 8,400 |
| O & M Total: | \$ 1,542,853 | \$ 1,628,467 | \$ 1,753,720 | \$ 1,778,934 |
| CAPITAL COSTS | | | | |
| 8001 New Vehicles | - | - | - | - |
| Capital Total: | \$ - | \$ - | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - |
| Operations & Maintenance | 1,542,853 | 1,628,467 | 1,753,720 | 1,778,934 |
| Capital | - | - | - | - |
| | \$ 1,542,853 | \$ 1,628,467 | \$ 1,753,720 | \$ 1,778,934 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| Public Safety - Police | | Law Enforcement - 410 | |
|-------------------------------|--|------------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| | None | \$ - | \$ - |
| Personnel Total: | | \$ - | \$ - |
| 6220 | Departmental Expense | \$ 370 | \$ - |
| 6240 | Printing | 500 | - |
| 6335 | Facility Rate | 55,810 | 61,492 |
| 6410 | Vehicle & Equip Maint/Support | 3,600 | 2,862 |
| 6510 | Conference/Meeting/Travel Exp | 500 | - |
| 6610 | Professional/Specialized Services | 1,658,420 | 1,685,060 |
| | Police Services (total) | \$ 1,814,500 | |
| 6620 | Extra Duty | \$ 20,560 | |
| | Less CalCOPS Fund offset | \$ (150,000) # | |
| 6845 | Booking Fees | 16,780 | 10,100 |
| | County Booking | \$ 5,000 | |
| 6846 | Blood/Alcohol Analysis | \$ 5,100 | |
| 6850 | Cal ID | 11,140 | 11,020 |
| 6861 | County RMS System | 6,600 | 8,400 |
| O & M Total: | | \$ 1,753,720 | \$ 1,778,934 |
| 8003 | Boats | \$ - | \$ - |
| 8001 | New Vehicles | - | - |
| Capital Total: | | \$ - | \$ - |

= Amount of Law Enforcement costs charged to the Police Grants Fund.

**City of Canyon Lake
Budget Summary
Fiscal Year 2019-20**

Public Safety - Fire
Function - Department

Fire & Medical - 420
Division - Code

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|---------------------|---------------------|---------------------|---------------------|
| PERSONNEL COSTS | | | | |
| 6010 Salaries and Wages | \$ - | \$ - | \$ - | \$ - |
| 6080 Benefits | - | - | - | - |
| Personnel Total: | \$ - | \$ - | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6220 Departmental Expense | \$ 12,953 | \$ 1,469 | \$ 4,480 | \$ 6,580 |
| 6320 Utilities | 3,544 | 11,994 | 11,840 | 14,600 |
| 6610 Professional/Specialized Services | 1,098,165 | 1,325,236 | 2,204,550 | 2,239,900 |
| 6720 Landscape Maint/Repair | 4,113 | 2,000 | 3,000 | 3,000 |
| O & M Total: | \$ 1,118,775 | \$ 1,340,699 | \$ 2,223,870 | \$ 2,264,080 |
| CAPITAL COSTS | | | | |
| 8000 Equipment | \$ - | \$ - | \$ - | \$ - |
| 8018 Station Upgrades | 4,262 | 118,002 | 7,000 | - |
| Capital Total: | \$ 4,262 | \$ 118,002 | \$ 7,000 | \$ - |
| <u>DIVISION SUMMARY</u> | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - |
| Operations & Maintenance | 1,118,775 | 1,340,699 | 2,223,870 | 2,264,080 |
| Capital | 4,262 | 118,002 | 7,000 | - |
| | \$ 1,123,037 | \$ 1,458,701 | \$ 2,230,870 | \$ 2,264,080 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| Public Safety - Fire | | Fire & Medical - 420 | |
|------------------------------|--|---------------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| 6010 | Salaries and Wages | \$ - | \$ - |
| 6080 | Benefits | - | - |
| | Personnel Total: | \$ - | \$ - |
| 6220 | Departmental Expense | \$ 4,480 | \$ 6,580 |
| 6320 | Utilities | 11,840 | 14,600 |
| | Electric | \$ 6,000 | |
| | Water | \$ 3,600 | |
| | Cable TV | \$ 1,800 | |
| | Internet | \$ 1,200 | |
| | Propane | \$ 2,000 | |
| 6610 | Professional/Specialized Services | 2,204,550 | 2,239,900 |
| | Cal Fire Contract | \$ 2,239,900 | |
| 6720 | Landscape Maint/Repair | 3,000 | 3,000 |
| | O & M Total: | \$ 2,223,870 | \$ 2,264,080 |
| 8000 | Capital - Fencing | \$ - | \$ - |
| 8018 | Station Upgrades - Rolling Gate | 7,000 | - |
| | Capital Total: | \$ 7,000 | \$ - |

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

Public Safety - Emergency Preparedness
Function - Department

Emergency Preparedness - 425
Division - Code

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL COSTS | | | | |
| None | \$ - | \$ - | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6215 EOC Equipment/Supplies | \$ - | \$ 6,938 | \$ - | \$ - |
| 6220 Departmental Expense | 9,460 | 8,295 | 9,700 | 8,500 |
| 6310 Communications | 1,080 | 1,176 | 1,200 | 1,200 |
| 6710 Training | - | - | - | - |
| O & M Total: | \$ 10,540 | \$ 16,409 | \$ 10,900 | \$ 9,700 |
| CAPITAL COSTS | | | | |
| None | \$ - | \$ - | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - |
| Operations & Maintenance | 10,540 | 16,409 | 10,900 | 9,700 |
| Capital | - | - | - | - |
| | \$ 10,540 | \$ 16,409 | \$ 10,900 | \$ 9,700 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| Public Safety - Emergency Preparedness | | Emergency Preparedness - 425 | |
|---|--|-------------------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| | None | \$ - | \$ - |
| Personnel Total: | | \$ - | \$ - |
| 6215 | Emergency Management | \$ - | \$ - |
| | Matching Grant Expense | \$ - | - |
| 6220 | Departmental Expense | - | 8,500 |
| | Code Red Services | \$ 7,500 | 9,700 |
| | Supplies | \$ 1,000 | - |
| | | \$ - | - |
| 6310 | Communications (Emergency Management EOC) | 1,200 | 1,200 |
| | Satellite Phones | \$ 1,200 | - |
| 6710 | Training | - | - |
| O & M Total: | | \$ 10,900 | \$ 9,700 |
| | None | \$ - | \$ - |
| Capital Total: | | \$ - | \$ - |

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

Public Safety - Animal Control
Function - Department

Animal Control - 430
Division - Code

| Object Acct # | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL COSTS | | | | |
| None | \$ - | \$ - | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | |
| 6610 Professional/Specialized Services | \$ 80,824 | \$ 114,977 | \$ 100,400 | \$ 111,520 |
| 6900 Debt Service | 63,149 | 72,530 | 41,590 | 42,020 |
| O & M Total: | \$ 143,973 | \$ 187,507 | \$ 141,990 | \$ 153,540 |
| CAPITAL COSTS | | | | |
| None | \$ - | \$ - | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - |
| Operations & Maintenance | 143,973 | 187,507 | 141,990 | 153,540 |
| Capital | - | - | - | - |
| | \$ 143,973 | \$ 187,507 | \$ 141,990 | \$ 153,540 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| Public Safety - Animal Control | | Animal Control - 430 | |
|---|--|-----------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| | None | \$ - | \$ - |
| Personnel Total: | | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | |
| 6610 | Professional/Specialized Services | \$ 100,400 | \$ 111,520 |
| | Animal Control | \$ 42,000 | |
| | County Sheltering Services | \$ 69,520 | |
| 6900 | Interest Expense | 41,590 | 42,020 |
| | Debt Service | \$ 37,180 | |
| | Audit/Fiscal Agent/Admin | \$ 4,840 | |
| O & M Total: | | \$ 141,990 | \$ 153,540 |
| | None | \$ - | \$ - |
| Capital Total: | | \$ - | \$ - |

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

| | |
|------------------------------|--|
| Development Services | Public Works Administration - 510 |
| Function - Department | Division - Code |

| Object Acct # | | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|---|-----------------------------------|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL COSTS | | | | | |
| 6010 | Salaries and Wages | \$ - | \$ - | \$ - | \$ - |
| 6080 | Benefits | - | - | - | - |
| | Personnel Total: | \$ - | \$ - | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | | |
| 6220 | Departmental Expenses | \$ - | \$ - | \$ - | \$ - |
| 6610 | Professional/Specialized Services | 100,846 | 90,072 | 42,000 | 40,000 |
| | O & M Total: | \$ 100,846 | \$ 90,072 | \$ 42,000 | \$ 40,000 |
| CAPITAL COSTS | | | | | |
| | None | \$ - | \$ - | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | | |
| | Personnel | \$ - | \$ - | \$ - | \$ - |
| | Operations & Maintenance | 100,846 | 90,072 | 42,000 | 40,000 |
| | Capital | - | - | - | - |
| | | \$ 100,846 | \$ 90,072 | \$ 42,000 | \$ 40,000 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| Development Services | | Public Works Administration - 510 | |
|------------------------------|--|--|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| 6015 | Salaries and Wages | \$ - | \$ - |
| | Special Enforcement Salary | | |
| 6080 | Benefits | - | - |
| Personnel Total: | | \$ - | \$ - |
| 6220 | Departmental Expense | \$ - | \$ - |
| | Miscellaneous | \$ - | |
| 6610 | Professional/Specialized Services | 42,000 | 40,000 |
| | Outside Contractor | \$ 40,000 | |
| O & M Total: | | \$ 42,000 | \$ 40,000 |
| | None | \$ - | \$ - |
| Capital Total: | | \$ - | \$ - |

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

| Development Services | | NPDES - 515 | | | |
|---|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Function - Department | | Division - Code | | | |
| <u>Object</u> <u>Acct #</u> | | <u>Actual</u> <u>2016-17</u> | <u>Actual</u> <u>2017-18</u> | <u>Budget</u> <u>2018-19</u> | <u>Budget</u> <u>2019-20</u> |
| PERSONNEL COSTS | | | | | |
| 6015 | Salaries and Wages | \$ 15,004 | \$ 11,052 | \$ 4,600 | \$ - |
| 6080 | Benefits | 218 | 358 | 1,261 | - |
| | Personnel Total: | \$ 15,222 | \$ 11,410 | \$ 5,861 | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | | |
| 6220 | Departmental Expense | \$ - | \$ - | \$ - | \$ - |
| 6520 | Membership/Dues/Publications | 61,563 | 62,125 | 57,280 | 71,000 |
| 6610 | Professional/Specialized Services | 8,816 | 6,642 | 10,000 | 6,000 |
| | O & M Total: | \$ 70,379 | \$ 68,767 | \$ 67,280 | \$ 77,000 |
| CAPITAL COSTS | | | | | |
| | None | \$ - | \$ - | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | | |
| | Personnel | \$ 15,222 | \$ 11,410 | \$ 5,861 | \$ - |
| | Operations & Maintenance | 70,379 | 68,767 | 67,280 | 77,000 |
| | Capital | - | - | - | - |
| | | \$ 85,601 | \$ 80,177 | \$ 73,141 | \$ 77,000 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| Development Services | | NPDES - 515 | |
|------------------------------|---|------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| 6015 | Salaries and Wages | \$ 4,600 | \$ - |
| | Code Compliance Officer | \$ - | |
| | Senior Office Specialist/Code Compliance Tech | \$ - | |
| 6080 | Benefits | 1,261 | - |
| | Medicare, SUI, WC | | |
| Personnel Total: | | \$ 5,861 | \$ - |
| 6320 | Utilities | \$ - | \$ - |
| | TMDL Water Test | \$ - | |
| 6520 | Membership/Dues/Publications | 57,280 | 71,000 |
| | NPDES MS4 Permit Fee | \$ 9,500 | |
| | LE/CL TMDL | \$ 40,500 | |
| | MS4 Agreement | \$ - | |
| | San Jacinto River Watershed Council | \$ 1,000 | |
| | LESJWA | \$ 20,000 | |
| 6610 | Professional/Specialized Services | 10,000 | 6,000 |
| | Consultant for NPDES Interwest | \$ 6,000 | |
| O & M Total: | | \$ 67,280 | \$ 77,000 |
| None | | \$ - | \$ - |
| Capital Total: | | \$ - | \$ - |

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

| Development Services | | Special Enforcement - 520 | | | |
|---|------------------------------|----------------------------------|-------------------|-------------------|-------------------|
| Function - Department | | Division - Code | | | |
| Object Acct # | | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
| PERSONNEL COSTS | | | | | |
| 6015 | Salaries and Wages | \$ 76,860 | \$ 139,210 | \$ 134,839 | \$ 159,656 |
| 6080 | Benefits | 13,502 | 18,870 | 36,964 | 63,077 |
| | Personnel Total: | \$ 90,362 | \$ 158,080 | \$ 171,803 | \$ 222,733 |
| OPERATIONS & MAINTENANCE COSTS | | | | | |
| 6220 | Department Expense | \$ 28,281 | \$ 15,346 | \$ 7,600 | \$ 12,000 |
| 6310 | Communications | 2,008 | 2,919 | 2,700 | 2,400 |
| 6415 | Boat Maintenance | 1,143 | 7,177 | 7,000 | 7,000 |
| 6425 | Fuels and Lubricants | 2,133 | 2,133 | 2,500 | 2,500 |
| 6520 | Membership/Dues/Publications | 1,800 | 1,062 | 1,755 | 1,880 |
| 6710 | Training and Education | - | 368 | 400 | 2,660 |
| | O & M Total: | \$ 35,365 | \$ 29,005 | \$ 21,955 | \$ 28,440 |
| CAPITAL COSTS | | | | | |
| 8010 | Computer Equipment | \$ 1,449 | \$ - | \$ - | \$ - |
| 8001 | Vehicles | - | 46,268 | - | - |
| | Capital Total: | \$ 1,449 | \$ 46,268 | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | | |
| | Personnel | \$ 90,362 | \$ 158,080 | \$ 171,803 | \$ 222,733 |
| | Operations & Maintenance | 35,365 | 29,005 | 21,955 | 28,440 |
| | Capital | 1,449 | 46,268 | - | - |
| | | \$ 127,176 | \$ 233,353 | \$ 193,758 | \$ 251,173 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| Development Services | | Special Enforcement - 520 | |
|------------------------------|--|----------------------------------|-------------------|
| Function - Department | | Division - Code | |
| Object | | Budget | Budget |
| Acct # | Description and Justification | 2018-19 | 2019-20 |
| 6015 | Salaries and Wages | \$ 134,839 | \$ 159,656 |
| | Special Enforcement Supervisor | \$ 60,742 | |
| | Special Enforcement Officer | \$ - | |
| | Special Enforcement Officer | \$ 24,662 | |
| | Special Enforcement Officer | \$ 22,184 | |
| | Code Enforcement Officer | \$ 52,067 | |
| | Compliance Tech | | |
| 6080 | Benefits | 36,964 | 63,077 |
| | Medicare, SUI, WC | | |
| Personnel Total: | | \$ 171,803 | \$ 222,733 |
| 6220 | Departmental Expense | \$ 7,600 | \$ 12,000 |
| | Miscellaneous | \$ 1,400 | |
| | Data Ticket/Revenue Experts | \$ 2,400 | |
| | Pest control | \$ 400 | |
| | Service Charge IPADs | \$ 1,200 | |
| | Printing | \$ 800 | |
| | Belts and Equipment | \$ 5,000 | |
| | Uniforms | \$ 800 | |
| 6310 | Communications | 2,700 | 2,400 |
| 6415 | Vehicle Maintenance | 7,000 | 7,000 |
| 6425 | Fuels and Lubricants | 2,500 | 2,500 |
| 6520 | Membership/Dues/Publications | 1,755 | 1,880 |
| | Corelogic/Real Quest | \$ 1,500 | |
| | Ca Association of Code Enf. Officers | \$ 380 | |
| 6610 | Professional/Specialized Services | - | - |
| 6710 | Training and Education | 400 | 2,660 |
| O & M Total: | | \$ 21,955 | \$ 28,440 |
| 8010 | Computer Equipment | \$ - | \$ - |
| | Vehicles | - | - |
| Capital Total: | | \$ - | \$ - |

**City of Canyon Lake
Budget Summary
Fiscal Year 2019-20**

| | |
|------------------------------|--|
| General Government | Building and Facilities Maint - 550 |
| Function - Department | Division - Code |

| Object Acct # | | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|------------------|---|-------------------|-------------------|-------------------|-------------------|
| | PERSONNEL COSTS | | | | |
| | None | \$ - | \$ - | \$ - | \$ - |
| | OPERATIONS & MAINTENANCE COSTS | | | | |
| 6310 | Communications | \$ 2,521 | \$ 2,722 | \$ 2,300 | \$ 1,800 |
| 6320 | Utilities | 27,767 | 26,699 | 27,720 | 39,360 |
| 6330 | Rentals & Leases | 14,978 | 15,368 | 15,670 | 46,870 |
| 6610 | Professional/Specialized Services | 25,590 | 20,960 | 19,560 | 26,260 |
| | O & M Total: | \$ 70,856 | \$ 65,749 | \$ 65,250 | \$ 114,290 |
| | CAPITAL COSTS | | | | |
| 8000 | Bathroom Floor | \$ - | \$ - | \$ 1,800 | \$ - |
| | Capital Total: | \$ - | \$ - | \$ 1,800 | \$ - |
| | <u>DIVISION SUMMARY</u> | | | | |
| | Personnel | \$ - | \$ - | \$ - | \$ - |
| | Operations & Maintenance | 70,856 | 65,749 | 65,250 | 114,290 |
| | Capital | - | - | 1,800 | - |
| | | \$ 70,856 | \$ 65,749 | \$ 67,050 | \$ 114,290 |

City of Canyon Lake
Budget Detail
Fiscal Year 2019-20

| General Government | | Building and Facilities Maint - 550 | |
|------------------------------|--|--|-------------------|
| Function - Department | | Division - Code | |
| Acct # | Description and Justification | Budget 2018-19 | Budget 2019-20 |
| | None | \$ - | \$ - |
| Personnel Total: | | \$ - | \$ - |
| 6310 | Communications | \$ 2,300 | \$ 1,800 |
| | High Speed Services | \$ 1,800 | |
| | Phone System Maintenance | \$ 500 | |
| 6320 | Utilities | 27,720 | 39,360 |
| | Electric | \$ 24,000 | |
| | Gas | \$ 600 | |
| | Water | \$ 2,460 | |
| | Tele Pacific | \$ 7,500 | |
| | Frontier | \$ 4,800 | |
| 6330 | Rentals and Leases | | |
| | Library | \$ 13,060 | 15,670 |
| | City Hall - Annex | \$ 33,810 | 46,870 |
| | Conference Room | \$ - | |
| 6610 | Professional/Specialized Services | 19,560 | 26,260 |
| | Pest Control | \$ 720 | |
| | Security | \$ 1,500 | |
| | HVAC | \$ 2,140 | |
| | Janitorial | \$ 13,760 | |
| | Fire Extinguisher service | \$ 150 | |
| | Roof Maintenance | \$ 1,400 | |
| | Sprinkler Service | \$ 450 | |
| | Elevator service | \$ 4,800 | |
| | Windows | \$ 240 | |
| | Plumbing | \$ 1,100 | |
| O & M Total: | | \$ 65,250 | \$ 114,290 |
| 8007 | Furniture & Equipment | \$ - | \$ - |
| 8014 | Bathroom Floor # | \$ 1,800 | \$ - |
| Capital Total: | | \$ 1,800 | \$ - |

= One time expenditure.

**City of Canyon Lake
Budget Summary
Fiscal Year 2019-20**

| Public Works - Streets Function - Department | | Gas Tax - Fund 20 Division - Code | | | |
|---|---------------------------------------|--|---------------------|-------------------|-------------------|
| Object Acct # | | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
| PROGRAM REVENUES | | | | | |
| 4840 | Gas Tax 2103 | \$ 28,508 | \$ 42,412 | \$ 60,000 | \$ 94,000 |
| 4850 | Gas Tax 2105 | 60,016 | 59,102 | 68,000 | 61,300 |
| 4860 | Gas Tax 2106 | 41,232 | 41,694 | 48,000 | 42,600 |
| 4870 | Gas Tax 2107 | 76,090 | 76,917 | 90,000 | 80,500 |
| 4875 | Gas Tax 2107.5 | 3,000 | 3,000 | 3,000 | 3,000 |
| 4876 | Road Maintenance Rehab | - | 63,816 | 193,240 | 194,800 |
| 5021 | Traffic Relief Revenue | - | 12,381 | | |
| 4590 | Grant Revenue | - | 18,563 | | |
| 4900 | Interest Income | (2,468) | (805) | 1,000 | 1,000 |
| | Program Revenue Total | \$ 206,378 | \$ 317,080 | \$ 463,240 | \$ 477,200 |
| PERSONNEL COSTS | | | | | |
| | None | \$ - | \$ - | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | | |
| 6610 | Professional and Specialized Services | \$ 105,389 | \$ 137,500 | \$ 33,000 | \$ 19,200 |
| 6320 | Utilities | 3,242 | 3,949 | 4,200 | 4,800 |
| 6720 | Landscape Maintenance | 112,136 | 65,117 | 93,000 | 65,000 |
| 6721 | Street Maintenance | 6,679 | 288,738 | 15,000 | 15,000 |
| 6722 | Signal and Sign Maintenance | 14,877 | 18,913 | 23,560 | 27,000 |
| 6724 | Street Tree Trimming | - | - | 5,000 | 5,000 |
| 6723 | Reclaimed Water (RRCR) | 12,470 | 15,792 | 16,800 | 16,800 |
| | O & M Total: | \$ 254,793 | \$ 530,009 | \$ 190,560 | \$ 152,800 |
| CAPITAL COSTS | | | | | |
| 8000 | Capital Outlay | \$ - | \$ 80,894 | \$ - | \$ - |
| | Capital Total: | \$ - | \$ 80,894 | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | | |
| | Total Revenue | \$ 206,378 | \$ 317,080 | \$ 463,240 | \$ 477,200 |
| | Personnel | \$ - | \$ - | \$ - | \$ - |
| | Operations & Maintenance | 254,793 | 530,009 | 190,560 | 152,800 |
| | Capital | - | 80,894 | - | - |
| | Total Expenditures | \$ 254,793 | \$ 610,903 | \$ 190,560 | \$ 152,800 |
| | Surplus/Shortfall | \$ (48,415) | \$ (293,823) | \$ 272,680 | \$ 324,400 |
| | Estimated Available Reserves | | | | \$ 775,000 |

**City of Canyon Lake
Budget Summary
Fiscal Year 2019-20**

**Public Works - Streets
Function - Department**

**Measure A - Fund 21
Division - Code**

| Object Acct # | | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
|------------------|---|-------------------|-------------------|-------------------|-------------------|
| | PROGRAM REVENUES | | | | |
| 4550 | Measure A Fees | \$ 171,438 | \$ 184,294 | \$ 185,000 | \$ 197,000 |
| 4790 | Miscellaneous Income | - | - | | |
| 4900 | Interest Income | (765) | (354) | 500 | 500 |
| | Program Revenue Total | \$ 170,673 | \$ 183,940 | \$ 185,500 | \$ 197,500 |
| | PERSONNEL COSTS | | | | |
| | None | \$ - | \$ - | \$ - | \$ - |
| | OPERATIONS & MAINTENANCE COSTS | | | | |
| 6955 | Interest Expense | \$ 2,091 | \$ 1,343 | \$ 587 | \$ 28 |
| 6960 | Principal Expense (RCTC advance) | 139,910 | 145,658 | 83,413 | 19,261 |
| | Principal Expense (County Loan) | - | - | 63,000 | 27,184 |
| | O & M Total: | \$ 142,001 | \$ 147,001 | \$ 147,000 | \$ 46,473 |
| | CAPITAL COSTS | | | | |
| 8100 | None | \$ - | \$ - | \$ - | \$ - |
| | Capital Total: | \$ - | \$ - | \$ - | \$ - |
| | <u>DIVISION SUMMARY</u> | | | | |
| | Total Revenue | \$ 170,673 | \$ 183,940 | \$ 185,500 | \$ 197,500 |
| | Personnel | \$ - | \$ - | \$ - | \$ - |
| | Operations & Maintenance | 142,001 | 147,001 | 147,000 | 46,473 |
| | Capital | - | - | - | - |
| | Total Expenditures | \$ 142,001 | \$ 147,001 | \$ 147,000 | \$ 46,473 |
| | Surplus/Shortfall | \$ 28,672 | \$ 36,939 | \$ 38,500 | \$ 151,027 |
| | Estimated Available Reserves | | | | \$ 400,000 |

**City of Canyon Lake
Budget Summary
Fiscal Year 2019-20**

| General Government | | AQMD - Fund 25 | | | |
|---|-------------------------------------|------------------------|--------------------|-------------------|-------------------|
| Function - Department | | Division - Code | | | |
| Object Acct # | | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
| PROGRAM REVENUES | | | | | |
| 4580 | SCAQMD Fees | \$ 13,640 | \$ 12,695 | \$ 13,000 | \$ 13,000 |
| 4900 | Interest Income | (272) | (107) | 200 | 200 |
| | Program Revenue Total | \$ 13,368 | \$ 12,588 | \$ 13,200 | \$ 13,200 |
| PERSONNEL COSTS | | | | | |
| | None | \$ - | \$ - | \$ - | \$ - |
| OPERATIONS & MAINTENANCE COSTS | | | | | |
| Public Works | | | | | |
| | None | \$ - | \$ - | \$ - | \$ - |
| | O & M Total: | \$ - | \$ - | \$ - | \$ - |
| CAPITAL COSTS | | | | | |
| 8000 | Capital Outlay | \$ - | \$ - | \$ - | \$ - |
| | Vehicle | - | 46,132 | - | - |
| | Capital Total: | \$ - | \$ 46,132 | \$ - | \$ - |
| <u>DIVISION SUMMARY</u> | | | | | |
| | Total Revenue | \$ 13,368 | \$ 12,588 | \$ 13,200 | \$ 13,200 |
| | Personnel | \$ - | \$ - | \$ - | \$ - |
| | Operations & Maintenance | - | - | - | - |
| | Capital | - | 46,132 | - | - |
| | Total Expenditures | \$ - | \$ 46,132 | \$ - | \$ - |
| | Surplus/Shortfall | \$ 13,368 | \$ (33,544) | \$ 13,200 | \$ 13,200 |
| | Estimated Available Reserves | | | | \$ 93,500 |

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

| Public Safety - Police Function - Department | | Law Enforcement Grants - Fund 26 Division - Code | | | |
|---|---|---|-------------------|-------------------|-------------------|
| Object Acct # | | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
| | PROGRAM REVENUES | | | | |
| 4575 | CAL COPS Revenue | \$ 129,324 | \$ 139,416 | \$ 125,000 | \$ 140,000 |
| 4900 | Interest Income | (217) | - | - | - |
| | Program Revenue Total | \$ 129,107 | \$ 139,416 | \$ 125,000 | \$ 140,000 |
| | PERSONNEL COSTS | | | | |
| 414 | | | | | |
| 6010 | Salaries and Wages | \$ - | \$ - | \$ - | \$ - |
| 6080 | Benefits | - | - | - | - |
| | Personnel Total: | \$ - | \$ - | \$ - | \$ - |
| | OPERATIONS & MAINTENANCE COSTS | | | | |
| 414 | | | | | |
| 6610 | Professional/Specialized Services | \$ 99,999 | \$ 129,000 | \$ 129,000 | \$ 140,000 |
| | O & M Total: | \$ 99,999 | \$ 129,000 | \$ 129,000 | \$ 140,000 |
| | CAPITAL COSTS | | | | |
| 8000 | Capital Outlay | \$ - | \$ - | \$ - | \$ - |
| | Capital Total: | \$ - | \$ - | \$ - | \$ - |
| | <u>DIVISION SUMMARY</u> | | | | |
| | Total Revenue | \$ 129,107 | \$ 139,416 | \$ 125,000 | \$ 140,000 |
| | Personnel | \$ - | \$ - | \$ - | \$ - |
| | Operations & Maintenance | 99,999 | 129,000 | 129,000 | 140,000 |
| | Capital | - | - | - | - |
| | Total Expenditures | \$ 99,999 | \$ 129,000 | \$ 129,000 | \$ 140,000 |
| | Surplus/Shortfall | \$ 29,108 | \$ 10,416 | \$ (4,000) | \$ - |
| | Estimated Available Reserves | | | | \$ 90,000 |

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

| General Government Function - Department | | Miscellaneous Grants - Fund 27 Division - Code | | | |
|---|---|---|-------------------|-------------------|-------------------|
| Object Acct # | | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
| | PROGRAM REVENUES | | | | |
| 4585 | CDBG Grant | \$ - | \$ - | \$ - | |
| 4590 | Grant Revenue | - | - | - | - |
| 4900 | Interest Income | - | - | - | - |
| | Program Revenue Total | \$ - | \$ - | \$ - | \$ - |
| | PERSONNEL COSTS | | | | |
| | None | \$ - | \$ - | \$ - | \$ - |
| | OPERATIONS & MAINTENANCE COSTS | | | | |
| | None | - | - | - | - |
| | O & M Total: | \$ - | \$ - | \$ - | \$ - |
| 100 | CAPITAL COSTS | | | | |
| 8000 | Capital Outlay | \$ - | \$ - | \$ - | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - |
| | <u>DIVISION SUMMARY</u> | | | | |
| | Total Revenue | \$ - | \$ - | \$ - | \$ - |
| | Personnel | \$ - | \$ - | \$ - | \$ - |
| | Operations & Maintenance | - | - | - | - |
| | Capital | - | - | - | - |
| | Total Expenditures | \$ - | \$ - | \$ - | \$ - |
| | Surplus/Shortfall | \$ - | \$ - | \$ - | \$ - |
| | Estimated Available Reserves | | | | \$ 21,600 |

City of Canyon Lake
Budget Summary
Fiscal Year 2019-20

| Capital Projects Function - Department | | Capital Projects - Fund 40 Division - Code | | | |
|---|-------------------------------------|---|-------------------|-------------------|-------------------|
| Object Acct # | | Actual 2016-17 | Actual 2017-18 | Budget 2018-19 | Budget 2019-20 |
| | PROGRAM REVENUES | | | | |
| 4590 | Grant Revenues | \$ 22,717 | \$ 13,946 | \$ - | \$ - |
| 5901 | Transfer from Gas Tax Fund | - | - | - | - |
| | Program Revenue Total | \$ 22,717 | \$ 13,946 | \$ - | \$ - |
| | CAPITAL COSTS | | | | |
| 8318 | Vehicle Calming Signs | \$ - | \$ 13,946 | \$ - | \$ - |
| 8102 | Monument Signs | 29,427 | - | - | - |
| | Capital Costs Total: | \$ 29,427 | \$ 13,946 | \$ - | \$ - |
| | <u>DIVISION SUMMARY</u> | | | | |
| | Total Revenue | \$ 22,717 | \$ 13,946 | \$ - | \$ - |
| | Personnel | \$ - | \$ - | \$ - | \$ - |
| | Operations & Maintenance | - | - | - | - |
| | Capital | 29,427 | 13,946 | - | - |
| | Total Expenditures | \$ 29,427 | \$ 13,946 | \$ - | \$ - |
| | Surplus/Shortfall | \$ (6,710) | \$ - | \$ - | \$ - |
| | Estimated Available Reserves | | | | \$ 350,300 |

ATTACHMENT 3

“Exhibit A”

CITY OF CANYON LAKE

2019-2020 APPROPRIATIONS COMPUTATION

| | |
|--|--------------|
| 2018-2019 Appropriations Limit | \$5,893,480 |
| Multiply by Cumulative Growth Factor (See below from “C”) | |
| 2019-2020 Appropriations Limit | \$6,159,276 |
| (a) *Inflation Change = 3.85 % | 1.0385 ratio |
| (b) **Population Change for City = 0.64% | 1.0064 ratio |
| (c) Cumulative Growth Factor Calculation: 1.0385 X 1.0064 | 1.0451 ratio |

* California per capita personal income selected

** City percentage change

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Terry Shea, Accountant

DATE: June 5, 2019

SUBJECT: Adoption of Resolution No. 2019-19, Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2019/20

Recommendation:

Staff recommends that the City Council approve Resolution No. 2019-19, approving the salary and wage schedule for employees of the City for Fiscal Year 2019/20.

Background:

Each year the City Council approves the salary and wage schedule for employees. The City Manager has reviewed the positions and organizational structure of the City and identified the positions necessary. For Fiscal Year 2019/20 the Salary and Wage Steps were adjusted for inflation using the March 2018 to March 2019 CPI change.

Fiscal Impact:

The salary and wages were increased by 2.8%.

Attachments:

1. Resolution No. 2019-19 - Salary and Wage Schedule for FY 2019-2020

ATTACHMENT 1

RESOLUTION NO. 2019-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING THE SALARY AND WAGE SCHEDULE FOR EMPLOYEES OF THE CITY FOR FY 2019-2020

WHEREAS, annually the City Council should adopt a resolution which establishes salaries and wages for its employees; and

WHEREAS, the City Manager has reviewed the staff positions and the organizational structure of the City and identified positions necessary for the City of Canyon Lake.

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

Section 1. Exhibit A has been modified to incorporate employee positions, salaries and wages.

Section 2. All other terms and conditions of employment shall remain the same.

Section 3. These changes shall be effective July 1, 2019 and shall continue until modified.

PASSED, APPROVED AND ADOPTED this 5th day of June 2019.

Larry Greene, Mayor

ATTEST:

Ana V. Sauseda, Deputy City Clerk

SALARIES AND WAGES – EXHIBIT A

| | | |
|---------------------------|--|---------------------|
| Salaried Employees | City Manager | Per contract |
| | City Clerk | Per contract |
| | Administrative Services Manager | \$83,384 - \$95,892 |

Hourly Employees

| Job Title | Step A | Step B | Step C | Step D | Step E |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Office Specialist | 14.29/hr | 14.87/hr | 15.46/hr | 16.07/hr | 16.72/hr |
| Senior Office Specialist | 18.00/hr | 18.72/hr | 19.47/hr | 20.26/hr | 21.07/hr |
| Deputy City Clerk | 22.24/hr | 23.13/hr | 24.05/hr | 25.01/hr | 26.01/hr |
| Code Enforcement Tech | 23.29/hr | 24.46/hr | 25.69/hr | 26.97/hr | 28.31/hr |
| Code Enforcement Officer | 24.35/hr | 25.33/hr | 26.34/hr | 27.40/hr | 28.50/hr |
| Special Enforcement Officer | 24.35/hr | 25.33/hr | 26.34/hr | 27.40/hr | 28.50/hr |
| Senior Special Enforcement Officer | 29.65/hr | 30.83/hr | 32.06/hr | 33.34/hr | 34.68/hr |

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

DATE: June 5, 2019

SUBJECT: Cooperative Agreement with the County of Riverside for Fire Protection Services

Recommendation

That the City Council authorize the City Manager to enter into a one-year cooperative agreement for fire protection, fire prevention, rescue, fire marshal and medical emergency services with the County of Riverside.

Background

The City's current cooperative agreement with the County of Riverside for fire protection services will expire on June 30, 2019. The proposed cooperative agreement would cover the 2019/2020 fiscal year, beginning July 1, 2019, and ending June 30, 2020. While staff is concerned by the alarming rate at which the County has been increasing the costs charged to the City for providing fire protection services, time is needed to find a viable solution to this challenge. Staff recommends that the City enter into one more twelve-month cooperative agreement with the County, with the intention of exploring cost-saving options for future fiscal years.

Fiscal Impact

The estimated cost of this contract for fire protection services for the 2019/2020 fiscal year is \$2,264,080. This estimate is based on maintaining a "municipal" staffing model through September, 2019, and then switching to a "non-municipal" staffing model for the remainder of the fiscal year.

Attachments

1. Cooperative Agreement
2. Exhibit A to the Cooperative Agreement

ATTACHMENT 1

**A COOPERATIVE AGREEMENT
TO PROVIDE FIRE PROTECTION, FIRE PREVENTION, RESCUE, FIRE MARSHAL
AND MEDICAL EMERGENCY SERVICES FOR THE CITY OF CANYON LAKE**

THIS AGREEMENT, made and entered into this ____ day of _____, 2019, by and between the County of Riverside, a political subdivision of the State of California, on behalf of the Fire Department, (hereinafter referred to as "COUNTY") and the City of Canyon Lake a duly created city, (hereinafter referred to as "CITY"), whereby it is agreed as follows:

SECTION I: PURPOSE

The purpose of this Agreement is to arrange for COUNTY, through its Cooperative Fire Programs Fire Protection Reimbursement Agreement ("CAL FIRE Agreement") with the California Department of Forestry and Fire Protection ("CAL FIRE") to provide CITY with fire protection, hazardous materials mitigation, technical rescue response, fire marshal, medical emergency services, and public service assists (hereinafter called "Fire Services"). The Riverside County Fire Department invoices for disaster preparedness and response provided by Riverside County Emergency Management Department. This Agreement is entered into pursuant to the authority granted by Government Code Sections §55600 et seq., and will provide a unified, integrated, cooperative, regional fire protection system. COUNTY's ability to perform under this Agreement is subject to the terms and conditions of the CAL FIRE Agreement.

SECTION II: DESIGNATION OF FIRE CHIEF

A. The County Fire Chief appointed by the Board of Supervisors, or his designee, (hereinafter referred to as "Chief") shall represent COUNTY and CITY during the period of this Agreement and Chief shall, under the supervision and direction of the County Board of Supervisors, have charge of the organization described in Exhibit "A", attached hereto and made a part hereof, for the purpose of providing Fire Services as deemed necessary to satisfy the needs of both the COUNTY and CITY, except upon those lands wherein other agencies of government have responsibility for the same or similar Fire Services.

B. The COUNTY will assign an existing Chief Officer as the Fire Department Liaison ("Fire Liaison"). The Chief may delegate certain authority to the Fire Liaison, as the Chief's duly authorized designee and the Fire Liaison shall be responsible for directing the Fire Services provided to CITY as set forth in Exhibit "A".

C. COUNTY will be allowed flexibility in the assignment of available personnel and equipment in order to provide the Fire Services as agreed upon herein.

SECTION III: PAYMENT FOR SERVICES

A. CITY shall annually appropriate a fiscal year budget to support the Fire Services designated at a level of service mutually agreed upon by both parties and as set forth in Exhibit "A" for the term of this Agreement. This Exhibit may be amended in writing by mutual agreement by both parties or when a CITY requested increase or reduction in services is approved by COUNTY.

B. COUNTY provides fire personnel and services through its CAL FIRE Agreement. In the event CITY desires an increase or decrease in CAL FIRE or COUNTY civil service employees or services assigned to CITY as provided for in Exhibit "A," CITY shall provide one hundred twenty (120) days written notice of the proposed, requested increase or decrease. Proper notification shall include the following: (1) The total amount of increase or decrease; (2) The effective date of the increase or decrease; and (3) The number of employees, by classification, affected by the proposed increase or decrease. If such notice is not provided, CITY shall reimburse COUNTY for relocation costs incurred by COUNTY because of the increase or decrease, in addition to any other remedies available resulting from the increase or decrease in services. COUNTY is under no obligation to approve any requested increase or decrease, and it is expressly understood by the parties that in no event will COUNTY authorize or approve CITY's request to reduce services below the COUNTY Board of Supervisors approved staffing level for any fire station, or to reduce services to the extent that the services provided under this Agreement are borne by other jurisdictions. COUNTY shall render a written decision on whether to allow or deny the increase or decrease within thirty (30) days of the notice provided pursuant to this section.

C. CITY shall pay COUNTY actual costs for Fire Services pursuant to this Agreement. COUNTY shall make a claim to CITY for the actual cost of contracted services, pursuant to Exhibit "A," on a quarterly basis. The COUNTY is mandated per Government Code Section §51350 for full cost recovery. CITY shall pay each claim, in full, within thirty (30) days after receipt thereof.

D. Any changes to the salaries or expenses set forth in Exhibit "A" made necessary by action of the Legislature, CAL FIRE, or any other public agency with authority to direct changes in the level of salaries or expenses, shall be paid from the funds represented as set forth in Exhibit "A." The CITY is obligated to expend or appropriate any sum in excess of Exhibit "A" increased by action of the Legislature, CAL FIRE, or any other public agency with authority to direct changes. If within thirty (30) days after notice, in writing, from COUNTY to CITY that the actual cost of maintaining the services specified in Exhibit "A" as a result of action by the Legislature, CAL-FIRE, or other public agency will exceed the total amount specified therein, and CITY has not agreed to make available the necessary additional funds, COUNTY shall have the right to unilaterally reduce the services furnished under this Agreement by an appropriate amount and shall promptly notify CITY, in writing, specifying the services to be reduced. Any COUNTY or CAL-FIRE personnel reduction resulting solely due to an increase in employee salaries or expenses occurring after signing this Agreement and set forth in

Exhibit "A" that CITY does not agree to fund, as described above, shall not be subject to relocation expense reimbursement by CITY. If CITY desires to add funds to the total included herein to cover the cost of increased salaries or services necessitated by actions described in this paragraph, such increase shall be accomplished by an additional appropriation by the City Council of CITY, and an amendment to Exhibit "A" approved by the parties hereto.

E. Chief may be authorized to negotiate and execute any amendments to Exhibit "A" of this Agreement on behalf of COUNTY as authorized by the Board of Supervisors. CITY shall designate a "Contract Administrator" who shall, under the supervision and direction of CITY, be authorized to execute amendments to Exhibit "A" on behalf of CITY.

F. _____ [] (Check only if applicable, and please initial to acknowledge) Additional terms as set forth in the attached Exhibit "B" are incorporated herein and shall additionally apply to this agreement regarding payment of services.

G. _____ [] (Check only if applicable, and please initial to acknowledge) Additional terms as set forth in the attached Exhibit "C" are incorporated herein and shall additionally apply to this agreement regarding payment for the Fire Engine Use Agreement.

H. _____ [] (Check only if applicable, and please initial to acknowledge) Additional terms as set forth in the attached Exhibit "D" are incorporated herein and shall additionally apply to this agreement regarding payment for Fire Marshall Services.

I. Notwithstanding Paragraph G, as it relates to the Fire Engine Use Agreement, herein if applicable, additional terms as set forth are incorporated herein and shall additionally apply to this agreement regarding payment of services. In the event that a fire engine, owned and maintained by the CITY has a catastrophic failure, the COUNTY Fire Chief may allow use of a COUNTY fire engine, free of charge up to one hundred twenty (120) days. After the initial one hundred twenty (120) days, a rental fee will be applied to the CITY invoice for use of said COUNTY fire engine. The rental fee shall be One Thousand Four Hundred Thirteen Dollars (\$1,413) per day; or Nine Thousand Eight Hundred Ninety-Six Dollars (\$9,896) per week.

J. Notwithstanding Paragraph H, as it relates to Fire Marshal services herein, if applicable, additional terms as set forth are incorporated herein and shall additionally apply to this agreement regarding Fire Marshal services. In the event the CITY elects not to use Fire Marshal services outlined in Paragraph H (Exhibit D), the services must be provided by the COUNTY Office of the Fire Marshal pursuant to Health and Safety Code sections 13145 and 13146 and at a cost to the developer as outlined in COUNTY Ordinance 671(Establishing Consolidated Fees For Land Use and Related Functions).

SECTION IV: INITIAL TERM AND AMENDMENT

A. The term of this Agreement shall be from July 1, 2019, to June 30, 2020.

B. Nine (9) months prior to the date of expiration of this Agreement, CITY shall give COUNTY written notice of whether CITY intends to enter into a new Agreement with COUNTY for Fire Services and, if so, whether CITY intends to request a change in the level of Fire Services provided under this Agreement.

SECTION V: TERMINATION

During the terms of this Agreement, this Agreement may only be terminated by the voters of either the COUNTY or the CITY pursuant to Government Code §55603.5.

SECTION VI: COOPERATIVE OPERATIONS

All Fire Services contemplated under this Agreement shall be performed by both parties to this Agreement working as one unit; therefore, personnel and/or equipment belonging to either CITY or COUNTY may be temporarily dispatched elsewhere from time to time for mutual aid.

SECTION VII: MUTUAL AID

Pursuant to Health and Safety Code Sections 13050 et seq., when rendering mutual aid or assistance, COUNTY may, at the request of CITY, demand payment of charges and seek reimbursement of CITY costs for personnel, equipment use, and operating expenses as funded herein, under authority given by Health and Safety Code Sections 13051 and 13054. COUNTY, in seeking said reimbursement pursuant to such request of CITY, shall represent the CITY by following the procedures set forth in Health and Safety Code Section 13052. Any recovery of CITY costs, less actual expenses, shall be paid or credited to the CITY, as directed by CITY.

In all such instances, COUNTY shall give timely notice of the possible application of Health and Safety Code Sections 13051 and 3054 to the officer designated by CITY.

SECTION VIII: SUPPRESSION COST RECOVERY

As provided in Health and Safety Code Section 13009, COUNTY may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using CITY equipment and personnel under the terms of this Agreement, COUNTY may bring such an action for collection of costs incurred by CITY and the COUNTY. In such a case CITY appoints and designates COUNTY as its agent in said collection proceedings. In the event of recovery, COUNTY shall apportion the recovered amount via the annual Cost Allocation Plan. This recovery does not include CITY resources outside of this Cooperative Agreement. Those resources would require the CITY to obtain cost recovery directly.

In all such instances, COUNTY shall give timely notice of the possible application of Health and Safety Code Section 13009 to the officer designated by CITY.

SECTION IX: PROPERTY ACCOUNTING

All personal property provided by CITY and by COUNTY for the purpose of providing Fire Services under the terms of this Agreement shall be marked and accounted for in such a manner as to conform to the standard operating procedure established by the COUNTY for the segregation, care, and use of the respective property of each.

SECTION X: FACILITY

CITY shall provide Fire Station(s), strategically located to provide standard response time within the City of Canyon Lake from which fire operations shall be conducted. If the Fire Station(s) are owned by the CITY, the CITY shall maintain the facilities at CITY's cost and expense. In the event CITY requests COUNTY to undertake repairs or maintenance costs or services, the costs and expenses of such repairs or maintenance shall be reimbursed to COUNTY through the Support Services Cost Allocation, or as a direct Invoice to the CITY.

SECTION XI: INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by applicable law, COUNTY shall and does agree to indemnify, protect, defend and hold harmless CITY, its agencies, districts, special districts and departments, their respective directors, officers, elected and appointed officials, employees, agents and representatives (collectively, "**Indemnitees**") for, from and against any and all liabilities, claims, damages, losses, liens, causes of action, suits, awards, judgments and expenses, attorney and/or consultant fees and costs, taxable or otherwise, of any nature, kind or description of any person or entity, directly or indirectly arising out of, caused by, or resulting from (1) the Services performed hereunder by COUNTY, or any part thereof, (2) the Agreement, including any approved amendments or modifications, or (3) any negligent act or omission of COUNTY, its officers, employees, subcontractors, agents, or representatives (collectively, "**Liabilities**"). Notwithstanding the foregoing, the only Liabilities with respect to which COUNTY's obligation to indemnify, including the cost to defend, the Indemnitees does not apply is with respect to Liabilities resulting from the negligence or willful misconduct of an Indemnitee, or to the extent such claims do not arise out of, pertain to or relate to the Scope of Work in the Agreement.

To the fullest extent permitted by applicable law, CITY shall and does agree to indemnify, protect, defend and hold harmless COUNTY, its agencies, departments, directors, officers, agents, Board of Supervisors, elected and appointed officials and representatives (collectively, "**Indemnitees**") for, from and against any and all liabilities, claims, damages, losses, liens, causes of action, suits, awards, judgments and expenses, attorney and/or consultant fees and costs, taxable or otherwise, of any nature, kind or description of any person or entity, directly or indirectly arising out of, caused by, or resulting from (1) the services performed hereunder, by CITY, or any part thereof, (2) the Agreement, including any approved amendments or modifications, or (3) any negligent act or omission of CITY its officers, employees, subcontractors, agents, or representatives (collectively, "**Liabilities**"). Notwithstanding the foregoing, the only

Liabilities with respect to which CITY's obligation to indemnify, including the cost to defend, the Indemnitees does not apply is with respect to Liabilities resulting from the negligence or willful misconduct of an Indemnitee, or to the extent such claims do not arise out of, pertain to or relate to the Scope of Work in the Agreement.

SECTION XII: AUDIT

A. COUNTY and CITY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this Agreement. COUNTY and CITY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated or as required by law, and to allow the auditor(s) of the other party access to such records during normal business hours COUNTY and CITY agree to a similar right to audit records in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).

B. Each party shall bear their own costs in performing a requested audit.

SECTION XIII: DISPUTES

CITY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of CITY, be available for contract resolution or policy intervention with COUNTY, when, upon determination by the Chief that a situation exists under this Agreement in which a decision to serve the interest of CITY has the potential to conflict with COUNTY interest or policy. Any dispute concerning a question of fact arising under the terms of this Agreement which is not disposed of within a reasonable period of time by the CITY and COUNTY employees normally responsible for the administration of this Agreement shall be brought to the attention of the Chief Executive Officer (or designated representative) of each organization for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. CITY and COUNTY agree to continue with the responsibilities under this Agreement during any dispute. Disputes that are not resolved informally by and between CITY and COUNTY representatives may be resolved, by mutual agreement of the parties, through mediation. Such mediator will be jointly selected by the parties. The costs associated with mediator shall be shared equally among the participating parties. If the mediation does not resolve the issue(s), or if the parties cannot agree to mediation, the parties reserve the right to seek remedies as provided by law or in equity. The parties agree, pursuant to *Battaglia Enterprises v. Superior Court* (2013) 215 Cal.App.4th 309, that each of the parties are sophisticated and negotiated this agreement and this venue at arm's length. Pursuant to this Agreement, the parties agree that venue for litigation shall be in the Superior Court of Riverside County. Should any party attempt to defeat this section and challenge venue in Superior Court, the party challenging venue stipulates to request the Court change venue to San Bernardino County and shall not ask for venue in any other County.

Any claims or causes of actions, whether they arise out of unresolved disputes as specified in this Section or claims by third parties that are made against the COUNTY, shall be submitted to the Office of the Clerk of the Board for the County of Riverside in a timely manner. For claims made against the COUNTY that involve CalFire employees, to the extent permissible under the COUNTY's contract with CalFire, the claims will be forwarded on to CalFire for processing.

SECTION XIV: ATTORNEY'S FEES

If CITY fails to remit payments for services rendered pursuant to any provision of this Agreement, COUNTY may seek recovery of fees through litigation, in addition to all other remedies available.

In the event of litigation between COUNTY and CITY to enforce any of the provisions of this Agreement or any right of either party hereto, the unsuccessful party to such litigation agrees to pay the prevailing party's costs and expenses, including reasonable attorneys' fees, all of which shall be included in and as a part of the judgment rendered in such litigation.

SECTION XV: DELIVERY OF NOTICES

Any notices to be served pursuant to this Agreement shall be considered delivered when deposited in the United States mail and addressed to:

COUNTY OF RIVERSIDE
Riverside County Fire Chief
210 West San Jacinto Avenue
Perris, CA 92570

CITY OF CANYON LAKE
City Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587

Provisions of this section do not preclude any notices being delivered in person to the addresses shown above. Delivery in person shall constitute service hereunder, effective when such service is made.

SECTION XVI: ENTIRE CONTRACT

This Agreement contains the whole contract between the parties for the provision of Fire Services. It may be amended or modified upon the mutual written consent of the parties hereto where in accordance with applicable state law. This Agreement does NOT supplement other specific agreements entered into by both parties for equipment or facilities, and excepting those equipment or facilities agreements, this Agreement cancels and supersedes any previous agreement for the same or similar services.

[Signature Provisions on following page]

IN WITNESS, WHEREOF, the duly authorized officials of the parties hereto have, in their respective capacities, set their hands as of the date first hereinabove written.

CITY OF CANYON LAKE

Dated: _____

By: _____
Chris Mann, City Manager

ATTEST:

APPROVED AS TO FORM:

By: _____
Ana Sauseda, Deputy City Clerk

By: _____
Steven Graham, City Attorney

(SEAL)

COUNTY OF RIVERSIDE

Dated: _____

By: _____
Chairman, Board of Supervisors

ATTEST:
KECIA HARPER-IHEM
Clerk of the Board

APPROVED AS TO FORM:
GREGORY P. PRIAMOS,
County Counsel

By: _____
KECIA HARPER-IHEM, Deputy

By: _____
GREGORY P. PRIAMOS
County Counsel

(SEAL)

ATTACHMENT 2

EXHIBIT A
TO THE COOPERATIVE AGREEMENT TO PROVIDE
FIRE PROTECTION, FIRE PREVENTION, RESCUE, FIRE MARSHAL
AND MEDICAL EMERGENCY SERVICES FOR THE CITY OF CANYON LAKE
ESTIMATE DATED MARCH 15, 2019 FOR FY 2019/2020

CITY BUDGETED COST ESTIMATE

| | |
|---|--------------------|
| FISCAL YEAR 2019/2020 | \$2,329,774 |
| TOTAL CITY BUDGET ESTIMATE FOR FY2019/2020 | <u>\$2,329,774</u> |

EXHIBIT A

**TO THE COOPERATIVE AGREEMENT TO PROVIDE
FIRE PROTECTION, FIRE PREVENTION, RESCUE, FIRE MARSHAL
AND MEDICAL EMERGENCY SERVICES FOR THE CITY OF CANYON LAKE
ESTIMATE DATED MARCH 15, 2019 FOR FY 2019/2020**

**See notation below for estimate assumptions*

| | <u>CAPTAIN'S</u> | <u>CAPTAIN'S</u> | <u>ENGINEER'S</u> | <u>ENGINEER</u> | <u>FF II'S</u> | <u>FF II</u> | <u>TOTALS</u> |
|--|------------------|------------------|-------------------|-----------------|----------------------------|---------------|---------------------------|
| STA #60 | | <u>MEDICS</u> | | <u>MEDICS</u> | | <u>MEDICS</u> | |
| Engine | 738,405 | 3 | 431,968 | 2 | | 645,842 | 3 1,816,215 8 |
| SUBTOTALS | 738,405 | | 431,968 | | | 645,842 | 1,816,215 |
| SUBTOTAL STAFF | | 3 | | 2 | | | 3 8 |
| ESTIMATED SUPPORT SERVICES | | | | | | | |
| Administrative/Operational | | | | 21,627 | per assigned Staff ** | | 178,854 8.27 |
| Volunteer Program | | | | 6,254 | Per Entity Allocation | | 6,254 1.0 |
| Medic Program | | | | | Medic FTE/Defib Basis | | 24,203 3.0 |
| Battalion Chief Support | | | | 77,755 | .27 FTE per Station | | 77,755 1.0 |
| ECC Support | | | | | Calls/Station Basis | | 39,997 |
| Fleet Support | | | | 62,273 | per Fire Suppression Equip | | 62,273 1.0 |
| Comm/IT Support | | | | | Calls/Station Basis | | 75,595 |
| Hazmat Support | | | | | | | 8,434 |
| ESTIMATED SUPPORT SERVICES SUBTOTAL | | | | | | | <u>473,366</u> |
| ESTIMATED DIRECT CHARGES | | | | | | | 14,393 |
| FIRE ENGINE USE AGREEMENT | | | | 25,800 | each engine | | 25,800 1 |
| TOTAL STAFF COUNT | | | | | | | 8.27 |
| TOTAL ESTIMATED CITY BUDGET | | | | | | | <u>\$2,329,774</u> |

8.0 Assigned Staff
0.27 Battalion Chief Support
** 8.27 Total Assigned Staff

SUPPORT SERVICES

Administrative & Operational Services

| | |
|-----------------|------------------------|
| Finance | Procurement |
| Training | Emergency Services |
| Data Processing | Fire Fighting Equip. |
| Accounting | Office Supplies/Equip. |
| Personnel | |

| |
|--------------------------|
| 1 Fire Stations |
| 818 Number of Calls |
| 3 Assigned Medic FTE |
| 1 Monitors/Defibs |
| 1 Hazmat Stations |
| 2 Number of Hazmat Calls |

Volunteer Program - Support staff, Workers Comp, and Personal Liability Insurance

Medic Program - Support staff, Training, Certification, Case Review & Reporting, Monitor/Defibrillator replacement cycle.

Battalion Chief Support - Pooled BC coverage for Cities/Agencies that do not include BC staffing as part of their contracted services.

Fleet Support - Support staff, automotive costs, vehicle/engine maintenance, fuel costs

Emergency Command Center Support - Dispatch services costs

Communications / IT Support - Support staff, communications, radio maintenance, computer support functions

Facility Support - Facility maintenance staff with associated operating costs.

Hazmat Program - Support staff, operating costs, and vehicle replacement

FY 19/20 ESTIMATED POSITION SALARIES TOP STEP

| | | | |
|---------|----------------------------|--------|-----------------------------------|
| 346,564 | DEPUTY CHIEF | 25,800 | FIRE ENGINE |
| 342,016 | DIV CHIEF | 21,627 | SRVDEL |
| 286,208 | BAT CHIEF | 6,254 | VOL DEL |
| 246,135 | CAPT | 7,237 | MEDIC FTE |
| 281,374 | CAPT MEDIC | 2,491 | MEDIC MONITORS/DEFIBS REPLACEMENT |
| 215,984 | ENG | 77,755 | BATT DEL |
| 248,214 | ENG/MEDIC | 17,547 | ECC STATION |
| 186,204 | FF II | 27.45 | ECC CALLS |
| 215,281 | FF II/MEDIC | 62,273 | FLEET SUPPORT |
| 153,799 | FIRE SAFETY SUPERVISOR | 33,163 | COMM/IT STATION |
| 144,085 | FIRE SAFETY SPECIALIST | 51.87 | COMM/IT CALLS |
| 124,995 | FIRE SYSTEMS INSPECTOR | 1,676 | FACILITY STATION |
| 74,136 | OFFICE ASSISTANT III | 449.41 | FACILITY FTE |
| 86,787 | SECRETARY I | 4,641 | HAZMAT STATION |
| 116,074 | EMERGENCY SVC COORDINATOR | 909.68 | HAZMAT CALLS |
| 226,794 | COUNTY FIRE MARSHAL | 1,974 | HAZMAT VEHICLE REPLACEMENT |
| 165,934 | COUNTY DEPUTY FIRE MARSHAL | | |

***Cost Assumptions:**

- All Salaries based on 19/20 Rate Letter dated 02/19/2019
- Support Services based on 18/19 Board Approved Cost Allocation dated 09/18/2018 w/ an additional projected increase of 5%
- Benefits based on Prelim Rate Matrix emailed March 12, 2019.

FY 19/20 DIRECT BILL ACCOUNT CODES

| | |
|--------|---|
| 520230 | Cellular Phone |
| 520300 | Pager Service |
| 520320 | Telephone Service |
| 520800 | Household Expense |
| 520805 | Appliances |
| 520830 | Laundry Services |
| 520840 | Household Furnishings |
| 520845 | Trash |
| 521380 | Maint-Copier Machines |
| 521440 | Maint-Kitchen Equipment |
| 521540 | Maint-Office Equipment |
| 521660 | Maint-Telephone |
| 521680 | Maint-Underground Tanks |
| 522310 | Maint-Building and Improvement |
| 522340 | Station Budgeted Maint-Building and Improvement |
| 522360 | Maint-Extermination |
| 522380 | Maint-Critical Systems |
| 522410 | Maint-Health & Safety |
| 522860 | Medical Supplies |
| 522890 | Pharmaceuticals |
| 523220 | Licenses And Permits |
| 523680 | Office Equip Non Fixed Assets |
| 526700 | Rent-Lease Building |
| 529500 | Electricity |
| 529510 | Heating Fuel |
| 529550 | Water |
| 537240 | Interfnd Exp-Utilities |
| 542060 | Capital Improvements Facilities |

EXHIBIT "A" FOR
THE CITY OF CANYON LAKE
3 of 5

EXHIBIT A

TO THE COOPERATIVE AGREEMENT TO PROVIDE
 FIRE PROTECTION, FIRE PREVENTION, RESCUE, FIRE MARSHAL
 AND MEDICAL EMERGENCY SERVICES FOR THE CITY OF CANYON LAKE
 ESTIMATE DATED MAY 8, 2019 FOR FY 2019/2020

Changed from 3 to 1 Capt and add 2 FF II - Requested by Chief Barnett

***See notation below for estimate assumptions**

| STA #60 | CAPTAIN'S | CAPTAIN'S MEDICS | ENGINEER'S | ENGINEER MEDICS | FF II'S | FF II MEDICS | TOTALS |
|--|-----------|---------------------|------------|--------------------|----------------------------|-----------------|--------------------|
| Engine | 246,135 | 1 | 431,968 | 2 | 372,409 | 2 | 1,696,354 |
| SUBTOTALS | 246,135 | | 431,968 | | | | 1,696,354 |
| SUBTOTAL STAFF | 1 | | 2 | | | 3 | 8 |
| ESTIMATED SUPPORT SERVICES | | | | | | | |
| Administrative/Operational | | | | 21,627 | per assigned Staff ** | | 178,854 |
| Volunteer Program | | | | 6,254 | Per Entity Allocation | | 6,254 |
| Medic Program | | | | | Medic FTE/Defib Basis | | 24,203 |
| Battalion Chief Support | | | | 77,755 | .27 FTE per Station | | 77,755 |
| ECC Support | | | | | Calls/Station Basis | | 39,997 |
| Fleet Support | | | | 62,273 | per Fire Suppression Equip | | 62,273 |
| Comm/IT Support | | | | | Calls/Station Basis | | 75,595 |
| Hazmat Support | | | | | | | 8,434 |
| ESTIMATED SUPPORT SERVICES SUBTOTAL | | | | | | | 473,366 |
| ESTIMATED DIRECT CHARGES | | | | | | | 14,393 |
| FIRE ENGINE USE AGREEMENT | | | | 25,800 | each engine | | 25,800 |
| TOTAL STAFF COUNT | | | | | | | 8.27 |
| TOTAL ESTIMATED CITY BUDGET | | | | | | | \$2,209,912 |

8.0 Assigned Staff
 0.27 Battalion Chief Support
 ** 8.27 Total Assigned Staff

SUPPORT SERVICES

Administrative & Operational Services

- Finance
- Training
- Data Processing
- Accounting
- Personnel
- Procurement
- Emergency Services
- Fire Fighting Equip.
- Office Supplies/Equip.

- 1 Fire Stations
- 818 Number of Calls
- 3 Assigned Medic FTE
- 1 Monitors/Defibs
- 1 Hazmat Stations
- 2 Number of Hazmat Calls

Volunteer Program - Support staff, Workers Comp, and Personal Liability Insurance

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| 520840 | Household Furnishings |
| 520845 | Trash |
| 521380 | Maint-Copier Machines |
| 521440 | Maint-Kitchen Equipment |
| 521540 | Maint-Office Equipment |
| 521660 | Maint-Telephone |
| 521680 | Maint-Underground Tanks |
| 522310 | Maint-Building and Improvement |
| 522340 | Station Budgeted Maint-Building and Improvement |
| 522360 | Maint-Extermination |
| 522380 | Maint-Critical Systems |
| 522410 | Maint-Health & Safety |
| 522860 | Medical Supplies |
| 522890 | Pharmaceuticals |
| 523220 | Licenses And Permits |
| 523680 | Office Equip Non Fixed Assets |
| 526700 | Rent-Lease Building |
| 529500 | Electricity |
| 529510 | Heating Fuel |
| 529550 | Water |
| 537240 | Interfnd Exp-Utilities |
| 542060 | Capital Improvements Facilities |

**EXHIBIT "A" FOR
THE CITY OF CANYON LAKE
5 of 5**

**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: June 5, 2019

SUBJECT: Adoption of Resolution No. 2019-20, Updating City Rates, Charges and User Fees for 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 Commercial Filming Permits along with the CPI escalator.

Background and Discussion

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.

At the May 1, 2019 City Council meeting, Council approved moving forward with the Special Events permit fee but disapproved the Commercial Filming permit fee until staff had more information on what fees are in place with the Canyon Lake Property Owners Association (POA). Upon research, city staff was made aware that the POA does not have any similar fees in place because they do not allow commercial filming behind the gates. So for now, staff is recommending City Council to approve moving forward with the recommend Commercial Filming permit fee as described.

Fiscal Impact

Current adopted fees (deposit base):

- Commercial Filming Permit Fee - \$150 deposit for cost of services

Recommended Fee cost of service per activity:

- Commercial Filming Permit Fee - \$307

Attachments

1. Resolution 2019-20
2. User Fees and Charges Study Final Report – Prepared by NBS

ATTACHMENT 1

RESOLUTION NO. 2019-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING UPDATED CITY RATES, CHARGES AND USER FEES FOR 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 Const. Article XI, Section 7 and 9 and cities also may establish fees for service through the framework defined in Article XIIC, Section 1; and

WHEREAS, the Finance Committee reviewed current City fees and charges and instructed staff to review and update those fees to confirm 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 Commercial Filming Permit Fee was 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:

- Commercial Filming Permit Fee - \$150 deposit for cost of services

Revised fee is the cost of service per activity (instead of deposit base):

- Commercial Filming Permit Fee - \$307 cost of service per activity

The automatic escalator is adopted to include all such fees.

W

W

W

SECTION 4. EFFECTIVE DATE: This Resolution shall take effect immediately and the revisions to the Commercial Filming Permit Fee shall be effective immediately upon adoption of this Resolution.

PASSED, APPROVED AND ADOPTED the 5th day of June 2019.

Larry Greene, Mayor

ATTEST:

Ana V. Sauseda,
Deputy City Clerk

ATTACHMENT 2

©2015 NBS Government Finance Group. All rights reserved. This computer model delivered to the City contains NBS's proprietary approach to fee analysis. The delivery of this computer model to the City by NBS is provided only for the City's internal use by City staff and shall not be distributed to, or used by, any third parties, including outside consultants or contractors without the prior written consent of NBS. In addition, Consultant shall have no liability or responsibility for subsequent edits made by City staff to the completed computer model delivered to the City on July 26, 2018, or for decisions made by the City based on future versions of the model where edits were not performed by Consultant's professional staff.



APPENDIX A

Citywide User Fee Study

Prepared for the

City of Canyon Lake

October 31, 2018

OFFICE LOCATIONS:

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

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

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

Temecula - Corporate Headquarters
32805 Temecula Parkway, Suite 100
Temecula, CA 92592

(P) 800.676.7516

nbsgov.com

| Fee Description | Fee Unit / Type | Station | Activity Service Cost Analysis | | | | Cost Recovery Analysis | | | | |
|--|-----------------|---------|---|--------|------------------------------|-----------------------|--------------------------|---------------------------------|-----------------------------|---------------|------|
| | | | Estimated Average Labor Time Per Activity (hours) | FB/HR | 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 | | | | | | |
| | | | 0.08 | \$ 179 | \$ 14 | | | 90 | 57% | \$ 157 | 100% |
| 1.1 Renewal | | | | | | | | | | | |
| Admin | | | 0.33 | \$ 186 | \$ 61 | | | | | | |
| Special Enforcement Building | | | 0.25 | \$ 71 | \$ 18 | | | | | | |
| Planning | | | 0.17 | \$ 190 | \$ 32 | | | | | | |
| | | | 0.08 | \$ 179 | \$ 14 | | | 40 | 32% | \$ 126 | 100% |
| 1.2 Initial application for associate business license | | | 0.17 | \$ 186 | \$ 32 | | | 20 | 63% | \$ 20 | 63% |
| 1.3 Renewal application for associate business license | | | 0.17 | \$ 186 | \$ 32 | | | 20 | 63% | \$ 20 | 63% |
| 1.4 Business License Decal fee (per decal) | | [2] | | | | | | 0 | n/a | \$ 8 | n/a |
| 1.5 Vendor Day Permit Decal fee (per decal) | | [2] | | | | | | 0 | n/a | \$ 8 | n/a |
| 2 Late fee for business license | | | | | | | | | | | |
| 30-60 days late | | [2] | | | | | | 1.5 times fee | n/a | 1.5 times fee | n/a |
| 60-90 days late | | [2] | | | | | | 2 times fee | n/a | 2 times fee | n/a |
| 3 Message Business Registration | | | | | | | | | | | |
| Admin | | | 0.50 | \$ 186 | \$ 93 | | | | | | |
| Special Enforcement | | | 0.42 | \$ 71 | \$ 30 | | | | | | |
| | | | | | \$ 123 | | | 105 | 86% | \$ 123 | 100% |
| 4 Foreclosure Registration Fee | | | | | | | | | | | |
| Special Enforcement | | | 2.54 | \$ 71 | \$ 181 | | | 130 | 72% | \$ 181 | 100% |
| 5 Credit Card Convenience Fee | | | | | | | | | | | |
| Charges under \$100 | | [2] | | | | | | 3 | n/a | \$ 3 | n/a |
| Charges between \$101 - \$300 | | [2] | | | | | | 6 | n/a | \$ 6 | n/a |
| 7 Vehicle Impound Recovery | | | | | | | | | | | |
| Sheriff | | [4] | 1.00 | \$ 150 | \$ 150 | | | 150 | 100% | \$ 150 | 100% |



| Fee Description | Fee Unit / Type | Notes | Activity Service Cost Analysis | | | Cost Recovery Analysis | | | |
|--|-----------------|-------|---|-----------|------------------------------|------------------------|--------------------------|--|-----------------------------|
| | | | Estimated Average Labor Time Per Activity (hours) | FBHR | Cost of Service Per Activity | Current Fee / Deposit | Existing Cost Recovery % | Recommended Fee Level / Deposit | Recommended Cost Recovery % |
| 8 Fees for Copy of Public Records | per page | (2,3) | | | | | | | |
| 8.1 Copy for public records | each | | 0.17 | \$ 186 | \$ 32 | \$ 0.10 | n/a | \$ 0.10 | n/a |
| 8.2 Copies of DVD, CD, and/or Tape | | | | | | 15 | 47% | \$ 32 | 100% |
| 9 Special Event Permit | | | | | | | | | |
| Admin | | | 0.08 | \$ 186 | \$ 15 | | | | |
| Special Enforcement | | | 0.33 | \$ 71 | \$ 24 | | | | |
| Planning | | | 0.25 | \$ 179 | \$ 45 | | | | |
| Total | | | 0.67 | \$ | \$ 84 | \$25 | 100% | \$25 | 100% |
| 10 Commercial Film Permit | | | | | | | | | |
| Admin | | | 0.08 | \$ 185 | \$ 15 | | | | |
| Special Enforcement | | | 0.33 | \$ 71 | \$ 24 | | | | |
| Planning | | | 1.50 | \$ 179 | \$ 268 | | | | |
| Total | | | 1.91 | \$ | \$ 307 | \$150 | 100% | \$150 | 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) | | | | | 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) | | | | | 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) | | | | | n/a | No fees - normally no deposits | n/a |
| 11.4 Classification IV - Other non-profit organizations | | (2) | | | | | 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) | | | | | n/a | Per use fee of \$185, refundable security deposit of \$205 | n/a |

| Fee Description | Fee Unit / Type | Notes | Activity Service Cost Analysis | | | Cost Recovery Analysis | | | |
|---|-----------------|-------|---|--------|------------------------------|------------------------|--------------------------|---------------------------------|-----------------------------|
| | | | Estimated Average Labor Time Per Activity (hours) | FBHR | Cost of Service Per Activity | Current Fee / Deposit | Existing Cost Recovery % | Recommended Fee Level / Deposit | Recommended Cost Recovery % |
| Hourly Rates 12 Finance/ Administration | | | 1.00 | \$ 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) | F/BHR | 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 | (3) | 2.00 | \$ 179 | \$ 358 | Deposit \$500 | 42% | \$ 358 | 100% |
| 8.2 | Environmental: Initial Study | (3) | | | | Deposit \$5,000 | 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 | Deposit \$500 | 0% | \$ 715 | 100% |
| 11.2 | Final Map Phasing | (2) | 4.00 | \$ 179 | \$ 715 | Deposit \$2,000 | 0% | \$ 715 | 100% |
| 12 | Lot Line Adjustment Planning PW/Eng | | 4.00 | \$ 179 | \$ 715 | Deposit \$1,500 | 100% | \$ 1,666 | 100% |
| | | | 4.00 | \$ 238 | \$ 951 | | | | |
| 13 | Parcel Merger Planning PW/Eng | | 4.00 | \$ 179 | \$ 715 | Deposit \$500 | 100% | \$ 1,666 | 100% |
| | | | 4.00 | \$ 238 | \$ 951 | | | | |

| 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 | | 3.00 | \$ 238 | \$ 713 | | | | | | |
| | PW/Eng | | | | \$ 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) | | 6.00 | \$ 179 | \$ 1,073 | | | | | | |
| | Planning | | 2.00 | \$ 238 | \$ 475 | | | | | | |
| | PW/Eng | | | | \$ 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) | | 4.00 | \$ 179 | \$ 715 | | | | | | |
| | Planning | | 4.00 | \$ 238 | \$ 951 | | | | | | |
| | PW/Eng | | | | \$ 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 | | 67% | \$ 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 Services 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 PW/Eng | | 4.00 4.00 | \$ 179 \$ 238 | \$ 715 \$ 951 | 500 | 30% | \$ 1,666 | 100% |
| 25 | TEMPORARY USE PERMIT | | | | | | | | |
| 25.1 | If public hearing is Required | | | | | Deposit \$500 | 100% | Deposit \$500 | 100% |
| 25.2 | If public hearing is not required (plus environmental cost if applicable) | | 2.00 | \$ 179 | \$ 358 | 200 | 56% | \$ 358 | 100% |
| 26 | Tentative Tract and Parcel Maps PW/Eng | (4) | 6.00 | \$ 238 | \$ 1,426 | Deposit \$2,500 | 100% | Deposit \$5,000 | 100% |
| 27 | Tree Permit Removal | | 1.50 | \$ 179 | \$ 268 | 235 | 88% | \$ 268 | 100% |
| 28 | Variance | | | | | Deposit \$1,500 | 100% | Deposit \$3,000 | 100% |
| 29 | Zone Change | | | | | Deposit \$2,000 | 100% | Deposit \$3,500 | 100% |
| 30 | Zoning Code Amendments | | | | | Deposit \$2,000 | 100% | Deposit \$3,500 | 100% |
| 32 | Landscape Plan | (2) | 4.00 | \$ 179 | \$ 715 | - | 0% | \$ 715 | 100% |
| Hourly Rates | | | | | | | | | |
| | Planning | | 1.00 | \$ 179 | \$ 179 | - | 0% | \$ 179 | 100% |
| For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application. | | | | | | | | | |
| TOTAL | | | | | | | | | |

[Notes]

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

| 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 | | | | | | Deposit \$2,000 review + Deposit \$2,000 prior to issuance of the permit | 100% | Deposit 3.5 % of construction cost | 100% |
| 2 | Engineering Plan Check Fees | | | | | | | | | |
| 2.1 | New Development - Improvement Plan Check | | (4) | | | | 3.5 % of construction cost | n/a | Deposit 3.5 % of construction cost | 100% |
| 2.4 | New Development - Improvement Inspection | | (4) | | | | 3.5 % of construction cost | n/a | Deposit 3.5 % of construction cost | 100% |
| 2.5 | Final Map Filing (Phasing Plan) | | (3) | 17.00 | \$ 238 | \$ 4,041 | \$ - | 0% | Deposit \$5,000 | 100% |
| 2.6 | Final Map Filing | | (3) | 32.00 | \$ 238 | \$ 7,607 | \$ - | 0% | Deposit \$5,000 | 100% |
| Grading Fees (Subdivision) | | | | | | | | | | |
| 3 | Grading Plan Review Fees - Per Sheet | | (5,7) | 3.00 | \$ 238 | \$ 713 | \$ - | n/a | \$ 713 | 100% |
| 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% |
| Other fees: | | | | | | | | | | |

| 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 | \$ - | 0% | \$ 475 | 100% | |
| 5.2 | 500 | base fee @ 500 cu yds | [5] | 2.00 | \$ 238 | \$ 475 | 163 | 34% | \$ 475 | 100% | |
| 5.3 | each additional 100 cubic yards | | | 0.10 | \$ 238 | \$ 24 | 19 | 79% | \$ 24 | 100% | |
| 5.4 | 1,001 | base fee @ 1,001 cu yds | | 2.50 | \$ 238 | \$ 594 | 294 | 49% | \$ 594 | 100% | |
| 5.5 | each additional 1,000 cubic yards | | | 0.38 | \$ 238 | \$ 89 | 75 | 28% | \$ 89 | 100% | |
| 5.6 | 5,001 | base fee @ 5,001 cu yds | | 4.00 | \$ 238 | \$ 951 | 419 | 44% | \$ 951 | 100% | |
| 5.7 | each additional 1,000 cubic yards | | | 0.10 | \$ 238 | \$ 24 | 25 | 105% | \$ 24 | 100% | |
| 5.8 | 10,001 | base fee @ 10,001 cu yds | | 4.50 | \$ 238 | \$ 1,070 | 519 | 48% | \$ 1,070 | 100% | |
| 5.9 | each additional 10,000 cubic yards | | | 0.17 | \$ 238 | \$ 40 | 38 | 95% | \$ 40 | 100% | |
| 5.10 | 100,001 | base fee @ 100,001 cu yds | | 6.00 | \$ 238 | \$ 1,426 | 894 | 63% | \$ 1,426 | 100% | |
| 5.11 | each additional 10,000 cubic yards | | | 0.60 | \$ 238 | \$ 143 | 38 | 27% | \$ 143 | 100% | |
| Other Inspections and Fees | | | | | | | | | | | |
| 7 | Inspections outside of normal business hours (**minimum charge – two hours) | per hour | [2] | 1.00 | \$ 238 | \$ 238 | 120 | 50% | Actual Cost using FBHR (2 hr. min.) | 100% | |
| 8 | Re-inspection fees assessed under provisions of Section 305 (g) | per hour | [2] | 1.00 | \$ 238 | \$ 238 | 120 | 50% | Actual Cost using FBHR | % | |

| 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 % | | |
| 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% | | |
| Water Quality Management Plan (WQMP) | | | | | | | | | | | | |
| Engineering | | | | | | | | | | | | |
| Special Enforcement | | | | | | | | | | | | |
| | | | [3] | 4.00 | \$ 238 | \$ 951 | \$ - | 0% | \$ 951 | 100% | | |
| | | | | 0.50 | \$ 71 | \$ 36 | \$ - | 0% | \$ 36 | 100% | | |
| Hourly Rates | | | | | | | | | | | | |
| 16 | Engineer | | | 1.00 | \$ 238 | \$ 238 | \$ 120 | 50% | \$ - | 0% | | |
| 17 | Environmental Engineer | | | 1.00 | \$ 238 | \$ 238 | \$ 130 | 55% | \$ - | 0% | | |

| 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 Checks) [4] | Cost of Service Per Activity (Inspection) [4] | Total Cost of Service Per Activity [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 | 3,990 |
| 2,000 - 4,999 | per project base @ 2,000 s.f. | 12.00 | 16.50 | 28.50 | 190 | 2,280 | 3,135 | 5,415 |
| 5,000 - 9,999 | per project base @ 5,000 s.f. | 15.00 | 23.00 | 38.00 | 190 | 2,850 | 4,370 | 7,221 |
| 10,000 - 24,999 | per project base @ 10,000 s.f. | 27.00 | 25.00 | 52.00 | 190 | 5,310 | 4,750 | 9,881 |
| 25,000 - 49,999 | per project base @ 25,000 s.f. | 41.00 | 30.00 | 71.00 | 190 | 7,791 | 5,700 | 11,491 |
| 50,000 | per project base @ 50,000 s.f. | 54.00 | 42.00 | 96.00 | 190 | 10,261 | 7,981 | 18,241 |
| > 50,000 plus cost per sq. ft. | | | | | | See N. C. P/Cs 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 B (except B-3), or other residential occupancies not specifically addressed elsewhere in this Fee Schedule) | | | | | | | | |
| Square Footage: | | | | | | | | |
| 0 - 1,999 | per project base @ 1,999 s.f. | 12.00 | 15.00 | 27.00 | 190 | 2,280 | 2,850 | 5,130 |
| 2,000 - 4,999 | per project base @ 2,000 s.f. | 12.00 | 15.00 | 27.00 | 190 | 2,280 | 2,850 | 5,130 |
| 5,000 - 9,999 | per project base @ 5,000 s.f. | 15.00 | 30.00 | 45.00 | 190 | 2,850 | 5,700 | 8,551 |
| 10,000 - 24,999 | per project base @ 10,000 s.f. | 22.00 | 70.00 | 92.00 | 190 | 4,180 | 11,401 | 17,481 |
| 25,000 - 49,999 | per project base @ 25,000 s.f. | 30.00 | 108.00 | 138.00 | 190 | 5,700 | 20,521 | 26,221 |
| 50,000 | per project base @ 50,000 s.f. | 39.00 | 120.00 | 159.00 | 190 | 7,411 | 22,802 | 30,211 |
| > 50,000 plus cost per sq. ft. | | | | | | See N. C. P/Cs Table | See N. C. Insp Table | See N. C. Total Table |
| Hazardous Use - (All newly constructed or added space for hazardous use occupancies classified as CBC Group H) | | | | | | | | |
| Square Footage: | | | | | | | | |
| 0 - 1,999 | per project base @ 1,999 s.f. | 17.00 | 15.00 | 32.00 | 190 | 3,230 | 2,850 | 6,080 |
| 2,000 - 4,999 | per project base @ 2,000 s.f. | 17.00 | 15.00 | 32.00 | 190 | 3,230 | 2,850 | 6,080 |
| 5,000 - 9,999 | per project base @ 5,000 s.f. | 22.00 | 20.00 | 42.00 | 190 | 4,180 | 3,800 | 7,981 |
| 10,000 - 24,999 | per project base @ 10,000 s.f. | 28.00 | 25.00 | 54.00 | 190 | 5,510 | 4,750 | 10,261 |
| 25,000 - 49,999 | per project base @ 25,000 s.f. | 44.00 | 35.00 | 79.00 | 190 | 8,361 | 6,650 | 15,011 |
| 50,000 | per project base @ 50,000 s.f. | 60.00 | 42.00 | 102.00 | 190 | 11,401 | 7,981 | 19,381 |
| > 50,000 plus cost per sq. ft. | | | | | | See N. C. P/Cs Table | See N. C. Insp Table | See N. C. Total Table |

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| Fee Description [1] | Fee Unit | Recommended Fee [2] | | | Recommended Cost Recovery Percentage |
|---|--------------------------------|---------------------|----------------------|-----------------------|--------------------------------------|
| | | PC / Processing | Inspection | Total | |
| 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. | \$ 10,280.72 | \$ 7,980.56 | \$ 18,241.28 | 100% |
| > 50,000 plus cost per sq. ft. | | See N.C. P/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 | \$ 11,550.60 | 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. P/Ck Table | See N. C. Insp Table | See N. C. Total Table | |
| Hazardous Use - (All newly constructed or added space for hazardous use occupancies classified as CBC Group H) | | | | | |
| Square Footage: | | | | | |
| 0 - 1,999 | per project base @ 1,999 s.f. | \$ 3,230.23 | \$ 2,850.20 | \$ 6,080.43 | 100% |
| 2,000 - 4,999 | per project base @ 2,000 s.f. | \$ 3,230.23 | \$ 2,850.20 | \$ 6,080.43 | 100% |
| 5,000 - 9,999 | per project base @ 5,000 s.f. | \$ 4,180.29 | \$ 3,800.27 | \$ 7,980.56 | 100% |
| 10,000 - 24,999 | per project base @ 10,000 s.f. | \$ 5,510.39 | \$ 4,750.33 | \$ 10,260.72 | 100% |
| 25,000 - 49,999 | per project base @ 25,000 s.f. | \$ 8,360.59 | \$ 6,650.47 | \$ 15,011.06 | 100% |
| 50,000 | per project base @ 50,000 s.f. | \$ 11,400.80 | \$ 7,980.56 | \$ 19,381.36 | 100% |
| > 50,000 plus cost per sq. ft. | | See N.C. P/Ck Table | See N. C. Insp Table | See N. C. Total Table | |

| Fee Description [1] | Fee Unit | Annual Estimated Revenue Analysis | | | | |
|---|--------------------------------|-----------------------------------|---|--|---|--|
| | | Estimated Volume of Activity (PC) | Estimated Volume of Activity (Permit Insp.) | Annual Estimated Revenues at Current Fee | Annual Estimated Revenues at Full Cost Recovery Fee | Annual Estimated Revenues at Recommended Fee |
| NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELS | | | | | | |
| Commercial Uses - Structural (All newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule) | | | | | | |
| Square Footage: | | | | | | |
| 0 - 1,999 | per project base @ 1,999 s.f. | 4 | 4 | \$ - | \$ 15,961 | \$ 15,961 |
| 2,000 - 4,999 | per project base @ 2,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 5,000 - 9,999 | per project base @ 5,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 10,000 - 24,999 | per project base @ 10,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 25,000 - 49,999 | per project base @ 25,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 50,000 | per project base @ 50,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| > 50,000 plus cost per sq. ft. | | | | | | |
| Residential and Multifamily Residential Uses - (All newly constructed or added space for residential occupancies classified as CBC Group R (except R-3), or other residential occupancies not specifically addressed elsewhere in this Fee Schedule) | | | | | | |
| Square Footage: | | | | | | |
| 0 - 1,999 | per project base @ 1,999 s.f. | 7 | 7 | \$ - | \$ 35,913 | \$ 35,913 |
| 2,000 - 4,999 | per project base @ 2,000 s.f. | 9 | 9 | \$ - | \$ 46,173 | \$ 46,173 |
| 5,000 - 9,999 | per project base @ 5,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 10,000 - 24,999 | per project base @ 10,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 25,000 - 49,999 | per project base @ 25,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 50,000 | per project base @ 50,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| > 50,000 plus cost per sq. ft. | | | | | | |
| Hazardous Use - (All newly constructed or added space for hazardous use occupancies classified as CBC Group H) | | | | | | |
| Square Footage: | | | | | | |
| 0 - 1,999 | per project base @ 1,999 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 2,000 - 4,999 | per project base @ 2,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 5,000 - 9,999 | per project base @ 5,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 10,000 - 24,999 | per project base @ 10,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 25,000 - 49,999 | per project base @ 25,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| 50,000 | per project base @ 50,000 s.f. | 0 | 0 | \$ - | \$ - | \$ - |
| > 50,000 plus cost per sq. ft. | | | | | | |

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| Fee Description [1] | Fee Unit | Activity Service Time Analysis | | | Activity Service Cost Analysis | | | | |
|---|---|---|--|---|--------------------------------|--|---|--|-------|
| | | Estimated Average Processing and Plan Check Time Per Activity (hours) [3] | Estimated Average Inspection Time Per Activity (hours) | Estimated Average Total Time Per Activity (hours) | Fully Burdened Hourly Rate | Cost of Service Per Activity (Processing and Plan Check) [4] | Cost of Service Per Activity (Inspection) [4] | Total Cost of Service Per Activity [4] | |
| Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable) Square Footage: 0 - 1,999 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. | 10.00 | 10.00 | 20.00 | \$ 190 | 1,900 | 1,900 | 3,800 | |
| | per project base @ 2,000 s.f. | 10.00 | 10.00 | 20.00 | \$ 190 | 1,900 | 1,900 | 3,800 | |
| | per project base @ 5,000 s.f. | 15.00 | 12.00 | 27.00 | \$ 190 | 2,850 | 2,280 | 5,130 | |
| | per project base @ 10,000 s.f. | 18.00 | 15.00 | 33.00 | \$ 190 | 3,420 | 2,850 | 6,270 | |
| | per project base @ 25,000 s.f. | 27.00 | 20.00 | 47.00 | \$ 190 | 5,130 | 4,800 | 9,930 | |
| | per project base @ 50,000 s.f. | 36.00 | 25.00 | 61.00 | \$ 190 | 6,840 | 6,750 | 13,590 | |
| | See N.C. Pl. Cl. Table | | | | | | See N.C. Insp. Table | See N.C. Total Table | |
| | Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere.) Square Footage: 0 - 1,999 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. | 10.00 | 10.00 | 20.00 | \$ 190 | 1,900 | 1,900 | 3,800 |
| | per project base @ 2,000 s.f. | 10.00 | 10.00 | 20.00 | \$ 190 | 1,900 | 1,900 | 3,800 | |
| | per project base @ 5,000 s.f. | 12.00 | 15.00 | 27.00 | \$ 190 | 2,280 | 2,850 | 5,130 | |
| per project base @ 10,000 s.f. | 14.00 | 18.00 | 32.00 | \$ 190 | 2,660 | 3,420 | 6,080 | | |
| per project base @ 25,000 s.f. | 20.00 | 22.00 | 42.00 | \$ 190 | 3,800 | 4,180 | 7,980 | | |
| per project base @ 50,000 s.f. | 28.00 | 28.00 | 56.00 | \$ 190 | 5,320 | 5,320 | 10,640 | | |
| See N.C. Pl. Cl. 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 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. | 12.00 | 11.00 | 23.00 | \$ 190 | 2,280 | 2,090 | 4,370 | |
| per project base @ 2,000 s.f. | 12.00 | 11.00 | 23.00 | \$ 190 | 2,280 | 2,090 | 4,370 | | |
| per project base @ 5,000 s.f. | 14.00 | 16.00 | 30.00 | \$ 190 | 2,660 | 3,040 | 5,700 | | |
| per project base @ 10,000 s.f. | 16.00 | 20.00 | 36.00 | \$ 190 | 3,040 | 3,800 | 6,840 | | |
| per project base @ 25,000 s.f. | 23.00 | 25.00 | 48.00 | \$ 190 | 4,370 | 4,750 | 9,120 | | |
| per project base @ 50,000 s.f. | 30.00 | 30.00 | 60.00 | \$ 190 | 5,700 | 5,700 | 11,400 | | |
| See N.C. Pl. Cl. Table | | | | | | See N.C. Insp. Table | See N.C. Total Table | | |

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| Fee Description [1] | Fee Unit | Recommended Fee [2] | | | Recommended Cost Recovery Percentage | |
|---|---|-------------------------------|---------------------|----------------------|--------------------------------------|------|
| | | PC / Processing | Inspection | Total | | |
| Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable) Square Footage: 0 - 1,999 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. | \$ 1,900.13 | \$ 1,900.13 | \$ 3,800.27 | 100% | |
| | per project base @ 2,000 s.f. | \$ 1,900.13 | \$ 1,900.13 | \$ 3,800.27 | 100% | |
| | per project base @ 5,000 s.f. | \$ 2,850.20 | \$ 2,280.16 | \$ 5,130.36 | 100% | |
| | per project base @ 10,000 s.f. | \$ 3,420.24 | \$ 2,850.20 | \$ 6,270.44 | 100% | |
| | per project base @ 25,000 s.f. | \$ 5,130.36 | \$ 3,800.27 | \$ 8,930.63 | 100% | |
| | 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. Pick Table | See N.C. Insp Table | See N.C. Total Table | | |
| | Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere.) Square Footage: 0 - 1,999 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. | \$ 1,900.13 | \$ 1,900.13 | \$ 3,800.26 | 100% |
| | | per project base @ 2,000 s.f. | \$ 1,900.13 | \$ 1,900.13 | \$ 3,800.26 | 100% |
| | | per project base @ 5,000 s.f. | \$ 2,280.16 | \$ 2,850.20 | \$ 5,130.36 | 100% |
| per project base @ 10,000 s.f. | | \$ 2,660.19 | \$ 3,420.24 | \$ 6,080.43 | 100% | |
| per project base @ 25,000 s.f. | | \$ 3,800.27 | \$ 4,180.29 | \$ 7,980.56 | 100% | |
| per project base @ 50,000 s.f. | | \$ 5,130.37 | \$ 5,320.37 | \$ 10,450.74 | 100% | |
| > 50,000 plus cost per sq. ft. | | See N.C. Pick 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 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. | \$ 2,280.16 | \$ 2,090.15 | \$ 4,370.31 | 100% |
| | | per project base @ 2,000 s.f. | \$ 2,280.16 | \$ 2,090.15 | \$ 4,370.31 | 100% |
| | | per project base @ 5,000 s.f. | \$ 2,660.19 | \$ 3,040.21 | \$ 5,700.40 | 100% |
| | per project base @ 10,000 s.f. | \$ 3,040.21 | \$ 3,800.27 | \$ 6,840.48 | 100% | |
| | per project base @ 25,000 s.f. | \$ 4,370.31 | \$ 4,750.33 | \$ 9,120.64 | 100% | |
| | 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. Pick 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 | \$ - | \$ - | \$ - |

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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] |
| One and Two Family Dwellings - (All newly constructed space for residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule. This category includes the model home or a custom home project) | | | | | | | | |
| Square Footage: | | | | | | | | |
| 0 - 999 | per project base @ 999 s.f. | 9.00 | 15.00 | 24.00 | \$ 190 | \$ 1,710 | \$ 2,850 | 4,560 |
| 1,000 - 1,499 | per project base @ 1,000 s.f. | 9.00 | 15.00 | 24.00 | \$ 190 | \$ 1,710 | \$ 2,850 | 4,560 |
| 1,500 - 1,999 | per project base @ 1,500 s.f. | 13.00 | 18.00 | 31.00 | \$ 190 | \$ 2,470 | \$ 3,420 | 5,890 |
| 2,000 - 2,499 | per project base @ 2,000 s.f. | 17.00 | 20.00 | 37.00 | \$ 190 | \$ 3,230 | \$ 4,800 | 7,031 |
| 2,500 - 2,999 | per project base @ 2,500 s.f. | 20.00 | 25.00 | 45.00 | \$ 190 | \$ 3,800 | \$ 4,750 | 8,551 |
| 3,000 - 3,499 | per project base @ 3,000 s.f. | 24.00 | 28.00 | 52.00 | \$ 190 | \$ 4,560 | \$ 5,320 | 9,881 |
| 3,500 - 3,999 | per project base @ 3,500 s.f. | 28.00 | 32.00 | 60.00 | \$ 190 | \$ 5,320 | \$ 6,270 | 11,210 |
| 4,000 - 4,499 | per project base @ 4,000 s.f. | 32.00 | 36.00 | 68.00 | \$ 190 | \$ 6,080 | \$ 7,030 | 12,560 |
| 4,500 - 4,999 | per project base @ 4,500 s.f. | 36.00 | 40.00 | 76.00 | \$ 190 | \$ 6,840 | \$ 7,980 | 13,910 |
| 5,000 - 5,499 | per project base @ 5,000 s.f. | 40.00 | 44.00 | 84.00 | \$ 190 | \$ 7,600 | \$ 8,930 | 15,260 |
| 5,500 - 5,999 | per project base @ 5,500 s.f. | 44.00 | 48.00 | 92.00 | \$ 190 | \$ 8,360 | \$ 9,880 | 16,610 |
| 6,000 - 6,499 | per project base @ 6,000 s.f. | 48.00 | 52.00 | 100.00 | \$ 190 | \$ 9,120 | \$ 10,830 | 17,960 |
| 6,500 - 6,999 | per project base @ 6,500 s.f. | 52.00 | 56.00 | 108.00 | \$ 190 | \$ 9,880 | \$ 11,780 | 19,310 |
| 7,000 - 7,499 | per project base @ 7,000 s.f. | 56.00 | 60.00 | 116.00 | \$ 190 | \$ 10,640 | \$ 12,730 | 20,660 |
| 7,500 - 7,999 | per project base @ 7,500 s.f. | 60.00 | 64.00 | 124.00 | \$ 190 | \$ 11,400 | \$ 13,680 | 22,010 |
| 8,000 - 8,499 | per project base @ 8,000 s.f. | 64.00 | 68.00 | 132.00 | \$ 190 | \$ 12,160 | \$ 14,630 | 23,360 |
| > 8,000 plus cost per sq. ft. | | | | | | | | |
| Residential Repeat / Subsequent Lot Plan Check | per project | 2.00 | N/A | 2.00 | \$ 190 | \$ 380 | N/A | 380 |
| Residential Remodels and Additions - (All newly constructed additions to, or remodeled areas of, residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule) | | | | | | | | |
| Square Footage: | | | | | | | | |
| 0-199 | per project base @ 199 s.f. | 5.00 | 6.00 | 11.00 | \$ 190 | \$ 950 | \$ 1,140 | 2,090 |
| 200 - 399 | per project base @ 200 s.f. | 6.00 | 7.00 | 13.00 | \$ 190 | \$ 1,140 | \$ 1,330 | 2,470 |
| 400 - 599 | per project base @ 400 s.f. | 6.00 | 8.00 | 14.00 | \$ 190 | \$ 1,140 | \$ 1,520 | 2,660 |
| 600 - 799 | per project base @ 600 s.f. | 8.00 | 10.00 | 18.00 | \$ 190 | \$ 1,520 | \$ 1,900 | 3,420 |
| 800 - 999 | per project base @ 800 s.f. | 12.00 | 12.00 | 24.00 | \$ 190 | \$ 2,280 | \$ 2,280 | 4,560 |
| 1,000 - 1,499 | per project base @ 1,000 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]

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| Fee Description [1] | Fee Unit | Recommended Fee [2] | | | Recommended Cost Recovery Percentage |
|--|-------------------------------|----------------------|----------------------|-----------------------|--------------------------------------|
| | | PC / Processing | Inspection | Total | |
| One and Two Family Dwellings - (All newly constructed space for residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule. This category includes the model home or a custom home project) | | | | | |
| Square Footage: | | | | | |
| 0 - 999 | per project base @ 999 s.f. | \$ 1,710.12 | \$ 2,850.20 | \$ 4,560.32 | 100% |
| 1000 - 1,499 | per project base @ 1,000 s.f. | \$ 1,710.12 | \$ 2,850.20 | \$ 4,560.32 | 100% |
| 1,500 - 1,999 | per project base @ 2,500 s.f. | \$ 2,470.17 | \$ 3,420.24 | \$ 5,890.41 | 100% |
| 2,000 - 2,499 | per project base @ 4,000 s.f. | \$ 3,230.23 | \$ 3,800.27 | \$ 7,030.50 | 100% |
| 2,500 - 2,999 | per project base @ 6,000 s.f. | \$ 3,800.27 | \$ 4,750.33 | \$ 8,550.60 | 100% |
| 3,000 - 3,499 | per project base @ 8,000 s.f. | \$ 4,560.32 | \$ 5,320.37 | \$ 9,880.69 | 100% |
| 3,500 - 3,999 | | See N.C. Pl Ck Table | See N. C. Insp Table | See N. C. Total Table | |
| 4,000 - 4,499 | | \$ 380.03 | N/A | \$ 380.03 | 100% |
| 4,500 - 4,999 | | | | | |
| 5,000 - 5,499 | | | | | |
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| 8,000 - 8,499 | | | | | |
| 8,500 - 8,999 | | | | | |
| 9,000 - 9,499 | | | | | |
| 9,500 - 9,999 | | | | | |
| > 8,000 plus cost per sq. ft. | | | | | |
| Residential Repeat / Subsequent Lot Plan Check | per project | | | | |
| Residential Remodels and Additions - (All newly constructed additions to, or remodeled areas of, residential occupancies classified as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule) | | | | | |
| Square Footage: | | | | | |
| 0 - 199 | per project base @ 199 s.f. | \$ 950.07 | \$ 1,140.08 | \$ 2,090.15 | 100% |
| 200 - 599 | per project base @ 200 s.f. | \$ 1,140.08 | \$ 1,330.09 | \$ 2,470.17 | 100% |
| 600 - 999 | per project base @ 600 s.f. | \$ 1,140.08 | \$ 1,520.11 | \$ 2,660.19 | 100% |
| 1,000 - 1,499 | per project base @ 1,000 s.f. | \$ 1,520.11 | \$ 1,900.13 | \$ 3,420.24 | 100% |
| 1,500 - 1,999 | per project base @ 1,500 s.f. | \$ 2,280.16 | \$ 2,280.16 | \$ 4,560.32 | 100% |
| 2,000 - 2,499 | 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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| 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 |
| 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 |

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

| 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] |
| 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 | \$ 1,900 |
| 500 s.f. or less | each | 6.00 | 6.00 | 12.00 | \$ 190 | \$ 1,140 | \$ 2,180 |
| 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 | \$ 1,710 |
| Equipment Shelter (All Trades) | each | 6.00 | 4.50 | 10.50 | \$ 190 | \$ 1,140 | \$ 1,995 |
| Cellular/Mobile Phone (All Trades) | each | 3.00 | 0.75 | 3.75 | \$ 190 | \$ 380 | \$ 523 |
| Awning/Canopy | each | 3.00 | 2.50 | 5.50 | \$ 190 | \$ 570 | \$ 1,045 |
| Carport | each | 0.00 | 0.75 | 0.75 | \$ 190 | \$ 143 | \$ 143 |
| Certificate of Occupancy - Residential | each | 0.00 | 0.75 | 0.75 | \$ 190 | \$ 143 | \$ 143 |
| Certificate of Occupancy - Commercial | each | 0.33 | 0.00 | 0.33 | \$ 190 | \$ 63 | \$ 63 |
| Certificate of Occupancy - Change of Ownership | each | 0.25 | 3.00 | 3.25 | \$ 190 | \$ 48 | \$ 618 |
| Combination Wall (City Stnd) First 50 L.F. | each | 0.75 | 0.50 | 1.25 | \$ 190 | \$ 48 | \$ 143 |
| Combination Wall (City Stnd) Each Addtl 50 L.F. | each | 1.00 | 3.00 | 4.00 | \$ 190 | \$ 760 | \$ 1,43 |
| Combination Wall - First 50 L.F. | each | 0.25 | 0.50 | 0.75 | \$ 190 | \$ 48 | \$ 143 |
| Combination Wall - Each Addtl 50 L.F. | each | 2.00 | 1.50 | 3.50 | \$ 190 | \$ 380 | \$ 665 |
| Commercial Trailer | each unit | 1.00 | 1.50 | 2.50 | \$ 190 | \$ 190 | \$ 285 |
| Deck - ground floor | each | 0.25 | 2.00 | 2.25 | \$ 190 | \$ 48 | \$ 475 |
| Deck - (City Standard) second story and above | each | 1.50 | 2.00 | 3.50 | \$ 190 | \$ 285 | \$ 665 |
| Deck - second story and above | each | 1.00 | 0.00 | 1.00 | \$ 190 | \$ 190 | \$ 380 |
| Diamond Letter | each | 0.50 | 0.00 | 0.50 | \$ 190 | \$ 95 | \$ 95 |
| Updated Demand Letter | each | 1.00 | 2.25 | 3.25 | \$ 190 | \$ 428 | \$ 618 |
| Demolition | each | 0.33 | 0.00 | 0.33 | \$ 190 | \$ 63 | \$ 63 |
| Duplicate/Replacement Job Card | each | 3.00 | 0.75 | 3.75 | \$ 190 | \$ 570 | \$ 713 |
| Freestanding Wall (wood frame) | each 100 l.f. | 0.00 | 0.25 | 0.25 | \$ 190 | \$ 48 | \$ 48 |
| > 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. | | | | | | |
| Freestanding Masonry Garden Wall | each 100 l.f. | | | | | | |
| > 3 FT in height | up to 100 l.f. | | | | | | |
| > 3 FT in height | each 100 l.f. | | | | | | |
| Fireplace | each | 2.00 | 3.00 | 5.00 | \$ 190 | \$ 380 | \$ 950 |
| Masonry | each | 2.00 | 2.25 | 4.25 | \$ 190 | \$ 428 | \$ 808 |
| Pre-fabricated/Metal | each | 2.00 | 1.50 | 3.50 | \$ 190 | \$ 380 | \$ 665 |
| Flag Pole | each | 6.00 | 4.50 | 10.50 | \$ 190 | \$ 1,140 | \$ 1,995 |
| Garage/Workshop (all trades included) - Up to 1,000 SF (U Occ.) | each | 8.00 | 6.00 | 14.00 | \$ 190 | \$ 1,520 | \$ 2,660 |
| Garage/Workshop (all trades included) - 1,001 - 3,000 SF (U Occ.) | each | 4.00 | 1.50 | 5.50 | \$ 190 | \$ 760 | \$ 1,045 |
| Greenhouse (All Trades) | each | 4.00 | 1.50 | 5.50 | \$ 190 | \$ 760 | \$ 1,045 |
| Light Pole (All Trades) | each | 6.00 | 0.75 | 6.75 | \$ 190 | \$ 760 | \$ 1,045 |
| Each additional pole | each | 4.00 | 1.50 | 5.50 | \$ 190 | \$ 760 | \$ 1,045 |
| Mobile Home Set Up | each | 2.00 | 3.00 | 5.00 | \$ 190 | \$ 380 | \$ 950 |
| Farm Foundation | each | 1.00 | 2.00 | 3.00 | \$ 190 | \$ 380 | \$ 570 |
| Insulation | each | 1.00 | 1.00 | 2.00 | \$ 190 | \$ 380 | \$ 570 |
| Site Prep | each | 1.00 | 1.00 | 2.00 | \$ 190 | \$ 380 | \$ 570 |
| Partition - Commercial, interior up to 30 l.f. | up to 30 l.f. | | | | | | |
| Each additional 30 l.f. | each 30 l.f. | | | | | | |
| Partitions - Residential, interior | each | 1.00 | 2.25 | 3.25 | \$ 190 | \$ 380 | \$ 618 |

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

| Fee Description [1] | Fee Unit | Recommended Fee [2] | | | Recommended Cost Recovery Percentage |
|---|----------------|---------------------|-------------|-------------|--------------------------------------|
| | | PC / Processing | Inspection | Total | |
| MISCELLANEOUS PERMITS | | | | | |
| Permit Center Processing Fee - Standard | each | \$ 63.34 | \$ - | \$ 63.34 | 100% |
| Accessory and Utility Uses (U Occupancy) | each | \$ 760.05 | \$ 1,140.08 | \$ 1,900.13 | 100% |
| 500 s.f. or less | each | \$ 1,140.08 | \$ 1,140.08 | \$ 2,280.16 | 100% |
| 501 s.f. or more | each | \$ 79.17 | \$ - | \$ 79.17 | 100% |
| Address Assignment | | | | | |
| 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 | \$ 370.04 | \$ 475.03 | \$ 1,045.07 | 100% |
| Certificate of Occupancy - Residential | each | \$ - | \$ 142.51 | \$ 142.51 | 100% |
| Certificate of Occupancy - Commercial | each | \$ - | \$ 142.51 | \$ 142.51 | 100% |
| Certificate of Occupancy - Change of Ownership | each | \$ 62.70 | \$ - | \$ 62.70 | 100% |
| Combination Wall (City Stnd) First 50 L.F. | each | \$ 47.50 | \$ 570.04 | \$ 617.54 | 100% |
| Combination Wall (City Stnd) Each Addtl 50 L.F. | each | \$ 47.50 | \$ - | \$ 47.50 | 100% |
| Combination Wall - First 50 L.F. | each | \$ 190.01 | \$ 95.01 | \$ 285.02 | 100% |
| Combination Wall - Each Addtl 50 L.F. | each | \$ 47.50 | \$ 570.04 | \$ 617.54 | 100% |
| Commercial Trailer | each | \$ 380.03 | \$ 285.02 | \$ 665.05 | 100% |
| Deck - ground floor | each | \$ 190.01 | \$ 285.02 | \$ 475.03 | 100% |
| Deck - (City Standard) second story and above | each | \$ 47.50 | \$ 380.03 | \$ 427.53 | 100% |
| Deck - second story and above | each | \$ 285.02 | \$ - | \$ 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 | \$ 53.34 | \$ - | \$ 53.34 | 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% |
| Fl/replace | | | | | |
| 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 | | | | | |
| Permit Framing/Installation | each | \$ 380.03 | \$ 570.04 | \$ 950.07 | 100% |
| Site Prep | each | \$ 190.01 | \$ 380.03 | \$ 570.04 | 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 | \$ 477.53 | \$ 667.54 | 100% |

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

| 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 |
|---|----------------|----------|-----------------------------------|---|--|---|--|
| 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 | | | | \$ | | \$ |
| Combination Wall - first 50 L.F. | each | | 1 | 1 | \$ | 160 | \$ 760 |
| Combination Wall - Each Addtl 50 L.F. | each | | 17 | 17 | \$ | 7,423 | \$ 7,423 |
| Commercial Trades | each unit | | | | \$ | | \$ |
| Deck - ground floor | each | | 1 | 1 | \$ | 475 | \$ 475 |
| Deck - (City Standard) second story and above | each | | | | \$ | | \$ |
| Deck - second story and above | each | | 1 | 1 | \$ | 665 | \$ 665 |
| Demand Letter | each | | | | \$ | | \$ |
| Updated Demand Letter | each | | | | \$ | | \$ |
| Demolition | each | | | | \$ | | \$ |
| Duplicate/Replacement Job Card | each | | | | \$ | | \$ |
| Freestanding Wall (wood frame) | each | | | | \$ | | \$ |
| > 5' 0" in height | each | | | | \$ | | \$ |
| > 5' 0" in height | up to 100 l.f. | | | | \$ | | \$ |
| > 5' 0" in height | each 100 l.f. | | | | \$ | | \$ |
| Freestanding Masonry Garden Wall (City Stnd) | each | | | | \$ | | \$ |
| > 3 FT in height | up to 100 l.f. | | | | \$ | | \$ |
| > 3 FT in height | each 100 l.f. | | | | \$ | | \$ |
| Freestanding Masonry Garden Wall | each | | | | \$ | | \$ |
| > 3 FT in height | up to 100 l.f. | | | | \$ | | \$ |
| > 3 FT in height | each 100 l.f. | | | | \$ | | \$ |
| Fireplace | each | | | | \$ | | \$ |
| Masonry | each | | | | \$ | | \$ |
| Pipe 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 | | | | \$ | | \$ |
| Permit Foundation | each | | 3 | 3 | \$ | 2,850 | \$ 2,850 |
| Installation | each | | | | \$ | | \$ |
| Site Prep | each | | | | \$ | | \$ |
| Partition - Commercial, interior up to 30 l.f. | each | | | | \$ | | \$ |
| Each additional 30 l.f. | up to 30 l.f. | | | | \$ | | \$ |
| Each additional 30 l.f. | each 30 l.f. | | | | \$ | | \$ |
| Partition - Residential, interior | each | | | | \$ | | \$ |

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

| Fee Description [1] | Fee Unit | Activity Service Time Analysis | | | Activity Service Cost Analysis | | | |
|--|--------------------|---|--|---|--------------------------------|--|---|--|
| | | Estimated Average Processing and Plan Check Time Per Activity (hours) [3] | Estimated Average Inspection Time Per Activity (hours) | Estimated Average Total Time Per Activity (hours) | Fully Burdened Hourly Rate | Cost of Service Per Activity (Processing and Plan Check) [4] | Cost of Service Per Activity (Inspection) [4] | Total Cost of Service Per Activity [4] |
| Patio Cover (City Std) | up to 300 s.f. | 0.25 | 1.50 | 1.75 | \$ 190 | \$ 48 | \$ 238 | 333 |
| Non Enclosed, all types | each 300 s.f. | 0.50 | 0.33 | 0.83 | \$ 190 | \$ 95 | \$ 285 | 158 |
| Additional Non Enclosed cover | | | | | | | | |
| Patio Cover | up to 300 s.f. | 1.00 | 1.50 | 2.50 | \$ 190 | \$ 190 | \$ 380 | 475 |
| Non Enclosed, all types | each 300 s.f. | 0.50 | 0.33 | 0.83 | \$ 190 | \$ 95 | \$ 285 | 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 | \$ 285 | 158 |
| Additional enclosed cover | | | | | | | | |
| Photovoltaic System (Commercial) (All Trades) | | | | | | | | |
| Up to 50 kw | each | | | | | | | |
| # 50 kw | each | | | | | | | |
| Photovoltaic System (Residential) (All Trades) | | | | | | | | |
| Up to 50 kw | each | | | | | | | |
| # 50 kw | each | | | | | | | |
| Hot Fire Review | each | | | | | | | |
| With Fire Review | each | | | | | | | |
| Propane Tank | each | | | | | | | |
| Replacement Lien Release | each | | | | | | | |
| Retaining Wall (City Std) | each | | | | | | | |
| Per 50 Lf | each | | | | | | | |
| Each additional 50 Lf | each | | | | | | | |
| Retaining Wall/Foundation Repair and Replacement | | | | | | | | |
| Per 50 Lf | each | | | | | | | |
| Each additional 50 Lf | each | | | | | | | |
| Re-Roof - refert only, same tile | up to 50 l.f. | | | | | | | |
| Each additional 50 l.f. | each 50 l.f. | | | | | | | |
| Roof Structure Replacement (Residential) | each | | | | | | | |
| Each additional 500 l.f. | each | | | | | | | |
| Roof Structure Replacement (Residential) | up to 1500 s.f. | | | | | | | |
| Each additional 500 l.f. | each 500 s.f. | | | | | | | |
| Signs - Stream | each | | | | | | | |
| Seismic Retrofit/Strengthening per Plan | each | | | | | | | |
| Signs (All Trades) | each | | | | | | | |
| Wall Mounted | each | | | | | | | |
| Monument | each | | | | | | | |
| Skylight | each | | | | | | | |
| Less than 10 s.f. | each | | | | | | | |
| Greater than 10 s.f. or structural | each | | | | | | | |
| Spa or Hot Tub | each | | | | | | | |
| Special Events Permit Cancells, etc. | each | | | | | | | |
| Special Inspector Registration | each | | | | | | | |
| Storage/High Pile Racks | each | | | | | | | |
| Storage/High Pile Racks | flirt 100 l.f. | | | | | | | |
| Each Additional 100 l.f. | each 100 l.f. | | | | | | | |
| Swimming Pool/Spa (All Trades) | each | | | | | | | |
| Pre-fabricated (vinyl) | each | | | | | | | |
| Custom-built (gunite) | each | | | | | | | |
| Commercial Pool | each | | | | | | | |
| Temporary Certificate of Occupancy | each | | | | | | | |
| Trash Enclosure | each | | | | | | | |
| Water Heater Replacement | each | | | | | | | |
| Window or Door | up to 5 | | | | | | | |
| Replacement | each 5 | | | | | | | |
| Additional Replacement | up to 5 | | | | | | | |
| New Window (requires structural) | each 5 | | | | | | | |
| Additional New Window | up to 5 | | | | | | | |
| Deferred Submittal Plan Check Fee (minimum time - 2 hrs) | hourly (min 2 hrs) | | | | | | | |

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

| Fee Description [1] | Fee Unit | Cost Recovery Analysis | | | | Recommended Cost Recovery Percentage |
|--|--------------------|------------------------|-------------|-------------|------|--------------------------------------|
| | | Recommended Fee [2] | | | | |
| | | 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 | \$ 395.02 | \$ 475.03 | 100% | |
| Additional Non-Enclosed cover | each 300 s.f. | \$ 95.01 | \$ 62.70 | \$ 157.71 | 100% | |
| Enclosed, all types | up to 300 s.f. | \$ 285.02 | \$ 475.03 | \$ 760.05 | 100% | |
| Additional enclosed cover | each 300 s.f. | \$ 95.01 | \$ 62.70 | \$ 157.71 | 100% | |
| Photovoltaic System (Commercial) (All Trades) | | | | | | |
| Up to 50 kw | each | (6,7) | \$ | \$ 1,000.00 | | |
| > 50 kw | each | (6,7) | \$ | \$ 1,000.00 | | |
| Photovoltaic System (Residential) (All Trades) | | | | | | |
| No Fire Review | each | (6,7) | \$ | \$ 500.00 | | |
| With Fire Review | each | (6,7) | \$ | \$ 500.00 | | |
| Propane Tank | each | \$ 190.01 | \$ 190.01 | \$ 380.02 | 100% | |
| Replacement Lien Release | each | \$ 190.01 | \$ | \$ 190.01 | 100% | |
| Retaining Wall (City Std) | | | | | | |
| First 50 l.f. | 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 50 l.f. | each | \$ 190.01 | \$ 475.03 | \$ 665.04 | 100% | |
| Each additional 50 l.f. | each | \$ 47.50 | \$ 95.01 | \$ 142.51 | 100% | |
| Re-Roof | each | \$ 47.50 | \$ 190.01 | \$ 237.51 | 100% | |
| Re-Roof - refile only - same tile | each | \$ 47.50 | \$ 142.51 | \$ 190.01 | 100% | |
| Roof Structure Replacement (Residential) | up to 1500 s.f. | \$ 570.04 | \$ 475.03 | \$ 1,045.07 | 100% | |
| Each additional 500 s.f. | each | \$ 47.50 | \$ 190.01 | \$ 237.51 | 100% | |
| Sales Office Conversion | each | \$ 190.01 | \$ 380.03 | \$ 570.04 | 100% | |
| Sauna - Steam | each | \$ 285.02 | \$ 570.04 | \$ 855.06 | 100% | |
| Seismic Retrofit/Strengthening per Plan | each | \$ 190.01 | \$ 570.04 | \$ 760.05 | 100% | |
| Signs (All Trades) | | | | | | |
| Wall Mounted | each | \$ 190.01 | \$ 142.51 | \$ 332.52 | 100% | |
| Monument | each | \$ 285.02 | \$ 285.02 | \$ 570.04 | 100% | |
| Skylight | | | | | | |
| Less than 10 s.f. | each | \$ 190.01 | \$ 285.02 | \$ 475.03 | 100% | |
| Greater than 10 s.f. or structural | each | \$ 190.01 | \$ 427.53 | \$ 617.54 | 100% | |
| Spa or Hot Tub | each | \$ 190.01 | \$ 427.53 | \$ 617.54 | 100% | |
| Special Events Permit Carnivals, etc. | each | \$ 190.01 | \$ 190.01 | \$ 380.02 | 100% | |
| Special Inspector Registration | each | \$ 62.70 | \$ | \$ 62.70 | 100% | |
| Storage/High Pile Racks | | | | | | |
| Storage/High Pile Racks | First 100 l.f. | \$ 190.01 | \$ 142.51 | \$ 332.52 | 100% | |
| Each Additional 100 l.f. | each 100 l.f. | \$ 47.50 | \$ 142.51 | \$ 190.01 | 100% | |
| Swimming Pool/Spa (All Trades) | | | | | | |
| Pre-fabricated (vinyl) | each | \$ 190.01 | \$ 712.55 | \$ 902.56 | 100% | |
| Custom-built (gunite) | each | \$ 380.03 | \$ 997.57 | \$ 1,377.60 | 100% | |
| Commercial Pool | each | \$ 760.05 | \$ 1,330.09 | \$ 2,090.14 | 100% | |
| Temporary Certificate of Occupancy | each | \$ 95.01 | \$ 380.03 | \$ 475.04 | 100% | |
| Trash Enclosure | each | \$ 285.02 | \$ 665.05 | \$ 950.07 | 100% | |
| Water Heater Replacement | each | (6) | \$ | \$ 60.00 | N/A | |
| Window or Door | | | | | | |
| Replacement | up to 5 | \$ 95.01 | \$ 285.02 | \$ 380.03 | 100% | |
| Additional Replacement | each 5 | \$ 47.50 | \$ 142.51 | \$ 190.01 | 100% | |
| New Window (requires structural) | up to 5 | \$ 380.03 | \$ 712.55 | \$ 1,092.58 | 100% | |
| Additional New Window | each 5 | \$ 95.01 | \$ 47.50 | \$ 142.51 | 100% | |
| Deferred Submittal Plan Check Fee (minimum time - 2 hrs) | hourly (min 2 hrs) | \$ 380.03 | \$ | \$ 380.03 | 100% | |

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

| Fee Description [1] | Fee Unit | Annual Estimated Revenue Analysis | | | | |
|--|--------------------|-----------------------------------|---|--|---|--|
| | | Estimated Volume of Activity (PC) | Estimated Volume of Activity (Permit Insp.) | Annual Estimated Revenues at Current Fee | Annual Estimated Revenues at Full Cost Recovery Fee | Annual Estimated Revenues at Recommended Fee |
| Patio Cover (City Stand) | | | | | | |
| Non-Enclosed, all types | up to 300 s.f. | | 14 | \$ | \$ | \$ 3,990 |
| Additional Non-Enclosed cover | each 300 s.f. | | | \$ | \$ | \$ |
| Patio Cover | | | | | | |
| Non-Enclosed, all types | up to 300 s.f. | 6 | 6 | \$ | \$ | \$ 2,850 |
| Additional Non-Enclosed cover | each 300 s.f. | | | \$ | \$ | \$ |
| Enclosed, all types | up to 300 s.f. | | | \$ | \$ | \$ |
| Additional enclosed cover | each 300 s.f. | 1 | 1 | \$ | \$ | \$ 158 |
| Photovoltaic System (Commercial) (All Trades) | | | | | | |
| Up to 50 kw | each | 23 | 23 | \$ | \$ | \$ 22,000 |
| > 50 kw | each | 2 | 2 | \$ | \$ | \$ 2,000 |
| Photovoltaic System (Residential) (All Trades) | | | | | | |
| Net Fire Review | each | 134 | 134 | \$ | \$ | \$ |
| With Fire Review | each | | | \$ | \$ | \$ |
| Propane Tank | each | 3 | 3 | \$ | \$ | \$ 570 |
| Replacement Lien Release | each | | | \$ | \$ | \$ |
| Retaining Wall (City Stand) | each | | | \$ | \$ | \$ |
| Each additional 50 l.f. | | 25 | 25 | \$ | \$ | \$ 13,063 |
| Retaining Wall/Foundation Repair and Replacement | | 77 | 77 | \$ | \$ | \$ 3,658 |
| Fire 50 l.f. | | | | \$ | \$ | \$ |
| Each additional 50 l.f. | | 9 | 9 | \$ | \$ | \$ 5,985 |
| Ro-Roof | each | 23 | 23 | \$ | \$ | \$ 3,278 |
| Re-Roof - reroof only - same tile | each | 7 | 12 | \$ | \$ | \$ 2,613 |
| Roof Structure Replacement (Residential) | | | | \$ | \$ | \$ |
| Each additional 500 s.f. | | 2 | 2 | \$ | \$ | \$ 2,090 |
| Sales Office Conversion | | | | \$ | \$ | \$ |
| Sawn - Steam | each | | | \$ | \$ | \$ |
| Seismic Retrofit/Strengthening per Plan | | | | \$ | \$ | \$ |
| Signs (All Trades) | | | | \$ | \$ | \$ |
| Wall Mounted Monument | each | 1 | 1 | \$ | \$ | \$ 333 |
| Skylight | each | | | \$ | \$ | \$ 285 |
| Less than 10 s.f. | each | | | \$ | \$ | \$ |
| Greater than 10 s.f. (structural) | each | | | \$ | \$ | \$ |
| Spa or Hot Tub | each | | | \$ | \$ | \$ |
| Special Events Permit Carnivals, etc. | each | | | \$ | \$ | \$ |
| Special Inspector Registration | each | | | \$ | \$ | \$ |
| Storage/High Pile Racks | | | | \$ | \$ | \$ |
| Storage/High Pile Racks | | | | \$ | \$ | \$ |
| Each Additional 100 l.f. | | | | \$ | \$ | \$ |
| Swimming Pool/Spa (All Trades) | | | | \$ | \$ | \$ |
| Pre-fabricated (vinyl) | each | 1 | 1 | \$ | \$ | \$ 903 |
| Custom-built (gunite) | each | 11 | 11 | \$ | \$ | \$ 15,154 |
| Commercial Pool | each | | | \$ | \$ | \$ |
| Temporary Certificate of Occupancy | each | | | \$ | \$ | \$ |
| Train Enclosure | each | | | \$ | \$ | \$ |
| Water Heater Replacement | each | 5 | 10 | \$ | \$ | \$ |
| Window or Door | | | | \$ | \$ | \$ |
| Replacement | up to 5 | 4 | 11 | \$ | \$ | \$ 3,515 |
| Additional Replacement | each 5 | 2 | 2 | \$ | \$ | \$ 380 |
| New Window (requires structural) | up to 5 | | | \$ | \$ | \$ |
| Additional New Window | each 5 | | | \$ | \$ | \$ |
| Deferred Submittal Plan Check Fee (minimum time - 2 hrs) | hourly (min 2 hrs) | | | \$ | \$ | \$ |

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

| 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 (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 |
| Supplemental Inspection Fee (per 1 hour or portion thereof) | per hour | 0.00 | 1.00 | 1.00 | \$ 190 | \$ 190 | 190 |
| Supplemental Plan Review (per 1 hour or portion thereof) | per hour | 1.00 | 0.00 | 1.00 | \$ 190 | \$ 190 | 190 |
| Board of appeals | each | 2.00 | 0.50 | 2.50 | \$ 190 | \$ 380 | 475 |
| Investigative Fee | per occurrence | | | | | | |
| After-hours or Emergency Call-Out (2 hr. min.) | hourly (min 2 hrs.) | 0.00 | 1.00 | 1.00 | \$ 190 | \$ - | 190 |
| TOTAL MISCELLANEOUS PERMITS | | | | | | | |
| MECHANICAL, PLUMBING, AND ELECTRICAL PERMITS (Not associated with an existing building permit) | | | | | | | |
| Permit Processing / Filing Fee - Standard | per project | 0.33 | 0.00 | 0.33 | \$ 190 | \$ - | 63 |
| Plan Review | per hour | 1.00 | 0.00 | 1.00 | \$ 190 | \$ - | 190 |
| Other Mechanical, Plumbing, or Electrical Inspections not otherwise listed below | per hour | 0.00 | 1.00 | 1.00 | \$ 190 | \$ 190 | 190 |
| Mechanical Permit Fees | | | | | | | |
| Install/Relocate each HVAC forced air or gravity-type furnace or burner (including compressor, attached ducts, and vents) up to and including 100,000 Btu/hr | each | 0.00 | 1.50 | 1.50 | \$ 190 | \$ - | 285 |
| 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 | 0.30 | 1.00 | 1.30 | \$ 190 | \$ 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 | \$ 190 | \$ 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 | 0.30 | 2.25 | 2.75 | \$ 190 | \$ 95 | 523 |
| Each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit. | each | 0.30 | 1.00 | 1.30 | \$ 190 | \$ 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 | \$ 190 | \$ 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 | \$ 190 | \$ 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 | \$ 190 | \$ 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 | \$ 190 | \$ 95 | 380 |
| Each building sewer | each | 0.50 | 1.50 | 2.00 | \$ 190 | \$ 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 | \$ 190 | \$ 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 | \$ 190 | \$ 95 | 665 |
| Installation, alteration, or repair of water piping and/or water treating equipment | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | 285 |
| Installation, alteration, or repair of gas piping and/or gas treating equipment | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | 285 |
| Repair or alteration of drainage or vent piping | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | 285 |
| Backflow devices not included in other fee services (e.g., building sewer) each | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | 285 |
| Unit | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | 285 |
| Gas Test | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | 285 |
| Sewer Lateral Test | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | 285 |

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

| Fee Description [1] | Fee Unit | Recommended Fee [2] | | | Recommended Cost Recovery Percentage |
|---|---------------------|---------------------|-----------------------|-------------|--------------------------------------|
| | | PC / Processing | Inspection | Total | |
| 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 | \$ 380.02 | 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 | | Double the permit fee | | |
| After hours or Emergency Call-Out (2 hr. min. - hourly (min 2 hrs.)) | 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 | \$ 477.53 | \$ 572.54 | 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 | \$ 717.55 | \$ 1,287.59 | 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 | \$ 475.03 | \$ 665.04 | \$ 1,140.07 | 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% |

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 | | | | | |
| 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 (see occurrence) | hourly (min 2 hrs.) | | | | \$ | \$ |
| After-hours or Emergency Call-Out (2 hr. min.) | hourly (min 2 hrs.) | | | | \$ | \$ |
| TOTAL MISCELLANEOUS PERMITS | | 355 | 390 | 72,319 | 89,997 | 89,997 |
| MECHANICAL, PLUMBING, AND ELECTRICAL PERMITS (Not associated with an existing building permit) | | | | | | |
| Permit Processing / Filing Fee - Standard | per project | | | | \$ | \$ |
| Plan Review | per hour | | | | \$ | \$ |
| Other Mechanical, Plumbing, or Electrical Inspections not otherwise listed below | per hour | | | | \$ | \$ |
| Mechanical Permit Fees | | | | | | |
| Install/Relocate each HVAC forced air or gravity-type furnace or burner (including compressor, attached ducts, and vents) up to and including 100,000 Btu/hr | each | 12 | 50 | | 14,251 | 14,251 |
| Repair/alteration/addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by code. | each | | | | \$ | \$ |
| Install, relocate each boiler or compressor, up to and including 3 HP, or each absorption system up to and including 100,000 Btu/hr | each | | | | \$ | \$ |
| Each air-handling unit including attached ducts. (Note: this fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler, or absorption unit for which a permit is required elsewhere) | each | | | | \$ | \$ |
| Each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit. | each | | | | \$ | \$ |
| Residential - installation of each hood which is served by mechanical exhaust, including the ducts for such hood | each | | | | \$ | \$ |
| Commercial - installation of each hood which is served by mechanical exhaust, including the ducts for such hood | each | | | | \$ | \$ |
| Each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in the code | each | | | | \$ | \$ |
| Plumbing and Gas Permit Fees | | | | | | |
| Each plumbing fixture or trap or set of fixtures on one trap (including water, drainage, piping, and backflow protection therefore) | each | 7 | 12 | | 4,085 | 4,085 |
| Each building sewer | each | | | | \$ | \$ |
| Each building sewer - Septic | each | | | | \$ | \$ |
| Each water heater and/or vent | each | | | | \$ | \$ |
| Each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps | each | | | | \$ | \$ |
| Installation, alteration, or repair of water piping and/or water treating equipment | each | | | | \$ | \$ |
| Installation, alteration, or repair of gas piping and/or gas treating equipment | each | | | | \$ | \$ |
| Repair or alteration of drainage or vent piping | each | 1 | 1 | | 285 | 285 |
| Backflow devices not included in other fee services (e.g., building sewer) each unit | each | | | | \$ | \$ |
| Gas (HV) | each | | | | \$ | \$ |
| Sewer lateral fees | each | | | | \$ | \$ |

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

| 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 services, feeders and meters | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | \$ 190 | 285 |
| First 20 (or portion thereof) | each | 0.00 | 1.00 | 1.00 | \$ 190 | \$ - | \$ 190 | 190 |
| Each additional 20 (or fraction thereof) | each | | | | | | | |
| Residential Appliances Fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter mounted cooking tops, electric ranges, self-contained room console or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, or other motor-operated appliances not exceeding one horsepower (HP) in rating. | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | \$ 190 | 285 |
| Non-residential Appliances Residential appliances and self-contained factory-wired nonresidential appliances, including medical and dental devices, food, beverage, and ice cream cabinets; illuminated show cases, drinking fountains, vending machines, laundry machines, or other | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | \$ 190 | 285 |
| Power Apparatus Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows: Note: these fees include all switches, circuit break | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | \$ 190 | 285 |
| Busways Trolley and plug-in-type busways - each 100 ft. or fraction thereof (An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in type busways. No fee is required for portable tools. | each | 0.50 | 1.00 | 1.50 | \$ 190 | \$ 95 | \$ 190 | 285 |

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

| Fee Description [1] | Fee Unit | Recommended Fee [2] | | | Recommended Cost Recovery Percentage |
|--|----------|---------------------|------------|-----------|--------------------------------------|
| | | PC / Processing | Inspection | Total | |
| 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 | \$ 47.50 | \$ 142.51 | \$ 190.01 | 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% |

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

| Fee Description [1] | Fee Unit | Annual Estimated Revenue Analysis | | | | |
|---|--------------|-----------------------------------|---|--|---|--|
| | | Estimated Volume of Activity (PC) | Estimated Volume of Activity (Permit Insp.) | Annual Estimated Revenues at Current Fee | Annual Estimated Revenues at Full Cost Recovery Fee | Annual Estimated Revenues at Recommended Fee |
| Electrical Permit Fees | | | | | | |
| Swimming Pools All other types of swimming pools, therapeutic whirlpools, spas, and alterations to existing swimming pools | Simple | | 10 | \$ - | \$ 1,900 | \$ 1,900 |
| Temporary Power Service Temporary service power pole or pedestal, including all pole or pedestal mounted receptacles and grounding | Simple | 2 | 3 | \$ - | \$ 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 30 circuits | Simple | | | \$ - | \$ - | \$ - |
| 75 to 100 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 nonresidential appliances, including medical and dental devices, food, beverage, and ice cream cabinets; illuminated show cases, drinking fountains, vending machines, laundry machines, or other | each | 1 | 1 | \$ - | \$ 285 | \$ 285 |
| Power Apparatus Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows: Note: these fees include all switches, circuit breakers | each | | | \$ - | \$ - | \$ - |
| 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 | | | \$ - | \$ - | \$ - |

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

| 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 up grade 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 updated as the recommended fee schedule has been updated to a different format from 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 below the full cost recovery fee level.
- [3] Includes up to three plan checks.
- [4] Cost of service is limited to 2 electrical poles.
- [5] 2 hour minimum.
- [6] Placeholder for Master Fee Schedule, but included in cost analysis.
- [7] CA Govt. Code SS 64015 limits fee \$500 maximum, Linnex \$1,000 Maximum.
- [8] New Construction fees are all inclusive for Plan Check and Inspection and tables.
- [9] For fees between threshold base, please see New Construction Fee Tables.

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

| Fee Description [1] | Fee Unit | Recommended Fee [2] | | | Recommended Cost Recovery Percentage |
|--|----------|---------------------|------------|-----------|--------------------------------------|
| | | PC / Processing | Inspection | Total | |
| Signs, Outline Lighting, and Marquees | | | | | |
| Signs, Outline Lighting, or Marquees supplied from one branch circuit | each | \$ 95.01 | \$ 190.01 | \$ 285.02 | 100% |
| Additional branch circuits within the same sign, outline lighting system or marquee | each | \$ 95.01 | \$ 190.01 | \$ 285.02 | 100% |
| New Services or Additional Panels | | | | | |
| Services Note: An additional fee of \$105 (underground) or \$150 (overhead) is due to Alameda Municipal Power for reconnection or upgrade of any service | | | | | |
| 600 volts or less and not over 200 amperes in rating | each | \$ 95.01 | \$ 190.01 | \$ 285.02 | 100% |
| 600 volts or less and over 200 amperes in rating | each | \$ 95.01 | \$ 285.02 | \$ 380.03 | 100% |
| 600 volts or over 1,000 amperes in rating | each | \$ 95.01 | \$ 570.04 | \$ 665.05 | 100% |
| Miscellaneous Apparatus, 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 <i>(Building Inspection)</i> | | \$ 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. | | \$ | \$ | \$ 190.01 | 100% |
| 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 of or beyond the full cost recovery fee level.
- [3] Includes up to three plan checks.
- [4] Cost of service is limited to 2 objective places.
- [5] 2 hour minimum.
- [6] Fee schedule for Major Fee Schedule. Not included in cost analysis.
- [7] CA Govt Code 95-60313 limits fee, \$100 maximum. Green \$1,000 Maximum.
- [8] New construction fees are all inclusive for Plan Check and Inspection and trails.
- [9] For fees between thresholds, please see New Construction Fee Tables.

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

| Annual Estimated Revenue Analysis | | | | | | |
|--|----------|-----------------------------------|---|--|---|--|
| Fee Description [1] | Fee Unit | Estimated Volume of Activity (PC) | Estimated Volume of Activity (Permit Insp.) | Annual Estimated Revenues at Current Fee | Annual Estimated Revenues at Full Cost Recovery Fee | Annual Estimated Revenues at Recommended Fee |
| Signs, Outline Lighting, and Marquees | | | | | | |
| Signs, Outline Lighting, or Marquees supplied from one branch circuit | each | | | \$ - | \$ - | \$ - |
| Additional branch circuits within the same sign, outline lighting system or marquee | each | | | \$ - | \$ - | \$ - |
| New Services or Additional Panels | | | | | | |
| Services Note: An additional fee of \$105 (underground) or \$150 (overhead) is due to Alameda Municipal Power for reconnection or upgrade of any service | | | | | | |
| 600 volts or less and not over 200 amperes in rating | each | 2 | 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 | | | | \$ 226,908 | \$ 290,651 | \$ 290,651 |

Notes

- [1] Current fee amounts have been omitted as the recommended fee schedule has been updated to a different format than the current fee schedule. Therefore the current fees do not match the new format.
- [2] Recommended fee amounts include City staff or Council input regarding recommendations to adopt any particular fee amount or to increase the full cost recovery fee base.
- [3] Includes up to three plan checks.
- [4] Cost of service is rounded to 2 decimal places.
- [5] 2 hour minimum.
- [6] Payroll rate for Worker Fee Schedule. Not included in cost analysis.
- [7] CA Govt Code 55 86015 limits Max. \$500 maximum, Current: \$1,000 Maximum.
- [8] New Construction fees are all inclusive for Plan Check and Inspection and Appeals.
- [9] For fees between threshold base, please see New Construction Fee Tables.

| Fee No. | Fee Name | Fee Unit / Type | Activity Service Cost Analysis | | | | Cost Recovery Analysis | | | | Annual Estimated Revenue Analysis | | | | | |
|--|--|-----------------|---|-------|------------------------------|-----------------------|--------------------------|---------------------------------|-----------------------------|------------------------------|--|---|--|--|--|--|
| | | | Estimated Average Labor Time Per Activity (hours) | FBHR | Cost of Service Per Activity | Current Fee / Deposit | Existing Cost Recovery % | Recommended Fee Level / Deposit | Recommended Cost Recovery % | Estimated Volume of Activity | Annual Estimated Revenues at Current Fee | Annual Estimated Revenues at Full Cost Recovery Fee | Annual Estimated Revenues at Recommended Fee | | | |
| Dog License Fees | | | | | | | | | | | | | | | | |
| Altered: | | | | | | | | | | | | | | | | |
| 1.1 | Altered 1 year | | 0.33 | \$ 75 | \$ 25 | \$ 15 | 61% | \$ 15 | 15 | 61% | \$ 3,030 | \$ 4,981 | \$ 3,030 | | | |
| 1.2 | Altered 2 year | | 0.33 | \$ 75 | \$ 25 | \$ 20 | 81% | \$ 20 | 20 | 81% | \$ 800 | \$ 986 | \$ 800 | | | |
| 1.3 | Altered 3 year | | 0.33 | \$ 75 | \$ 25 | \$ 25 | 100% | \$ 25 | 25 | 100% | \$ 6,825 | \$ 6,825 | \$ 6,825 | | | |
| Unaltered (includes processing and penalty): | | | | | | | | | | | | | | | | |
| 2.1 | Unaltered 1 year processing plus unaltered penalty | [3] | 0.33 | \$ 75 | \$ 25 | \$ 15 | | \$ 15 | | | | | | | | |
| | Unaltered 1 year | | | | | \$ 35 | | \$ 35 | | | | | | | | |
| | | | | | | \$ 50 | n/a | \$ 50 | 50 | n/a | \$ 4,050 | \$ 4,050 | \$ 4,050 | | | |
| 2.2 | Unaltered 2 year processing plus unaltered penalty | [3] | 0.33 | \$ 75 | \$ 25 | \$ 20 | | \$ 20 | | | | | | | | |
| | Unaltered 2 year | | | | | \$ 80 | | \$ 80 | | | | | | | | |
| | | | | | | \$ 100 | n/a | \$ 100 | 100 | n/a | \$ 900 | \$ 900 | \$ 900 | | | |
| 2.3 | Unaltered 3 year processing plus unaltered penalty | [3] | 0.33 | \$ 75 | \$ 25 | \$ 25 | | \$ 25 | | | | | | | | |
| | Unaltered 3 year | | | | | \$ 125 | | \$ 125 | | | | | | | | |
| | | | | | | \$ 150 | n/a | \$ 150 | 150 | n/a | \$ 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% | \$ 504 | \$ 1,554 | \$ 504 | | | |
| 3.2 | Senior Citizen/Altered 2 year | | 0.33 | \$ 75 | \$ 25 | \$ 10 | 41% | \$ 10 | 10 | 41% | \$ 190 | \$ 469 | \$ 190 | | | |
| 3.3 | Senior Citizen/Altered 3 year | | 0.33 | \$ 75 | \$ 25 | \$ 12 | 49% | \$ 12 | 12 | 49% | \$ 2,724 | \$ 5,598 | \$ 2,724 | | | |
| 4 | Late Penalty | [3] | | | | \$ 20 | n/a | \$ 20 | 20 | n/a | \$ 3,000 | \$ 3,000 | \$ 3,000 | | | |
| 5 | Late Penalty Senior/Altered | [3] | | | | \$ 15 | n/a | \$ 15 | 15 | n/a | \$ 1,095 | \$ 1,095 | \$ 1,095 | | | |
| 6 | Transfer | | 0.08 | \$ 75 | \$ 6 | \$ 3 | 50% | \$ 3 | 3 | 100% | \$ 9 | \$ 18 | \$ 18 | | | |
| 7 | Duplicate | | 0.08 | \$ 75 | \$ 6 | \$ 6 | 100% | \$ 6 | 6 | 100% | \$ 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 | \$ - | \$ - | \$ - | | |
| TOTAL | | | | | | | | | | | | | 26,701 | 32,549 | 26,110 |

For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.

- [Notes]
 [1] Sourced from: "Canyon Lake Fee Schedule.pdf"
 [2] Fee in addition to impound fee
 [3] PLACEHOLDER for Master Fee Schedule (MFS); Not included in cost analysis.

**City of Canyon Lake
City Council**

Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Mike A. Borja, Administrative Services Manager

DATE: June 5, 2019

SUBJECT: Adoption of Resolution 2019-21 to Establish Fees and Charges for State Required Fire Inspection Municipal Services

Recommendation:

Staff recommends Council City adopt Resolution 2019-21 establishing fees and charges for CA State required Fire Inspections under Municipal Services.

Background and Discussion

As part of the City's primary function to provide services to our community, we rely on the government code which provides the ability to implement fees and charges to cover the actual cost of specific services.

At the March 6, 2019 City Council meeting, staff brought forth a recommendation to move forward and begin our Municipal Fire Inspection Program as allowed under contract with Riverside County Fire. This Resolution establishes the fees and charges for each commercial, industrial and multi-family zoned unit as required by CA State Fire Code. As part of the City of Canyon Lake's compliance efforts with state law and best practice, these life safety inspections will begin with City Council approval on or after July 1, 2019.

The adoption of this Resolution will set the fee and charges for the upcoming inspections and has been based on hourly rates previously determined in the City's recently adopted Fee Schedule with the CPI escalator.

Fiscal Impact

Recommended Fee cost of service per activity:

- Fire Inspection Permit Fee - \$91 for the 1st inspection and include one (1) follow up visit for the cost of service. Additional inspections require additional fees and charges at \$61 per visit thereafter.

Attachments

1. Resolution 2019-21

ATTACHMENT 1

RESOLUTION NO. 2019-21

A RESOLUTION OF THE CITY OF CANYON LAKE, CALIFORNIA ESTABLISHING FEES AND CHARGES FOR THE REQUIRED FIRE INSPECTION MUNICIPAL SERVICES FOR FISCAL YEAR 2019-2020

THE CITY COUNCIL OF THE CITY OF CANYON LAKE HEREBY RESOLVES AS FOLLOWS:

WHEREAS, California State law authorizes the City of Canyon Lake to collect fees and charges for services, provided such fees and charges do not exceed the reasonable cost of providing the service; and

WHEREAS, it is necessary from time to time to revise or implement the amounts charged for economic or other reasons; and

WHEREAS, the City does not have an established fee for fire inspection services; and

WHEREAS, it is recommended that the fees be established for continued cost recovery thus preventing the City from subsidizing any such cost for these services necessary or not; and

WHEREAS, a public notice was duly published on May 24, 2019, prior to the adoption of this Resolution.

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

Section 1. All fees set forth in this Resolution are hereby adopted and will take effect immediately.

Section 2. The City Clerk shall certify to the adoption of this Resolution.

Section 3. The City user fees are hereby adopted as follows:

- Fire Inspection Permit Fee - \$91 for the 1st inspection and includes one (1) follow up visit for the cost of service. Additional inspections require additional fees and charges at \$61 per visit thereafter.

The automatic CPI escalator is adopted to include all such fees.

PASSED, APPROVED AND ADOPTED the 5th day of June 2019.

Larry Greene, Mayor

ATTEST:

Ana Sauseda, Deputy City Clerk

RESOLUTION NO. 2019-21

A RESOLUTION OF THE CITY OF CANYON LAKE, CALIFORNIA ESTABLISHING FEES AND CHARGES FOR THE REQUIRED FIRE INSPECTION MUNICIPAL SERVICES FOR FISCAL YEAR 2019-2020

THE CITY COUNCIL OF THE CITY OF CANYON LAKE HEREBY RESOLVES AS FOLLOWS:

WHEREAS, California State law authorizes the City of Canyon Lake to collect fees and charges for services, provided such fees and charges do not exceed the reasonable cost of providing the service; and

WHEREAS, it is necessary from time to time to revise or implement the amounts charged for economic or other reasons; and

WHEREAS, the City does not have an established fee for fire inspection services; and

WHEREAS, it is recommended that the fees be established for continued cost recovery thus preventing the City from subsidizing any such cost for these services necessary or not; and

WHEREAS, a public notice was duly published on May 24, 2019, prior to the adoption of this Resolution.

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

Section 1. All fees set forth in this Resolution are hereby adopted and will take effect immediately.

Section 2. The City Clerk shall certify to the adoption of this Resolution.

Section 3. The City user fees are hereby adopted as follows:

- Fire Inspection Permit Fee - \$91 for the 1st inspection and includes one (1) follow up visit for the cost of service. Additional inspections require additional fees and charges at \$61 per visit thereafter.

The automatic CPI escalator is adopted to include all such fees.

PASSED, APPROVED AND ADOPTED the 5th day of June 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 *CM*

BY: Jim Morrissey, City Planner

DATE: June 5, 2019

SUBJECT: Introduction and First Reading of Ordinance No. 183, an Ordinance of the City Council of the City of Canyon Lake Amending Article XXI of the City of Canyon Lake Zoning Ordinance and Amending Title 9 to add Chapter 9.27 regarding Emergency Shelters as well as Chapter 9.28 regarding Mandatory Uses in all residential zones

RECOMMENDATION:

Staff recommends the Introduction and First Reading of Ordinance No. 183 approving amendments to the City's Planning and Zoning Code, Section 9 of the Municipal Code related to the following provisions:

1. Add the following definitions:
 - Employee Housing
 - Family
 - Licensed Group Homes
 - Supportive Housing
 - Target Population
 - Transitional Housing
2. Allow Emergency Shelters within the C-1 Zone
3. Add mandatory uses in Residential Zones, including:
 - Employee Housing
 - Transitional Housing
 - Licensed Group Homes of six or fewer residents

The addition of these definitions and provisions have been determined to be not subject to further review under the California Environmental Quality Act (CEQA) because it will not result in a direct or reasonably foreseeable indirect physical change in the environment.

BACKGROUND:

Overview

The City of Canyon Lake is updating its current General Plan Housing Element to meet the requirements of the 5th Cycle, Years 2014 to 2021 and undertaking actions consistent with programs provided within the City's existing Housing Element, which covers the requirements for the 4th Cycle from 2008 to 2014. The State Department of Housing and Community Development (HCD) has contacted the City about updating the document to bring it into compliance with the 5th Cycle requirements and Staff has been coordinating with them on this effort. Ralph Castaneda and Associates have been hired to assist the City and authored the City's most recent document.

Existing Housing Element

The existing Housing Element contains Goals, Policies, Objectives, and Programs. Several of the Housing Element Programs indicate the City will undertake certain actions to amend the Zoning Ordinance to reflect the various requirements of State law. These actions have not yet occurred and are proposed as part of this Ordinance amendment.

Analysis

The recommended amendments to the City's Zoning Ordinance are contained within the City's existing Housing Element and/or required by State law. The definitions provided for in the proposed Ordinance are consistent with existing State law. The basic premise of the additions of allowed uses within residential zoning districts and associated definitions is to implement actions identified in the existing Housing Element and reflect laws adopted by the State to ensure the availability of certain types of housing and that jurisdictions not exclude them within certain permitted land uses.

The requirements related to the Emergency Shelter are intended to reflect the criteria contained in Senate Bill 2, which provided the following:

- The maximum number of beds or persons to be permitted and housed nightly by the shelter.
- Off-street parking based on demonstrated need.
- The size and location of exterior and interior on-site waiting and client intake areas.
- The provision of on-site management.
- The proximity to other emergency shelters provided that emergency shelters are not required to be more than 300 feet apart.
- The length of stay
- Lighting
- Security during hours that the emergency shelter is in operation.

If someone desired to open an Emergency Shelter or any other type of use defined above, they would need to meet the provisions of this Ordinance or other applicable provisions for its establishment. The allowance of the Emergency Shelter use within the City's three commercially zoned areas is not a use proposed to be undertaken or operated by the City.

NOTICING AND ENVIRONMENTAL:

The required public noticing was published in the local newspaper. The project has been reviewed for compliance with the California Environmental Quality Act (CEQA). Based on that assessment, the City has determined the proposed amendment would not be subject to further review under the CEQA, because it will not result in a direct or reasonably foreseeable indirect physical change in the environment. No further environmental review is required.

BUDGET (or FISCAL) IMPACT:

None

ATTACHMENTS:

1. Ordinance No. 183

ATTACHMENT 1

ORDINANCE NO. 183

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE
AMENDING ARTICLE XXI OF THE CITY OF CANYON LAKE ZONING
ORDINANCE AND AMENDING TITLE 9 TO ADD CHAPTER 9.27 REGARDING
EMERGENCY SHELTERS AS WELL AS CHAPTER 9.28 REGARDING MANDATORY
USES IN ALL RESIDENTIAL ZONES**

WHEREAS, State laws have been enacted which require amendments to the City’s Zoning Ordinance. Program 9 and Program 10 of the *2008-2014 Housing Element* describe the amendments to be adopted that include definitions for the following:

- Employee Housing to comply with Government Code Section 65583(c)(1)
- Family to comply with fair housing laws
- Licensed Group Homes to comply with the Welfare and Institutions Code (Lanterman-Petris Act) and Health and Safety Code (Community Care Facilities Act and Residential Care Facilities for the Elderly Act)
- Supportive Housing to comply with Government Code Section 65582(g)
- Target Population to comply with Government Code Section 65582(i)
- Transitional Housing to comply with Government Code Section 65582(j)

WHEREAS, in addition, in 2007, the State adopted legislation, Senate Bill 2 (SB2), that requires local agencies to incorporate provisions in Housing Element updates to provide for Emergency Shelters permitted "by right" within specified zoning districts; and,

WHEREAS, the Riverside County Point-In-Time Homeless Counts conducted in 2015, 2016, 2017 and 2018 have reported zero (0) homeless persons in Canyon Lake; and,

WHEREAS, Government Code Section 65583(a)(4)(A) states: “The identified zone or zones shall include sufficient capacity to accommodate the need for emergency shelter...except that each local government shall identify a zone or zones that can accommodate at least one year-round emergency shelter”; and,

WHEREAS, California Department of Housing and Community Development (HCD) has interpreted this requirement as follows: “Regardless of the extent of need identified in the [housing] element, local governments must provide zoning to allow at least one year round emergency shelter ...”; and,

WHEREAS, the City of Canyon Lake adopted the *2008-2014 Housing Element* on May 31, 2012 that is consistent with SB 2 and includes Program 10 that states the City will allow emergency shelters as a permitted use in the C-1 General Commercial Zone; and,

WHEREAS, the proposed zoning Ordinance is consistent with goals, objectives, policies, and programs of the City’s General Plan, and is necessary and desirable to implement the provisions of the General Plan; and,

WHEREAS, to comply with SB 2, this Zoning Ordinance Amendment proposes to add a definition for Emergency Shelters and identifies Emergency Shelters as permitted uses in the C-1 Zone that encompasses an area that is 23.4 acres in size.

WHEREAS, SB 2 allows the City to apply written, objective development and management standards as described by law that provides the following in an emergency shelter ordinance:

- The maximum number of beds or persons permitted to be housed nightly by the shelter;
- Off-street parking based on demonstrated need;
- The size and location of exterior and interior on-site waiting and client intake areas;
- The provision of on-site management;
- The proximity to other emergency shelters provided that emergency shelters are not required to be more than 300 feet apart;
- The length of stay;
- Lighting;
- Security during hours that the emergency shelter is in operation; and

WHEREAS, the City Council of the City of Canyon Lake conducted a duly noticed public hearing on June 5, 2019, to accept public testimony on the zoning Ordinance and environmental determination.

WHEREAS, the project is exempt from the California Environmental Quality Act (CEQA) as the activity is covered by the common sense exemption set out in CEQA Guidelines Section 15061(b)(3) that provides that where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

WHEREAS, the public health, safety and welfare would not be adversely affected by approval of the proposed zoning Ordinance; and,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES ORDAIN AS FOLLOWS:

SECTION 1. The above recitals and findings are true and correct and incorporated herein by this reference.

SECTION 2. Chapter 9.02 is added to the Canyon Lake Municipal Code to read as follows:

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**CHAPTER 9.02
DEFINITIONS**

9.02.010

As used in this Code, the following terms shall have the following meanings:

- a. "Employee housing" means privately owned housing that is provided by an employer in connection with any work, whether or not rent is involved.
- b. "Family" means one or more persons living together as a single housekeeping unit in a dwelling unit. Family also means the persons living together in a licensed residential facility, as that term is defined in California Health and Safety Code Section 1502(a)(1) serving six or fewer persons, excluding the licensee, the members of the licensee's family, and persons employed as facility staff who reside at the facility.
- c. "Licensed group homes" means residential care facilities licensed by the Community Care Licensing Division of the California Department of Social Services (DSS) and include, but are not limited, to Adult Residential Care Facilities and Residential Care Facilities for the Elderly. California law requires that many types of licensed facilities serving six persons or fewer be treated for zoning purposes like single-family homes. Group homes licensed under the provisions of the California Health & Safety Code include:
 1. Intermediate care facilities for individuals who have developmental disabilities (Health and Safety Code § 1267.8)
 2. Residential facilities for persons with disabilities and for abused children (Health and Safety Code § 1566.3, and Welfare and Institution Code § 5116)
 3. Residential care facility for the elderly (Health and Safety Code § 1569.85)
 4. Alcoholism and drug treatment facilities (Health and Safety Code § 11834.23)
 5. Residential facilities for persons with chronic life threatening illness (Health and Safety Code § 1568.0831)
- d. "Supportive housing" means housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.
- e. "Target population" may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people.

- f. “Transitional housing” means buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance.

SECTION 3. Chapter 9.27 is added to the Municipal Code to read as follows:

CHAPTER 9.27 EMERGENCY SHELTERS

Section 9.27.010 Definitions.

“Emergency shelter” means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay. (See Government Code Section 65582(d) and Health and Safety Code Section 50801(e).)

Section 9.27.020 Emergency shelter(s) is a permitted use in the C-1 General Commercial Zone.

Emergency shelters as defined in Section 9.27.010 are hereby added as a permitted use in the C-1 General Commercial Zone.

Section 9.27.030 Development standards.

Emergency shelters shall comply with all development standards of the C-1 General Commercial Zone and the following standards:

- a. **Maximum Number of Beds.** An emergency shelter or a combination of emergency shelters with five (5) or fewer beds shall be a permitted use in the C-1 Commercial Zone. An emergency shelter with six or more beds or the expansion of an existing shelter to more than five (5) beds are permitted with the approval of a conditional use permit.
- b. **Minimum Separation Distance.** An emergency shelter shall be located at least 300 feet away from another emergency shelter, as measured in a straight line between property lines of each use without regard to intervening structures or objects.
- c. **On-site Waiting Area.** Each emergency shelter shall provide an interior and exterior waiting area adequate to accommodate waiting clients and to prevent queuing into the public right-of-way. An exterior waiting area shall be physically separated and visually screened from the public right-of-way.
- d. **Parking.** The emergency shelter shall provide on-site parking at a rate of one space for every five beds plus one space per each staff member.

- e. Limited Terms of Stay. The maximum length of stay for any homeless individual shall not exceed six (6) months in any consecutive twelve-month period.
- f. Lighting. Exterior lighting shall be provided on pedestrian pathways and parking lot areas on the property. Lighting shall be stationary, reflect away from residential areas and public streets.
- g. Supervision. An emergency shelter shall provide on-site supervision at all times it is open. The operator shall regularly patrol the area surrounding the shelter site during hours that the shelter is in operation to ensure that homeless persons who have been denied access are not congregating in the neighborhood.
- h. Management. The emergency shelter facility shall provide an on-site resident manager at all times. A management plan is required for an emergency shelter to address management experience, client supervision, client services, and standards to govern expulsions, good neighbor issues, transportation, lights-out, and food services. Such plan shall be submitted to and approved by the City of Canyon Lake Planning Department.
- i. Maintenance of Exterior. The operator of an emergency shelter shall maintain the exterior of the facility, including signs and accessory structures, free of litter and graffiti at all times; provide removal of trash from the premises and abutting walkways within twenty (20) feet of the premises; and remove graffiti within forty-eight (48) hours of discovery.
- j. Toilets/Washbasins. Shelters must provide sufficient toilets and washbasins with warm and cold running water. The resident to toilet ratio must be 1 toilet/5 residents.
- k. Showers. Shelters must provide a reasonable supply of showers. The resident to shower ratio must be 1 showers/5 residents.
- l. Additional Standards. Each emergency shelter shall comply with applicable Building Code requirements, Fire Code requirements, and State Department of Social Services licensing requirements.

SECTION 4. Chapter 9.28 shall be added to read as follows:

MANDATORY USES IN ALL RESIDENTIAL ZONE

9.28.010 Uses in Residential Zone.

Notwithstanding anything to the contrary in the Canyon Lake Zoning Code or regulations,

- a. Employee housing accommodating six or fewer employees is deemed a single-family use and permitted in all zones permitting single-family residential land use. (Health & Safety Code Section 17021.5).

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- b. Transitional housing and supportive housing as a proposed residential use and subject only to those restrictions that apply to other residential uses of the same type in the same zone.

SECTION 5. Effective Date. This Ordinance shall be effective 30 days from the date of its adoption.

SECTION 6. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published as required by law.

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

Larry Greene, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana V. Sauseda, Deputy City Clerk

Steven Graham, City Attorney