



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road

Canyon Lake, CA 92587

Website: www.cityofcanyonlake.org

Mayor Pro Tem Jordan Ehrenkranz

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, September 4, 2019

Closed Session 5:00 P.M. – City Hall Administration Office – 31526 Railroad Canyon Road, Suite 5

Open Session 6:30 P.M. – City Hall Council Chamber – 31516 Railroad Canyon Road

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**CLOSED SESSION – 5:00 P.M.**

**CLOSED SESSION CALLED TO ORDER**

**ROLL CALL** Councilmember Bonner, Councilmember Castillo, Councilmember Smith, Mayor Pro

Tem Ehrenkranz

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PUBLIC COMMENT

LIMIT 3 MINUTES

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

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

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

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CLOSED SESSION REPORT

OPEN SESSION - 6:30 P.M.

OPEN SESSION CALLED TO ORDER

INVOCATION John Giardinelli - Canyon Lake Community Church Council Member

FLAG SALUTE

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

CITY COUNCIL REORGANIZATION

- Selection of Mayor
- Selection of Mayor Pro Tem

COMMITTEE ASSIGNMENTS

- (1) Committee Assignments – Review and Revise 2019 Agency and Committee Assignments

APPROVAL OF CITY COUNCIL AGENDA

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

- Chamber of Commerce Announcement

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**PUBLIC COMMENT**

**Limit 3 Minutes**

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CONSENT CALENDAR

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

- (2) Waive Full Reading, Read all Ordinances by Title Only
- (3) Resolution – Adoption of Resolution No. 2019-31, Approving Claims and Demands of the City
- (4) Minutes – Approval of City Council Minutes
 - August 7, 2019

- (5) Resolution – Approval of Resolution No. 2019-32, Amending the City’s Memorandum of Understanding for Health Benefits Program from Special District Risk Management Authority (SDRMA)

PULLED CONSENT CALENDAR ITEMS:

BUSINESS ITEMS

- (6) City Council Vacancy
- Adopt Urgency Ordinance No. 184 adding Section 2.01.140 to the Canyon Lake Municipal Code regarding filling Councilmember Vacancies
 - Adopt Resolution No. 2019-33, Establishing a Policy to Fill City Council Vacancies
- (7) Resolution – Approval of Resolution No. 2019-34, Adopting a Records Retention Schedule, Authorizing Destruction of Certain City Records and Rescinding prior Resolution No. 2014-17
- (8) Ordinance – Introduction and First Reading of Ordinance No. 185, an Ordinance of the City Council of the City of Canyon Lake Amending Canyon Lake Municipal Chapter 2.40 Regarding Holidays Observed by the City
- (9) Contract – Authorization of Contract with Bill Blankenship for Economic Development Consulting Services

CITY MANAGER COMMENTS

COMMITTEE AND COUNCIL REPORTS/COMMENTS:

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

ANNOUNCEMENTS

The next regular meeting will be **Wednesday, October 2, 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.

September 4, 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 August 29, 2019 before the hour of 5:00 p.m., I caused the above notice to be posted as required by Resolution 2015-36 of the City Council of the City of Canyon Lake.

Ana V. Sauseda
Deputy City Clerk

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

TO: Honorable Mayor and Members of the City Council
FROM: Chris Mann, City Manager
BY: Ana V. Sauseda, Deputy City Clerk
DATE: September 4, 2019
SUBJECT: Review and Revise 2019 Agency and Committee Assignments

Recommendation

It is recommended that the City Council 1) review the 2019 Agency and Committee Assignments and appoint Councilmembers to fill the vacancies due to the resignation of former Mayor Larry Greene and 2) direct the Deputy City Clerk to notify respective agencies of any changes and post the FPPC Form 806 to the City's website.

Background

With the resignation of former Mayor Larry Greene, the City currently has vacancies on the following:

- Canyon Lake Finance & Planning Committee - Chair
- Canyon Lake Emergency Preparedness Committee - Chair
- Lake Elsinore San Jacinto Watershed Authority - Alternate
- Western Riverside County – Regional Conservation Authority - Delegate
- Western Community Energy JPA - Alternate
- Northwest Mosquito and Vector Control - Alternate

Budget (or Fiscal) Impact

There is no impact.

Attachments

1. 2019 Committee Roster

ATTACHMENT 1

2019 Agency and Committee Assignments; and Appointments

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

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

TO: Honorable Mayor and Members of the City Council
FROM: Chris Mann, City Manager
BY: Kayla Lozano, Accountant
DATE: September 4, 2019
SUBJECT: List of Demands

Recommendation:

That the City Council adopt a resolution entitled: RESOLUTION NO. 2019-31

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 August 7, 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. 2019-31
2. List of Demands

ATTACHMENT 1

RESOLUTION NO. 2019-31

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 September 4th, in the amount of \$891,547.67 as follows:

Payroll Earnings (Gross)	\$ 48,323.72	(2nd Half of July & 1st Half of August)
Payroll Taxes - Employer	1,079.65	(2nd Half of July & 1st Half of August)
On-line Retirement	5,904.74	(2nd Half of July & 1st Half of August)
On-line Health	969.94	(For the Month of August)
Nationwide Deferred Comp.	363.83	(For the Month of July)
CalPERS Unfunded Accrued Liability	22,176.44	FY 2019/2020
CalPERS Unfunded Accrued Liability	1,349.37	FY 2019/2020
General	811,379.98	
TOTAL	<u>\$ 891,547.67</u>	

PASSED, APPROVED AND ADOPTED this 4th day of September, 2019.

Jordan Ehrenkranz, Mayor Pro Tem

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. 2019-31 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on September 4, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ana V. Sauseda
Deputy City Clerk

ATTACHMENT 2

Claims and Demands

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
25229	6/30/2019	California Association of Code Enforcement	Increase Safety w/Tactical Comm. Training - Dickson 6-6-19	86.00	10	GENERAL
Total 25229	6/30/2019			86.00		
25230	6/30/2019	California Bulding Standards Commission	Permit Valuation Fee April through June 2019	364.98	10	GENERAL
Total 25230	6/30/2019			364.98		
25231	6/30/2019	Charles Abbott Associates, Inc.	Code Enforcement Software License and Hosting February 2019	2,050.00	10	GENERAL
Total 25231	6/30/2019			2,050.00		
25232	6/30/2019	DEPARTMENT OF CONSERVATION	Stong Motion Instrument & Seismic Hazard; May - June 2019	533.70	10	GENERAL
Total 25232	6/30/2019			533.70		
25233	6/30/2019	Fast Signs	Flat Front Counter Etched City Logo Acrylic; 5/30/19	1,183.05	40	CAP. PROJ.
Total 25233	6/30/2019			1,183.05		
25234	6/30/2019	FRIDAY FLYER	Notice of Public Hearing - Solid Waste; 6/21/19	265.65	10	GENERAL
Total 25234	6/30/2019			265.65		
25235	6/30/2019	Interwest Consulting Group	Building & Safety Services for June 2019	43,638.88	10	GENERAL
Total 25235	6/30/2019			43,638.88		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
25236	6/30/2019	Johnson Controls Security Solutions	Security Sytem for Admin Building 4/30/19 to 6/30/19	121.62	10	GENERAL
25236	6/30/2019	Johnson Controls Security Solutions	Installation of Alarm System at Admin Office Bill #2, 5/1/19	1,392.23	40	CAP. PROJ.
Total 25236	6/30/2019			1,513.85		
25237	8/7/2019	AMP GLOBAL LLC	Rent for Admin Building for the month of September 2019	2,600.00	10	GENERAL
Total 25237	8/7/2019			2,600.00		
25238	8/7/2019	Randall Bonner	Auto Allowance for August 2019 - Bonner	100.00	10	GENERAL
Total 25238	8/7/2019			100.00		
25239	8/7/2019	Canyon Lake Marine and RV Repair	Install Ignition and Kill Switch in 04 Patrol Boat, 7/29/19	365.77	10	GENERAL
Total 25239	8/7/2019			365.77		
25240	8/7/2019	Control Pump	Landscape Booster Station, Monitor Report; 7/31/19	375.00	20	GAS TAX
Total 25240	8/7/2019			375.00		
25241	8/7/2019	Corelogic Information Solutions, INC.	Database for Code Enforcement July 2019	125.00	10	GENERAL
Total 25241	8/7/2019			125.00		
25242	8/7/2019	Jordan Ehrenkranz	Auto Allowance for August 2019 - Ehrenkranz	100.00	10	GENERAL
Total 25242	8/7/2019			100.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
25243	8/7/2019	Gladwell Governmental Services, Inc.	Records Retention Schedule for all Departments; 8/1/19	3,920.00	10	GENERAL
Total 25243	8/7/2019			3,920.00		
25244	8/7/2019	GOLDING PUBLICATIONS	Business Cards for Enriquez, 8/1/19	37.71	10	GENERAL
25244	8/7/2019	GOLDING PUBLICATIONS	Window & Regular Envelopes with City Logo, 7/22/19	235.51	10	GENERAL
Total 25244	8/7/2019			273.22		
25245	8/7/2019	GovOffice	3 Year Website Hosting, 7/1/2019	4,325.00	10	GENERAL
Total 25245	8/7/2019			4,325.00		
25246	8/7/2019	Jeremy Smith	Auto Allowance for August 2019 - Smith	100.00	10	GENERAL
Total 25246	8/7/2019			100.00		
25247	8/7/2019	Joe's Hardware	Supplis for new lock on BLM, Spray Paint & Stencil, 7/31/19	58.34	10	GENERAL
Total 25247	8/7/2019			58.34		
25248	8/7/2019	Johnny Q Auto Detailing	Remove Decals from Boat, 7/26/19	100.00	10	GENERAL
Total 25248	8/7/2019			100.00		
25249	8/7/2019	Kasey Castillo	Auto Allowance for August 2019 - Castillo	100.00	10	GENERAL
Total 25249	8/7/2019			100.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
25250	8/7/2019	Larry Greene	Auto Allowance for August 2019 - Greene	100.00	10	GENERAL
Total 25250	8/7/2019			100.00		
25251	8/7/2019	LESJWA	FY 19-20 Member Contributions	20,000.00	10	GENERAL
Total 25251	8/7/2019			20,000.00		
25252	8/7/2019	The Lloyd Pest Control Co. Inc.	Monthly Pest Maintenance at Fire Station, July 2019	36.75	10	GENERAL
Total 25252	8/7/2019			36.75		
25253	8/7/2019	STAPLES	Office Supplies for July 2019	515.64	10	GENERAL
Total 25253	8/7/2019			515.64		
25254	8/7/2019	Synoptek, LLC	New Computers and Setup for Admin Office 7/25/19	12,611.98	10	GENERAL
Total 25254	8/7/2019			12,611.98		
25255	8/7/2019	TPx Communications	Early Termination of Phone Services, 7/10/19	1,121.11	10	GENERAL
Total 25255	8/7/2019			1,121.11		
25256	8/7/2019	Time Warner Cable	Digital Converter for City Hall, 7/22/19 to 8/21/19	5.25	10	GENERAL
Total 25256	8/7/2019			5.25		
25257	8/7/2019	Ur Wire Guy	Hardwire building department August 2019	1,284.35	10	GENERAL
Total 25257	8/7/2019			1,284.35		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
25258	8/14/2019	TMBC	2019 Suntracker PB20 boat, 8/13/19	27,321.00	10	GENERAL
Total 25258	8/14/2019			27,321.00		VOID
25259	8/14/2019	TMBC	2019 Suntracker PB20 boat, 8/13/19	27,321.00	10	GENERAL
Total 25259	8/14/2019			27,321.00		
25260	8/14/2019	TMBC	2019 Suntracker PB20 boat sales tax fee, 8/13/19	2,146.75	10	GENERAL
Total 25260	8/14/2019			2,146.75		
25261				0.00		
25261	6/30/2019	BIO-TOX LABORATORIES	Sheriff's Dept. Blood Draw June 2019	361.00	10	GENERAL
Total 25261				361.00		
25262				0.00		
25262	6/30/2019	County of Riverside EMD	CERT Training - Co. of Riv. EMD March 2019	1,358.88	10	GENERAL
Total 25262				1,358.88		
25263	6/30/2019	League of California Cities	Riv. Co. Mtg (1/14/19) Palmer & Council	175.00	10	GENERAL
Total 25263	6/30/2019			175.00		
25264	6/30/2019	RIVERSIDE COUNTY FIRE DEPT	Fire Protection Services for 4th Qtr. (April-June) FY 18/19	469,877.30	10	GENERAL
Total 25264	6/30/2019			469,877.30		
25265	6/30/2019	RIV. CO. SHERIFF'S DEPT., Acctg & Fin	Sheriff's Contract Law, 5/23/19 to 6/30/19	171,369.20	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 25265	6/30/2019			171,369.20		
25266	8/20/2019	Aflac	Supplemental Insurance for August 2019	432.82	10	GENERAL
Total 25266	8/20/2019			432.82		
25267	8/20/2019	AMERICAN FORENSIC NURSES INC	Sheriff's Blood Draws July 2019	55.00	10	GENERAL
Total 25267	8/20/2019			55.00		
25268	8/20/2019	California Association of Code Enforcement	Critical Thinking Class for Dickson, 7/31/19	99.00	10	GENERAL
Total 25268	8/20/2019			99.00		
25269	8/20/2019	CANYON LAKE PEST CONTROL, Steven E. Young	Quarterly Pest Control for Storage Unit PO #10-016 Aug. 2019	90.00	10	GENERAL
Total 25269	8/20/2019			90.00		
25270	8/20/2019	Cole Huber LLP	Attorney Services for July 2019	5,000.00	10	GENERAL
Total 25270	8/20/2019			5,000.00		
25271	8/20/2019	CTAI Pacific Greenscape	Landscape Maintenance Service for Fire Station August 2019	250.00	10	GENERAL
25271	8/20/2019	CTAI Pacific Greenscape	Median & Parkways Landscape Maintenance Service August 2019	5,000.00	20	GAS TAX
Total 25271	8/20/2019			5,250.00		
25272	8/20/2019	DATA TICKET	Code Enforcement July 2019	100.00	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
25272	8/20/2019	DATA TICKET	Parking Citations July 2019	100.00	10	GENERAL
Total 25272	8/20/2019			200.00		
25273	8/20/2019	DIRECTV	Satellite Service, 8/12/19 to 9/11/19	114.34	10	GENERAL
Total 25273	8/20/2019			114.34		
25274	8/20/2019	STATE OF CA DEPT. OF JUSTICE	Sheriff's Blood Alcohol Analysis July 2019	35.00	10	GENERAL
25274	8/20/2019	STATE OF CA DEPT. OF JUSTICE	Sheriff's Fingerprint Apps July 2019	32.00	10	GENERAL
Total 25274	8/20/2019			67.00		
25275	8/20/2019	Frontier Communications	City Hall Internet 8/10/19 to 9/9/19	201.50	10	GENERAL
25275	8/20/2019	Frontier Communications	City Hall Phones 8/13/19 to 9/12/19	88.08	10	GENERAL
25275	8/20/2019	Frontier Communications	Fire Station Phone & Internet 8/13/19 to 9/12/19	273.25	10	GENERAL
Total 25275	8/20/2019			562.83		
25276	8/20/2019	NANCY GREENHALGH	Retiree Health Insurance for September 2019	163.37	10	GENERAL
Total 25276	8/20/2019			163.37		
25277	8/20/2019	Inland Urgent Care Wildomar	Drug Testing for Erin Enriquez, July 2019	20.00	10	GENERAL
Total 25277	8/20/2019			20.00		
25278	8/20/2019	Nate Volk	Video Broadcasting for Council Meeting on 8/7/19	350.00	10	GENERAL
Total 25278	8/20/2019			350.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
25279	8/20/2019	Pitney Bowes Global Financial Services, LLC	Postage Machine Lease 6/13/19 to 9/12/19	175.14	10	GENERAL
Total 25279	8/20/2019			175.14		
25280	8/20/2019	PV Maintenance Inc.	Installation of Golf Sign, July 2019	495.00	20	GAS TAX
Total 25280	8/20/2019			495.00		
25281	8/20/2019	PZL, Inc.	Planning Services for July 2019	3,400.00	10	GENERAL
Total 25281	8/20/2019			3,400.00		
25282	8/20/2019	JOHN REGUS	Library Lease for October 2019	1,074.62	10	GENERAL
Total 25282	8/20/2019			1,074.62		
25283	8/20/2019	RIVERSIDE COUNTY SHERIFF'S	Sheriff Extra Duty for 4th of July 2019	4,564.65	10	GENERAL
Total 25283	8/20/2019			4,564.65		
25284	8/20/2019	Special District Risk Management Authority	Dental & Vision Ins. for Mann, Sauseda & Ecclefield, Sept '19	477.46	10	GENERAL
Total 25284	8/20/2019			477.46		
25285	8/20/2019	STATE COMP. INS. FUND	Workers Comp Ins. for September 2019	884.75	10	GENERAL
Total 25285	8/20/2019			884.75		
25286	8/20/2019	Statewide Traffic Safety & Signs	Flashing Radar Sign Slow Down & Too Fast July 2019	5,036.44	20	GAS TAX

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 25286	8/20/2019			5,036.44		
25287	8/20/2019	Time Warner Cable	Internet for Fire Station, 8/10/19 to 9/9/19	99.98	10	GENERAL
Total 25287	8/20/2019			99.98		
25288	8/20/2019	Toshiba Financial Services	Monthly Copier Lease for City Hall & Admin Bldg 7/10/2019	799.31	10	GENERAL
25288	8/20/2019	Toshiba Financial Services	Monthly Copier Lease for City Hall & Admin Bldg 8/10/2019	799.31	10	GENERAL
Total 25288	8/20/2019			1,598.62		
25289	8/20/2019	U. S. Bank	Office Supplies, CM Mtg's, Computer Upgrade, etc. July 2019	4,499.27	10	GENERAL
25289	8/20/2019	U. S. Bank	Office Supplies, CM Mtg's, Computer Upgrade, etc. July 2019	958.46	40	CAP. PROJ.
Total 25289	8/20/2019			5,457.73		
25290	8/20/2019	Verizon Wireless	Cell Phones, 7/4/19 to 8/3/19	392.42	10	GENERAL
25290	8/20/2019	Verizon Wireless	iPads 7/4/19 to 8/3/19	357.09	10	GENERAL
Total 25290	8/20/2019			749.51		
EFT36		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 6/21/19 to 7/23/19	50.86	20	GAS TAX
Total EFT36				50.86		
EFT37		SOUTHERN CALIFORNIA EDISON	Electricity for City Hall 6/14/19 to 7/16/19	1,363.47	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total EFT37				1,363.47		
EFT38		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 6/14/19 to 7/16/19	174.91	20	GAS TAX
Total EFT38				174.91		
EFT39		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 6/20/19 to 7/22/19	6.98	20	GAS TAX
Total EFT39				6.98		
EFT40		SOUTHERN CALIFORNIA EDISON	Electricity for Fire Station 6/14/19 to 7/16/19	655.37	10	GENERAL
Total EFT40				655.37		
EFT41		SOUTHERN CALIFORNIA EDISON	Electricity for City Hall Admin July 2019	223.41	10	GENERAL
Total EFT41				223.41		
EFT42		Sparkletts	Water for City Hall & Admin July 2019	85.02	10	GENERAL
Total EFT42				85.02		
EFT43		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 6/28/19 to 7/30/19	295.13	20	GAS TAX
Total EFT43				295.13		
EFT44		ELSINORE VALLEY MUNI WATER DIS	Water for City Hall 6/26/19 to 7/26/19	197.51	10	GENERAL
Total EFT44				197.51		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 8/1/2019 Through 8/31/2019

Check Number	Matching Docume... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
EFT45		ELSINORE VALLEY MUNI WATER DIS	Water for Irrigation 6/29/19 to 7/29/19	834.96	20	GAS TAX
Total EFT45				834.96		
EFT46		ELSINORE VALLEY MUNI WATER DIS	Water for Fire Station 6/29/19 to 7/29/19	408.16	10	GENERAL
Total EFT46				408.16		
EFT47		SOUTHERN CALIFORNIA EDISON	Electricity for Pump Station 7/10/19 to 8/8/19	203.29	20	GAS TAX
Total EFT47				203.29		
Report Total				838,700.98 - 27,321.00 <u>\$ 811,379.98</u>		

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

Vendor ID	Invoice Description	Cash Required
CACEO	Increase Safety w/Tactical Comm. Training - Dickson 6-6-19	86.00
CBSC	Permit Valuation Fee April through June 2019	364.98
Charles Abbott	Code Enforcement Software License and Hosting February 2019	2,050.00
DEPT OF CONSER	Stong Motion Instrument & Seismic Hazard; May - June 2019	533.70
Fast Signs	Flat Front Counter Etched City Logo Acrylic; 5/30/19	1,183.05
FRIDAY FLYER	Notice of Public Hearing - Solid Waste; 6/21/19	265.65
ICG	Building & Safety Services for June 2019	43,638.88
Johnson Controls	Security Sytem for Admin Building 4/30/19 to 6/30/19	121.62
	Installation of Alarm System at Admin Office Bill #2, 5/1/19	1,392.23
Report Total		49,636.11

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

Vendor ID	Invoice Description	Cash Required
AMP	Rent for Admin Building for the month of September 2019	2,600.00
Bonner	Auto Allowance for August 2019 - Bonner	100.00
CL Marine	Install Ignition and Kill Switch in 04 Patrol Boat, 7/29/19	365.77
Control Pump	Landscape Booster Station, Monitor Report; 7/31/19	375.00
Corelogic	Database for Code Enforcement July 2019	125.00
Ehrenkranz	Auto Allowance for August 2019 - Ehrenkranz	100.00
Gladwell	Records Retention Schedule for all Departments; 8/1/19	3,920.00
GOLDING	Window & Regular Envelopes with City Logo, 7/22/19	235.51
	Business Cards for Enriquez, 8/1/19	37.71
GOVOF	3 Year Website Hosting, 7/1/2019	4,325.00
Jeremy Smith	Auto Allowance for August 2019 - Smith	100.00
Joe's	Supplis for new lock on BLM, Spray Paint & Stencil, 7/31/19	58.34
Johnny Q Auto Detailing	Remove Decals from Boat, 7/26/19	100.00
Kasey Castillo	Auto Allowance for August 2019 - Castillo	100.00
Larry Greene	Auto Allowance for August 2019 - Greene	100.00
LESJWA	FY 19-20 Member Contributions	20,000.00
LLOYD	Monthly Pest Maintenance at Fire Station, July 2019	36.75
STAPLES	Office Supplies for July 2019	515.64
Synoptek	New Computers and Setup for Admin Office 7/25/19	12,611.98
TelePacific	Early Termination of Phone Services, 7/10/19	1,121.11
Time Warner	Digital Converter for City Hall, 7/22/19 to 8/21/19	5.25
Ur Wire Guy	Hardwire building department August 2019	1,284.35
Report Total		48,217.41

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
TRACKER	2019 Suntracker PB20 boat, 8/13/19	<u>27,321.00</u>
Report Total		<u><u>27,321.00</u></u>

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
TRACKER	2019 Suntracker PB20 boat sales tax fee, 8/13/19	2,146.75
Report Total		2,146.75

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

Vendor ID	Invoice Description	Cash Required
BIO-TOX	Sheriff's Dept. Blood Draw June 2019	361.00
Co of Riv EMD	CERT Training - Co. of Riv. EMD March 2019	1,358.88
LOCC	Riv. Co. Mtg (1/14/19) Palmer & Council	175.00
Riv Co Fire	Fire Protection Services for 4th Qtr. (April-June) FY 18/19	469,877.30
Riv Co Sheriff Acctg	Sheriff's Contract Law, 5/23/19 to 6/30/19	171,369.20
Report Total		643,141.38

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

Vendor ID	Invoice Description	Cash Required
Aflac	Supplemental Insurance for August 2019	432.82
AMERICAN FORENSIC	Sheriff's Blood Draws July 2019	55.00
CACEO	Critical Thinking Class for Dickson, 7/31/19	99.00
CL PEST	Quarterly Pest Control for Storage Unit PO #10-016 Aug. 2019	90.00
Cole Huber	Attorney Services for July 2019	5,000.00
CTAI	Median & Parkways Landscape Maintenance Service August 2019	5,000.00
	Landscape Maintenance Service for Fire Station August 2019	250.00
DATA TICKET	Parking Citations July 2019	100.00
	Code Enforcement July 2019	100.00
DIRECTV	Satellite Service, 8/12/19 to 9/11/19	114.34
DOJ	Sheriff's Blood Alcohol Analysis July 2019	35.00
	Sheriff's Fingerprint Apps July 2019	32.00
Frontier	City Hall Internet 8/10/19 to 9/9/19	201.50
	Fire Station Phone & Internet 8/13/19 to 9/12/19	273.25
	City Hall Phones 8/13/19 to 9/12/19	88.08
GREENHALGH	Retiree Health Insurance for September 2019	163.37
Inland	Drug Testing for Erin Enriquez, July 2019	20.00
Nate Volk	Video Broadcasting for Council Meeting on 8/7/19	350.00
Pitney Bowes	Postage Machine Lease 6/13/19 to 9/12/19	175.14
PVM	Installation of Golf Sign, July 2019	495.00
PZL, Inc.	Planning Services for July 2019	3,400.00
REGUS	Library Lease for October 2019	1,074.62
Riv Co Sheriff Perris	Sheriff Extra Duty for 4th of July 2019	4,564.65
SDRMA	Dental & Vision Ins. for Mann, Sauseda & Ecclefield, Sept '19	477.46
STATE FUND	Workers Comp Ins. for September 2019	884.75
Statewide	Flashing Radar Sign Slow Down & Too Fast July 2019	5,036.44
Time Warner	Internet for Fire Station, 8/10/19 to 9/9/19	99.98
Toshiba	Monthly Copier Lease for City Hall & Admin Bldg 7/10/2019	799.31
	Monthly Copier Lease for City Hall & Admin Bldg 8/10/2019	799.31
US Bank	Office Supplies, CM Mtg's, Computer Upgrade, etc. July 2019	958.46
	Office Supplies, CM Mtg's, Computer Upgrade, etc. July 2019	4,499.27
VerizonW	iPads 7/4/19 to 8/3/19	357.09
	Cell Phones, 7/4/19 to 8/3/19	392.42
Report Total		36,418.26

City of Canyon Lake
 Company (10756)

Labor Distribution

Department: (50)Council Members

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

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular		300.00		CA	California SI		CA	CA ETT	CA Edu & T	300.00		0.00	300.00	0.00
Emp Id	110				FITW	Federal Incoi		FITW	CASUI	California SI	300.00		0.00	300.00	18.60
Salary	300.00				MED	Medicare		MED	MED-R	Medicare - E	300.00		4.35	300.00	4.35
Total Earnings		0.00	300.00	Total Deductions			0.00	Total Employer Taxes			4.35	Total Employer Taxes			22.95

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular		300.00		CA	California SI		CA	CA ETT	CA Edu & T	300.00		0.00	300.00	0.00
Emp Id	62				FITW	Federal Incoi		FITW	CASUI	California SI	300.00		0.00	300.00	18.60
Salary	300.00				MED	Medicare		MED	MED-R	Medicare - E	300.00		4.35	300.00	4.35
Total Earnings		0.00	300.00	Total Deductions			0.00	Total Employer Taxes			4.35	Total Employer Taxes			22.95

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular		300.00		CA	California SI		CA	CA ETT	CA Edu & T	300.00		0.00	300.00	0.00
Emp Id	103				FITW	Federal Incoi		FITW	CASUI	California SI	300.00		0.00	300.00	18.60
Salary	300.00				MED	Medicare		MED	MED-R	Medicare - E	300.00		4.35	300.00	4.35
Total Earnings		0.00	300.00	Total Deductions			0.00	Total Employer Taxes			4.35	Total Employer Taxes			22.95

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular		300.00		CA	California SI		CA	CA ETT	CA Edu & T	300.00		0.00	300.00	0.00
Emp Id	109				FITW	Federal Incoi		FITW	CASUI	California SI	300.00		0.00	300.00	18.60
Salary	300.00				MED	Medicare		MED	MED-R	Medicare - E	300.00		4.35	300.00	4.35
Total Earnings		0.00	300.00	Total Deductions			0.00	Total Employer Taxes			4.35	Total Employer Taxes			22.95

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular		300.00		CA	California SI		CA	CA ETT	CA Edu & T	300.00		0.00	300.00	0.00
Emp Id	109				FITW	Federal Incoi		FITW	CASUI	California SI	300.00		0.00	300.00	18.60
Salary	300.00				MED	Medicare		MED	MED-R	Medicare - E	300.00		4.35	300.00	4.35
Total Earnings		0.00	300.00	Total Deductions			0.00	Total Employer Taxes			4.35	Total Employer Taxes			22.95

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular		1500.00		CA	California SI		CA	CA ETT	CA Edu & T	1500.00		0.00	1500.00	0.00
Emp Id	4				FITW	Federal Incoi		FITW	CASUI	California SI	1500.00		0.00	1500.00	93.00
Salary	300.00				MED	Medicare		MED	MED-R	Medicare - E	1500.00		21.75	1500.00	21.74
Total Earnings		0.00	1500.00	Total Deductions			0.00	Total Employer Taxes			21.75	Total Employer Taxes			114.74

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Reg	Regular		1500.00		CA	California SI		CA	CA ETT	CA Edu & T	1500.00		0.00	1500.00	0.00
Emp Id	4				FITW	Federal Incoi		FITW	CASUI	California SI	1500.00		0.00	1500.00	93.00
Salary	300.00				MED	Medicare		MED	MED-R	Medicare - E	1500.00		21.75	1500.00	21.74
Total Earnings		0.00	1500.00	Total Deductions			0.00	Total Employer Taxes			21.75	Total Employer Taxes			114.74

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 07/31/2019
Process: 2019073101
Period: 07/16/2019 to 07/31/2019

Report Total

Code	Earning	Hours	Amount	Deduction Code	Amount	Tax Code	Amount	Tax Code	Amount	Taxable	Taxable Amount	Taxable Amount
7	125CO 125 Cash		2350.24	457B	187.81	CA	23877.00	CAETT	957.20	3843.03	3843.03	0.00
7	Auto Auto Allo'		75.00	PTAXI Pre-Tax P.	687.72	CASDI CA SDI - Em	23852.42	CASUI California SI	238.51	3843.03	3843.03	238.27
	Comp Comp Tin	71.50	2004.63	PTXPE Pre-Tax P.	599.89	FITW Federal Incoi	23877.00	MED-R Medicare - E	2524.18	25352.42	25352.42	367.61
	Reg Regular	367.50	20171.86			MED Medicare	25352.42	SS-R OASDI - Em	367.61	1710.93	1710.93	0.00
	Vac Vacation	28.50	750.69									0.00
Total Earnings			467.50	Total Deductions	1475.42	Total Employee Taxes	4087.50	Total Employer Taxes	605.88			605.88

8-1-19
Date

Chris Mann, City Manager

Department: (20)City Employees

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
125CO	125 Cash		492.43	PTAXI Pre-Tax P.	CA	California SI	272.39	CA	California SI	4111.28	CA	CA ETT	160.72	4111.28	CA Edu & T	0.00	0.00	0.00
102	ADML Admin Le	9.50	0.00		CASDJ	CA SDI - Eir	0.00	CASDJ	CA SDI - Eir	4383.67	CASDJ	California SI	43.83	4383.67	California SI	0.00	0.00	Gross
3891.24	Reg Regular		3891.24		FITW	Federal Incon		FITW	Federal Incon	4111.28	FITW	MED-R	451.19	4111.28	Medicare - E	63.56	4383.67	Tot Liab
					MED	Medicare		MED	Medicare	4383.67			63.56	4383.67			63.56	Net Amt
	Total Earnings	9.50	4383.67	Total Deductions			272.39						719.30		Total Employer Taxes			63.56

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
112	Regular	24.00	342.96	457B EE	CA	California SI	25.72	CA	California SI	317.24	CA	CA ETT	0.00	317.24	CA Edu & T	0.00	0.00	0.00
14.2900	Reg Regular		342.96		CASDJ	CA SDI - Eir		CASDJ	CA SDI - Eir	342.96	CASDJ	California SI	3.43	342.96	California SI	21.27	342.96	Gross
					FITW	Federal Incon		FITW	Federal Incon	317.24	FITW	MED-R	15.89	317.24	Medicare - E	4.97	342.96	Tot Liab
					MED	Medicare		MED	Medicare	342.96			4.97	342.96			342.96	Net Amt
	Total Earnings	24.00	342.96	Total Deductions			25.72						24.29		Total Employer Taxes			26.24

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
106	Regular	31.00	653.17		CA	California SI	48.21	CA	California SI	594.59	CA	CA ETT	0.00	594.59	CA Edu & T	0.00	0.00	0.00
21.0700	Reg Regular		653.17		CASDJ	CA SDI - Eir		CASDJ	CA SDI - Eir	653.17	CASDJ	California SI	6.53	653.17	California SI	40.50	653.17	Gross
					FITW	Federal Incon		FITW	Federal Incon	653.17	FITW	MED-R	16.15	653.17	Medicare - E	9.47	653.17	Tot Liab
					MED	Medicare		MED	Medicare	653.17			9.47	653.17			653.17	Net Amt
	Total Earnings	31.00	653.17	Total Deductions			0.00						38.57		Total Employer Taxes			49.97

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
114	Regular	40.00	642.80	457B EE	CA	California SI	48.21	CA	California SI	594.59	CA	CA ETT	0.00	594.59	CA Edu & T	0.00	0.00	0.00
16.0700	Reg Regular		642.80		CASDJ	CA SDI - Eir		CASDJ	CA SDI - Eir	642.80	CASDJ	California SI	6.43	642.80	California SI	39.85	642.80	Gross
					FITW	Federal Incon		FITW	Federal Incon	594.59	FITW	MED-R	10.29	594.59	Medicare - E	9.32	642.80	Tot Liab
					MED	Medicare		MED	Medicare	642.80	SS	OASDI - Eir	9.32	642.80	OASDI - Eir	0.00	642.80	Net Amt
					SS	OASDI		SS	OASDI	642.80			0.00	642.80			568.55	
	Total Earnings	40.00	642.80	Total Deductions			48.21						26.04		Total Employer Taxes			49.17

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
125CO	125 Cash		103.28	PTXPE Pre-Tax P.	CA	California SI	399.38	CA	California SI	5695.57	CA	CA ETT	432.60	5695.57	CA Edu & T	0.00	0.00	0.00
111	Auto Allo		75.00		CASDJ	CA SDI - Eir		CASDJ	CA SDI - Eir	6094.95	CASDJ	California SI	60.95	6094.95	California SI	0.00	0.00	Gross
5916.67	Reg Regular		5916.67		FITW	Federal Incon		FITW	Federal Incon	5695.57	FITW	MED-R	1044.21	5695.57	Medicare - E	88.38	6094.95	Tot Liab
					MED	Medicare		MED	Medicare	6094.95			88.37	6094.95			6094.95	Net Amt
	Total Earnings	0.00	6094.95	Total Deductions			399.38						1626.13		Total Employer Taxes			88.38

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
125CO	125 Cash		527.34	457B EE	CA	California SI	66.00	CA	California SI	2441.26	CA	CA ETT	30.09	2441.26	CA Edu & T	0.00	0.00	0.00
108	Regular	85.50	2138.36	PTAXI Pre-Tax P.	CASDJ	CA SDI - Eir	158.44	CASDJ	CA SDI - Eir	2665.70	CASDJ	California SI	26.66	2665.70	California SI	0.00	0.00	Gross
25.0100	Reg Regular		2138.36		FITW	Federal Incon		FITW	Federal Incon	2441.26	FITW	MED-R	154.78	2441.26	Medicare - E	38.65	2665.70	Tot Liab
					MED	Medicare		MED	Medicare	2665.70			38.65	2665.70			2665.70	Net Amt
	Total Earnings	85.50	2665.70	Total Deductions			224.44						250.18		Total Employer Taxes			38.65

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 08/15/2019
Process: 2019081501
Period: 08/01/2019 to 08/15/2019

Report Total

10	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount
7	125CO	125 Cash		2260.98	457B	457B EE	189.93	CA	California SI	21399.20	887.88	CAETT	CA Edu & T	2269.13	0.00
3	ADML	Admin Le	9.50	0.00	PTAXI	Pre-Tax P	669.17	CASDI	CA SDI - Eir	22971.30	229.72	CASUI	California SI	2269.13	140.69
	Auto	Auto Allo		75.00	PTXPE	Pre-Tax P	713.00	FTIW	Federal Incon	21399.20	2350.25	MED-R	Medicare - E	22971.30	333.08
	Reg	Regular	415.00	20134.86				MED	Medicare	22971.30	333.07	SS-R	OASDI - Em	1273.00	0.00
	Vac	Vacation	19.00	500.46				SS	OASDI	642.80	0.00				
	Total Earnings		443.50	22971.30	Total Deductions		1572.10	Total Employee Taxes			3800.92	Total Employer Taxes			473.77

Chris Mann
Chris Mann, City Manager

8-15-19
Date

Credit Card Review



Reporting

Manage Reports

Payroll Schedule

Out-of-Class Validation

Member Requests

Health Reconciliation

Retirement Appc

Name: City of Canyon Lake

CalPERS ID: 3813045770

Payment Request

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.

Summary

Total Payment Amount: \$969.94

Payment

Payment Number	Payment Date	Payment ID	Payment Description	Payment Method	Payment Account	Payment Amount
1001376613	08/01/2019	100000015742827	Health PA Billing - PERS	EFT - Debit	Citizens Business Bank -5402	\$969.94

CM



Home Profile Reporting Personal Information Education Other Organizations

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

Name: City of Canyon Lake CalPERS ID: 3813045770

Payment Request Acceptance

Your request for payment has been accepted

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

Payment Setup Total

Total Payment Amount: \$2,887.00

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001386322	08/15/2019	100000015729360	Employer Contribution, Classic, 1684, CalPERS, 08/01/2019 - 08/15/2019	EFT - Debit	Citizens Business Bank -5402	\$1,573.67
1001386323	08/15/2019	100000015729405	Employer Contribution, PEPR, 26189, CalPERS, 08/01/2019 - 08/15/2019	EFT - Debit	Citizens Business Bank -5402	\$1,313.33

CM



Reporting

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

Participant Name: Victoria L Day CalPERS ID: 2185155590

Payment Request & Confirmation

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 Summary

Total Payment Amount: \$3,017.74

Payments Summary

Payment Confirmation Number	Payment Authorization Date	Reference ID	Account Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001376750	08/01/2019	100000015736635	Employer Contribution, Classic, 1684, CalPERS, 07/16/2019 - 07/31/2019	EFT - Debit	Citizens Business Bank -5402	\$1,659.59
1001376751	08/01/2019	100000015734819	Employer Contribution, PEPR, 26189, CalPERS, 07/16/2019 - 07/31/2019	EFT - Debit	Citizens Business Bank -5402	\$1,358.15

CM

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Home Profile Reporting Person Information Education Other Organizations

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

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

Payment Request Acceptance

Your request for payment has been accepted

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

Payment Setup Total

Total Payment Amount: \$1,349.37

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001380812	08/07/2019	100000015755214	Employer Contributions - Unfunded Accrued Liability, PEPR, 26189, CalPERS, 2019/2020	EFT - Debit	Citizens Business Bank -5402	\$1,349.37

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Build: v8.1.0.b Baseline: 190703_141313_v8.1_Int.669 **UID: 318**

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Home Profile Reporting Person Information Education Other Organizations

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

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

Payment Request Acceptance

Your request for payment has been accepted

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

Payment Setup Total

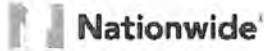
Total Payment Amount: \$22,176.44

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001380808	08/07/2019	100000015755204	Employer Contributions - Unfunded Accrued Liability, Classic, 1684, CalPERS, 2019/2020	EFT - Debit	Citizens Business Bank -5402	\$22,176.44

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Build: v8.1.0.b Baseline: 190703_141313_v8.1_Int.669 **UID: 318**



CITY OF CANYON LAKE
PLAN SPONSOR: 0035273

Acknowledgment

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

You can print this acknowledgment for your records.

Plan Name:CITY OF CANYON LAKE 457

Plan Number:0035273001

Payroll Center:CITY OF CANYON LAKE

Payroll Center Number:001

Payroll Received for Salary Reduction

Submission date:08/07/2019

Submission time:06:34 PM

Pay period end date:07/31/2019

Payment method:Debit ACH

Bank routing number:122234149

Bank account number:245125402

Contributions payment amount:\$232.00

CM

Contributions count:2

Draft date:08/09/2019

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.

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: **08/07/2019**

Submission time: **06:36 PM**

Pay period end date: **07/31/2019**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$131.83**

Contributions count: **1**

CM

Draft date: **08/09/2019**

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Investment Reports

CITIZENSTRUST™

PO Box 2549

Rancho Cucamonga, CA 91729-2549

Return Service Requested

000000088 MCB1000080519732900 01 000000 42 005



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

RECEIVED
AUG 12 2019
BY: EE

STATEMENT FOR THE PERIOD FROM 07/01/2019 TO 07/31/2019
ACCOUNT 1035003119

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

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

COST BASIS APPLICABLE FOR CALCULATING CAPITAL GAINS AND LOSSES.
MARKET VALUE IS THE CURRENT VALUE OF EACH ASSET FOR MOST STOCKS AND BONDS.
MARKETS ARE THE CLOSING PRICES ON THE LAST TRADING DAY OF THE PERIOD.
- * TRANSACTION STATEMENT: A COMPLETE LISTING FOR THE PERIOD GROUPED BY TRANSACTION TYPE.
- * DISCLOSURES: CITIZENS BUSINESS BANK MAY RECEIVE RESEARCH AND OTHER BENEFITS FROM BROKER DEALERS WHICH MAY BE CONSIDERED COMPENSATION TO US. UPON REQUEST WE WILL DISCLOSE DETAILS OF ANY COMPENSATION RECEIVED.
- * TO TRUST BENEFICIARIES: UNDER SECTION 17200 OF CALIFORNIA PROBATE CODE, YOU MAY PETITION THE COURT TO OBTAIN A COURT REVIEW OF THE ACCOUNT AND THE ACTS OF THE TRUSTEE. CLAIMS AGAINST THE TRUSTEE FOR BREACH OF TRUST MUST BE MADE WITHIN THREE YEARS FROM THE DATE OF RECEIPT OF AN ACCOUNTING OR OTHER REPORT DISCLOSING FACTS GIVING RISE TO THE CLAIM.



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

Account Statement

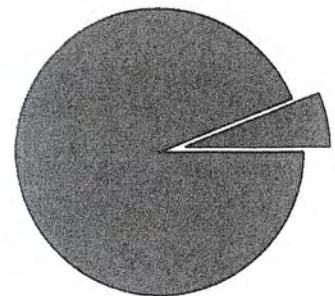
Account Number: **1035003119**
 July 01, 2019 To July 31, 2019

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

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

Investment Portfolio Summary

Market Value As Of	07/01/2019	07/31/2019	% Of Account
CASH & CASH EQUIVALENTS	259,092.60	167,284.68	6.2%
FIXED INCOME	2,445,315.02	2,541,561.27	93.8%
Total	2,704,407.62	2,708,845.95	100.0%



Activity Summary

	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
Beginning Market Value	2,704,407.62	2,651,935.18		
Income	8,757.52	34,336.62	Long Term	17.25-
Asset Activity	99,743.52-	12,716.22	Total Gains / Losses	17.25-
Fees	821.92-	5,808.22-		889.44-
Cash Management	91,807.92	41,244.62-		
Change In Market Value	4,438.33	56,910.77		
Ending Market Value	2,708,845.95	2,708,845.95		



Account Statement

Account Number: **1035003119**

July 01, 2019 To July 31, 2019

Portfolio Statement

Quantity	Description	Market Value	Cost Basis
Cash & Cash Equivalents			
Cash Equivalents Unclassified			
167,284.680	31607A703 FIDELITY GOVERNMENT PORTFOLIO	167,284.68	167,284.68
	Total Unclassified	167,284.68	167,284.68
	Total Cash Equivalents	167,284.68	167,284.68
	Total Cash & Cash Equivalents	167,284.68	167,284.68
Fixed Income			
Taxable			
75,000.000	05531FAU7 BB&T CORPORATION DTD 06/29/15 CALL 2.625% 06/29/2020-2020	75,132.75	75,111.61
100,000.000	05580ACZ5 BMW BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020	100,285.00	99,980.00
100,000.000	14042RAR2 CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020	100,288.00	99,615.00
100,000.000	24422ERE1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021	103,020.00	104,166.82
100,000.000	29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020	99,695.00	100,000.00
70,000.000	3130A1CE6 FEDERAL HOME LOAN DTD 03/27/14 2% 12/27/2019	69,981.10	70,116.62
100,000.000	3130A6NA1 FEDERAL HOME LOAN DTD 10/29/15 CALL 1.4% 10/29/2019-2016	99,812.00	100,000.00
50,000.000	3130A8EN9 FEDERAL HOME LOAN BANK DTD 06/14/16 CALL 1.64% 06/14/2021-2016	49,399.50	50,000.00
100,000.000	3130A8NT6 FEDERAL HOME LOAN DTD 07/13/16 CALL 1.48% 07/13/2021-2017	98,898.00	100,000.00
100,000.000	313380FB8 FEDERAL HOME LOAN BANK DTD 08/09/12 1.375% 09/13/2019	99,903.00	99,667.18
100,000.000	3133EFZ91 FEDERAL FARM CREDIT BANK DTD 04/12/16 CALL 1.62% 04/12/2021-2017	99,402.00	99,909.00

Portfolio Statement (Continued)

Quantity	Description	Market Value	Cost Basis
Taxable			
50,000.000	3133EKRS7 FEDERAL FARM CREDIT BANK DTD 06/19/19 CALL 2.3% 06/19/2020-2019	49,991.50	50,000.00
50,000.000	3134GAHK3 FREDDIE MAC DTD 09/30/16 CALL 1.6% 09/30/2021-2016	49,446.00	49,967.50
100,000.000	3134GAZR8 FREDDIE MAC DTD 12/30/2016 CALL 2.05% 12/30/2021-2017	99,821.00	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	100,032.00	100,000.00
150,000.000	3134GSYQ2 FREDDIE MAC DTD 9/27/2018 CALL 3% 09/27/2021-2019	150,207.00	149,902.50
100,000.000	3134GTTL7 FREDDIE MAC DTD 06/17/19 CALL 2.35% 06/17/2021-2019	99,883.00	99,990.00
200,000.000	3134GTUV3 FREDDIE MAC DTD 6/17/2019 CALL 2.38% 06/17/2021-2019	199,484.00	200,000.00
100,000.000	3134GTWT6 FREDDIE MAC DTD 07/01/19 CALL 2.55% 07/01/2024-2019	99,731.00	100,000.00
50,000.000	3136G1C98 FANNIE MAE DTD 02/05/13 1.42% 02/05/2020	49,827.50	50,153.00
100,000.000	3136G3J30 FANNIE MAE DTD 07/28/16 CALL 1.6% 07/28/2021-2016	99,361.00	100,000.00
100,000.000	3136G3VG7 FANNIE MAE DTD 06/29/16 CALL 1.5% 09/29/2020-2016	99,447.00	100,000.00
100,000.000	3136G3XZ3 FANNIE MAE DTD 07/28/16 CALL 1.5% 07/28/2021-2016	98,899.00	100,000.00
100,000.000	3136G4EV1 FANNIE MAE DTD 10/28/16 CALL 1.625% 10/28/2021-2017	99,281.00	99,959.00
25,548.720	31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	25,745.92	27,337.13
200,000.000	69353REW4 PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021	199,346.00	201,644.19



Account Statement

Account Number: **1035003119**

July 01, 2019 To July 31, 2019

Portfolio Statement (Continued)

Quantity	Description	Market Value	Cost Basis
Taxable			
25,000.000	713448BN7 PEPSICO INC DTD 01/14/10 4.5% 01/15/2020	25,242.00	25,345.46
Total	Taxable	2,541,561.27	2,552,565.01
Total	Fixed Income	2,541,561.27	2,552,565.01
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		0.00	0.00
Total		0.00	0.00
Grand Total Assets		2,708,845.95	2,720,149.69

Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
Balances Beginning Of Period	0.00	2,713,631.76	2,715,281.49
Prior Accruals			10,873.87-
Unrealized Appreciation This Period			4,455.58
Current Accruals			10,210.49
Asset Activity	99,743.52-	99,726.27	99,743.52-
Cash Management	91,807.92	91,807.92-	91,807.92
Fees	821.92-	0.00	821.92-
Income	8,757.52	1,400.42-	8,757.52
Realized Gain/loss			17.25-
Non Cash Asset Changes			
Balances End Of Period	0.00	2,720,149.69	2,719,056.44

Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
07/01/19		Beginning Balance		0.00	2,713,631.76

Transaction Statement (Continued)

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
Income					
Interest					
07/01/19		05531FAU7 BB&T CORPORATION DTD 06/29/15 CALL 2.625% 06/29/2020-2020	INTEREST RCVD	984.38	
07/01/19		3134GB7F3 FREDDIE MAC DTD 12/29/17 CALL 2.5% 12/29/2022-2018	INTEREST RCVD	1,250.00	
07/01/19		3134GAZR8 FREDDIE MAC DTD 12/30/2016 CALL 2.05% 12/30/2021-2017	INTEREST RCVD	1,025.00	
07/01/19		31607A703 FIDELITY GOVERNMENT PORTFOLIO 3134GTWT6	INTEREST RCVD	656.16	
07/08/19		FREDDIE MAC DTD 07/01/19 CALL 2.55% 07/01/2024-2019	ACCRUED INT	49.58-	
07/08/19		3134GTTL7 FREDDIE MAC DTD 06/17/19 CALL 2.35% 06/17/2021-2019	ACCRUED INT	137.08-	
07/12/19		24422ERE1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9%	INTEREST RCVD	1,950.00	
07/15/19		07/12/2021 3130A8NT6 FEDERAL HOME LOAN DTD 07/13/16 CALL 1.48% 07/13/2021-2017	INTEREST RCVD	740.00	
07/15/19		713448BN7 PEPSICO INC DTD 01/14/10 4.5%	INTEREST RCVD	562.50	
07/16/19		01/15/2020 29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020	INTEREST RCVD	143.84	
07/25/19		31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819%	INTEREST RCVD	82.09	
07/26/19		06/25/2020 31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819%	INTEREST RCVD	0.21	
07/29/19		06/25/2020 3136G3J30 FANNIE MAE DTD 07/28/16 CALL 1.6% 07/28/2021-2016	INTEREST RCVD	800.00	
07/29/19		3136G3XZ3 FANNIE MAE DTD 07/28/16 CALL 1.5% 07/28/2021-2016	INTEREST RCVD	750.00	
Total Interest				3,757.52	0.00
Total Income				3,757.52	0.00
Asset Activity					
Assets Purchased					
07/08/19	100,000.000	3134GTWT6 FREDDIE MAC DTD 07/01/19 CALL 2.55% 07/01/2024-2019	BUY	100,000.00-	100,000.00
07/08/19	100,000.000	3134GTTL7 FREDDIE MAC DTD 06/17/19 CALL 2.35% 06/17/2021-2019	BUY	99,990.00-	99,990.00
Total Assets Purchased				199,990.00	199,990.00



Account Statement

Account Number: **1035003119**

July 01, 2019 To July 31, 2019

Transaction Statement (Continued)

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
<i>Assets Sold</i>					
07/01/19	100,000.000-	3134GB7F3 FREDDIE MAC DTD 12/29/17 CALL 2.5% 12/29/2022-2018	REDEEMED	100,000.00	100,000.00-
07/25/19	246.480-	31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT	246.48	263.73-
07/26/19		31398R7H2 FANNIE MAE SERIES 2010-M4 CLASS A3 DTD 07/01/10 3.819% 06/25/2020	NOTE AND MTG PMT		
<i>Total Assets Sold</i>				100,246.48	100,263.73-
<i>Total Asset Activity</i>				99,743.53-	99,726.27
<i>Fees</i>					
07/26/19		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 07/20/2019	DISBURSEMENT	821.92-	
<i>Total Fees</i>				821.92-	0.00
<i>Cash Management</i>					
07/31/19	91,807.920-	31607A703 NET CASH MANAGEMENT	NET CASH MGMT	91,807.92	91,807.92-
<i>Total Cash Management</i>				91,807.92	91,807.92-
<i>Miscellaneous</i>					
07/01/19		05531FAU7 AMORTIZATION ON 75,000 UNITS BB&T CORPORATION DTD 06/29/15 CALL 2.625% 06/29/2020-2020 EFFECTIVE 06/29/2019 TO ADJUST TAX LOT, AMORTIZATION = 54.48-	AMORTIZATION		54.48-
07/12/19		24422ERE1 AMORTIZATION ON 100,000 UNITS JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021 TO ADJUST TAX LOT, AMORTIZATION = 1,009.02-	AMORTIZATION		1,009.02-
07/15/19		713448BN7 AMORTIZATION ON 25,000 UNITS PEPSICO INC DTD 01/14/10 4.5% 01/15/2020 TO ADJUST TAX LOT, AMORTIZATION = 336.92-	AMORTIZATION		336.92-
<i>Total Miscellaneous</i>				0.00	1,400.42-
07/31/19		Ending Balance		0.00	1,720,149.69

Disclosure

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**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, August 7, 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 5:30 p.m.

CITY COUNCIL ROLL CALL

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

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

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

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

OPEN SESSION – 6:30 p.m.

CALL OPEN SESSION TO ORDER

Mayor Greene called the meeting to order at 6:33 p.m.

INVOCATION

Invocation was led by Pastor Dave Dick

FLAG SALUTE

Flag Salute was led by Darcy Burke

CITY COUNCIL ROLL CALL

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

APPROVAL OF THE CITY COUNCIL AGENDA

Motion and second by Mayor Pro Tem Ehrenkranz/Councilmember Smith to approve the agenda.

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

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.

- Introduction of New Employees

City Manager Mann introduced the following new employees:

- ❖ Meghan Nazareno
- ❖ Officer Fred Lopez
- ❖ Erin Enriquez

PUBLIC COMMENT

The following members of the public spoke:

- Darcy Burke

CONSENT CALENDAR

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Adoption of Resolution No. 2019-23 and 2019-24 - Approving Claims and Demands of the City

(3) Approval of City Council Meeting Minutes

- May 08, 2019 - Special Meeting
- May 15, 2019 - Special Meeting
- June 05, 2019 - Regular Meeting
- June 05, 2019 - Special Meeting
- June 17, 2019 - Special Meeting
- July 03, 2019 - Regular Meeting

(4) Second 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

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

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

PULLED CONSENT CALENDAR ITEMS

SCHEDULE OF FUTURE EVENTS

Mayor Greene announced that future events would be posted on the City’s website as well as the Friday Flyer.

BUSINESS ITEMS

(5) League of California Cities - Designation of Voting Delegate and Alternates for League of California Cities Annual Conference - October 16th through 18th, 2019, in Long Beach, CA

City Manager Mann introduced the item.

The Council expressed their interest in serving as the delegate and/or alternate for the annual conference.

Motion and second by Councilmember Castillo/Mayor Pro Tem Ehrenkranz to designate Councilmember Smith as the delegate and Mayor Pro Tem Ehrenkranz as the alternate.

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

- (6) CDBG - Discussion and Authorization on Reallocating Remaining Fiscal Year 16/17 & 17/18 Community Development Block Grant Funds

Mike Borja, Administrative Services Manager, presented the item.

Council discussed different options.

The following members of the public spoke regarding Item 6:

- Nancy Horton

Motion and second by Mayor Greene/ Councilmember Smith to allocate 20% of the funds towards ADA projects and hold the remaining funds to allow Helping Hands time to apply.

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

- (7) Railroad Canyon Road Projects Overview - Power Point presentation to provide updates on the projects affecting Railroad Canyon Road

Administrative Services Manager Borja gave a Power Point presentation to provide an update on the projects affecting Railroad Canyon Road.

The following members of the public spoke regarding Item 7:

- Jack Wamsley

- (8) Resolution - Adoption of Resolution No. 2019-25, Amending the Pass-Through Convenience Fees for Credit Card Payments at City Hall and Eliminating the Charge Limit

City Manager Mann introduced the item.

Motion and second by Mayor Pro Tem Ehrenkranz/ Councilmember Smith to approve Resolution No. 2019-25.

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

- (9) Resolution - Adoption of Resolution 2019-26, Declaring a City-Owned Vessel and Trailer to be Surplus, and Authorizing the City Manager to Execute a Sale Agreement with the Canyon Lake Property Owners Association

City Manager Mann introduced the item.

Attorney Graham stated that the City Council can find this the public benefit to declare it surplus and dispose of it in this manner. The resolution does require that the City Manager negotiate a sale price that provides maximum benefit to the City.

Motion and second by Councilmembers Castillo/Smith to approve Resolution No. 2019-26.

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

- (10) Resolution - Adoption of Resolution No. 2019-27 and Resolution No. 2019-28, Authorizing the City Manager to Submit Letters of Interest to the United States Department of the Interior Bureau of Land Management (BLM) Indicating the City's Desire to Acquire Two Parcels Currently Managed by the BLM

City Manager Mann introduced the item.

Mayor Greene spoke in favor of this item.

The following members of the public spoke regarding Item 10:

- Jack Wamsley

Motion and second by Councilmembers Castillo/Mayor Pro Tem Ehrenkranz to approve Resolution No. 2019-27 and Resolution No. 2019-28.

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

PUBLIC HEARINGS

- (11) Resolution - Adoption of Resolution No. 2019-29, Approving Annual Rate Adjustment and Confirmation of Collection of Residential Solid Waste Charges on the Tax Rolls

- Public Hearing Opened
The Public Hearing was opened at 7:36 p.m.
- Staff Presentation
City Manager Mann presented the item.
- Questions to Staff by City Council
There were no comments
- Testimony by Proponents
Jack Wamsley, resident, commented on the item.

- Testimony by Opponents

There were no comments.

- Response by Proponents

There were no comments.

- Public Hearing Closed

The Public Hearing was closed at 7:40 p.m.

- Discussion by City Council

Mayor Pro Tem Ehrenkranz spoke in favor of this item.

- Tabulation of Written Protests by City Clerk

Deputy City Clerk Sauseda stated that notices were mailed to the residents at least 45 days prior to the public hearing. As of the close of the public hearing, the City had not received any written protests.

- Action by City Council

Motion and second by Councilmembers Smith/Castillo to Approve Resolution No. 2019-29.

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

- (12) Resolution - Adoption of Resolution No. 2019-30 – Approving Variance No. 19-33 (Pitts Backyard Pool) located at 30211 Cove View Drive, Canyon Lake, CA 92587

Mayor Pro Tem Ehrenkranz recused himself and stepped away from the dais at 7:43 p.m.

City Attorney Graham addressed Mayor Greene and stated that after review, he determined that the Mayor did not have a financial interest and simply knowing the applicant did not require the Mayor to recuse himself.

- Public Hearing Opened

The Public Hearing was opened at 7:43 p.m.

- Staff Presentation

Jim Morrissey, City Planner, presented the item.

Morrissey clarified that the Variance number is 19-35 and not 19-33 as published on the agenda. The notices mailed to the residents and the Resolution all reference Variance No. 19-35 which is correct.

City Manager Mann discussed the need for the City to do its own zoning and the different interpretation of the word “dwelling.” Discussion ensued.

- Questions to Staff by City Council
There were no comments
- Testimony by Proponents
There were no comments.
- Testimony by Opponents
There were no comments.
- Response by Proponents
There were no comments.
- Public Hearing Closed
The Public Hearing was closed at 7:59 p.m.
- Discussion by City Council
Mayor Greene clarified the Variance No. is in fact 19-35.
- Action by City Council

Motion and second by Councilmembers Smith/Castillo to Approve Resolution No. 2019-30.

Motion carried 4-0-2, with Councilmembers Castillo, Smith and Mayor Greene voting aye, Councilmember Bonner absent and Mayor Pro Tem Ehrenkranz abstaining.

Councilmember Smith questioned the current issues regarding shoreline development.

City Planner Morrissey gave a detailed explanation and discussion ensued.

CITY MANAGER COMMENTS

City Manager Mann stated that the move to the administration office is complete. He mentioned the recent staffing changes and stated that the City has contracted with Tri Lakes for Engineering Services. The Finance & Planning Committee met on August 6th and reviewed the City Attorney's contract which staff is very pleased with. He discussed the progress of updating the City's Records Retention Schedule. He stated that the upgrades to the phones and computers has been complete. He discussed going out to bid in the near future for IT services and for migration to the cloud. He discussed having more City resources in the BLM land. He gave an update on the budget for Building & Safety services. He stated that the issues with iWorQ had been resolved. He gave an update on the Memorial park and stated that the bricks had recently been cleaned. He discussed the updates to the Stormwater SSO protocol. He stated that the process for updating the inventory of City Assets had begun. He discussed the City's police contract. He discussed the staffing change for Fire services. He briefly discussed the Fire Code Enforcement program. He stated that the City

had been working to facilitate a meeting between AMR and the POA. Lastly, he mentioned the tentative date for the upcoming Special Joint Meeting with the POA was Monday, September 23rd.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

- **COUNCILMEMBER CASTILLO**

Councilmember Castillo discussed upcoming meetings for LESJWA and TMDL Taskforce and she offered assistance if needed on the Veterans Day Committee.

- **MAYOR PRO TEM EHRENKRANZ**

Mayor Pro Tem Ehrenkranz discussed attending SCAG, WRCOG, and Vector and gave an update on each one. He attended the meet and greet with the City Manager. He discussed the WRCOG General Assembly.

- **COUNCILMEMBER SMITH**

Councilmember Smith discussed attending the RTA meeting. He attended the RCTC on behalf of Councilman Bonner. He thanked the Sheriff's department for their great coverage at the 4th of July event. He thanked staff and the City Attorney for all their hard work. Lastly, he announced the arrival of his new baby girl Raegan.

- **MAYOR GREENE**

Mayor Greene discussed the upcoming RCA Executive meeting and the Mayor's breakfast. He thanked everyone for the prayers for his wife and his family.

ADJOURNMENT

Mayor Greene adjourned the meeting at 8:37 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

BY: Mike A. Borja, Administrative Services Manager

DATE: September 4, 2019

SUBJECT: Approval of Resolution No. 2019-32, Amending the City's Memorandum of Understanding for Health Benefits Program from Special District Risk Management Authority (SDRMA)

Recommendation

That the City Council authorize the amendment of the Memorandum of Understanding with the City's Health Benefits Program from Special District Risk Management Authority's (SDRMA).

Background

At the June 26, 2019 SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the Memorandum of Understanding (MOU) between its participating agencies and SDRMA. Those amendments were made to align the MOU with IRS guidelines, the Affordable Care Act, and the CSAC_EIA pool guidelines, which provides coverage for the Health Benefits program.

In following with the MOU administrative guidelines as a participating agency in SDRMA's Health Benefits program, the City must execute and return the amended MOU and Resolution before November 1, 2019. Participating agencies that do not return the MOU and Resolution before the deadline will be withdrawn from benefits effective January 1, 2020.

Fiscal Impact

No fiscal impact to the city's General Fund.

Attachments

1. Resolution 2019-32
2. Memorandum of Understanding
3. SDRMA's Letter on the Memorandum of Understanding Amendment

ATTACHMENT 1

RESOLUTION NO. 2019-32

A RESOLUTION OF THE CITY OF CANYON LAKE, CALIFORNIA APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS PROGRAM

WHEREAS, City of Canyon Lake, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

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

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED, APPROVED AND ADOPTED this 4th day of September 2019.

Jordan Ehrenkranz, Mayor Pro Tem

ATTEST:

Ana V. Sauseda, Deputy City Clerk

ATTACHMENT 2

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants

and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must

-
- be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.
- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. WITHDRAWAL. ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
11. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
12. VENUE. Venue for any dispute or enforcement shall be in Sacramento, California.
13. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
14. COMPLETE AGREEMENT. This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
15. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
16. AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
17. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.

18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: August 1, 2019

By: *Laura S. Gill*

Special District Risk
Management Authority

Dated: _____

By: _____

City of Canyon Lake

ATTACHMENT 3

August 1, 2019

Mr. Mike Borja
Administrative Services Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, California 92587

Amended Memorandum of Understanding

Dear Mr. Borja,

At the June 26, 2019 SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the Memorandum of Understanding (MOU) between your agency and SDRMA. The amendments were made to align the MOU with IRS guidelines, the Affordable Care Act and the CSAC-EIA pool guidelines. CSAC-EIA is the organization that provides coverage for the Health Benefits program.

Your entity participates in SDRMA's Health Benefits program and has previously executed the Memorandum of Understanding (MOU) and Resolution when your entity joined SDRMA's Health Benefits program. Included in the MOU is the following section: AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

To follow the above MOU guideline your governing body must execute the enclosed MOU and Resolution and return the original MOU and Resolution to SDRMA by **November 1, 2019**. If your entity does not return the MOU and Resolution to SDRMA by **November 1, 2019** your entity will be deemed as withdrawn and benefits will be terminated effective **January 1, 2020**.

If SDRMA has not received your entity's MOU and Resolution by October 1, 2019 we will send an email to your attention inquiring when the MOU and Resolution will be sent to SDRMA.

In the MOU under section 4 it refers to SDRMA Program Administrative Guidelines. The Administrative Guidelines can be found on the SDRMA MemberPlus Portal at www.sdrma.org. If you are already registered on the MemberPlus Portal you do not need to re-register. If you are not already registered on the MemberPlus Portal, please find enclosed instructions of how to register. Once you are registered and login, the Administrative Guidelines can be found under the following pathway: Document Library>Health Benefits>Administrative Guidelines.

Please contact us at 800.537.7790 or at healthbenefits@sdrma.org if you have any questions regarding the MOU and/or Resolution. Thank you for your continued participation in the Health Benefits Program!



1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 • F 916.231.4111
Maximizing Protection. Minimizing Risk. • www.sdrma.org

Sincerely,
Special District Risk Management Authority

A handwritten signature in blue ink that reads "Alana A. Little".

Alana Little
Health Benefits Manager

Enclosures: Memorandum of Understanding
Resolution
MemberPlus Registration instructions
Return Address Envelope

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Ana V. Sauseda, Deputy City Clerk

DATE: September 4, 2019

SUBJECT: Adoption of Urgency Ordinance No. 184, an Urgency Ordinance of the City Council of the City of Canyon Lake Adding Section 2.01.140 to the Canyon Lake Municipal Code Regarding Filling City Council Vacancies; Adoption of Ordinance No. 185, an Ordinance of the City Council of the City of Canyon Lake Adding Section 2.01.140 to the Canyon Lake Municipal Code Regarding Filling City Councilmember Vacancies; Adoption of Resolution No. 2019-33, Establishing a Policy to Fill City Council Vacancies

Recommendation

It is recommended that the City Council adopt Urgency Ordinance No. 184, adding Section 2.01.140 to the Canyon Lake Municipal Code regarding filling City Councilmember vacancies, adopt Ordinance No. 185, adding Section 2.01.140 to the Canyon Lake Municipal Code regarding filling City Councilmember vacancies, and adopt Resolution No. 2019-33, establishing a policy to fill those vacancies.

Alternatively, the City Council may direct staff to prepare a resolution calling for a special election to be held at the next regularly established election date of March 3, 2020. The deadline for adopting such a resolution would be Friday, December 6, 2019.

Background

On Monday, August 19, 2019, Mayor Larry Greene submitted a letter of resignation from his position as Mayor and as a Member of the City Council. The letter of resignation was submitted to the City Manager and Deputy City Clerk and took effect on Tuesday, August 20, 2019.

Under the relevant provisions of Government Code Section 36512, the City Council shall, within sixty (60) days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy for the remainder of the unexpired term. If the City Council takes no action by October 19, 2019, a special election to fill the vacancy would automatically be triggered.

OPTION 1: APPOINTMENT

The City Council has complete discretion to make an appointment, limited only by the requirement that the person appointed be at least 18 years of age and a registered voter in the City of Canyon Lake. Staff recommends the Adoption of Urgency Ordinance No. 184 approving the appointment process and establishing a policy in which future vacancies would be filled.

OPTION 2: SPECIAL ELECTION

In the event the City Council decides to fill the vacancy through a special election, the City Council would need to adopt a resolution calling for the special election. The special election must then be scheduled on the next regularly established election date that is not less than 114 days from the date the resolution calling the election was adopted. California Elections Code Section 1000 defines established election dates as follows:

- (a) The second Tuesday of April in each even-numbered year.
- (b) The first Tuesday after the first Monday in March of each odd-numbered year.
- (c) The first Tuesday after the first Monday in November of each year.
- (d) The first Tuesday after the first Monday in March in each even-numbered year.
- (e) This section shall become operative January 1, 2019.

Should the Council choose to hold a special election to fill the vacancy, the next regularly established election date is March 3, 2020. Therefore, the deadline to adopt a resolution calling for the special election is Friday, December 6, 2019. The cost of consolidating this special election would be approximately \$21,000 - \$31,000.

Fiscal Impact

Option 1 – No Fiscal Impact is anticipated

Option 2 – Fiscal Impact would be approximately \$21,000 - \$31,000

Attachments

1. Urgency Ordinance No. 184
2. Ordinance No. 185
3. Resolution No. 2019-33

ATTACHMENT 1

ORDINANCE NO. 184

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE ADDING SECTION 2.01.140 TO THE CANYON LAKE MUNICIPAL CODE REGARDING FILLING CITY COUNCILMEMBER VACANCIES

WHEREAS, the City Council must adopt this ordinance on an urgency basis because action on an appointment, if it is to be taken, must be taken within sixty (60) days of the occurrence of a vacancy. As a vacancy already exists, if the City Council were to adopt this ordinance on a non-urgency basis, the ordinance would not be effective until after the deadline for action by the City Council has passed.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA DOES ORDAIN AS FOLLOWS:

Section 1. Section 2.01.140 shall be added to the Canyon Lake Municipal Code to read as follows:

“Section 2.01.140 Vacancies.

Consistent with state law, the preference of the City Council of the City of Canyon Lake is to fill any vacancy that may occur on the City Council by appointment rather than incur the costs of calling a special election. Therefore, to ensure that the City Council has adequate time to receive and consider applications for appointment, the following actions shall be taken in the event a vacancy occurs on the City Council:

- (a) The City Manager shall immediately notify the remaining members of the City Council of any vacancy that occurs.
- (b) The City Clerk shall publish a Notice of City Council Vacancy in a newspaper of local jurisdiction stating that the City Council of the City of Canyon Lake is seeking applications for appointment to fill a vacancy on the City Council. The notice shall state the length of the term to be filled, the deadline by which applications must be received, and the date by which an appointment must be made. The deadline for receiving applications shall be no later than thirty (30) days after the vacancy occurs.
- (c) The application may request the applicant provide such information as the City Council may desire, and amend from time to time, but shall include the age of the applicant, the address of the applicant’s primary residence for the previous thirty (30) days, whether applicant is a registered voter, and a certification from the applicant that all information contained in the application is true and correct.
- (d) The Mayor may appoint an ad hoc committee to review the applications. The committee shall have seven (7) days from the deadline to receive applications to

recommend the most qualified applicants to the City Council by submitting the recommendations to the City Manager.

- (e) The Mayor shall call a special meeting of the City Council for consideration of appointing an applicant to fill the vacancy where the City Council may consider the recommendation of the ad hoc committee, if any, as well as any other applicant the City Council determines qualified. If an applicant is appointed by majority vote of the City Council, the applicant shall immediately take the oath of office.
- (f) The City Council may by resolution establish other processes for the appointment to vacant office that are not inconsistent with this ordinance.”

Section 2. Effective Date

This Urgency Ordinance shall be effective immediately upon its adoption.

PASSED APPROVED AND ADOPTED this 4th day of September, 2019.

Jordan Ehrenkranz, Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

Ana Sauseda, Deputy City Clerk

Steven Graham, City Attorney

ATTACHMENT 2

ORDINANCE NO. 185

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE ADDING SECTION 2.01.140 TO THE CANYON LAKE MUNICIPAL CODE REGARDING FILLING CITY COUNCILMEMBER VACANCIES

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

Section 1. Section 2.01.140 shall be added to the Canyon Lake Municipal Code to read as follows:

“Section 2.01.140 Vacancies.

Consistent with state law, the preference of the City Council of the City of Canyon Lake is to fill any vacancy that may occur on the City Council by appointment rather than incur the costs of calling a special election. Therefore, to ensure that the City Council has adequate time to receive and consider applications for appointment, the following actions shall be taken in the event a vacancy occurs on the City Council:

- (a) The City Manager shall immediately notify the remaining members of the City Council of any vacancy that occurs.
- (b) The City Clerk shall publish a Notice of City Council Vacancy in a newspaper of local jurisdiction stating that the City Council of the City of Canyon Lake is seeking applications for appointment to fill a vacancy on the City Council. The notice shall state the length of the term to be filled, the deadline by which applications must be received, and the date by which an appointment must be made. The deadline for receiving applications shall be no later than thirty (30) days after the vacancy occurs.
- (c) The application may request the applicant provide such information as the City Council may desire, and amend from time to time, but shall include the age of the applicant, the address of the applicant’s primary residence for the previous thirty (30) days, whether applicant is a registered voter, and a certification from the applicant that all information contained in the application is true and correct.
- (d) The Mayor may appoint an ad hoc committee to review the applications. The committee shall have seven (7) days from the deadline to receive applications to recommend the most qualified applicants to the City Council by submitting the recommendations to the City Manager.
- (e) The Mayor shall call a special meeting of the City Council for consideration of appointing an applicant to fill the vacancy where the City Council may consider the recommendation of the ad hoc committee, if any, as well as any other applicant the City Council determines qualified. Once an applicant is appointed

by majority vote of the City Council, the applicant shall immediately take the oath of office.

- (f) The City Council may by resolution establish other processes for the appointment to vacant office that are not inconsistent with this ordinance.

Section 2. Effective Date

This Ordinance shall be effective thirty (30) days from the date of its adoption

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

Jordan Ehrenkranz, Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

Ana Sauseda, Deputy City Clerk

Steven Graham, City Attorney

ATTACHMENT 3

RESOLUTION 2019-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE ESTABLISHING A POLICY TO FILL CITY COUNCIL VACANCIES

WHEREAS, under Government Code section 36512, in the event of a vacancy on the City Council, the City Council must make the appointment within 60 days; and

WHEREAS, the regular meetings of the City Council occur once per month, necessitating the establishment of these procedures so that the City Council has adequate time to receive and consider applications; and

WHEREAS, it is necessary to establish a policy which outlines the specific procedures for filling the vacancy to ensure efficiency and consistency.

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

SECTION 1. Consistent with section 2.01.140 (f) of the Canyon Lake Municipal Code the City Council hereby adopts a Policy for filling City Council Vacancies which is attached hereto as Exhibit "A" and incorporated herein by this reference.

SECTION 2. This Resolution shall take effect immediately.

PASSED, APPROVED, AND ADOPTED this 4th day of September 2019.

Jordan Ehrenkranz, Mayor Pro Tem

ATTEST:

Ana V. Sauseda, Deputy City Clerk

EXHIBIT “A”



CITY COUNCIL VACANCY POLICY

In the event that a vacancy on the City Council should occur, the following policy dictates the procedure in which the vacancy shall be filled.

The State Elections Code governs the process, and the options available. Government Code Section 36512 dictates a timeline and the methods in which the City Council may choose to fill a City Council vacancy. Specifically, Section 36512 (b) states:

“If a vacancy occurs in an elective office provided for in this chapter, the council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election date not less than 114 days from the call of the special election. A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent.”

While there is no legal requirement that the City Council use any particular method to fill the vacancy, it is required that interviews of applicants as well as the appointment be done at a public meeting.

In accordance with Canyon Lake Municipal Code Section 2.01.140 (f), the following outlines the specific procedures for filling the vacancy:

Step 1

The City Clerk’s Office determines the 60th day as governed by GC 36512.

Step 2

A notice inviting applicants shall be sent to the newspaper and posted on the City’s website, Facebook page, or other social media deemed to be appropriate. The application period shall be open for a time frame of not less than two (2) weeks.

All applicants will be required to schedule an appointment with the City Clerk’s Office to pick up and return the application packet.

Step 3

The Mayor (or Mayor Pro Tem in the absence of the Mayor) appoints an Ad Hoc Committee to review and recommend the most qualified applicants to the entire City Council. The list of qualified applicants is to be submitted to the City Manager.

Step 4

A Special Meeting is called to hold interviews of the selected applicants. At the conclusion of said interviews, the Council is to vote to fill the vacancy. A majority vote is required for a candidate to be selected.

If a majority decision is not reached, each Councilmember will then be asked to indicate their top choice on a piece of paper which will be handed to the Deputy City Clerk. After all papers have been collected, the Deputy City Clerk will announce the results publicly. Only applicants whose names were chosen by at least one (1) councilmember will proceed in the process.

Step 5

Second round of questions if deemed necessary by the City Council.

Step 6

City Council to vote and repeat voting until the majority has selected a candidate.

Step 7

Immediately following a successful majority vote, the selected candidate shall be sworn in and seated on the City Council.

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Ana V. Sauseda, Deputy City Clerk

DATE: September 4, 2019

SUBJECT: Approval of Resolution No. 2019-34, Approving the Updated Records Retention Schedule and Authorizing the Destruction of Certain City Records

Recommendation

It is recommended that the City Council Approve Resolution No. 2019-34, Approving the Updated Records Retention Schedule and Authorizing the Destruction of Certain City Records.

Background

The City of Canyon Lake's current Records Retention Schedule was adopted on May 7, 2014 to provide regulations and guidelines for the efficient operation of the City's records. Its main purpose is to ensure that all City records are maintained in accordance with federal, state and local statutes. Proper maintenance of numerous records is vital as improper maintenance can slow document retrieval when fulfilling public records requests.

Preserving all records is not necessary or fiscally prudent as some records may be destroyed after a certain period of time. The current Retention Schedule, although many years old, has worked well and has assured that no record is destroyed prematurely.

With the participation of key staff in all departments, a Records Management Consultant, the City Clerk and the City Attorney's Office, the Retention Schedule as a whole has been re-evaluated and updated. Many document titles and Government Code Sections were added, deleted or amended bringing the Retention Schedule up to date. The revised Retention Schedule includes organizational changes that occurred since 2014, includes new law updates and conforms to the Local Government Retention Schedule Guidelines.

Staff recommends that Council approve the updated Retention Schedule and authorize the destruction of certain City records.

Fiscal Impact

No Fiscal Impact

Attachments

1. Resolution No. 2019-34
2. Records Retention Schedule – Not Available online. Please contact the City Clerk's Office

ATTACHMENT 1

RESOLUTION NO. 2019-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING A RECORDS RETENTION SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS AND RESCINDING PRIOR RESOLUTION NO. 2014-17

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Canyon Lake; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention period for various government records; and

WHEREAS, the City of Canyon Lake adopted a previous Records Retention Schedule in 2014 via Resolution No. 2014-17.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES RESOLVE AS FOLLOWS:

Section 1. Resolution No. 2014-17 is hereby rescinded.

Section 2. The records of the City of Canyon Lake, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Canyon Lake.

Section 3. The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

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Section 5. This resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED this 4th day of September 2019.

Jordan Ehrenkranz, Mayor Pro Tem

ATTEST:

Ana V. Sauseda, Deputy City Clerk

ATTACHMENT 2

**CITY OF CANYON LAKE
RECORDS RETENTION SCHEDULE**

PLEASE CONTACT THE CITY CLERK'S OFFICE
TO REQUEST A COPY

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Ana V. Sauseda, Deputy City Clerk

DATE: September 4, 2019

SUBJECT: Introduction and First Reading of Ordinance No. 186, an Ordinance of the City Council of the City of Canyon Lake Amending Canyon Lake Municipal Code Chapter 2.40 Regarding Holidays Observed by the City

Recommendation

Staff recommends the Introduction and First Reading of Ordinance No. 186, an Ordinance of the City Council of the City of Canyon Lake Amending Canyon Lake Municipal Code Chapter 2.40 Regarding Holidays Observed by the City.

Background

The City of Canyon Lake approved the adoption of Ordinance No. 51 on March 15, 1995, regarding Holidays observed. Upon review of the City's Municipal Code and the most recent version of the Personnel Policies and Procedures, staff determined that a review of said holidays had not been done since the original adoption of the Ordinance.

Staff recommends updating the Holiday Calendar to more closely mirror holidays observed by the County, and to better reflect past City practices.

Budget (or Fiscal) Impact

No anticipated impact to the General Fund.

Attachments

1. Ordinance No. 186
2. Personnel Policies and Procedures

ATTACHMENT 1

ORDINANCE NO. 186

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE
AMENDING CANYON LAKE MUNICIPAL CHAPTER 2.40 REGARDING HOLIDAYS
OBSERVED BY THE CITY**

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

Section 1. Canyon Lake Municipal Code Chapter 2.40 shall be amended to read as follows:

CHAPTER 2.40: HOLIDAYS OBSERVED BY THE CITY

Section

- 2.40.010 City Hall Hours.
- 2.40.020 City Holidays.
- 2.40.030 Observation of City Holidays.

2.40.010 City Hall Hours.

- (a) City Hall offices shall remain open Monday through Thursday from 8:00 a.m. to 5:00 p.m. except for legal holidays or closures as specified in this Chapter.
- (b) Nothing in this Chapter shall affect the hours of those offices which must remain open for the continuation of essential public services such as police and fire protection.

2.40.020 City Holidays.

- (a) The following days shall be legal holidays for the City:
 - (1) January 1st, known as “New Year’s Day.”
 - (2) The third Monday in January, known as “Dr. Martin Luther King, Jr. Day.”
 - (3) The third Monday in February, known as “President’s Day.”
 - (4) The last Monday in May, known as “Memorial Day.”
 - (5) July 4th, known as “Independence Day.”
 - (6) The first Monday in September, known as “Labor Day.”
 - (7) The second Monday in October, known as “Columbus Day.”
 - (8) November 11th, known as “Veterans Day.”
 - (9) The third Thursday in November, known as “Thanksgiving.”

(10) December 25th, known as “Christmas Day.”

(b) City Hall will also observe a Fall Closure by closing the City Hall offices on the Wednesday preceding the Thanksgiving holiday and a Winter Closure by closing the City Hall offices on the Monday through Thursday workdays from December 24th through December 31st.

2.40.030 Observation of City Holidays.

The City Clerk shall on or before December 1st post a list of observed holiday dates for the following calendar year. Holidays falling on Sunday shall be observed on the following Monday. Holidays falling on a Friday or Saturday will be observed on the preceding Thursday.

Section 2. Effective Date

This Ordinance shall be effective thirty (30) days from the date of its adoption.

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

Jordan Ehrenkranz, Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

Ana Sauseda, Deputy City Clerk

Steven Graham, City Attorney

ATTACHMENT 2

Personnel Policies and Procedures



Original Approval: November 5, 2014

Modified: September 4, 2019

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INTRODUCTION

Per the Canyon Lake Municipal Code the City Manager, or designee, serves as the Appointing Authority and has the final authority to appoint a person to a position of employment. This policy is to set forth the manner in which the City Manager, or designee, will carry out the duty of appointing, managing, and disciplining employees.

CITY AUTHORITY

The City of Canyon Lake is incorporated as a California General Law city, and its powers are those expressly granted by the California State Legislature and the California Constitution. Therefore, the policies set out here may be changed or superseded by Constitutional amendment, an act of the California State Legislature, state regulatory authority applicable to general law cities or, where applicable, by federal law or regulation.

PURPOSE

These Personnel Policies and Procedures shall serve as a course of instruction to all units and agencies of the City of Canyon Lake and City Employees. *Possible replace with PERMA wording*

This policy supersedes all previous personnel manuals and procedures. Any issues regarding the City personnel process not covered in this policy, or not otherwise covered by applicable law or regulation, may be addressed by the City Council or City Manager by the adoption of administrative policy documents or interpretations, and applied on an individual basis.

DISTRIBUTION

This policy shall be distributed to all current city employees, to new employees upon hiring, as well as to City officers. Upon distribution, all employees and officers must acknowledge receipt and review of this policy document.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Canyon Lake affords equal employment opportunity for all qualified employees and applicants as to all terms of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination. The City of Canyon Lake prohibits discrimination against employees or applicants for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other basis protected by law. Employees, volunteers, or applicants who believe they have experienced any form of employment discrimination or abusive conduct are encouraged to report the conduct immediately using the complaint procedures provided in these

Personnel Policies and Procedures, or by contacting the U.S. Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing.

IMPLEMENTATION

The City Manager is the Appointing Authority under this policy and shall exercise functional authority over the City personnel process for the purpose of implementing and enforcing these policies and procedures on a citywide basis.

REVISIONS

This policy provides enforceable City policies. As necessary, changes will be made to the policy based upon resolution from the City Council, changes in State or Federal Law, or to improve efficiencies. The Administrative Services Manager or designee shall be responsible for accurately maintaining and updating this policy. The City reserves the right to appropriately change, amend, revise or delete the provisions contained herein, including policies and procedures, without notice and when deemed necessary.

CHAPTER 1 – BENEFITS AND PRACTICES

SECTION 1 – AUTHORIZED POSITIONS

Authorized full-time and part-time positions, with classification titles and pay ranges specified, shall be established from time-to-time upon adoption of a resolution by the City Council. Unless otherwise stated, the following definitions shall apply for purposes of authorized positions under these Personnel Rules and Regulations. Additional definitions are included in Chapter 6.

- a. Management or Exempt Employee: An employee designated as such in the Salary and Wages Resolution and is not covered under the overtime provisions of the Fair Labor Standards Act (FLSA).
- b. Non-exempt Employee: An employee who is covered by the overtime provisions of the Fair Labor Standards Act (FLSA). “Non-exempt employees” may also be known as “hourly” employees.
- c. Part-time Employee: A position requiring the employee to work fewer than 30 hours per week.
- d. At-Will Employee: All employees of the City of Canyon Lake, full-time or part-time, are considered to be at-will employees. An at-will employee may be dismissed by the City Manager at any time, for any reason, and without prior notice or right of appeal.
- e. Volunteer: An individual who accepts an unpaid position with the City to perform specific tasks. A volunteer can be released at any time and for any reason and are not covered by this policy except for harassment provisions. Volunteers are not employees and have no employment rights
- f. Temporary or Contract Employee: A full-time or part-time employee who serves at will for a limited period of time and/or for specific job duties or for emergency conditions.

SECTION 2 – WORKWEEK

All employees, excluding part-time employees and volunteers, work a 38-hour work week. The City may adjust work hours to meet changing needs and requirements.

SECTION 3 – OVERTIME COMPENSATION

Overtime compensation is governed by the provisions of the Fair Labor Standards Act. In general, non-exempt employees who actually work more than 38 hours in a workweek shall be

compensated at the rate of one and one-half times the employee's regular rate of pay, either as paid time at one and one-half rate of pay, or as compensatory time accrued at the rate of one and one-half rate of pay for all hours worked in excess of 38 in any workweek. Work classified as standby, emergency response and disaster response may also be paid at one and one-half times the straight time rate. For the purposes of this resolution, holidays and pre-scheduled time off are not to be considered actual work time. The total amount of compensatory time an employee may accrue is 60 hours. When this maximum is reached, the employee will either take time off work or receive payment for all or a portion of the time at the discretion of the City Manager. *Overtime must be specifically authorized in advance by the employee's immediate supervisor or appointing authority.*

SECTION 4 - TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and State laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All employees should accurately record the time they begin and end their work, as well as the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved by the City Manager before it is performed.

Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action up to, and including, termination.

SECTION 5 – NON-CITY FUNDED EMPLOYEES

Employees who are hired pursuant to Federal/State/County funding-assisted programs are subject to termination when program funding terminates.

SECTION 6 – SALARY AND WAGE SCHEDULE

The salary and wage schedule for authorized full-time and part-time positions shall be established from time to time upon adoption of a resolution of the City Council.

SECTION 7 – RECRUITMENT

These steps establish a procedure for all phases of the employment process for full-time and part-time employees. The City Manager, or designee, will administer and coordinate the hiring process for all position vacancies to ensure compliance with contractual, legal, and equal employment opportunity requirements. All such hiring efforts are conducted in the spirit of equal opportunity and non-discrimination.

All City appointments shall be based on merit and fitness and will be determined by the result of any or all of the following testing procedures: written test, practical skills examination and/or oral interview.

The City Manager will determine the best method for seeking outside candidates through open recruitment including, but not limited to, any of the following procedures: individual selection directly by the City Manager or job announcements advertised in newspapers and other appropriate publications.

a. Examination Process

Examinations shall be conducted to assist with the selection of qualified candidates, and test selection techniques will examine the qualifications of the candidates. Tests may include, but are not limited to: achievement and aptitude tests, written tests, personal interviews, performance tests, physical agility tests, evaluation of daily work performance, work samples, or any combination of these. All examinations given will be job related and designed to determine a candidate's knowledge, skills, and abilities to perform job functions.

The City Manager, or designee, will ensure that all examination results remain confidential, and that the examination process appropriately accommodates candidates with disabilities.

b. Interview Process

The employment interview is a significant part of the selection process. The interviewer's function is to discover a candidate's knowledge, skills, and abilities to perform the essential job functions. Certain guidelines must be observed to ensure compliance with State and Federal laws, and to maximize the reliability of the interview process. These guidelines include:

1. Interview questions must be job-related and designed to measure a candidate's job knowledge, experience, and education necessary to perform the essential job functions.
2. All interview panel members, if utilized by the City Manager, will be informed of the position responsibilities and requirements. Each panel member must independently rate candidates using an objective measurement scale developed by the City.

3. Only the most highly rated candidate(s) will be considered for final evaluation and review.

c. Reference Check/Screening

Before an Offer of Employment is extended, the City shall conduct a reference check on any candidate. The purpose of the reference check is to verify employment duties, performance record, attendance record, and any other pertinent information. Results of the reference check and background will help determine a candidate's fitness for the position.

Certain positions may require a thorough background check by the Sheriff's Department or other designated agency; however, no background investigations will be conducted without first notifying the candidate.

Post-offer, pre-employment physical, medical, psychological, drug, and alcohol tests may be given as set out in Section 10 "Health Screening".

d. Candidate Notification

After references are verified and a final decision is reached, the City will notify the selected candidate, in writing, and make an Offer of Employment. When the candidate accepts the Offer of Employment all other candidates, if any, will be notified in writing that they were not selected for the position.

SECTION 8 – HIRING OF IMMEDIATE FAMILY MEMBERS

The City shall not hire the "immediate family member" (as defined in Chapter 1, Section 16) of a city official or employee. The fact that a person shall become a city official shall not cause a change in the employment status of any employee or prevent the future advancement of such employee after the election or appointment of the city official.

SECTION 9 – ADVANCEMENT WITHIN THE SCHEDULE

The City Manager shall affect such advances as deemed advisable based upon the employee's ability, proficiency, and performance within the authorized salary range.

SECTION 10 – HEALTH SCREENING

All applicants being offered employment, or employees returning to work, may be required to undergo a health screening if the City Manager determines that such a screening is necessary. As used here, “health screening” includes medical, psychological, drug, and alcohol tests.

SECTION 11 – INVESTIGATION

Upon employment, all applicants will be fingerprinted and shall successfully undergo any further investigation deemed necessary by the City Manager as a prerequisite for employment.

At the time of employment, all persons employed by the City of Canyon Lake shall be legally eligible to work in the United States. As a condition of employment, each new employee must provide specified identification, and properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. The City will verify the documents through participation in the E-Verify program.

SECTION 12 – PROBATION

The probation period is a working test period in which an employee is required to demonstrate their fitness for the position assigned. The probationary period is an integral part of the employment process and provides the opportunity to observe the employee’s work, as well as assist in the employee’s adjustment to the new position. Any employee, full-time or part-time who is serving their probationary period is considered to be a probationary employee. During the initial probation period, the probationary employee will have no rights of tenure, and may be terminated without cause either during or at the end of the probation period.

a. Duration

1. All newly hired employees (full-time or part-time) are subject to a twelve-month probation period.
2. All reclassified employees are subject to a twelve-month probation period.
3. Employees reclassified to a position in accordance with a re-evaluation of the minimum qualifications, duties, and responsibilities of the position in question, and where the employee has assumed those duties and responsibilities, shall not be subject to any probationary period.
4. The twelve-month probation period will begin on the first day of the promotion or hiring date.

5. Management employees are exempt from any probationary period.
- b. Extensions
1. Prior to the end of any probation period, the probation period may be extended another twelve-months (or any portion thereof), with the approval of the City Manager or designee.
 2. The employee will be notified in writing of such an extension.

SECTION 13– HOLIDAYS

- a. All full-time employees, and full-time employees who are in their probation period, shall have the following holidays as vacation with pay:
1. January 1st, known as “New Year’s Day”
 2. The third Monday in January, known as “Martin Luther King, Jr. Day”
 3. The third Monday in February, known as “Presidents’ Day”
 4. The last Monday in May, known as “Memorial Day”
 5. July 4th, known as “Independence Day”
 6. The first Monday in September, known as “Labor Day”
 7. The second Monday in October, known as “Columbus Day”
 8. November 11th, known as “Veterans Day”
 9. The fourth Thursday in November, known as “Thanksgiving Day”
 10. December 25th, known as “Christmas Day”
 11. One (1) Floating Holiday
- b. In addition, City Hall will observe a Fall Closure by closing City Hall offices on the Wednesday preceding Thanksgiving, and a Winter Closure by closing City Hall offices on the Monday through Thursday workdays from December 24th through December 31st. Full-time employees, and full-time employees who are in their probation period, shall receive a bank of five (5) paid Holidays to be used during the Fall Closure and Winter Closure.
- c. In the event a holiday falls upon a Friday or Saturday, the prior workday will be taken in lieu of the holiday; in the event the holiday falls on upon a Sunday, the following workday will be taken in lieu of the holiday.

SECTION 14 – VACATION

All full-time employees, and full-time employees who are in their probation period, will accrue vacation time as defined below. Employees shall be eligible for, and accrue vacation with pay, according to the following conditions:

a. Amount of Vacation

1. Fewer than ten (10) years of continuous service:

Each employee working in continuous service for less than ten (10) years shall earn 80 hours of paid vacation per year.

Vacation hours are accrued in equal increments per pay period worked. For employees hired prior to July 1, 2014, accrual per pay period will begin on July 1, 2015.

2. Ten (10) or more years of continuous service:

Upon completion of the tenth year of continuous employment, the employee shall then earn 120 hours of paid vacation per year.

Vacation hours are accrued in equal increments per pay period worked. For employees hired prior to July 1, 2014, accrual per pay period will begin on July 1, 2015.

b. Use of Vacation

1. Employees shall be eligible to use vacation as it is accrued.

2. Because the City of Canyon Lake has limited staff, absent an emergency, employees shall make a request to use vacation a reasonable amount of time in advance of the proposed use of the vacation.

3. All requests for use of vacation must be approved by the employee's supervisor and the relevant department head.

4. Upon termination, employees shall be compensated for accrued unused vacation at their current pay rate.

5. The City of Canyon Lake will not allow for accrual of vacation time in excess of 400 hours.

SECTION 15 – ADMINISTRATIVE LEAVE

The position of Administrative Services Manager/ City Clerk shall receive administrative leave.

a. Amount of Administrative Leave

The City Clerk/Administrative Services Manager shall receive 80 hours of paid administrative leave time. Administrative leave shall accrue in equal increments per pay period worked. For employees hired prior to July 1, 2014, accrual per pay period will begin on July 1, 2015.

b. Use of Administrative Leave

1. Employee shall be eligible to use administrative leave as it is accrued.
2. Upon termination, employees shall be compensated for accrued unused administrative leave at their current pay rate.
3. The City of Canyon Lake will not allow for accrual of Administrative Leave time in excess of 160 hours.

SECTION 16 – SICK LEAVE

All employees will accrue sick time as defined below. The purpose of sick leave is for an employee's illness, or health care of immediate family members as defined below and by the California Family Leave Act:

- a. Full-time employees and full-time employees in their probation period shall accrue sick leave at the rate of ninety-six (96) hours per year, and any such leave accrued but unused in any year shall be accumulated for the employee to use in succeeding years, up to a maximum of five hundred seventy (570) hours.
- b. Part-time employees and part-time employees in their probation period shall accrue sick leave at the rate of one (1) hour per thirty (30) hours worked beginning on the 31st day after their date of hire, and any such leave accrued but unused in any year shall be accumulated for the employee to use in succeeding years, up to a maximum of one hundred twenty (120) hours.

- c. Upon termination of employment for any cause other than retirement, sick leave is forfeited. If an employee retires from City service, sick leave may be converted to years of service as regulated by the CalPERS retirement system.
- d. Use of sick leave
 - 1. An employee eligible for sick leave with pay shall be granted such leave for the following reasons, or as otherwise provided by applicable laws and regulations:
 - i. Illness or physical incapacity of employee or immediate family. "Immediate family" is limited to any relative of blood or marriage who is a member of the employee's household, under the same roof; and any domestic partner, parent, grandparent, spouse, child, brother, sister, father-in-law, brother-in-law, mother-in-law, or sister-in-law of the employee's, regardless of residence.
 - ii. Enforced quarantine of the employee in accordance with community health regulations.
 - iii. Death of a member of the employee's immediate family. "Immediate family" has the same meaning as set out in (i) above. Accrued paid vacation may also be used for bereavement purposes for members of the immediate family.
 - 2. Any employee on sick leave shall inform his/her supervisor of the fact, and the reasons thereof, within one-half hour of the beginning of his/her work shift of each sick day, unless otherwise agreed, and failure to do so may cause for denial of sick leave with pay for the period of absence and may cause for disciplinary action.
 - 3. Eligibility for paid sick leave shall commence when accrued.
 - 4. Observed holidays occurring during sick leave shall not be counted as days of sick leave.
- e. The City shall observe all other applicable, required leave provisions of Federal or State law.

SECTION 17 – LEAVE OF ABSENCE WITHOUT PAY

The City Manager may grant leaves of absence up to thirty (30) days without pay to any full-time employee if the circumstances of the particular case warrant such action. During all such leaves of absence, the employee shall not be considered as being on active service and shall not accrue any service time, calculated benefits, or other benefits including vacation and sick time.

SECTION 18 – PREGNANCY

- a. All full-time employees and full-time employees who are in his/her probation period may be granted all or any portion of accrued sick leave with pay, in accordance with the provisions of this rule, and otherwise as required by State law, for illness or disability resulting from pregnancy. In applying the policy regarding sick leave, any incapacity resulting from pregnancy or related complications shall be treated as a form of temporary disability.
- b. An employee may be granted a leave of absence without pay in accordance with the pertinent provisions of this section.

SECTION 19 – MILITARY LEAVE

Military leave shall be granted to any full-time employee or full-time employee who is in their probation period in accordance with the Military and Veteran’s Code of the State of California and as amended.

The Uniformed Services Employment and Re-employment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment to undertake military service or certain types of service in the National Disaster Medical System. USERRA prohibits employers from discriminating against past and present members of the uniformed services and applicants to the uniformed services. USERRA provides for re-employment rights, the right to be free from discrimination and retaliation, and health insurance protection. Employees are not required to, but may elect to, use available leave for military leaves of absence.

SECTION 20 – JURY DUTY

Any full-time employee, or full-time employee who is in his/her probation period, who is required to serve as a juror or subpoenaed as a witness in any State or Federal court or any administrative board or tribunal, shall be entitled to a leave of absence up to eight (8) working days with pay while performing services as a juror or a witness provided that any such employee shall be required to pay over to the City any amount he/she received for jury fees, exclusive of the approved travel and subsistence. If court records indicate that the employee advised the court of this eight working day limit, and the employee is nonetheless selected for a jury where the jury duty exceeds eight working days, the excess days shall be paid by the City, if witness fees or juror fees, except mileage

reimbursement, are submitted to the City. An employee that is called to report for jury duty and is excused before 12:00 p.m. (noon) must report for work for the remainder of the day. Proof of jury attendance must be submitted to the City Manager when the employee returns to work.

SECTION 21 – INSURANCE BENEFITS

All employees of the City are covered with basic benefits as required by law, to include State Disability Insurance (SDI), Unemployment Insurance, and Worker’s Compensation Insurance.

All full-time employees or full-time employees in their probation period, and their dependents, will be eligible for coverage under the City’s medical, dental, vision, and life insurance policies, or alternatively in a recognized cafeteria plan approved by the City Council. These benefits may be increased or decreased from time-to-time at the discretion of the City Council. The City reserves the right to change carriers and/or eliminate any type of coverage at its absolute discretion. No employee has any vested right to any type of insurance coverage or benefits.

Employees may choose to contribute pre-tax dollars to the City’s authorized optional benefit plans if the plans they have chosen exceed the City’s monthly contribution, through a written authorization for payroll deductions.

SECTION 22 – RETIREMENT BENEFITS

The City currently is a member of CalPERS. All full-time employees or full-time employees in their probation period shall be members of the California Public Employees’ Retirement System (CalPERS). Eligible employees are required to participate in accordance with the rules of CalPERS. CalPERS Retirement membership is required for any employee working at least 1,000 hours in a fiscal year. All other part-time, temporary, and seasonal employees, as well as any other employees, are not eligible for membership. Retirement benefits provided are subject to CalPERS rules and regulations.

SECTION 23 – TRAVEL EXPENSE ALLOWANCE

Staff is expected to use good judgment in the use of City funds while on official travel to minimize the total cost to the City. All full-time employees, or full-time employees who are in their probation period, and part-time employees with prior written approval of the City Manager, shall be eligible for a travel expense allowance as specified by the following:

- a. Local Travel

Expense claims for use of private automobiles must be submitted to the City Manager for approval. Such use will be reimbursed at the standard mileage rate as set by the IRS for all

business miles. Mileage will be calculated round-trip from City Hall to the location(s). If an employee drives his/her own vehicle, they must provide proof of adequate liability insurance.

b. Out-Of-Town Travel

City staff will make reservations for travel covered by this policy, and will prepay transportation, registration, and lodging whenever possible. If a staff member wishes to make his/her own arrangements, or prepaying for transportation, registration or lodging is not available, the staff member will be reimbursed subject to the restrictions below. If, in the judgment of the City Manager, the estimated expense for contemplated travel out of the City is too high to expect the employee to finance the trip and be reimbursed upon their return, the City Manager may authorize advance payment of the estimated amount to the employee, to be reconciled upon his/her return. The staff member must immediately reimburse the City for any amount of such an advance for which there is no receipt, or which does not meet the requirements of this policy. The advance shall not exceed \$120/day of travel.

1. Use of personal cars for trips out of town may be approved by the City Manager when use of commercial transportation is not practical. Compensation for mileage is not to exceed airfare cost.
2. Staff shall use government or group rates for transportation whenever available. If such rates are not available, staff shall be prudent in booking travel to find the lowest rate possible to serve the purpose of traveling and all such travel must be in coach. Staff members should utilize long-term airport parking whenever possible.
3. Airport shuttles and public transit should be used whenever available. Rental vehicles are only permitted when other transportation is unavailable or when it is the most economical mode of transportation. Advance reservations should be made whenever possible and a compact or economy car should be requested.
4. When lodging is to be reimbursed for an organized educational conference, the reimbursement cannot be more than the group rate published by the conference, assuming it is available at the time the reservation is made. If the group rate is not available (or there is no group rate), then the City should seek the government rate. If neither the group nor the government rate is available, the maximum which may be paid per night for lodging in California is \$300 or up to \$500 in higher-cost areas in California and outside California.

5. Expenses for meals will be reimbursed at actual cost; however, reimbursement shall not exceed the limits listed below. There will be no reimbursement for the cost of alcohol, or for spouse/guest meals.

Breakfast - \$18

Lunch - \$30

Dinner - \$45

- i. Reimbursement for breakfast will be provided for any full day of travel, on the first day of travel if departure is prior to 6:30 a.m., and on the last day of travel if arrival is after 10:00 a.m.
 - ii. Reimbursement for lunch will be provided for any full day of travel, on the first day of travel if departure is prior to 11:00 a.m., and on the last day of travel if arrival is after 2:00 p.m.
 - iii. Reimbursement for dinner will be provided for any full day of travel, on the first day of travel if departure is prior to 5:00 p.m., and on the last day of travel if arrival is after 7:00 p.m.
 - iv. Reimbursement will not be provided for any meals that are included in registration at an event.
6. When an employee takes a spouse or other guest on an official trip, the employee will be personally responsible for all of the guest's expenses and will be reimbursed only for those expenses the employee would have incurred traveling alone. All reimbursements pursuant to this policy will be shown on a separate itemized receipt attached to the expense statement.
 7. Within thirty (30) days of return from attendance at a conference or other event at the City's expense, the employee shall provide a brief written statement to the City Manager regarding the conference or event.

c. Enforcement

Use of public resources or falsifying expense reports is a violation of this policy and may result in any or all of the following:

1. Discipline up to, and including, termination;
2. Loss of reimbursement privileges;

3. Restitution to the City;
4. Civil penalties; and
5. Prosecution for misuse of public resources.

SECTION 24 – PERFORMANCE EVALUATION

The purpose of the performance evaluation is to accurately assess the employee's overall job performance, and to set goals with the employee that further job knowledge and enhance skills and abilities.

All new full-time employees, part-time employees, and reclassified employees will receive a comprehensive performance evaluation from their immediate supervisor approximately six months after their hire/reclassification date. In conjunction with their evaluation, the employee may be eligible for a step increase. All new full-time employees, part-time employees, and reclassified employees will again be evaluated at the end of the first year of employment/reclassification. Thereafter, performance evaluations will be given annually. In the event that more than one person supervises an employee, all supervisors are required to participate in the performance evaluation process.

Performance evaluations will be prepared on a City evaluation form, discussed with the employee, and placed in the employee's personnel file where they can be examined by the employee at reasonable times. An employee may receive additional performance appraisals from time-to-time, whenever it is considered appropriate by the employee's supervisor(s).

Performance evaluations are required and necessary, and it is a supervisor's responsibility to give performance evaluations when they are due, even if a step or merit increase is not involved.

SECTION 25 – CONFLICT OF INTEREST: POLITICAL ACTIVITIES

These requirements are in addition to those provided under the Political Reform Act and required by employees covered by the City's Conflict of Interest Code. As a public agency, the City must be particularly sensitive to real, potential, or perceived conflicts of interest. The City expects all employees to adhere to the highest ethical and professional standards. No City employee shall lend his/her name, as an employee of the City, to any commercial or business enterprise. No employee shall approve or utilize the name, uniform, logo, or prestige of the City, or any City department, for any such purpose.

Employees shall not accept money, other considerations, or favors from anyone other than the City for an act that they would be required or expected to perform in the regular course of their duties. Individual employees may not accept gifts from any person, firm, or corporation involved in a contract or transaction which is, or may be the subject of, official action by the City. Reasonable exceptions to this section are permitted on those occasions that are social in nature and not based upon the employee's ability to influence, directly or indirectly, any matter before the City. For example, employees may accept expressions of courtesy which can be displayed or consumed at the work place and are available to all personnel and members of the public.

City employees are permitted to take an active part in political activities and campaigns as long as such participation does not interfere with their performance as an employee of the City of Canyon Lake. Employees may not engage in political activity while on duty, use any City facilities or equipment for political purposes, or use their official uniform, title, or authority to solicit funds, for or to interfere with any election or political decision.

SECTION 26 – DUAL EMPLOYMENT

City employees are employed on the condition that employment with the City is their primary employment. Employees shall not engage in any employment, activity, or enterprise for compensation that is inconsistent, incompatible, or in conflict with their duties, functions, or responsibilities as a City employee. The purpose of this policy is to establish guidelines for City employees regarding dual employment or outside activities that may conflict with City employment.

Because of their knowledge and expertise, outside employment or other income opportunities may become available to City employees. If an employee is considering such an opportunity, he or she must fully disclose the employment opportunity to the City and have it carefully reviewed to avoid a conflict of interest. Failure to disclose potential business opportunities that create a conflict of interest is grounds for disciplinary action, up to and including termination.

Employees shall notify the City Manager if they are considering the following:

- a. Simultaneous employment by any other employer;
- b. Participation in an outside business on their own or with others;
- c. Involvement in any other outside activity where they receive compensation.

The City Manager, or designee, shall determine if a conflict exists. If a conflict of interest or scheduling problem exists, the City may require an employee to resign from the other employment or outside activity.

An employee's outside employment, activity, or enterprise may be prohibited if it:

- a. Involves the use of City time, facilities, equipment, supplies, badge, uniform, prestige, or influence of their City department, or employment for private gain or advantage.
- b. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act which the employee would be required or expected to render in the regular course or hours of their employment, or as a part of their duties as a City employee.
- c. Involves the performance of an act in other than their capacity as a City employee which may later be subject directly or indirectly in the control, inspection, review or audit, or enforcement of any other employee to the department by which they are employed.
- d. Involves such time demands that would render performance of their duties as a City employee less efficient.

Procedure for obtaining approval:

- a. The employee shall request authorization for outside employment from the City Manager, or designee, by completing the Authorization for Outside Employment Form prior to entering into the requested outside employment.
- b. The City Manager shall authorize outside employment in accordance with this policy. In the event a request for outside employment is denied, written comments will be provided to the employee.
- c. The City Manager or designee shall furnish the requesting employee a copy of the Authorization for Outside Employment indicating approval/denial and forward a copy to the employee's personnel file.

SECTION 27 – PERSONNEL RECORDS

- a. Establishment

An employee's official personnel file will contain all records concerning personnel actions taken, including but not limited to: performance evaluations, benefit enrollment forms, educational courses taken, and all employment-related documents that give a complete employment history. The City Manager, or designee, shall keep personnel records confidential to the extent permitted by law. Personnel files may be viewed by the employee

upon request. Employee medical information shall be kept in files separate from the official personnel file. Likewise, any grievances filed by an employee, as well as documents reflecting a review of such grievances, shall be maintained in separate confidential files.

b. Maintenance

Employees are required to inform the City Manager, or designee, of any changes in name, address, telephone number, marital status, family status, beneficiary, or other information on file. This ensures that withholding statements, insurance(s) and retirement records are correct. Employees may be liable for any costs incurred by the City as a result of inaccurate personnel information.

c. Release Of Information Concerning City Personnel

To ensure personnel information is appropriately and accurately disseminated the City Manger, or designee, will initially screen all personnel reference checks and employment verifications, and confidentially handle all financial inquiries originating from banks, credit unions, etc. regarding current and past City employees. Responses to financial inquiries will be released only upon written employee authorization.

1. Procedures For Release Of Information

- i. All outside inquiries and reference checks shall be in writing and shall be forwarded to the City Manager, or designee, for response. The City Manager, or designee, may consult with the City Attorney as to the release of the requested information. All calls for reference checks should be referred to the City Manager, or designee, by responding to a caller saying “Under our policy, only the City Manager, or designee, responds to call concerning employees. I will transfer you to that office.”
- ii. Financial information will be released only after an authorized written request has been submitted to the City Manager, or designee, by the agency requesting the information, and the employee has executed a written approval to release the requested information.
- iii. The City Manager, or designee, shall comply with applicable Federal and State laws regarding release of public employee personnel and financial information, and shall consult with the City Attorney whenever there are questions concerning the release of such information.

SECTION 28 – REASONABLE ACCOMMODATION FOR DISABILITIES

The City shall make reasonable accommodations for the known physical disabilities, mental disabilities, and certain medical conditions of employees and applicants for employment in compliance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

Employees with a disability, for which accommodation is necessary to perform the essential functions of the job, shall inform the City Manager of his/her disability and accommodation needs and submit documentation from his or her physician or health care provider to substantiate the work restrictions or limitations imposed by the disability. All medical documentation shall be submitted to and maintained by the City Manager or designee.

Reasonable accommodations which have been authorized by the City Manager and accepted by the employee shall not be rescinded without the prior written approval of the City Manager.

Effective January 1, 2015, employees who are victims of stalking, sexual assault, or domestic violence may request reasonable accommodation. Employees seeking such accommodation will, at City's request, be required to submit a signed written statement certifying the accommodation is related to the employee's status as a victim. The employee will be required to notify the City if a new accommodation is needed because of changed circumstances, or if the employee no longer needs an accommodation.

SECTION 29 – SAFETY

The practice of accident prevention is one of the most important employee responsibilities. Knowing and applying safe working methods are fundamental parts of every job.

For their own protection, and in the interest of fellow workers and the public served, employees must learn and follow all established safety practices and avoid taking any chances that might result in injury. When in doubt, they should check with their supervisor. Any unsafe or hazardous conditions must be reported directly to a supervisor immediately and to the City Manager.

CHAPTER 2 – EMPLOYEE DISCIPLINARY PROCEDURES

SECTION 1 – EMPLOYEE CONDUCT AND DISCIPLINE

All employees, City management employees, and contract employees serve at the will of the City of Canyon Lake. All full-time and part-time employees, City management employees, and contract employees are considered at-will employees, and may be subject to discipline and dismissal without cause.

a. Attendance and Punctuality

To maintain a safe and productive work environment, employees are expected to be reliable and punctual in reporting for scheduled work. In the instance when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must notify his/her immediate supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

b. Dress Code

All employees are expected to report to work dressed appropriately for the duties they perform. Office staff is expected to maintain a professional appearance.

SECTION 2 – GROUNDS FOR DISCIPLINARY ACTION

Discipline may be necessary when City policies are violated or City expectations are not met. All employees of the City of Canyon Lake are at-will employees, and may be disciplined or separated at will, with or without cause. The causes for disciplinary action against an employee may include, but are not limited to, the following:

- a. Fraud: To secure employment by providing false documents or knowingly make false statement or significant omissions, either orally or in writing, on a City employment application or in any supporting documents.
- b. Incompetence: Consistent failure to perform some or all of the job duties.
- c. Neglect Of Duty: Failure to perform one or more essential duties required of the employee's position.

- d. Insubordination: Willful failure to conform to a Supervisor’s legitimate requests and directions.
- e. Alcohol Or Drug Use: Being under the influence of alcohol or controlled substances while at work, while driving a City vehicle, or consuming, selling, possessing, or manufacturing the same while on City premises or while engaged in City business. “Being under the influence” is defined as having the presence of any detectable level of drugs in the body, or blood alcohol level greater than .02%.
- f. Absence Without Leave.
- g. Discourteous Treatment Of The Public Or Other City Employees.
- h. Improper Or Unauthorized Use Of City Property.
- i. Conflict Of Interest/Employment: Outside employment not authorized by the City Manager.
- j. Gifts: Acceptance of any reward, gift, or other form of remuneration, in addition to the employee’s regular compensation, for the actions performed in the normal course of the employee’s assigned duties.
- k. Falsifying Records: Falsifying City reports or records.
- l. Dishonesty.
- m. Violation Of Rules: Violation of the City’s policies, ordinances, and resolutions, including the Personnel Policies and Procedures, and administrative orders.
- n. Poor attendance and/or excessive tardiness.

SECTION 3 – DISCIPLINARY ACTION

The disciplinary process outlined below has been established to provide general guidelines for disciplining employees.

Discipline may be initiated for various reasons including, but not limited to, violations of the City of Canyon Lake work rules and employee misconduct as specified in the Personnel Policies and Procedures. The severity of the action depends on the nature of the offense and an employee’s record, and may range from verbal counseling to immediate dismissal. All employees of the City

of Canyon Lake are at-will employees, and may be disciplined or separated at will, with or without cause.

Nothing in these procedures requires imposition of disciplinary action in any particular order of severity or pursuant to the number of prior disciplinary actions.

Verbal Counseling: An opportunity to communicate in a non-disciplinary fashion that a problem is perceived and that the supervisor is available to help solve it.

Verbal Reprimand: To communicate to the employee that a repeat action may result in more serious discipline.

Written Reprimand: A written communication to the employee that an offense has been committed. A copy of this warning is given to the employee and one copy is filed in the employee's personnel file. Employee may submit a written response within fourteen (14) days of receipt of the reprimand which will be attached to the written reprimand.

Suspension: Temporary removal of an employee from his/her duties without pay for disciplinary purposes. Employees may be suspended on the spot when there is clear threat to the safety of other employees or the public.

Reduction in Pay: Reduction in pay shall be a decrease in salary to a lower step within the salary grade for disciplinary purposes. The decrease may be permanent or for a fixed period of time.

Demotion: Reduction to a lower class with a lower rate of pay.

Dismissal: Termination from employment.

The City of Canyon Lake reserves the right to deviate from this policy when circumstances warrant such a deviation. The City Manager is vested with the authority to determine the appropriate course of action.

SECTION 4 – RECORDS

Original copies of all written records pertaining to disciplinary actions shall be maintained in the employee's confidential personnel file.

SECTION 5 – AUTOMATIC RESIGNATION

Being absent without leave, whether voluntary or involuntary, for a period longer than three (3) consecutive working days, is an automatic resignation from City service. The City Manager, or designee, will follow the procedures outlined in the Resignation Policy.

CHAPTER 3 – RESIGNATION

SECTION 1 – RESIGNATION

- a. An employee wishing to resign is asked to submit a written notice fourteen (14) calendar days prior to leaving. The notice should include the reasons for resignation and an effective date.
- b. Prior to leaving, the City Manager, or designee, will arrange an exit interview where the employee will be expected to return all City property, including keys to City facilities or work areas.
- c. In the event of dismissal or layoff, the employee will be paid at the time of the dismissal. For voluntary resignation, the employee's check will be issued at the last day of voluntary resignation.
- d. Employees will be asked to review and sign a statement indicating receipt of their last paycheck which will include accrued comprehensive annual leave. Final payment of compensation may be withheld pending return of City property, completion of necessary paperwork, and other requirements of termination.

SECTION 2 – RE-EMPLOYMENT

Re-employment is solely at the discretion of the City. Longevity and seniority are lost at an employee's termination of employment, regardless as to whether such termination was voluntary or involuntary. If re-employed, an employee shall begin accrual of benefits at the time of re-employment; no benefits shall be provided retroactively. All pre-employment policies and screening in effect at the time of re-employment shall apply to an employee seeking re-employment.

CHAPTER 4 – HARASSMENT

SECTION 1 – HARASSMENT

The City of Canyon Lake maintains a strict policy prohibiting discriminatory harassment in accordance with State and Federal laws. Conduct need not to arise to the level of a violation of State or Federal law to violate this policy. This policy applies to all City employees including management personnel, applicants, and persons providing services pursuant to contract.

SECTION 2 – STATEMENT OF POLICY

It is the policy of the City of Canyon Lake to treat its employees and volunteers with respect and dignity, and to provide a work environment free of unlawful discrimination and harassment. The City therefore prohibits all forms of unlawful harassment in the workplace including sexual, verbal, physical, and visual harassment based on participation in a protected group or perceived participation in a protected group (i.e. race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other basis protected by law). Sexually-harassing conduct is that which can occur between people of the same or different genders. Conduct in violation of this policy is considered an illegal employment discrimination practice when:

- a. Such conduct is made either explicitly or implicitly as a term of condition of an individual's employment;
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decision affecting the individual;
- c. Such conduct is sufficiently severe or pervasive as to create a discriminatory, hostile, or offensive work environment based on an employee's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other basis protected by law; OR
- d. Such conduct is sufficiently severe or pervasive to alter the conditions of employment.

Management Employees, full-time employees, part-time employees, contract employees, and volunteers who permit or engage in such harassment, or fail to take appropriate steps to report or investigate such conduct may be subject to prompt and appropriate disciplinary action, up to and including dismissal or termination of services.

SECTION 3 – SEXUAL HARASSMENT

Sexual harassment is the deliberate or repeated behavior of a sexual nature that is unwelcome. As defined by the Fair Employment and Housing Commission, sexual harassment is unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior, and includes gender-based harassment of a person of the same sex as the harasser.

Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.

It is important to note that consensual relationships that end or change are not a bar to filing a claim of sexual harassment.

The following is a partial list of conduct that could be considered sexual harassment:

- a. Unwanted sexual advances;
- b. Offering employment benefits in exchange for sexual favors;
- c. Making or threatening reprisals after a negative response to sexual advances;
- d. Visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
- e. Verbal conduct, such as making or using derogatory comments, epithets, slurs, jokes, and suggestions about another employee's gender or sexuality;
- f. Verbal sexual advances or propositions;
- g. Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually-degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations;
- h. Physical conduct, such as touching, assault, impeding, or blocking movements.

SECTION 4 – PROCEDURE

- a. Any acts of sexual discrimination or harassment shall be reported immediately to the employee’s supervisor, City Manager, City Attorney, any Council Member, or any other responsible party, who will then investigate complaints or cause an investigation to be conducted in a confidential and timely manner. Any individuals who have knowledge of conduct or information regarding the matter may be interviewed.
- b. In reaching a decision about the complaint, the investigator may take into account:
 1. Statements made by the complainant, witnesses, or others who may provide information.
 2. Details and consistency of each person’s account.
 3. Evidence of how the complainant reacted to the incident.
 4. Evidence of past instances of harassment by the accused.
 5. Evidence of past harassment complaints found to be untrue.
- c. If harassment is determined to have occurred the City Manager, or designee, shall take prompt, corrective action to eliminate any unlawful harassing behavior to address the effects on the person subjected to the harassment and to prevent any further instances of harassment. This may consist of disciplinary action up to, and including, dismissal or termination of employment services, training, or other remedial actions. Notice of such corrective action shall be provided to the complainant. No retaliatory behavior of any kind shall be tolerated, and this may result in separate disciplinary action. If no illegal harassment is found, no corrective action will be taken.
- d. The City Manager, or designee, will keep complaints and investigations under this policy confidential to the greatest extent allowed by law, but some disclosure will be necessary to conduct a proper investigation and take appropriate corrective action. Employees are encouraged to use discretion in discussing complaints or investigations under this policy with others since unnecessary disclosure may prevent a fair investigation.

SECTION 5 – ENFORCEMENT OF LAWS AGAINST HARASSMENT

Employees, or job applicants, who believe they have been unlawfully harassed may, within one year of the act of harassment, file a complaint of discrimination with the Department of Fair

Employment and Housing (DFEH). The DFEH serves as a fact-finder, and attempts to assist employers and employees to voluntarily resolve unlawful harassment disputes.

For more information regarding employee rights and remedies related to unlawful harassment, contact the State of California Department of Fair Employment and Housing Commission.

CHAPTER 5 – DRUG AND ALCOHOL-FREE WORK PLACE

SECTION 1 – DRUG AND ALCOHOL-FREE WORKPLACE

The purpose of this policy is to provide guidelines for all employees regarding alcohol and drug use at the workplace. The City of Canyon Lake intends to provide a working environment that is safe and free from drugs and alcohol. Therefore, the City prohibits the unauthorized or unlawful use or manufacture of alcohol or drugs on City premises.

Additionally, employees are expected to be in suitable mental and physical condition to perform their job satisfactorily and behave appropriately. Should the use of alcohol or other drugs interfere with job performance, employees may be offered rehabilitative assistance. However, prolonged failure to meet satisfactory levels of job performance could result in disciplinary action up to, and including, dismissal.

SECTION 2 – STATEMENT OF POLICY

The possession, transfer, sale, manufacture, or use of alcohol or other drugs, legal or illegal, is prohibited while on City premises, or during work hours or breaks. This includes all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, and substances recognized as drugs in the official United States Pharmacopeia and any supplement thereof.

City employees are also prohibited from being under the influence, or having a detectable level, of alcohol or controlled substances in their systems during working hours (including lunch hours and breaks), while on City premises at any time, and/or while driving a City vehicle at any time. Employees taking prescription or over-the-counter drugs that may affect job performance or behavior are encouraged to inform their supervisor that they are taking medications.

Any employee who has knowledge of a violation of this policy by another employee must report such violation immediately. An employee who fails to report such violation may also be subject to disciplinary action, up to and including termination.

SECTION 3 – PROCEDURE

The City reserves the right to conduct unannounced searches of City facilities and property for illegal drugs or alcohol. Employees shall cooperate in the conduct of such searches.

When an employee's supervisor and a second employee or supervisor have reasonable suspicion to believe an employee may be under the influence of alcohol or a controlled substance, that employee may be given a medical evaluation by a City-designated medical clinic on City time and at City expense. The medical evaluation will be conducted to determine if alcohol or drugs are in the employee's system.

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Reasonable suspicion may be justified by one or a combination of the following indicators: bloodshot or watery eyes, slurred speech, alcohol on the breath, physical and/or verbal altercation, inability to walk a straight line, an accident involving City property, possession of drugs or alcohol, frequent absenteeism, confusion/difficulty in concentration, and/or noticeable change in behavior.

The following steps establish a procedure to facilitate the medical evaluation process:

- a. The supervisor will meet with the City Manager, or designee, to discuss the employee's behavior. At that time, it will be determined if the employee should be tested for alcohol and/or drugs. The City Manager, or designee, will arrange for an immediate appointment with a medical facility to conduct the test, unless the employee admits to being under the influence of alcohol or a controlled substance.

An employee's refusal to submit immediately to an alcohol or drug analysis when requested by management may constitute insubordination, and may be grounds for disciplinary action up to, and including, dismissal. All employees are required to consent to controlled substance and alcohol testing and/or inspection pursuant to this policy as a condition of continued employment.

- b. The City will immediately provide transportation for the employee to the medical facility and wait for the tests to be completed. The type of testing required will be determined by the physician.
- c. After being tested, the employee will be transported home, or in appropriate situations, to the hospital. The employee will continue receiving pay during this time and disciplinary action will not be administered unless the test results show the presence of alcohol and/or drugs. Information obtained through this testing will be treated with strict confidentiality.
- d. If alcohol and/or drugs are found in the employee's body, the City Manager, or designee, shall meet with the employee and explain the proposed disciplinary action. The employee shall be encouraged to seek professional assistance.

If an employee is convicted of criminal drug activity, the employee must notify the City Manager, or designee in writing within five (5) calendar days after the conviction.

SECTION 4 – DOCUMENTATION

Records relating to job performance, attendance, and behavior shall be maintained in the employee's personnel file. Only behavior associated with alcohol and/or drugs should be documented and placed in the employee's personnel file. All tests shall be maintained, along with the employee's medical records, in a confidential medical file separate from the personnel records.

SECTION 5 – FOLLOW-UP

If the employee's drug test results are confirmed positive, the following steps shall occur:

- a. The City Manager or designee, the supervisor, and the City Attorney will determine the most suitable disciplinary action.
- b. The employee may also be assisted in locating an appropriate treatment or counseling program if the employee is not already enrolled in such a program. Although the employee will be offered a reasonable opportunity for rehabilitation, continued employment with the City will be dependent upon the nature and frequency of the alcohol or controlled substance usage and other factors deemed relevant by the City.

Should the results of the alcohol or drug test be negative, the employee may return to the workplace and perform regular job duties.

CHAPTER 6 – OTHER DEFINITIONS

SECTION 1 – DEFINITIONS

Appointing Authority	The City Manager, or designee, who has the final authority to appoint a person to a position of employment.
Drugs and Controlled Substances	All forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, and substances recognized as drugs in the official United States Pharmacopeia and any supplement thereof.
Exempt Employee	An employee who is exempt from overtime payment provision of FLSA.
Fair Labor Standard Act (FLSA)	The Federal Law which governs wage and hour requirements of public agencies.
Immediate Family	Any relative of blood or marriage who is a member of the employee's household, under the same roof, any domestic partner, parent, grandparent, spouse, child, brother, sister, father-in-law, brother-in-law, sister-in-law, or mother-in-law, regardless of residence.
Non-Exempt Employee	An employee who is covered by the overtime provisions of FLSA.
Probationary Employee	A regular full-time employee or reclassified non-management employee who is serving their probationary period.
Probation Period	A working test period in which an employee is required to demonstrate their fitness for the position assigned. The probationary period is considered to be an integral part of the examination, recruiting, testing, and selection process.
Volunteer	An individual who accepts an unpaid position with the City to perform specific tasks. A volunteer can be

released at any time and for any reason without the right of appeal, and are not covered by this policy except for harassment provisions. Volunteers have no employment rights.

Supervisor

An individual who provides first line management work, monitors and regulates employees in their performance or assigned or delegated tasks.

Working Hours

Normal working hours are as designated by the City Council or Cit Manager.

Workweek

The work week begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday.

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

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

DATE: September 4, 2019

SUBJECT: Authorization of Contract with Bill Blankenship for Economic Development Consulting Services

Recommendation:

Authorize the City Manager to negotiate and enter into a sole source contract with Mr. Bill Blankenship to provide economic development services to the City. Approve a budget adjustment in the amount of \$9,000 in Account # 10-310-6610 to cover the cost of these services for an initial period of six months.

Background:

During the Goals Session special meeting held on May 8, 2019, the City Council established economic development as a top goal of the City. Staff and the Council have since identified a number of priority economic development projects.

It has been the City's practice to maintain a small number of full-time staff and to utilize contracts with individuals and companies for the delivery of many traditional municipal services as a way to keep costs down. Given the City's desire to continue this fiscally responsible practice, and given that the City currently has no in-house or contract Economic Development staff, it is recommended that the City enlist the services of a consultant to assist City staff in pursuing economic development objectives.

Staff has determined that a sole source contract with Mr. Bill Blankenship is justified as Mr. Blankenship possesses specific knowledge and key relationships needed given the economic development objectives currently being pursued by the City.

Fiscal Impact:

Increase to the City Manager Department budget within the General Fund in an amount not to exceed \$9,000 for an initial term of six months. However, it is anticipated that these costs will be offset by not spending the full amounts budgeted in other accounts.