



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587

Website: www.canyonlakeca.gov

*Mayor Jordan Ehrenkranz
Mayor Pro Tem Kasey Castillo*

Council Members:

*Randy Bonner
Larry Greene
Jeremy Smith*

*City Manager Chris Mann
City Attorney Steven Graham
City Clerk Ana V. Sauseda, CMC*

AGENDA

Regular Meeting of the Canyon Lake City Council Wednesday, November 4, 2020

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

SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020, as a response to mitigating the spread of Coronavirus (COVID-19), this regular meeting of the City Council of the City of Canyon Lake will allow Councilmembers to attend the City Council meeting telephonically from remote locations without requiring notice of or public access to those locations. The City Council Chamber will be closed to the public. Members of the public may observe the City Council meeting by selecting the Live Stream icon on the main page: www.canyonlakeca.gov, the City's Facebook page, Time Warner/Spectrum Channel 29, or on FIOS/Frontier Channel 39.

In a further effort to allow for social distancing, members of the public may comment electronically by sending an email with their comment to PublicComment@canyonlakeca.gov. The City Clerk will read these public comment submissions into the record during the "Public Comments" portion of the agenda.

If any member of the public has a disability and desires to request a modification or accommodation of the above procedures, please contact the City Clerk at least 24 hours prior to the meeting at 951-244-8547 or by email at asauseda@canyonlakeca.gov.

CLOSED SESSION – 5:00 P.M.

CLOSED SESSION CALLED TO ORDER

ROLL CALL

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 submit their comment electronically by sending an email to PublicComment@canyonlakeca.gov. If you are commenting on an item on the Consent Calendar or on items not on the agenda, the City Clerk will read these public comment submissions into the record during the "Public Comments" portion of the agenda. Public comments submitted through email should (A) be no longer than 250 words; (B) include their name and agenda item number.

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- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Pursuant to paragraph (1) of subdivision (d) of Section 54956.9
Richard Beck v. City of Canyon Lake, Riverside Superior Court Case No.: RIC2003025
 - B. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION – Pursuant to paragraph (4) of subdivision (d) of Section 54956.9 – 3 cases
 - C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 - 1 case
 - D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Section 54956.8
Property: APN 349-290-008
Agency Negotiator: City Manager
Negotiating Parties: Jim Kipp
Under Negotiation: Price and Terms of Payment
 - E. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Section 54956.8
Property: APN 355-330-009
Agency Negotiator: City Manager
Negotiating Parties: Jack Regus
Under Negotiation: Price and Terms of Payment
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OPEN SESSION - 6:30 P.M.

OPEN SESSION CALLED TO ORDER

INVOCATION John Hollenbeck, Canyon Lake Community Church

FLAG SALUTE

ROLL CALL

CLOSED SESSION REPORT

APPROVAL OF CITY COUNCIL AGENDA

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

- Operation Juice Box

COMMUNITY REPORTS

- Elsinore Valley Municipal Water District Update from Director Darcy Burke
- Canyon Lake Property Owners Association Update from President Chris Poland
- Chamber of Commerce Update by President Jeanne O'Dell

PUBLIC SAFETY UPDATE

- ❖ **Sheriff's Department**
- ❖ **Fire Department**
- ❖ **Code Enforcement**

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## **PUBLIC COMMENT**

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CONSENT CALENDAR

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

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Resolution - Adoption of Resolution No. 2020-45, Approving Claims and Demands of the City
- (3) Minutes - Approval of City Council Minutes
 - October 7, 2020 – Regular City Council Meeting
- (4) Resolution - Adoption of Resolution No. 2020-46, Authorizing the City Manager to Redesign and Purchase New Official City Letterhead and Business Cards
- (5) Resolution – Execute the Revised Cooperation Agreement with the County of Riverside and Adopt Resolution No. 2020-47, Authorizing Participation in the County of Riverside’s Urban County Program for Federal Fiscal Years 2021, 2022, and 2023

PULLED CONSENT CALENDAR ITEMS:

PUBLIC HEARING

- (6) Ordinance – Second Reading of Ordinance No. 202, An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 15.04 of the Canyon Lake Municipal Code, Adopting by Reference the State of California Model Water Efficient Landscape Ordinance Contained in the California Code of Regulations Title 23 Waters, Division 2, Department of Water Resources, Chapter 2.7, Model Water Efficient Landscape Ordinance, Sections 490 Et. Seq.; and Any Amendments Thereto
 - Public Hearing Opened
 - Staff Presentation
 - Questions to Staff by City Council
 - Testimony by Proponents
 - Testimony by Opponents
 - Response by Proponents
 - Public Hearing Closed
 - Discussion by City Council
 - Action by City Council

BUSINESS ITEMS

- (7) Update –Sheriff's Department Citizen Volunteer Program
- (8) Discussion and Possible Action - Establishment of a City of Canyon Lake Fire Department

CITY MANAGER COMMENTS

COMMITTEE AND COUNCIL REPORTS/COMMENTS

ANNOUNCEMENTS

The next regular meeting will be **Wednesday, December 2, 2020 at 5:00 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:

During this period of social distancing, supporting documents, including staff reports, are available for review on the City's website at www.canyonlakeca.gov 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 electronically, by contacting the City Clerk's Office. It is the intention of the City of Canyon Lake to comply with the Americans with Disabilities Act (ADA) in all respects. If any member of the public has a disability and desires to request a modification or accommodation of the above procedures related to COVID-19, please contact the City Clerk at least 24 hours prior to the meeting at 951-244-8547 or by email at asauseda@canyonlakeca.gov.

November 4, 2020 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 City Clerk of the City of Canyon Lake and that on October 30, 2020 before the hour of 5:00 p.m., I caused the above notice to be posted as required by Resolution 2019-42 of the City Council of the City of Canyon Lake.

Ana V. Sauseda, CMC
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Kayla Lozano, Accountant

DATE: November 4, 2020

SUBJECT: Adoption of Resolution No. 2020-45, Allowing Certain Claims and Demands as Set Forth in Exhibit A

Recommendation

That the City Council adopt Resolution No. 2020-45, 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 October 7, 2020.

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. 2020-45
2. List of Demands

ATTACHMENT 1

RESOLUTION NO. 2020-45

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 November 4th, in the amount of \$316,214.13 as follows:

Payroll Earnings (Gross)	\$ 65,035.38	(2nd Half of September & 1st Half of October)
Payroll Taxes - Employer	1,021.81	(2nd Half of September & 1st Half of October)
On-line Retirement	8,497.96	(2nd Half of September & 1st Half of October)
On-line Health	3,277.30	(For the Month of October)
Nationwide Deferred Comp.	341.01	(For the Month of September)
General	238,040.67	
TOTAL	<u>\$ 316,214.13</u>	

PASSED, APPROVED AND ADOPTED this 4th day of November, 2020.

ATTEST:

Jordan Ehrenkranz
Mayor

Ana V. Sauseda, CMC
City Clerk

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

I, Ana V. Sauseda, 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. 2020-45 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on November 4, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Ana V. Sauseda, CMC
City Clerk

ATTACHMENT 2

Claims and Demands

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26153	10/7/2020	Abila	Monthly Accounting Software Subscription, 10/5/20	122.75	10	GENERAL
Total 26153	10/7/2020			122.75		
26154	10/7/2020	Air Force 1 Heating and Air, Inc.	Installation of New HVAC System for City Hall, 9/23/20	7,800.00	10	GENERAL
Total 26154	10/7/2020			7,800.00		
26155	10/7/2020	AMERICAN FORENSIC NURSES INC	Sheriff's Blood Draws, 8/31/20	55.00	10	GENERAL
Total 26155	10/7/2020			55.00		
26156	10/7/2020	AMP GLOBAL LLC	Rent for Admin Bldg. for the month of November 2020	2,678.00	10	GENERAL
Total 26156	10/7/2020			2,678.00		
26157	10/7/2020	AMP GLOBAL LLC	Rent for 31526 Railroad Cyn Rd. Ste#4 November 2020	400.00	10	GENERAL
Total 26157	10/7/2020			400.00		
26158	10/7/2020	Bill Blankenship	Economic Development Consulting September 2020	2,500.00	10	GENERAL
Total 26158	10/7/2020			2,500.00		
26159	10/7/2020	Randall Bonner	Auto Allowance for the month of October 2020 - Bonner	100.00	10	GENERAL
Total 26159	10/7/2020			100.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26160	10/7/2020	Corelogic Information Solutions, INC.	Database for Code Enforcement Reports, September 2020	26.50	10	GENERAL
26160	10/7/2020	Corelogic Information Solutions, INC.	Database for Code Enforcement, September 2020	128.75	10	GENERAL
Total 26160	10/7/2020			155.25		
26161	10/7/2020	CTAI Pacific Greenscape	Median & Parkways Install Irrigation Control Value, 9/30/20	380.00	20	GAS TAX
26161	10/7/2020	CTAI Pacific Greenscape	Median & Parkways Replace Leaking Rain Bird, 9/25/20	140.00	20	GAS TAX
Total 26161	10/7/2020			520.00		
26162	10/7/2020	Jordan Ehrenkranz	Auto Allowance for the month of October 2020 - Ehrenkranz	100.00	10	GENERAL
Total 26162	10/7/2020			100.00		
26163	10/7/2020	Fast Signs	Sign for Lake Elsinore Sheriff's Station, 8/31/20	57.35	10	GENERAL
26163	10/7/2020	Fast Signs	Veteran's Day Banner, 10/6/20	229.53	10	GENERAL
Total 26163	10/7/2020			286.88		
26164	10/7/2020	FRIDAY FLYER	Ordinance No. 200 Adding Chapter 5.25, 9/11/2020	24.15	10	GENERAL
26164	10/7/2020	FRIDAY FLYER	Ordinance No. 201 Peddling and Soliciting in City of CL,9/11	29.40	10	GENERAL
Total 26164	10/7/2020			53.55		
26165	10/7/2020	GovOffice	GovOffice Domain Name Set-up Charge. 10/18/20	75.00	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26165	10/7/2020			75.00		
26166	10/7/2020	HINDERLITER, DE LLAMAS & ASSOC	Audit Services - Sales Tax for Quarter 1 2020, 9/11/20	79.96	10	GENERAL
Total 26166	10/7/2020			79.96		
26167	10/7/2020	Interwest Consulting Group	Building & Safety Services for August 2020	36,258.45	10	GENERAL
Total 26167	10/7/2020			36,258.45		
26168	10/7/2020	Jeremy Smith	Auto Allowance for the month of October 2020 - Smith	100.00	10	GENERAL
Total 26168	10/7/2020			100.00		
26169	10/7/2020	Joe's Hardware	Battary Operated Carbon Monoxide Alarm for Fire Station,10/3	21.54	10	GENERAL
26169	10/7/2020	Joe's Hardware	Mouse & Insect Glueboard for Fire Station, 9/30/20	9.20	10	GENERAL
Total 26169	10/7/2020			30.74		
26170	10/7/2020	Jon's Flags & Poles Inc.	Flags for Veteran's Day, 9/28/20	432.83	10	GENERAL
Total 26170	10/7/2020			432.83		
26171	10/7/2020	Kasey Castillo	Auto Allowance for the month of October 2020 - Castillo	100.00	10	GENERAL
Total 26171	10/7/2020			100.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26172	10/7/2020	Larry Greene	Auto Allowance for the month of October 2020 - Greene	100.00	10	GENERAL
Total 26172	10/7/2020			100.00		
26173	10/7/2020	PV Maintenance Inc.	Street Maint.-Repair Street Signs on Railroad Cyn-Sept. 2020	1,606.92	20	GAS TAX
Total 26173	10/7/2020			1,606.92		
26174	10/7/2020	Riverside County Sheriff Dept. Lake Elsinore	Sheriff's Contract Law 7/30/20 to 8/26/20	130,699.66	10	GENERAL
Total 26174	10/7/2020			130,699.66		
26175	10/7/2020	COUNTY OF RIVERSIDE-TLMA	SLF Costs for August 2020	1,616.18	10	GENERAL
Total 26175	10/7/2020			1,616.18		
26176	10/7/2020	STAPLES	Office Supplies (Paper, Toner, Manila Folders, Towels), 9/25	571.30	10	GENERAL
Total 26176	10/7/2020			571.30		
26177	10/7/2020	Steve's Towing Inc.	Jump Start Battery in City Jeep, 9/17/20	70.00	10	GENERAL
Total 26177	10/7/2020			70.00		
26178	10/7/2020	Total Compensation Systems, Inc.	GASB 75 Valuation Services - 2nd Installment, 9/27/20	1,350.00	10	GENERAL
Total 26178	10/7/2020			1,350.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26179	10/7/2020	Time Warner Cable	Digital Converter for City Hall, 9/22/20 to 10/21/20	5.25	10	GENERAL
Total 26179	10/7/2020			5.25		
26180	10/7/2020	Toshiba Financial Services	Monthly Copier Lease for Admin & City Hall, 10/10/20	799.31	10	GENERAL
Total 26180	10/7/2020			799.31		
26181	10/7/2020	Toshiba America Business Solutions	Color & Black/White Monthly Copy Costs 6/26/20 to 7/25/20	712.37	10	GENERAL
26181	10/7/2020	Toshiba America Business Solutions	Color & Black/White Monthly Copy Costs 8/26/20 to 9/25/20	393.97	10	GENERAL
Total 26181	10/7/2020			1,106.34		
26182	10/7/2020	TRI LAKE CONSULTANTS, INC.	General Engr. Svcs.-Attend WRCOG Mtg.,RRCR, etc. Aug.2020	840.00	10	GENERAL
Total 26182	10/7/2020			840.00		
26183	10/21/2020	Abila	Additional User for Monthly Accounting Software, 10/15/20	50.00	10	GENERAL
Total 26183	10/21/2020			50.00		
26184	10/21/2020	Aflac	Supplemental Insurance for October 2020	497.96	10	GENERAL
Total 26184	10/21/2020			497.96		
26185	10/21/2020	AMERICAN FORENSIC NURSES INC	Sheriff's Blood Draws, 9/15/20	110.00	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26185	10/21/2020			110.00		
26186	10/21/2020	Berg Print & Mail	Mailing for the Residential Rental Program, 9/30/20	1,317.76	10	GENERAL
Total 26186	10/21/2020			1,317.76		
26187	10/21/2020	BIO-TOX LABORATORIES	Sheriff's Blood Draw, 8/27/20	213.00	10	GENERAL
26187	10/21/2020	BIO-TOX LABORATORIES	Sheriff's Dept. Blood Draw, 8/6/20	206.00	10	GENERAL
Total 26187	10/21/2020			419.00		
26188	10/21/2020	California Bulding Standards Commission	Permit Valuation July through September 2020	170.00	10	GENERAL
Total 26188	10/21/2020			170.00		
26189	10/21/2020	Cole Huber LLP	Attorney Services for Beck v. City (Writ of Mandate), Sept20	4,398.28	10	GENERAL
26189	10/21/2020	Cole Huber LLP	Attorney Services for Code (23822 Canyon Lake Dr.) Sept.2020	1,191.50	10	GENERAL
26189	10/21/2020	Cole Huber LLP	Attorney Services for Code Enf. (30112 Red Barn), Sept. 20	767.00	10	GENERAL
26189	10/21/2020	Cole Huber LLP	Attorney Services for September 2020 (Covid-19)	160.00	10	GENERAL
26189	10/21/2020	Cole Huber LLP	Attorney Services September 2020	5,000.00	10	GENERAL
Total 26189	10/21/2020			11,516.78		
26190	10/21/2020	Control Pump	Monthly Landscape Booster Station, September 2020	375.00	20	GAS TAX
Total 26190	10/21/2020			375.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26191	10/21/2020	DATA TICKET	Citation Processing, Code Enforcement September 2020	456.00	10	GENERAL
26191	10/21/2020	DATA TICKET	Parking Citations, September 2020	100.00	10	GENERAL
Total 26191	10/21/2020			556.00		
26192	10/21/2020	Delgado Janitorial Services	Janitorial Services for the month of October 2020	981.50	10	GENERAL
Total 26192	10/21/2020			981.50		
26193	10/21/2020	DEPARTMENT OF CONSERVATION	Strong Motion Instrument & Seismic Hazard July - Sept. 2020	449.44	10	GENERAL
Total 26193	10/21/2020			449.44		
26194	10/21/2020	DIRECTV	Satellite for Fire Station, 10/12/20 to 11/11/20	112.09	10	GENERAL
Total 26194	10/21/2020			112.09		
26195	10/21/2020	STATE OF CA DEPT. OF JUSTICE	Fingerprints for September 2020	32.00	10	GENERAL
26195	10/21/2020	STATE OF CA DEPT. OF JUSTICE	Sheriff's Blood Analysis, September 2020	140.00	10	GENERAL
Total 26195	10/21/2020			172.00		
26196	10/21/2020	Division of the State Architect	Disability & Education Fee Qtr. Ended 9/30/20	57.60	10	GENERAL
Total 26196	10/21/2020			57.60		
26197	10/21/2020	Frontier Communications	Internet for Fire Station, 10/10/20 to 11/9/20	201.44	10	GENERAL
26197	10/21/2020	Frontier Communications	Phones for Fire Station, 10/13/20 to 11/12/20	381.99	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26197	10/21/2020			583.43		
26198	10/21/2020	NANCY GREENHALGH	Retiree Health Insurance for November 2020	188.03	10	GENERAL
Total 26198	10/21/2020			188.03		
26199	10/21/2020	ICMA Membership Renewals	ICMA Membership for 2021 (Mann)	1,320.00	10	GENERAL
Total 26199	10/21/2020			1,320.00		
26200	10/21/2020	Joe's Hardware	Cobweb Brush & Small Fuel Line for Fire Station,10/15/20	17.57	10	GENERAL
Total 26200	10/21/2020			17.57		
26201	10/21/2020	Johnson Controls Security Solutions	Security System for Admin Office July - September 2020	213.58	10	GENERAL
Total 26201	10/21/2020			213.58		
26202	10/21/2020	Purchase Power	Postage for 10/8/20	200.00	10	GENERAL
Total 26202	10/21/2020			200.00		
26203	10/21/2020	PZL, Inc.	Planning Services for September 2020	2,550.00	10	GENERAL
Total 26203	10/21/2020			2,550.00		
26204	10/21/2020	Rogers, Anderson, Malody & Scott, LLP	Accounting Services for the month of August 2020	5,549.00	10	GENERAL
26204	10/21/2020	Rogers, Anderson, Malody & Scott, LLP	Accounting Services for the month of September 2020	6,138.00	10	GENERAL
Total 26204	10/21/2020			11,687.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26205	10/21/2020	JOHN REGUS	Library Lease for November 2020	1,106.86	10	GENERAL
Total 26205	10/21/2020			1,106.86		
26206	10/21/2020	Special District Risk Management Authority	Dental&Vis. Ecclefield, Mann, Sauseda, Lozano&Ferrari Nov20	471.15	10	GENERAL
Total 26206	10/21/2020			471.15		
26207	10/21/2020	STATE COMP. INS. FUND	Workers Comp Insurance for November 2020	971.33	10	GENERAL
Total 26207	10/21/2020			971.33		
26208	10/21/2020	Time Warner Cable	Internet for Fire Station, 10/10/20 to 11/9/20	104.98	10	GENERAL
Total 26208	10/21/2020			104.98		
26209	10/21/2020	U. S. Bank	AED Defibrillators for Admin, Conference Web Cam, etc. 10/6	4,748.45	10	GENERAL
26209	10/21/2020	U. S. Bank	AED Defibrillators for Admin, Conference Web Cam, etc. 10/6	300.00	20	GAS TAX
26209	10/21/2020	U. S. Bank	AED Defibrillators for Admin, Conference Web Cam, etc. 10/6	35.87	60	ENTERPR... FUND
Total 26209	10/21/2020			5,084.32		
26210	10/21/2020	Verizon Wireless	Cell Phones, 9/4/20 to 10/3/20	206.03	10	GENERAL
26210	10/21/2020	Verizon Wireless	iPads, 9/4/20 to 10/3/20	167.10	10	GENERAL
Total 26210	10/21/2020			373.13		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26211	10/21/2020	Karla Wells	Refund for 30154 Swan Point Residential Rental Inspection	71.00	10	GENERAL
Total 26211	10/21/2020			71.00		
EFT218		Sparkletts	Drinking Water for City Hall & Admin Office September 2020	127.46	10	GENERAL
Total EFT218				127.46		
EFT219		SOUTHERN CALIFORNIA EDISON	Electricity for City Hall Admin Office 8/20/20 to 9/21/20	333.28	10	GENERAL
Total EFT219				333.28		
EFT220		SOUTHERN CALIFORNIA EDISON	Electricity for Rental (A-D & HM) 8/14/20 to 9/15/20	818.97	60	ENTERPR... FUND
Total EFT220				818.97		
EFT221		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 8/21/20 to 9/22/20	54.81	20	GAS TAX
Total EFT221				54.81		
EFT222		SOUTHERN CALIFORNIA EDISON	Electricity for Fire Station 8/14/20 to 9/15/20	914.79	10	GENERAL
Total EFT222				914.79		
EFT223		SOUTHERN CALIFORNIA EDISON	Electricity for Pump Station 8/10/20 to 9/9/20	202.08	20	GAS TAX
Total EFT223				202.08		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
EFT224		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 8/20/20 to 9/21/20	7.90	20	GAS TAX
Total EFT224				7.90		
EFT225		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 8/14/20 to 9/15/20	201.16	20	GAS TAX
Total EFT225				201.16		
EFT226		SOUTHERN CALIFORNIA EDISON	Electricity for City Hall 8/14/20 to 9/15/20	1,336.67	10	GENERAL
Total EFT226				1,336.67		
EFT227		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 8/28/20 to 9/29/20	318.38	20	GAS TAX
Total EFT227				318.38		
EFT228		ELSINORE VALLEY MUNI WATER DIS	Water for Rental Bldg 8/25/20 to 9/24/20	85.39	60	ENTERPR... FUND
Total EFT228				85.39		
EFT229		ELSINORE VALLEY MUNI WATER DIS	Water for City Hall 8/25/20 to 9/24/20	84.53	10	GENERAL
Total EFT229				84.53		
EFT230		ELSINORE VALLEY MUNI WATER DIS	Water for Fire Station 8/28/20 to 9/27/20	425.36	10	GENERAL
Total EFT230				425.36		
EFT231		ELSINORE VALLEY MUNI WATER DIS	Water for Irrigation 8/28/20 to 9/27/20	789.01	20	GAS TAX

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 10/1/2020 Through 10/31/2020

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total				789.01		
EFT231						
Report Total				238,040.67		

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

Vendor ID	Invoice Description	Cash Required
ABILA	Monthly Accounting Software Subscription, 10/5/20	122.75
Air Force 1	Installation of New HVAC System for City Hall, 9/23/20	7,800.00
AMERICAN FORENSIC AMP	Sheriff's Blood Draws, 8/31/20	55.00
	Rent for Admin Bldg. for the month of November 2020	2,678.00
	Rent for 31526 Railroad Cyn Rd. Ste#4 November 2020	400.00
Bill Blankenship Bonner	Economic Development Consulting September 2020	2,500.00
	Auto Allowance for the month of October 2020 - Bonner	100.00
Corelogic	Database for Code Enforcement, September 2020	128.75
	Database for Code Enforcement Reports, September 2020	26.50
CTAI	Median & Parkways Install Irrigation Control Value, 9/30/20	380.00
	Median & Parkways Replace Leaking Rain Bird, 9/25/20	140.00
Ehrenkranz	Auto Allowance for the month of October 2020 - Ehrenkranz	100.00
Fast Signs	Sign for Lake Elsinore Sheriff's Station, 8/31/20	57.35
	Veteran's Day Banner, 10/6/20	229.53
FRIDAY FLYER	Ordinance No. 201 Peddling and Soliciting in City of CL,9/11	29.40
	Ordinance No. 200 Adding Chapter 5.25, 9/11/2020	24.15
GOVOF	GovOffice Domain Name Set-up Charge, 10/18/20	75.00
HINDERLITER	Audit Services - Sales Tax for Quarter 1 2020, 9/11/20	79.96
ICG	Building & Safety Services for August 2020	36,258.45
Jeremy Smith	Auto Allowance for the month of October 2020 - Smith	100.00
Joe's	Mouse & Insect Glueboard for Fire Station, 9/30/20	9.20
	Battery Operated Carbon Monoxide Alarm for Fire Station,10/3	21.54
Jon's	Flags for Veteran's Day, 9/28/20	432.83
Kasey Castillo	Auto Allowance for the month of October 2020 - Castillo	100.00
Larry Greene	Auto Allowance for the month of October 2020 - Greene	100.00
PVM	Street Maint.-Repair Street Signs on Railroad Cyn-Sept. 2020	1,606.92
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 7/30/20 to 8/26/20	130,699.66
Riv Co TLMA	SLF Costs for August 2020	1,616.18

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

Vendor ID	Invoice Description	Cash Required
STAPLES	Office Supplies (Paper, Toner, Manila Folders, Towels), 9/25	571.30
Steve's Towing	Jump Start Battery in City Jeep, 9/17/20	70.00
TCS	GASB 75 Valuation Services - 2nd Installment, 9/27/20	1,350.00
Time Warner	Digital Converter for City Hall, 9/22/20 to 10/21/20	5.25
Toshiba	Monthly Copier Lease for Admin & City Hall, 10/10/20	799.31
Toshiba Business Solutions, USA	Color & Black/White Monthly Copy Costs 8/26/20 to 9/25/20	393.97
	Color & Black/White Monthly Copy Costs 6/26/20 to 7/25/20	712.37
TRI LAKE	General Engr. Svcs.-Attend WRCOG Mtg.,RRCR, etc. Aug.2020	840.00
Report Total		190,613.37

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

Vendor ID	Invoice Description	Cash Required
ABILA	Additional User for Monthly Accounting Software, 10/15/20	50.00
Aflac	Supplemental Insurance for October 2020	497.96
AMERICAN FORENSIC	Sheriff's Blood Draws, 9/15/20	110.00
Berg	Mailing for the Residential Rental Program, 9/30/20	1,317.76
BIO-TOX	Sheriff's Dept. Blood Draw, 8/6/20	206.00
	Sheriff's Blood Draw, 8/27/20	213.00
CBSC	Permit Valuation July through September 2020	170.00
Cole Huber	Attorney Services for Code Enf. (30112 Red Barn), Sept. 20	767.00
	Attorney Services for Code (23822 Canyon Lake Dr.) Sept.2020	1,191.50
	Attorney Services for September 2020 (Covid-19)	160.00
	Attorney Services for Beck v. City (Writ of Mandate), Sept20	4,398.28
	Attorney Services September 2020	5,000.00
Control Pump	Monthly Landscape Booster Station, September 2020	375.00
DATA TICKET	Citation Processing, Code Enforcement September 2020	456.00
	Parking Citations, September 2020	100.00
Delgado	Janitorial Services for the month of October 2020	981.50
DEPT OF CONSER	Strong Motion Instrument & Seismic Hazard July - Sept. 2020	449.44
DIRECTV	Satellite for Fire Station, 10/12/20 to 11/11/20	112.09
DOJ	Sheriff's Blood Analysis, September 2020	140.00
	Fingerprints for September 2020	32.00
DSA	Disability & Education Fee Qtr. Ended 9/30/20	57.60
Frontier	Internet for Fire Station, 10/10/20 to 11/9/20	201.44
	Phones for Fire Station, 10/13/20 to 11/12/20	381.99
GREENHALGH	Retiree Health Insurance for November 2020	188.03
ICMA	ICMA Membership for 2021 (Mann)	1,320.00
Joe's	Cobweb Brush & Small Fuel Line for Fire Station,10/15/20	17.57
Johnson Controls	Security System for Admin Office July - September 2020	213.58
Pitney Bowes - Purchase Power	Postage for 10/8/20	200.00
PZL, Inc.	Planning Services for September 2020	2,550.00
RAMS	Accounting Services for the month of August 2020	5,549.00
	Accounting Services for the month of September 2020	6,138.00
REGUS	Library Lease for November 2020	1,106.86
SDRMA	Dental&Vis. Ecclefield, Mann, Sauseda, Lozano&Ferrari Nov20	471.15

Date: 10/21/20
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11/04/2020 City Council Agenda

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

Vendor ID	Invoice Description	Cash Required
STATE FUND	Workers Comp Insurance for November 2020	971.33
Time Warner	Internet for Fire Station, 10/10/20 to 11/9/20	104.98
US Bank	AED Defibrillators for Admin, Conference Web Cam, etc. 10/6	4,748.45
	AED Defibrillators for Admin, Conference Web Cam, etc. 10/6	300.00
	AED Defibrillators for Admin, Conference Web Cam, etc. 10/6	35.87
VerizonW	iPads, 9/4/20 to 10/3/20	167.10
	Cell Phones, 9/4/20 to 10/3/20	206.03
Wells	Refund for 30154 Swan Point Residential Rental Inspection	71.00
Report Total		41,727.51

Department: (20)City Employees

Code	Earnings	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		472.54	PTAXI Pre-Tax F.	CA	299.66	California SI	4453.71	184.62	CAETT CA Edu & T	0.00	0.00	0.00	0.00	0.00
102	Reg Regular		4280.83		CASDI CA SDI - Err			4753.37	47.53	CASUI California SI	0.00	0.00	0.00	0.00	4753.37
4280.83	Vac Vacation	19.00	0.00		FITW Federal Inco			4453.71	519.90	MED-R Medicare - E	4753.37	68.92	68.92	68.92	68.92
					MED Medicare			4753.37	68.92						3632.74
	Total Earnings	19.00	4753.37	Total Deductions		299.66			820.97		Total Employer Taxes		68.92		68.92

Code	Earnings	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Reg	Regular	28.33	610.79		CA	California SI		CA	610.79	610.79	CAETT CA Edu & T	0.00	0.00	0.00	0.00
106	Emp Id				CASDI CA SDI - Err			6.11	6.11	CASUI California SI	0.00	0.00	0.00	0.00	6.11
21.5600	Rate				FITW Federal Inco			610.79	11.50	MED-R Medicare - E	610.79	8.86	8.86	8.86	610.79
					MED Medicare			610.79	8.86						584.32
	Total Earnings	28.33	610.79	Total Deductions		0.00			26.47		Total Employer Taxes		8.86		8.86

Code	Earnings	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Reg	Regular	40.00	684.00	457B EE	CA	California SI		CA	718.20	718.20	CAETT CA Edu & T	0.00	0.00	0.00	0.00
114	Sick	5.00	85.50	AflacP, Aflac Post	CASDI CA SDI - Err	13.65		7.69	7.69	CASUI California SI	0.00	0.00	0.00	0.00	7.69
17.1000	Rate				FITW Federal Inco			718.20	22.24	MED-R Medicare - E	769.50	11.16	11.16	11.16	769.50
					MED Medicare			769.50	11.15						655.87
	Total Earnings	45.00	769.50	Total Deductions		64.95			48.68		Total Employer Taxes		11.16		11.16

Code	Earnings	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		186.93	PTXPE Pre-Tax P.	CA	California SI		CA	2172.38	2172.38	CAETT CA Edu & T	0.00	0.00	0.00	0.00
115	Reg Regular		2129.17		CASDI CA SDI - Err			2316.10	23.16	CASUI California SI	0.00	0.00	0.00	0.00	2316.10
2129.17	Sick	2.50	0.00		FITW Federal Inco			2172.38	190.46	MED-R Medicare - E	2316.10	33.58	33.58	33.58	2316.10
	Rate				MED Medicare			2316.10	33.58						1851.57
	Total Earnings	2.50	2316.10	Total Deductions		143.72			320.81		Total Employer Taxes		33.58		33.58

Code	Earnings	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		166.99	PTXPE Pre-Tax P.	CA	California SI		CA	2595.38	2595.38	CAETT CA Edu & T	0.00	0.00	0.00	0.00
117	Reg Regular		2604.17		CASDI CA SDI - Err			2771.16	27.71	CASUI California SI	0.00	0.00	0.00	0.00	2771.16
2604.17	Vac Vacation	3.50	0.00		FITW Federal Inco			2595.38	281.90	MED-R Medicare - E	2771.16	40.18	40.18	40.18	2771.16
	Rate				MED Medicare			2771.16	40.18						2129.17
	Total Earnings	3.50	2771.16	Total Deductions		175.78			466.21		Total Employer Taxes		40.18		40.18

Code	Earnings	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		184.31	PTXPE Pre-Tax P.	CA	California SI		CA	6670.25	6670.25	CAETT CA Edu & T	0.00	0.00	0.00	0.00
111	ELECT Reimburs		75.00		CASDI CA SDI - Err			5451.13	54.51	CASUI California SI	0.00	0.00	0.00	0.00	7134.31
6875.00	MGTL Managem	6.00	0.00		FITW Federal Inco			6670.25	1273.17	MED-R Medicare - E	7134.31	103.45	103.45	103.45	7134.31
	Reg Regular		6875.00		MED Medicare			7134.31	103.45						4711.47
	Total Earnings	6.00	7134.31	Total Deductions		464.06			1958.78		Total Employer Taxes		103.45		103.45

Code	Earnings	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		527.74	457B EE	CA	California SI		CA	3553.99	3553.99	CAETT CA Edu & T	0.00	0.00	0.00	0.00
108	ADML Admin Le	4.50	0.00		CASDI CA SDI - Err	232.75		3852.74	38.53	CASUI California SI	0.00	0.00	0.00	0.00	3852.74
3325.00	Reg Regular		3325.00		FITW Federal Inco			3553.99	286.02	MED-R Medicare - E	3852.74	55.86	55.86	55.86	3908.60
	Rate				MED Medicare			3852.74	55.86						3087.53
	Total Earnings	4.50	3852.74	Total Deductions		298.75			466.46		Total Employer Taxes		55.86		55.86

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 09/30/2020
Process: 2020093001
Period: 09/16/2020 to 09/30/2020

1 / 04 / 2020

Department: (20)City Employees Total

Employees	7	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
Female	4	125CO	125 Cash		1538.51	457B	457B EE	117.30	CA	California SI	20774.70	CAE1T	CA Edu & T	995.95	0.00	0.00	0.00	0.00	0.00
Male	3	ADML	Admin Le	4.50	0.00	AflacP	Aflac Post	13.65	CASDI	CA SDI - Err	20524.79	CASUI	California SI	205.24	0.00	0.00	0.00	0.00	22207.97
		ELECT	Reimburs		75.00	PTAXI	Pre-Tax P	532.41	FITW	Federal Inco	20774.70	MED-R	Medicare - E	2585.19	22207.97	322.01	Gross	22529.98	Tot Liab
		MGTL	Managem	6.00	0.00	PTXPE	Pre-Tax P	783.56	MED	Medicare	22207.97			322.00			Net Amt	16652.67	
		Reg	Regular	68.33	20508.96														
		Sick	Sick	7.50	85.50														
		Vac	Vacation	22.50	0.00														
Total Earnings				108.83	22207.97	Total Deductions		1446.92		Total Employee Taxes				4108.38		Total Employer Taxes			322.01

Department: (30)Special Enforcement Team

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount	
Ecclefield, Dawn A	Comp	Comp Tin	0.50	13.48	457B	457B EE	50.00	CA	California SI	1970.94	CAE1T	CA Edu & T	64.21	CAE1T	CA Edu & T	0.00	0.00	0.00	0.00	0.00	
Emp Id	104	Reg	Regular	85.00	MEDI	Health Ins	127.75	CASDI	CA SDI - Err	2176.48	CASUI	California SI	21.77	CASUI	California SI	0.00	0.00	0.00	0.00	2304.23	
Rate	26.9500				PTXPE	Pre-Tax P	155.54	FITW	Federal Inco	1970.94	MED-R	Medicare - E	160.55	MED-R	Medicare - E	2176.48	31.56	Gross	2335.79	Tot Liab	
																				1692.85	
Total Earnings			85.50	2304.23	Total Deductions		333.29		Total Employee Taxes				278.09		Total Employer Taxes					31.56	
Helgemo Dickson	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td></td></td>	Amount	Code	Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td></td>	Amount	Code	Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td>	Amount	Taxable	Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td>	Amount	Taxable	Amount
Gina M	125CO	125 Cash		477.29	PTAXI	Pre-Tax P	196.31	CA	California SI	3085.38	CAE1T	CA Edu & T	166.51	CAE1T	CA Edu & T	0.00	0.00	0.00	0.00	0.00	
Emp Id	101	Comp	Comp Tin	0.50	16.40																
Rate	32.8000	Reg	Regular	75.50	2476.40																
		Sick	Sick	9.50	311.60																
Total Earnings			85.50	3281.69	Total Deductions		196.31		Total Employee Taxes				541.20		Total Employer Taxes					47.58	
Lopez, Fred S	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td></td></td>	Amount	Code	Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td></td>	Amount	Code	Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td>	Amount	Taxable	Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td>	Amount	Taxable	Amount
Emp Id	113	Reg	Regular	16.00	466.56																
Rate	29.1600																				
Total Earnings			16.00	466.56	Total Deductions		0.00		Total Employee Taxes				42.25		Total Employer Taxes					6.77	
Manzano, Rubi E	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td></td></td>	Amount	Code	Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td></td>	Amount	Code	Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td>	Amount	Taxable	Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td>	Amount	Taxable	Amount
Emp Id	98	Reg	Regular	76.00	2130.28																
Rate	28.0300	Sick	Sick	9.50	266.29																
Total Earnings			85.50	2896.15	Total Deductions		161.77		Total Employee Taxes				388.75		Total Employer Taxes					41.99	
Sun, Timothy L	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td></td></td>	Amount	Code	Tax <td>Amount</td> <td>Code</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td></td>	Amount	Code	Tax <td>Amount</td> <td>Taxable</td> <td>Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td> </td>	Amount	Taxable	Tax <td>Amount</td> <td>Taxable</td> <td>Amount</td>	Amount	Taxable	Amount
Emp Id	116	Reg	Regular	27.00	756.81	PTXPE	Pre-Tax P	51.08	CA	California SI	705.73	CAE1T	CA Edu & T	1.74	CAE1T	CA Edu & T	0.00	0.00	0.00	0.00	
Rate	28.0300																				
Total Earnings			27.00	756.81	Total Deductions		51.08		Total Employee Taxes				39.19		Total Employer Taxes					10.97	

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Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 09/30/2020
Process: 2020093001
Period: 09/16/2020 to 09/30/2020

1/04/2020

Department: (30)Special Enforcement Team Total

Employees	5	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Tot Liab	Net Amt	
Female	3	125CO	125 Cash		976.87	457B	457B EE	50.00	CA	California SI	8962.99	CAE1T	CA Edu & T	0.00			0.00					9705.44	
Male	2	Comp	Comp Tin	1.00	29.88	MED1	Health Ins	127.75	CASDI	CA SDI - Eir	9577.69	CASUI	California SI	0.00			0.00					9844.31	
		Reg	Regular	279.50	8120.80	PTAXI	Pre-Tax P.	196.31	FITW	Federal Incoi	8962.99	MED-R	Medicare - E	9577.69			138.87					7673.51	
		Sick	Sick	19.00	577.89	PTXPE	Pre-Tax P.	368.39	MED	Medicare	9577.69												
		Total Earnings		299.50	9705.44	Total Deductions		742.45	Total Employee Taxes		1289.48	Total Employer Taxes		138.87									

Department: (50)Council Members

Bonner, Randall P	Emp Id	Salary	300.00	78	Reg	Regular	Hours	Amount	300.00	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Tot Liab	Net Amt
					CA	California SI				CA	California SI	300.00	CAE1T	CA Edu & T	0.30							300.00	
					FITW	Federal Incoi				FITW	Federal Incoi	300.00	CASUI	California SI	16.20							300.00	
					MED	Medicare				MED	Medicare	300.00	MED-R	Medicare - E	4.36							300.00	
					Total Earnings		0.00	300.00	Total Deductions		4.35	Total Employer Taxes		20.86									

Castillo, Kasey A	Emp Id	Salary	300.00	110	Reg	Regular	Hours	Amount	300.00	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Tot Liab	Net Amt
					CA	California SI				CA	California SI	300.00	CAE1T	CA Edu & T	0.30							300.00	
					FITW	Federal Incoi				FITW	Federal Incoi	300.00	CASUI	California SI	16.20							300.00	
					MED	Medicare				MED	Medicare	300.00	MED-R	Medicare - E	4.35							300.00	
					Total Earnings		0.00	300.00	Total Deductions		4.35	Total Employer Taxes		20.85									

Ehrenkranz, Jordan	Emp Id	Salary	300.00	62	Reg	Regular	Hours	Amount	300.00	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Tot Liab	Net Amt
					CA	California SI				CA	California SI	300.00	CAE1T	CA Edu & T	0.30							300.00	
					FITW	Federal Incoi				FITW	Federal Incoi	300.00	CASUI	California SI	16.20							300.00	
					MED	Medicare				MED	Medicare	300.00	MED-R	Medicare - E	4.35							300.00	
					Total Earnings		0.00	300.00	Total Deductions		4.35	Total Employer Taxes		20.85									

Greene, Larry B	Emp Id	Salary	300.00	103	Reg	Regular	Hours	Amount	300.00	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Tot Liab	Net Amt
					CA	California SI				CA	California SI	300.00	CAE1T	CA Edu & T	0.30							300.00	
					FITW	Federal Incoi				FITW	Federal Incoi	300.00	CASUI	California SI	16.20							300.00	
					MED	Medicare				MED	Medicare	300.00	MED-R	Medicare - E	4.35							300.00	
					Total Earnings		0.00	300.00	Total Deductions		4.35	Total Employer Taxes		20.85									

Smith, Jeremy A	Emp Id	Salary	300.00	109	Reg	Regular	Hours	Amount	300.00	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Tot Liab	Net Amt
					CA	California SI				CA	California SI	300.00	CAE1T	CA Edu & T	0.30							300.00	
					FITW	Federal Incoi				FITW	Federal Incoi	300.00	CASUI	California SI	16.20							300.00	
					MED	Medicare				MED	Medicare	300.00	MED-R	Medicare - E	4.35							300.00	
					Total Earnings		0.00	300.00	Total Deductions		4.35	Total Employer Taxes		20.85									

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 10/15/2020
Process: 2020101501
Period: 10/01/2020 to 10/15/2020

Department: (20)City Employees

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		472.54	PTAXI Pre-Tax P.	CA	California SI	299.66	CA	California SI	4453.71	4453.71	CAETT CA Edu & T	CAETT	CA Edu & T	184.62	0.00	0.00
	Hol	9.50	0.00		CASD	CA SDI - Err	47.54	CASUI	California SI	4753.37	4753.37	California SI	CASUI	California SI	47.54	0.00	0.00
	Reg		4280.83		FITW	Federal Incon	4453.71	MED-R	Medicare - E	4453.71	4453.71	Medicare - E	MED-R	Medicare - E	519.90	68.93	68.93
	Sick	1.00	0.00		MED	Medicare	4753.37			4753.37	4753.37				68.93	68.93	68.93
	Total Earnings	10.50	4753.37	Total Deductions			299.66			4753.37	4753.37				820.99	68.93	68.93

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Code	Tax	Amount	Taxable	Amount
	Reg	37.50	808.50		CA	California SI	916.30	CAETT	CA Edu & T	916.30	916.30	CA Edu & T	CAETT	CA Edu & T	11.96	0.00	0.00
	Sick	5.00	107.80		CASD	CA SDI - Err	9.16	CASUI	California SI	916.30	916.30	California SI	CASUI	California SI	9.16	0.00	0.00
	Total Earnings	42.50	916.30	Total Deductions			0.00			916.30	916.30				13.28	916.30	13.28

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Code	Tax	Amount	Taxable	Amount
	Reg	41.50	709.65	457B EE	CA	California SI	59.63	CAETT	CA Edu & T	610	610.02	CA Edu & T	CAETT	CA Edu & T	6.10	0.00	0.00
				Aflac Post	CASD	CA SDI - Err	13.65	CASUI	California SI	709.65	709.65	California SI	CASUI	California SI	7.10	0.00	0.00
	Total Earnings	41.50	709.65	Total Deductions			73.28			709.65	709.65				10.29	709.65	10.29

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Code	Tax	Amount	Taxable	Amount
	125CO 125 Cash		186.93	PTXPE Pre-Tax P.	CA	California SI	143.72	CA	California SI	2172.38	2172.38	CA Edu & T	CAETT	CA Edu & T	73.61	0.00	0.00
	Hol	9.50	0.00		CASD	CA SDI - Err	23.16	CASUI	California SI	2316.10	2316.10	California SI	CASUI	California SI	23.16	0.00	0.00
	Reg		2129.17		FITW	Federal Incon	190.46	MED-R	Medicare - E	2172.38	2172.38	Medicare - E	MED-R	Medicare - E	190.46	33.58	33.58
	Sick	0.50	0.00		MED	Medicare	2316.10			2316.10	2316.10				33.58	33.58	33.58
	Total Earnings	10.00	2316.10	Total Deductions			143.72			2316.10	2316.10				320.82	33.58	33.58

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Code	Tax	Amount	Taxable	Amount
	125CO 125 Cash		166.99	PTXPE Pre-Tax P.	CA	California SI	175.78	CA	California SI	2595.38	2595.38	CA Edu & T	CAETT	CA Edu & T	116.42	0.00	0.00
	Hol	9.50	0.00		CASD	CA SDI - Err	27.71	CASUI	California SI	2771.16	2771.16	California SI	CASUI	California SI	27.71	0.00	0.00
	Reg		2604.17		FITW	Federal Incon	281.90	MED-R	Medicare - E	2595.38	2595.38	Medicare - E	MED-R	Medicare - E	281.90	40.18	40.18
	Vac	2.00	0.00		MED	Medicare	2771.16			2771.16	2771.16				40.18	40.18	40.18
	Total Earnings	11.50	2771.16	Total Deductions			175.78			2771.16	2771.16				466.21	40.18	40.18

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Code	Tax	Amount	Taxable	Amount
	125CO 125 Cash		184.31	PTXPE Pre-Tax P.	CA	California SI	464.06	CA	California SI	6670.25	6670.25	CA Edu & T	CAETT	CA Edu & T	527.65	0.00	0.00
	ELECT Reimburs		75.00		CASD	CA SDI - Err	0.00	CASUI	California SI	0.00	0.00	California SI	CASUI	California SI	0.00	0.00	0.00
	Hol	9.50	0.00		FITW	Federal Incon	6670.25	MED-R	Medicare - E	6670.25	6670.25	Medicare - E	MED-R	Medicare - E	1273.17	103.45	103.45
	MGTL' Managem	9.50	0.00		MED	Medicare	7134.31			7134.31	7134.31				103.45	103.45	103.45
	Reg		6875.00														
	Total Earnings	19.00	7134.31	Total Deductions			464.06			7134.31	7134.31				1904.26	103.45	103.45

Labor Distribution

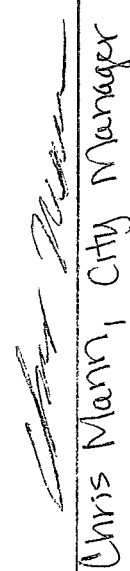
City of Canyon Lake
Company (10756)

Check Date: 10/15/2020
Process: 2020101501
Period: 10/01/2020 to 10/15/2020

Code	Earnings	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		499.58	PTXPE Pre-Tax P.	CA	161.77	California SI	2902.56	CA	CAEIT	CA Edu & T	73.03	0.00	0.00		0.00		0.00
98	Hol Holiday	9.50	266.29		CASD	3064.33	CA SDI - Err	3064.33	CASUI	California SI		30.65	0.00	0.00		0.00		0.00
28.0300	OT Overtime	4.00	168.18		FITW	2902.56	Federal Inco	2902.56	MED-R	Medicare - E		272.35	3064.33	44.43		44.43		3064.33
	Reg Regular	73.00	2046.19		MED	3064.33	Medicare	3064.33				44.43						44.43
	Sick Sick	3.00	84.09															
	Total Earnings	89.50	3064.33	Total Deductions		161.77	Total Employee Taxes					420.46	Total Employer Taxes					44.43
Sub																		
Timothy L	116																	
Emp Id																		
Rate	28.0300																	

Code	Earnings	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
5	125CO 125 Cash		976.87	457B EE	CA	50.00	California SI	8465.62	CA	CAEIT	CA Edu & T	303.75	0.00	0.00		0.00		0.00
3	Hol Holiday	28.50	833.91	MEDI: Health Ins	CASD	127.75	CA SDI - Err	9040.59	CASUI	California SI		90.40	0.00	0.00		0.00		0.00
2	OT Overtime	4.00	168.18	PTAXI Pre-Tax P.	FITW	196.31	Federal Inco	8465.62	MED-R	Medicare - E		746.35	9040.59	131.08		131.08		9168.34
	Reg Regular	233.50	6793.69	PTXPE Pre-Tax P.	MED	328.66	Medicare	9040.59				131.08						9299.42
	Sick Sick	12.50	395.69															7194.04
	Total Earnings	278.50	9168.34	Total Deductions		702.72	Total Employee Taxes					1271.58	Total Employer Taxes					131.08

Code	Earnings	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
12	125CO 125 Cash		2515.38	457B EE	CA	175.63	California SI	29477.65	CA	CAEIT	CA Edu & T	1310.16	0.00	0.00		0.00		0.00
7	ADML Admin Le	2.00	0.00	Aflac Post	CASD	13.65	CA SDI - Err	24359.91	CASUI	California SI		243.59	0.00	0.00		0.00		31621.97
5	ELECT Reimburs	76.00	75.00	MEDI: Health Ins	FITW	127.75	Federal Inco	29477.65	MED-R	Medicare - E		3355.27	31494.22	456.67		456.67		32078.64
	Hol Holiday	9.50	833.91	PTAXI Pre-Tax P.	MED	728.72	Medicare	31494.22				456.65						24098.33
	MGTIL Managem	4.00	0.00	PTXPE Pre-Tax P.		1112.22												
	OT Overtime	312.50	168.18															
	Reg Regular	20.00	27526.01															
	Sick Sick	2.00	503.49															
	Vac Vacation	2.00	0.00															
	Total Earnings	426.00	31621.97	Total Deductions		2157.97	Total Employee Taxes					5365.67	Total Employer Taxes					456.67


 Chris Mann, City Manager
 Date: 10-20-20

Run Date: 10/13/20
 Run Time: 02:52 PM
 Department: (30)Special Enforcement Team
 Employee: Marzano to Sun

Credit Card Review

U S BANK Statement dated 10/6/20

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Amazon Prime	Monthly Prime Membership Fee	\$ 14.00	10-310-6210
2	Amazon	Monitor Stand Refund for New Office	\$ (21.39)	10-310-6210
3	Microsoft	Emergency Preparedness Monthly Emails	\$ 42.84	10-425-6210
4	Microsoft	Microsoft 365 Monthly Fee - Business Premium for Icloud	\$ 380.00	10-310-6210
5	Microsoft	Microsoft 365 Monthly Fee - Business Standard Emails	\$ 219.76	10-310-6210
6	Arlo Technologies	Monthly Camera Service - City Hall	\$ 9.99	10-550-6610
7	HeartSmart.Com	AED Defibrillators & First Aid Kit for Admin Office	\$ 1,832.82	10-425-6220
8	Lowe's	Office Supplies for New Building	\$ 35.87	60-560-6210
9	The UPS Store	Livescans for Interns	\$ 25.00	10-310-6210
10	Arlo Technologies	Monthly Camera Service - City Hall Admin	\$ 14.99	10-550-6610
11	JabraBlueParrott	Conference Webcam for Admin Office	\$ 641.11	10-310-6210
12	Amazon	Veterans Day Event Bullhorn & Commercial Flagpole	\$ 67.58	10-100-6830
13	Joe's Hardware	Office Supplies Hardware	\$ 48.47	10-310-6210
14	Amazon	Code Enforcement Tactical Patrol Pants	\$ 86.19	10-520-6220
15	Rain Bird	Irrigation Controller - 2 Year Subscription	\$ 300.00	20-520-6720
16	Canyon Lake Country Club	Economic Development Roundtable - Mann	\$ 34.82	10-310-6510
17	Buffalo Wild Wings	Working Lunch Meeting - Mann, Borja, Sauseda & Ferrari	\$ 64.38	10-310-6510
18	Buffalo Wild Wings	Working Lunch Meeting - Mann	\$ 37.07	10-310-6510
19	Acrobat Pro	Monthly Subscription - Mann	\$ 14.99	10-310-6210
20	Zoom	Monthly Subscription for Virtual Meetings	\$ 14.99	10-310-6210
21	The Canyon Cowboy	Lunch Meeting reg. Economic Development - Mann & Blankenship	\$ 47.71	10-310-6510
22	The Canyon Cowboy	Lunch Meeting reg. CSDA - Mann, Steeken & Palmer	\$ 46.63	10-310-6510
23	The Canyon Cowboy	Working Lunch - Mann & Smith	\$ 42.45	10-310-6510
24	The Canyon Cowboy	Working Lunch - Mann & Blankenship	\$ 47.76	10-310-6510
25	Red Robin	Working Lunch - Mann, Borja, Sauseda & Lozano	\$ 96.63	10-310-6510
26	CaCities.org	LOCC Conference Registration for Ehrenkranz & Smith	\$ 100.00	10-100-6510
27	Bushfire Kitchen	Staff Working Lunch - Sauseda, Mann, Borja, Lozano & Ferrari	\$ 101.00	10-320-6510
28	Tommy's Express	Car Wash for City Vehicles	\$ 102.95	10-520-6415
29	Lowe's	Refrigerator for Admin Office	\$ 635.71	10-310-6210

Late Fee	\$ -	10-310-6965
----------	------	-------------

\$ 5,084.32

Account Breakdown

City Council Dept. Expense	10-100-6220	
City Council Meeting Expense	10-100-6225	
Council Meeting/Travel Expense	10-100-6510	
Council Special Dept. Expense	10-100-6520	\$ 100.00
Promotion and Advertising	10-100-6830	
City Manager Office Expense	10-310-6210	\$ 67.58
Conference/Meeting/Travel Expense	10-310-6510	\$ 1,972.64
City Manager Software	10-310-6530	\$ 417.45
City Manager Dept. Expense	10-310-6220	
City Manager Membership	10-310-6520	
Professional/Specialized Services	10-310-6610	
City Clerk Departmental Expense	10-320-6220	
City Clerk Conference/Meeting/Travel Expense	10-320-6510	\$ 101.00
City Clerk Dues	10-320-6520	
Professional/Specialized Services	10-320-6610	
City Clerk Training and Education	10-320-6710	
City Clerk Military Banner Program	10-320-6511	
Finance Office Expense and Supplies	10-330-6210	
Law Enforcement Specialized Services	10-410-6610	
Fire & Medical Department Expense	10-420-6220	
Emergency Preparedness Office Supplies	10-425-6210	
Emergency Preparedness Departmental Expense	10-425-6220	\$ 42.84
Code Enforcement Supplies	10-520-6210	\$ 1,832.82
Special Enforcement Misc. Expense	10-520-6220	
Code Enforcement Vehicle Equipment	10-520-6410	\$ 86.19
Vehicle Maintenance	10-520-6415	\$ 102.95
Code Enforcement Membership Dues	10-520-6520	
Code Enforcement Training	10-520-6710	
Building & Facilities Maintenance	10-550-6610	
Building & Facilities Maint. Capital Outlay	10-550-8000	\$ 24.98
Building & Facilities Maint. Furniture & Equip.	10-550-8007	
Gas Tax Landscape Maintenance	20-520-6720	\$ 300.00
Rental Office Expense	60-560-6210	\$ 35.87
		\$ 5,084.32

Check Figure \$ -

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

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: \$3,277.30

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001672946	10/05/2020	100000016180638	Health PA Billing - PERS	EFT - Debit	Citizens Business Bank -5402	\$3,277.30

CM

Home | Profile | **Reporting** | Personal Information | Employer | Other Organizations

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

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

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

Payment Setup Total

Total Payment Amount: \$4,291.61

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001672981	10/05/2020	100000016135426	Employer Contribution, PEPR, 26189, CalPERS, 09/16/2020 - 09/30/2020	EFT - Debit	Citizens Business Bank -5402	\$2,471.49
1001672982	10/05/2020	100000016135392	Employer Contribution, Classic, 1684, CalPERS, 09/16/2020 - 09/30/2020	EFT - Debit	Citizens Business Bank -5402	\$1,820.12

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Build: v9.0 Baseline: 200923_121705_v9.0_Int.5339 **UID: 318**

CM

Name: City of Canyon Lake

CalPERS ID: 3813045770



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



Total Payment Amount: \$4,206.35



Payment ID	Payment Date	Payment Amount	Description	Payment Method	Bank	Amount
1001691401	10/20/2020	100000016174530	Employer Contribution, PEPPRA, 26189, CalPERS, 10/01/2020 - 10/15/2020	EFT - Debit	Citizens Business Bank -5402	\$2,386.23
1001691402	10/20/2020	100000016174491	Employer Contribution, Classic, 1684, CalPERS, 10/01/2020 - 10/15/2020	EFT - Debit	Citizens Business Bank -5402	\$1,820.12

CM

CITY OF CANYON LAKE
PLAN SPONSOR: 0035273

Acknowledgment

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

You can print this acknowledgment for your records.

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

Plan Number: **0035273001**

Payroll Center: **CITY OF CANYON LAKE**

Payroll Center Number: **001**

Payroll Received for Salary Reduction

Submission date: **10/05/2020**

Submission time: **05:28 PM**

Pay period end date: **09/30/2020**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$232.00**

Contributions count: **2**

Draft date: **10/07/2020**

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

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

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

CITY OF CANYON LAKE
PLAN SPONSOR: 0035273

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: **10/05/2020**

Submission time: **05:27 PM**

Pay period end date: **09/30/2020**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$109.01**

Contributions count: **1**

Draft date: **10/07/2020**

(M)

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Investment Reports

CITIZENSTRUST™

PO Box 2549

Rancho Cucamonga, CA 91729-2549

 Return Service Requested

00000081 MCB1000100920665211 01 000000 48 005



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

RECEIVED

OCT 22 2020

BY: _____

STATEMENT FOR THE PERIOD FROM 09/01/2020 TO 09/30/2020
ACCOUNT 1035003119

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

* PORTFOLIO: SUMMARY GRAPHICAL DISPLAY WITH MARKET VALUE & PERCENT

* ACTIVITY SUMMARY: MARKET VALUE WITH TRANSACTION SUMMARY

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

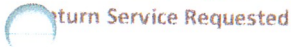
COST BASIS APPLICABLE FOR CALCULATING CAPITAL GAINS AND LOSSES.
MARKET VALUE IS THE CURRENT VALUE OF EACH ASSET FOR MOST STOCKS AND BONDS.
MARKETS ARE THE CLOSING PRICES ON THE LAST TRADING DAY OF THE PERIOD.

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

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

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








Account Statement

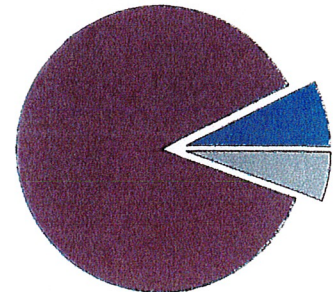
Account Number: 1035003119
September 01, 2020 To September 30, 2020

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	09/01/2020	09/30/2020	% Of Account
 CASH & CASH EQUIVALENTS	53,256.96	208,360.17	7.5%
 FIXED INCOME	2,566,803.80	2,415,162.25	86.8%
 MISCELLANEOUS	158,502.00	158,409.00	5.7%
Total	2,778,562.76	2,781,931.42	100.0%



Activity Summary

	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
Beginning Market Value	2,778,562.76	2,740,120.38		
Income	5,573.79	36,074.95	Long Term	20.00
Asset Activity	150,000.00	465,523.45		1,203.31
Fees	470.58	4,155.50	Total Gains / Losses	20.00
Cash Management	155,103.21	433,604.00		1,203.31
Change In Market Value	3,368.66	41,811.04		
Ending Market Value	2,781,931.42	2,781,931.42		

Account Statement

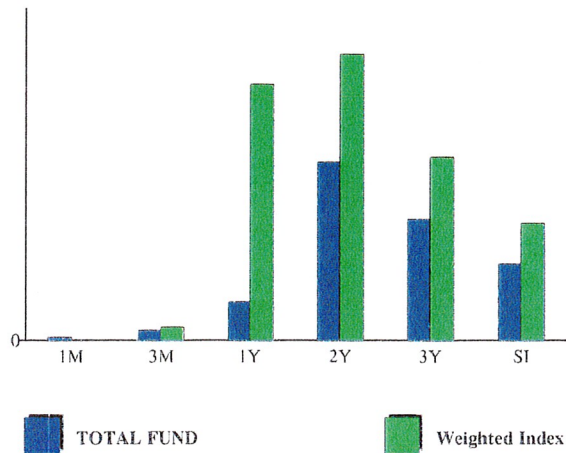
Account Number: 1035003119

September 01, 2020 To September 30, 2020

Performance Summary - Total Returns

	Market Value	1 Month	3 Months	1 Year	2 Years	3 Years	Since Inception 03/01/2010
TOTAL FUND	2,790,398	0.05	0.17	0.68	3.17	2.15	1.35
Return On Indexes Fixed GT (95% FX / 5% C)		0.00	0.23	4.55	5.08	3.26	2.07

Return Comparison



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

Portfolio Statement

Quantity	Description	Market Value	Cost Basis
Cash & Cash Equivalents			
Cash Equivalents			
Unclassified			
208,360.170	31607A703 FIDELITY GOVERNMENT PORTFOLIO	208,360.17	208,360.17
	Total Unclassified	208,360.17	208,360.17
Total	Cash Equivalents	208,360.17	208,360.17
Total	Cash & Cash Equivalents	208,360.17	208,360.17
Fixed Income			
Taxable			
100,000.000	14042RAR2 CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020	100,043.00	99,615.00
100,000.000	24422ERE1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021	102,862.00	102,099.11
100,000.000	29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020	100,075.00	100,000.00
125,000.000	3130AEWA4 FEDERAL HOME LOAN DTD 09/07/18 2.625% 10/01/2020	125,000.00	125,610.61
100,000.000	3130AJRE1 FEDERAL HOME LOAN BANK DTD 6/24/2020 CALL .75% 06/24/2025-2020	99,146.00	100,000.00
105,000.000	3133EEG79 FEDERAL FARM CREDIT BANK DTD 05/07/2015 2.15% 09/07/2023	110,890.50	110,600.22
150,000.000	3133ELD76 FEDERAL FARM CREDIT BANK DTD 06/02/2020 CALL .34% 12/02/2022-2020	149,973.00	150,000.00
100,000.000	3133ELH56 FEDERAL FARM CREDIT BANK DTD 06/09/2020 CALL .27% 06/09/2022-2020	99,999.00	99,875.00
200,000.000	3133ELN75 FEDERAL FARM CREDIT BANK DTD 6/23/20 CALL .23% 12/23/2021-2020	200,002.00	199,900.00
100,000.000	3134GWBV7 FREDDIE MAC DTD 07/21/2020 CALL .8% 07/21/2025-2020	100,045.00	100,000.00
100,000.000	3134GWCZ7 FREDDIE MAC DTD 7/28/20 CALL .3% 10/28/2022-2021	100,024.00	99,985.00

Account Statement

Account Number: **1035003119**
 September 01, 2020 To September 30, 2020

Portfolio Statement (Continued)

Quantity	Description	Market Value	Cost Basis
Taxable			
100,000.000	3134GWMY9 FREDDIE MAC DTD 08/19/2020 CALL .625% 08/19/2025-2021	100,010.00	100,000.00
100,000.000	3134GWVJ2 FREDDIE MAC DTD 9/30/2020 CALL .4% 09/30/2024-2021	100,000.00	100,000.00
100,000.000	3134GWVN3 FREDDIE MAC DTD 09/30/2020 CALL .6% 09/30/2025-2021	99,954.00	100,000.00
100,000.000	3135G03Q4 FANNIE MAE DTD 04/23/2020 CALL 1.1% 04/23/2025-2020	100,040.00	100,000.00
205,000.000	3136G4A29 FANNIE MAE DTD 7/30/2020 CALL .55% 07/30/2024-2021	205,030.75	205,000.00
100,000.000	3136G4D83 FANNIE MAE DTD 7/29/2020 CALL .51% 07/29/2024-2021	99,822.00	99,984.00
200,000.000	69353REW4 PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021	201,846.00	200,828.12
200,000.000	880591ER9 TENN VALLEY AUTHORITY DTD 09/29/14 2.875% 09/15/2024	220,400.00	208,870.67
Total	Taxable	2,415,162.25	2,402,367.73
Total	Fixed Income	2,415,162.25	2,402,367.73
Miscellaneous			
Corp Bond-sma			
Taxable Bonds			
150,000.000	24422ERT8 JOHN DEERE CAPITAL CORP DTD 06/26/12 2.8% 01/27/2023	158,409.00	158,469.00
Total	Taxable Bonds	158,409.00	158,469.00
Total	Corp Bond-sma	158,409.00	158,469.00
Miscellaneous Sundry Assets			
Documents			
1.000	DOC199647 INVESTMENT MANAGEMENT AGREEMENT CITY OF CANYON LAKE A/C# 1035003119	0.00	0.00
Total	Documents	0.00	0.00
Total	Miscellaneous Sundry Assets	0.00	0.00
Total	Miscellaneous	158,409.00	158,469.00
Grand Total Assets		2,781,931.42	2,769,196.90

turn Service Requested

Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
Balances Beginning Of Period	0.00	2,765,559.70	2,789,274.67
Prior Accruals			10,711.91-
Unrealized Appreciation This Period			3,348.66
Current Accruals			8,249.85
Asset Activity	150,000.00	149,980.00-	150,000.00
Cash Management	155,103.21-	155,103.21	155,103.21-
Fees	470.58-	0.00	470.58-
Income	5,573.79	1,486.01-	5,573.79
Realized Gain/loss			20.00
Non Cash Asset Changes			
Balances End Of Period	0.00	2,769,196.90	2,790,181.27

Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
09/01/20		Beginning Balance		0.00	2,765,559.70
Income					
Interest					
09/01/20		31607A703 FIDELITY GOVERNMENT PORTFOLIO 3133EEG79	INTEREST RCVD	6.12	
09/08/20		FEDERAL FARM CREDIT BANK DTD 05/07/2015 2.15% 09/07/2023 880591ER9	INTEREST RCVD	1,128.75	
09/15/20		TENN VALLEY AUTHORITY DTD 09/29/14 2.875% 09/15/2024 29266NS32	INTEREST RCVD	2,875.00	
09/16/20		ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020 05580ACZ5	INTEREST RCVD	148.63	
09/30/20		BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020 3130AJQR3	INTEREST RCVD	1,109.04	
09/30/20		FEDERAL HOME LOAN BANK DTD 06/30/20 CALL .45% 06/30/2023-2020 3134GVY69	INTEREST RCVD	168.75	
09/30/20		FREDDIE MAC DTD 6/30/2020 CALL .55% 06/30/2023-2020	INTEREST RCVD	137.50	
Total Interest				5,573.79	0.00
Total Income				5,573.79	0.00
Asset Activity					
Assets Purchased					
09/30/20	100,000.000	3134GWVJ2 FREDDIE MAC DTD 9/30/2020 CALL .4% 09/30/2024-2021	BUY	100,000.00-	100,000.00
09/30/20	100,000.000	3134GWN3 FREDDIE MAC DTD 09/30/2020 CALL .6% 09/30/2025-2021	BUY	100,000.00-	100,000.00
Total Assets Purchased				200,000.00-	200,000.00

Account Statement

Account Number: **1035003119**
 September 01, 2020 To September 30, 2020

Transaction Statement (Continued)

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
Assets Sold					
09/30/20	150,000.000-	3130AJQR3 FEDERAL HOME LOAN BANK DTD 06/30/20 CALL .45% 06/30/2023-2020	REDEEMED	150,000.00	150,000.00-
09/30/20	100,000.000-	3134GVY69 FREDDIE MAC DTD 6/30/2020 CALL .55% 06/30/2023-2020	REDEEMED	100,000.00	100,000.00-
Total Assets Sold				250,000.00	250,000.00-
Maturities					
09/30/20	100,000.000-	05580ACZ5 BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020	MATURITY	100,000.00	99,980.00-
Total Maturities				100,000.00	99,980.00-
Total Asset Activity				150,000.00	149,980.00-
Fees					
09/25/20		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 09/20/2020	DISBURSEMENT	470.58-	
Total Fees				470.58-	0.00
Cash Management					
09/30/20	155,103.210	31607A703 NET CASH MANAGEMENT	NET CASH MGMT	155,103.21-	155,103.21
Total Cash Management				155,103.21-	155,103.21
Miscellaneous					
09/08/20		3133EEG79 AMORTIZATION ON 105,000 UNITS FEDERAL FARM CREDIT BANK DTD 05/07/2015 2.15% 09/07/2023 EFFECTIVE 09/07/2020 TO ADJUST TAX LOT, AMORTIZATION = 412.08-	AMORTIZATION		412.08-
09/15/20		880591ER9 AMORTIZATION ON 200,000 UNITS TENN VALLEY AUTHORITY DTD 09/29/14 2.875% 09/15/2024 TO ADJUST TAX LOT, AMORTIZATION = 1,073.93-	AMORTIZATION		1,073.93-
Total Miscellaneous				0.00	1,486.01-
09/30/20		Ending Balance		0.00	2,769,196.90

Disclosure

CitizensTrust may receive research and other benefits from Brokers/Dealers which may be considered compensation. Upon request, we will disclose details of any compensation received. We have added an additional benchmark to your performance insert. Call for details.

Market Perspective

WE HOPE THAT YOU AND YOURS ARE SAFE/HEALTHY DURING THESE CHALLENGING TIMES. PLEASE READ OUR QUARTERLY MARKET PERSPECTIVES AT WWW.CBBANK.COM UNDER RECENT DOCUMENTS. BE ASSURED WE ARE WATCHING THE MARKETS CLOSELY, AND IF YOU HAVE ANY QUESTIONS OR CONCERNS WE ENCOURAGE YOU TO CONTACT YOUR RELATIONSHIP MANAGER.



Utility User Tax Revenue

**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, October 7, 2020**

SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020, as a response to mitigating the spread of Coronavirus (COVID-19), this regular meeting of the City Council of the City of Canyon Lake will allow Councilmembers to attend the City Council meeting telephonically from remote locations without requiring notice of or public access to those locations. The City Council Chamber will be closed to the public. Members of the public may observe the City Council meeting by selecting the Live Stream icon on the main page: www.canyonlakeca.gov, the City's Facebook page, Time Warner/Spectrum Channel 29, or on FIOS/Frontier Channel 39.

In a further effort to allow for social distancing, members of the public may comment electronically by sending an email with their comment to PublicComment@canyonlakeca.gov. The City Clerk will read these public comment submissions into the record during the "Public Comments" portion of the agenda.

If any member of the public has a disability and desires to request a modification or accommodation of the above procedures, please contact the City Clerk at least 24 hours prior to the meeting at 951-244-8547 or by email at asauseda@canyonlakeca.gov.

**Closed Session – 5:00 p.m.
City Hall Administration Building
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

CALL TO ORDER

Mayor Ehrenkranz called the meeting to order at 5:04 p.m.

CITY COUNCIL ROLL CALL

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

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

A. CONFERENCE CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION – Pursuant to paragraph (4) of subdivision (d) of Section 54956.9 – 3 cases

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

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to
Section 54956.8
Property: APN 349-290-008
Agency Negotiator: City Manager
Negotiating Parties: Jim Kipp
Under Negotiation: Price and Terms of Payment

D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to
Section 54956.8
Property: APN 355-330-009
Agency Negotiator: City Manager
Negotiating Parties: Jack Regus
Under Negotiation: Price and Terms of Payment

The City Council entered Closed Session at 5:05 p.m.

**Open Session – 6:30 p.m.
City Hall Council Chamber
31516 Railroad Canyon Road
Canyon Lake, CA 92587**

CALL OPEN SESSION TO ORDER

Mayor Ehrenkranz called the meeting to order at 6:36 p.m.

INVOCATION

Invocation was led by John Hollenbeck.

FLAG SALUTE

Flag Salute was led by Tyler Ferrari.

ROLL CALL

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

CLOSED SESSION REPORT

Attorney Steven Graham stated that there were no items to report out of closed session.

APPROVAL OF THE CITY COUNCIL AGENDA

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

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

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

- Presentation of Golf Trophy by Joe Kamashian

Joe Kamashian gave an update on the City of Canyon Lake's Golf Championship Tournament and announced that the City of Canyon Lake won the Battle of the Cities.

COMMUNITY REPORTS

- Elsinore Valley Municipal Water District Update

Director Darcy Burke joined the meeting via teleconference and gave an update on behalf of Elsinore Valley Municipal Water District.

- Canyon Lake Property Owners Association Update from President Chris Poland

Canyon Lake Property Owners Association President Chris Poland joined the meeting via teleconference and gave an update on behalf of the Property Owners Association.

- Chamber of Commerce Update by President Jeanne O'Dell

Jeanne O'Dell was unavailable to join the meeting.

PUBLIC SAFETY UPDATE

❖ Sheriff

Lieutenant James Rayls gave an update on the statistics and answered questions from the Council.

❖ Fire

Scott Wetherholt, Battalion Chief, gave an update on the statistics and answered questions from the Council.

❖ Code Enforcement

Gina Dickson, Senior Code Enforcement Officer, gave a brief update and answered questions from the Council.

PUBLIC COMMENT

City Clerk Sauseda read public comments from the following:

- Anonymous
- Andrew Foster

CONSENT CALENDAR

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Resolution - Adoption of Resolution No. 2020-43, Approving Claims and Demands of the City
- (3) Minutes - Approval of City Council Minutes
 - September 2, 2020 – Regular City Council Meeting
- (4) Second Reading of Ordinance No. 201 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 5.16 Regarding Peddling and Soliciting in the City of Canyon Lake
- (5) Resolution – Adoption of Resolution No. 2020-44, Authorizing a Budget Adjustment in the Amount of \$7,800 for FY 2020-21, for a New HVAC System at City Hall

Motion and second by Councilmembers Bonner/Greene to approve the Consent Calendar.

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

PULLED CONSENT CALENDAR ITEMS

PUBLIC HEARING

- (6) Landscape Ordinance – Introduction and First Reading of Ordinance No. 202, An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 15.04 of the Canyon Lake Municipal Code, Adopting by Reference the State of California Model Water Efficient Landscape Ordinance Contained in the California Code of Regulations Title 23 Waters, Division 2, Department of Water Resources, Chapter 2.7, Model Water Efficient Landscape Ordinance, Sections 490 Et. Seq.; and Any Amendments Thereto
 - Public Hearing Opened
Mayor Ehrenkranz opened the public hearing at 7:16 p.m.
 - Staff Presentation
Jim Morrissey, City Planner, presented the item.
 - Questions to Staff by City Council
There were none.
 - Testimony by Proponents
There were none.

- Testimony by Opponents
There were none.
- Response by Proponents
There were none.
- Public Hearing Closed
Mayor Ehrenkranz closed the public hearing at 7:21 p.m.
- Discussion by City Council
There was none.
- Action by City Council

Motion and second by Councilmembers Greene/Bonner to approve the Environmental Determination recommended by staff.

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

Motion and second by Councilmembers Smith/Bonner to approve the Introduction and First Reading of Ordinance No. 202.

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

Councilmember Smith made a motion to move up the Announcements portion of the agenda for discussion before moving to Business Items.

Motion and second by Councilmembers Smith/Greene to move up the Announcements portion of the agenda for discussion prior to moving on to Business Items.

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

ANNOUNCEMENTS

Councilmember Smith stated that the next regularly scheduled Council meeting would be controversial due to the items up for discussion and asked the support of the City Council to open the Council Chamber to the public.

Discussion ensued.

City Attorney Graham advised the Council to stick to the agendized topic which is the next regularly scheduled meeting. He stated that it would be reasonable to discuss what would be scheduled at that meeting, or what the rules of the meeting would be.

Discussion continued.

City Attorney Graham suggested the language for a motion.

Motion and second by Mayor Pro Tem Castillo/ Councilmember Greene that cannabis will not be agendized until the City Manager can determine that it is safe to open the Council Chamber or unless otherwise directed by a vote of the City Council.

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

BUSINESS ITEMS

Councilmember Smith made a motion to move up Business Item 10.

Motion and second by Councilmember Smith/ Mayor Pro Tem Castillo to move up Item 10 prior to Item 7.

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

(10) Discussion – Discussion Regarding Security Concerns in the Towne Center

Discussion ensued.

City Clerk Sauseda read public comments from the following:

- Bryan Howard

(7) Economic Development Update - Presentation by Economic Development Consultant Bill Blankenship

Presentation by Economic Development Consultant Bill Blankenship.

There were no public comments.

(8) Agreement - Approval of Amended and Restated Joint Powers Agreement to Include Menifee in the Southwest Communities Financing Authority

Presentation by Management Analyst Tyler Ferrari.

There were no public comments.

Motion and second by Councilmembers Greene/Bonner to approve the agreement.

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

- (9) CDBG - Consideration of Approving Fiscal Year 2021 / 2022 Community Development Block Grant (CDBG) Projects and Allocation for Public Service Agencies

Presentation by Administrative Services Manager Mike Borja.

There were no public comments.

Motion and second by Councilmember Smith/ Mayor Pro Tem Castillo to approve Item 9.

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

City Clerk Sauseda gave an update on the November 3, 2020 election and the different voting options.

CITY MANAGER COMMENTS

City Manager Mann gave updates since the last meeting.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

- **COUNCILMEMBER BONNER**

Councilmember Bonner stated that RCTC met in September and would be having another meeting on October 14th. He also discussed the construction currently happening on Railroad Canyon and asked everyone to be safe. He discussed the upcoming roundtable meeting. Lastly, he asked all Councilmembers to keep their Council comments to three minutes or less.

- **MAYOR PRO TEM CASTILLO**

Mayor Pro Tem Castillo thanked staff for their hard work on the traffic assessment at Railroad Canyon & Skylink. She discussed the upcoming Veterans Day Committee meeting & Veterans Day event. She discussed Helping Hand's Socktoberfest which collects socks for low income seniors and Operation Juice Box which has been made possible by the Lake Elsinore Sheriff's Station. Lastly, she mentioned the golf fundraiser for the Murrieta Police Officer who was injured on duty.

- **COUNCILMEMBER GREENE**

Councilmember Greene gave updates from the Regional Conservation Authority.

- **COUNCILMEMBER SMITH**

Councilmember Smith gave updates from the SCAG Transportation Committee and RTA. He mentioned the incident that occurred just outside the City and gave his condolences to the family who lost a loved one. He spoke briefly about public safety and the City's transition to the Lake Elsinore station. Lastly, he spoke about going door to door over the last couple of weeks to communicate with the resident. He also noted that he finished his

Council comments at 1 minute and 52 seconds and challenged the Mayor to beat his time.

- **MAYOR EHRENKRANZ**

Mayor Ehrenkranz gave several updates on the meeting and events he attended since the last Council meeting.

ANNOUNCEMENTS

Mayor Ehrenkranz announced that the next regular City Council meeting would be on Wednesday, November 4th, at 5:00 p.m. for closed session and 6:30 p.m. for open session.

ADJOURNMENT

The meeting was adjourned at 9:06 p.m.

Respectfully submitted,

Ana V. Sauseda, CMC
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Mike A. Borja, Administrative Services Manager

DATE: November 4, 2020

SUBJECT: Adoption of Resolution No. 2020-46, Authorizing a Budget Adjustment in the Amount of \$3,500 for FY 2020-2021, for the Redesign & Purchase of New City Letterhead and Business Cards for Official City Use

Recommendation

That the City Council adopt Resolution 2020-46, authorizing a budget adjustment of \$3,500 for FY20-21, for the redesign and purchase of new city letterhead and business cards for official City use.

Background

The City's seal and its official documents are considered the symbol of the authority and jurisdiction of the City of Canyon Lake. They serve various purposes that include their use in certified official records, programs, initiatives, partnerships, and sponsorships, and they are often used in general connection with official brochures, publications, postings, website, pamphlets, and promotional materials.

With the forward progression that the City has positioned itself today, it is important that the City maintains a look that meets a more modernized standard, by displaying a cohesive and recognizable identity, that carries out a positive and visual interest with everyone that the City comes in contact with. Because of this, it has been determined that official documents and stationary material such as the City's letterhead and business cards require a more immediate redesign since they are the most commonly distributed items by both City Council and City Staff.

Adoption of Resolution No. 2020-46 would authorize a budget adjustment in previous adopted FY20-21.

Fiscal Impact

Approval will require a General Fund budget adjustment in the amount of \$3,500 in account #310-6210, which includes \$500 towards any unexpected expenses.

Attachments

1. Resolution No. 2020-46

ATTACHMENT 1

RESOLUTION NO. 2020-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING A BUDGET ADJUSTMENT IN THE AMOUNT OF \$3,500 FOR FISCAL YEAR 2020-2021, FOR THE REDESIGN AND PURCHASE OF NEW CITY LETTERHEAD AND BUSINESS CARDS FOR OFFICIAL CITY USE

WHEREAS, the City’s seal and official documents are property of the City of Canyon Lake and is used for purposes of certifying official records and instruments of the City; and

WHEREAS, the City looks to maintain a general connection with official City brochures, publications, insignias, postings, website, pamphlets, and promotional materials of today; and

WHEREAS, the City’s official use of modernized business cards, letterhead, resolutions, awards, and other formal documents are essential in meeting those current standards; and

WHEREAS, the City understands the importance of a redesign is to maintain a cohesive and recognizable identity that carries out a positive and visual interest for the City of Canyon Lake.

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

SECTION 1. The City Council authorizes General Fund expenditures in an amount not to exceed \$3,500 in account #310-6210 for the redesign and purchase of new City letterhead and business cards for all official City use.

SECTION 2. The City Council authorizes the City Manager to take such actions and execute such purchase as may be necessary, including, but not limited to a budget adjustment in an amount not to exceed \$3,500 dollars, and the execution of any agreement with the participating vendor.

SECTION 3. This Resolution takes effect immediately.

PASSED, APPROVED, AND ADOPTED on this 4th day of November 2020.

Jordan Ehrenkranz, Mayor

ATTEST:

Ana V. Sauseda, CMC
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Mike A. Borja

DATE: November 4, 2020

SUBJECT: Execute the Revised Cooperation Agreement with the County of Riverside and Adopt Resolution No. 2020-47, Authorizing Participation in the County of Riverside's Urban County Program for Federal Fiscal Years 2021, 2022, and 2023

Recommendation

That the City Council execute the revised Cooperation Agreement with the County of Riverside and adopt Resolution No. 2020-47 confirming participation in the Urban County programs for the Fiscal Years from July 1, 2021 through June 30, 2024.

Background

At the July 8, 2020 City Council meeting, the City Council approved and submitted the Cooperation Agreement with the County for the CDBG, ESG, and HOME programs for the 2021-2024 Urban County cycle. The Department of Housing and Urban Development (HUD) notified the County of Riverside that minor, but necessary, changes are needed in the Agreement and Resolution. The changes do not affect the legality or enforceability of the original agreements.

The primary change is the reference to Federal Fiscal Years 2021, 2022, and 2023 in the agreement and resolution. The other modifications included:

1. Modification to Paragraph 4C by adding "Section 109 of Title I of the Act" and "Title II of the American with Disabilities Act";
2. Modification to Paragraph 21 by replacing the original clause with the following: "The City may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations. City must use such funds for activities eligible under title I of the ACT."

The City is required to return the following documents to the County of Riverside EDA, no later than November 9, 2020:

- Executed revised Cooperation Agreement (3-originals)
- Resolution adopted by City Council confirming participation in the Urban County program; and
- Copy of the City Council minute order approving the revised Cooperation Agreement.

Fiscal Impact

No fiscal impact.

Attachments

1. Revised Cooperation Agreement with County of Riverside
2. Resolution No. 2020-47 Authorizing Participation in the Urban County Programs

ATTACHMENT 1

1 housing facilities for homeless individuals and families, to operate these facilities and provide
2 essential social services, and to help prevent homelessness.

3 **WHEREAS**, CDBG regulations requires an eligible county to re-qualify as Urban County
4 under the CDBG program every three (3) years; and

5 **NOW THEREFORE**, in consideration of the mutual covenants herein set forth
6 and the mutual benefits to be derived there from, the Parties agree as follows:

7 1. GENERAL.

8 (a). This Agreement gives COUNTY authority to undertake, or assist in
9 undertaking, activities in Program Years 2021-22, 2022-23, and 2023-24, that will be funded from
10 the CDBG, HOME, and ESG programs and from any program income generated from the
11 expenditure of such funds. COUNTY and CITY agree to cooperate, to undertake, or to assist in
12 undertaking, community renewal and lower-income housing assistance activities. COUNTY is
13 qualified as an "Urban County" under the ACT. CITY, by executing this Agreement, hereby gives
14 notice of its election to participate in an Urban County's Community Development Block Grant
15 (CDBG), Home Investment Partnership Act (HOME), and Emergency Solutions Grant (ESG)
16 programs, hereinafter referred to as "Urban County Programs".

17 (b). By executing this Agreement, CITY understands that it may not apply for
18 grants from appropriations under the Small Cities or State CDBG Programs for fiscal years during
19 the period in which it participates in the Urban County's CDBG program and that CITY may only
20 participate in the HOME program through the COUNTY'S Urban County Programs, not a HOME
21 consortium. The CITY may also apply for HOME funds from the State of California, if permitted
22 by the State.

23 (c). By executing this Agreement, CITY understands that it may only receive a
24 formula allocation of ESG funds through the COUNTY'S Urban County Programs. The CITY
25 may also apply for ESG funds from the State of California, if permitted by the State.

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1 2. TERM.

2 The term of this Agreement shall be for three (3) years commencing on July 1,
3 2021, through June 30, 2024, unless an earlier date of termination is fixed by U.S. Department of
4 Housing and Urban Development, hereinafter referred to as HUD, pursuant to ACT.

5 COUNTY shall notify CITY of CITY's right not to participate in the next three-year period
6 no later than the date specified by HUD in the *Urban County Qualification Notice*. CITY shall
7 notify COUNTY no later than the date specified in COUNTY's notification that CITY elects not
8 to participate in the next three-year Urban County Program. COUNTY shall send copies of all
9 notifications required by this Paragraph to the HUD Field Office.

10 The terms of this Agreement shall remain in effect until the CDBG, HOME, and
11 ESG funds and program income received with respect to activities carried out during the three-
12 year qualification period are expended and the funded activities completed. Furthermore, neither
13 the COUNTY nor the CITY may terminate or withdraw from this Agreement while it remains in
14 effect.

15 3. PREPARATION OF FEDERALLY REQUIRED FUNDING
16 APPLICATIONS.

17 The Riverside County Department of Housing, Homelessness Prevention, and
18 Workforce Solutions, subject to approval of COUNTY's Board of Supervisors, shall be
19 responsible for preparing and submitting to HUD, in a timely manner, all reports and statements
20 required by the ACT and the Federal regulations promulgated by HUD to secure entitlement grant
21 funding under the CDBG, HOME, and ESG programs. This duty shall include the preparation and
22 processing of COUNTY Housing, Community, and Economic Development Needs Identification
23 Report, Citizen Participation Plan, the County Five-Year Consolidated Plan, One-Year Action
24 Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and other related
25 programs which satisfy the application requirements of ACT and its regulations.

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1 4. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND
2 OTHER APPLICABLE STATUTES, REGULATIONS AND ORDINANCES.

3 (a) COUNTY and CITY will comply with the applicable provisions of the ACT
4 and those Federal regulations promulgated by HUD pursuant thereto, as the same currently exists
5 or may hereafter be amended.

6 (b) The COUNTY and CITY **are hereby obligated** to take all actions necessary
7 to assure compliance with COUNTY's certification regarding affirmatively furthering fair housing
8 pursuant to Section 104 (b) of Title I of ACT, as amended.

9 (c) The COUNTY and CITY are hereby obligated to take all actions necessary
10 to assure compliance with Section 109 of Title I of the Act, which incorporates Section 504 of the
11 Rehabilitation Act of 1973, Title II of the American with Disabilities Act, and the Age
12 Discrimination Act of 1975.

13 (d) COUNTY and CITY shall comply with the applicable provisions of the
14 following: National Environmental Policy Act of 1969; Title VI of the Civil Rights Act of 1964
15 and Title VIII of the Civil Rights Act of 1968; the Fair Housing Act; Title 24 Code of Federal
16 Regulations part 570; Cranston-Gonzales National Affordable housing Act (Public Law 101-625);
17 Executive Order 11063, as amended by Executive Order 12259; Executive Order 11988; the
18 Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42
19 U.S.C.§4630, et. seq.); and other Federal or state statute or regulation applicable to the use of
20 CDBG, HOME Investment Partnerships Act (enacted as Title II of the National Affordable
21 Housing Act of 1990), and Emergency Solutions Grant funds.

22 (e) CITY agrees that the Urban County Program funding for activities in, or in
23 support of, the CITY are prohibited if CITY does not affirmatively further fair housing within
24 CITY'S jurisdiction or impedes COUNTY actions to comply with its fair housing certification.

25 (f) CITY and COUNTY shall meet the citizen participation requirements of 24
26 CFR 570.301 and provide Riverside County citizens with all of the following:

27 i. The estimate of the amount of CDBG funds proposed to be used for
28 activities that will benefit persons of low and moderate-income;

1 ii. A plan for minimizing displacement of persons as a result of
2 activities assisted with CDBG funds and to assist persons actually displaced as a result of such
3 activities;

4 iii. A plan that provides for and encourages citizen participation, with
5 particular emphasis on participation by persons of low and moderate-incomes, residents of slum
6 and blighted areas, and of areas in which funds are proposed to be used, and provides for
7 participation of residents in low and moderate-income neighborhoods;

8 iv. Reasonable and timely access to local meetings, information, and
9 records relating to the grantee's proposed use of funds, as required by the regulations of the
10 Secretary, and relating to the actual use of funds under the ACT;

11 v. Provide for public meetings to obtain citizen views and to respond
12 to proposals and questions at all stages of the community development program, including at least
13 the development of needs, the review of proposed activities and review of program performance.
14 Meetings shall be held after adequate notice, at times and locations convenient to potential or
15 actual beneficiaries, and with accommodation for the disabled.

16 (g) CITY shall develop a community development plan, for the period of this
17 Agreement, which identifies community development and housing needs and specifies both short
18 and long-term community development objectives.

19 (h) CITY certifies, to the best of its knowledge and belief, that:

20 i. No Federal appropriated funds have been paid or will be paid, by or
21 on behalf of the CITY, to any person influencing or attempting to influence an officer or employee
22 of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a
23 Member of Congress, in connection with the awarding of any Federal contract, the making of any
24 Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and
25 the extension, continuation, renewal, amendment or modification of any Federal contract, grant,
26 loan or cooperative agreement.

27 ii. If any funds other than Federally-appropriated funds have been paid
28 or will be paid to any person for influencing or attempting to influence an officer or employee of

1 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a
2 Member of Congress, in connection with this Federal contract, grant, loan, or cooperative
3 agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to
4 Report Lobbying", in accordance with its instructions.

5 iii. The CITY shall require that the language provided in Section 4(e)(i)
6 and (ii) of this Agreement be included in the award documents for all sub-awards at all tiers
7 (including subcontracts, sub- grants and contracts under grants, loans, and cooperative agreements)
8 and that all sub-recipients shall certify and disclose accordingly. This certification is a material
9 representation of fact upon which reliance was placed when this transaction was made or entered
10 into.

11 (i) CITY certifies that it has adopted and is enforcing a policy prohibiting the
12 use of excessive force by law enforcement agencies within its jurisdiction against any individuals
13 engaged in non-violent civil rights demonstrations, and that it has adopted and is enforcing
14 applicable State and local laws against physically barring entrance to, or exit from, a facility or
15 location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

16 5. COMPLIANCE WITH POLICY AND PROGRAM OBJECTIVES.

17 The COUNTY's Board of Supervisors have adopted policies and procedures to
18 ensure efficient and effective administration of the CDBG, HOME, and ESG programs. COUNTY
19 will provide these policies and procedures to CITY within a reasonable time after this Agreement's
20 commencement date. COUNTY and City agree to comply with these said policies and program
21 objectives and to take no actions to obstruct implementation of the approved 2019-2024 and
22 subsequent Five Year Consolidated Plans.

23 6. OTHER AGREEMENTS.

24 Pursuant to Federal regulations at 24 CFR 570.501(b), CITY is subject to the same
25 requirements applicable to sub-recipients, including the requirement of a written agreement set
26 forth in Federal regulations at 24 CFR 570.503. For each fiscal year during the term of this
27 Agreement, COUNTY and CITY shall enter into an additional agreement, commonly known as a
28 Supplemental Agreement, that will have a term coinciding with a CDBG Program Year and

1 enumerate the project(s) CITY will implement with its entitlement funds. Said Supplemental
2 Agreement will set forth the time schedule for completion of said project(s) and any funding
3 sources, in addition to entitlement funds, that will be used in completing the project(s). If
4 substantial compliance with the completion schedule, due to unforeseen or uncontrollable
5 circumstances, cannot be met by CITY, the schedule for the project(s) may be extended by
6 COUNTY. If COUNTY determines that substantial progress toward drawdown of funds is not
7 made during the term of the Supplemental Agreement, the entitlement funds associated with the
8 project(s) may be reprogrammed by COUNTY, to other activities as determined by COUNTY,
9 after COUNTY provides appropriate written notice to CITY. COUNTY's decision not to extend
10 the completion schedule associated with the project(s), or to reprogram the entitlement funds
11 associated with the project(s), will not excuse CITY from complying with terms of this Agreement.

12 7. DETERMINATION OF PROJECTS TO BE FUNDED AND
13 DISTRIBUTION OF ENTITLEMENT FUNDS.

14 CITY agrees to submit to COUNTY, no later than the date specified by COUNTY
15 prior to each program year, the activities that the CITY desires to implement with its entitlement
16 funds, said designation to comply with statutory and regulatory provisions governing citizen's
17 participation. Said designation is to be reviewed by COUNTY to determine that the projects are
18 eligible under Federal regulations for funding and inclusion in the One Year Action Plan of the
19 County's Five-Year Consolidated Plan and consistent with both Federal and COUNTY policy
20 governing use of Community Development Block Grant (CDBG) funds.

21 In the event that CITY fails to submit to COUNTY the identified activities that the
22 CITY desires to implement with its entitlement funds by the date specified prior to each program
23 year, the COUNTY may determine the activities to be funded, without consent of the CITY,
24 consistent with both Federal and COUNTY policy governing use of Community Development
25 Block Grant (CDBG) funds.

26 Consistent with Paragraphs 3, 4, 5, 6, and 7 of this Agreement, COUNTY's Board
27 of Supervisors will make the final determination of the distribution and disposition of all CDBG
28 funds received by COUNTY pursuant to the ACT.

1 8. COMMUNITY DEVELOPMENT BLOCK GRANT MANUAL.

2 CITY warrants that those officers, employees, and agents, retained by it and
3 responsible for implementing projects funded with CDBG have received, reviewed, and will
4 follow the Community Development Block Grant Manual that has been prepared and amended by
5 COUNTY, and by this reference, said Manual is incorporated herein and made a part hereof.

6 9. REAL PROPERTY ACQUIRED OR PUBLIC FACILITY
7 CONSTRUCTED WITH CDBG FUNDS.

8 When CDBG funds are used, in whole or in part, by CITY to acquire real property
9 or to construct a public facility, CITY will comply with the National Environmental Policy Act of
10 1969 (42 U.S.C. §§4321, et seq.), the California Environmental Quality Act (Cal. Pub. Resources
11 Code §§21000, et seq.), the Uniform Relocation Assistance and Real Property Acquisition Policies
12 Act of 1970 (42 U.S.C. §§4630, et seq.), and the California Government Code Sections 7260 et
13 seq., as those Acts may be amended from time-to-time and any Federal or state regulations issued
14 to implement the aforementioned laws.

15 In addition, the following is to occur:

16 (a) Title to the real property shall vest in CITY;

17 (b) The real property title will be held by or the constructed facility will be
18 maintained by the CITY for the approved use until five (5) years after the date that the project is
19 reported as “Completed” within the annual Consolidated Annual Performance and Evaluation
20 Report.

21 (c) While held by CITY, the real property or the constructed facility is to be
22 used exclusively for the purpose for which acquisition or construction was originally approved by
23 COUNTY;

24 (d) CITY shall provide timely notice to COUNTY of any action which would
25 result in a modification or change in the use of the real property purchased or improved, in whole
26 or in part, with CDBG or HOME funds from that planned at the time of acquisition or
27 improvement, including disposition.

1 (e) CITY shall provide timely notice to citizens and opportunity to comment
2 on any proposed modification or change;

3 (f) Written approval from COUNTY must be secured if the property or the
4 facility is to be put to an alternate use that is or is not consistent with Federal regulations governing
5 CDBG funds;

6 (g) Should CITY desire during the five (5) year period to use the real property
7 or the constructed facility for a purpose not consistent with applicable Federal regulations
8 governing CDBG funds or to sell the real property or facility, then:

9 (i) If CITY desires to retain title, it will have to reimburse either COUNTY
10 or the Federal government an amount that represents the percentage of current fair market value
11 that is identical to the percentage that CDBG funds initially comprised to when the property was
12 acquired or the facility was constructed;

13 (ii) If CITY sells the property or facility, or is required to sell the property
14 or facility, CITY is to reimburse the COUNTY an amount that represents the percentage of
15 proceeds realized by the sale that is identical to the percentage that CDBG funds comprised of the
16 monies paid to initially acquire the property or construct the facility. This percentage amount will
17 be calculated after deducting all actual and reasonable cost of sale from the sale proceeds.

18 10. DISPOSITION OF INCOME GENERATED BY THE EXPENDITURE
19 OF CDBG FUNDS.

20 CITY shall inform COUNTY of any income generated by the expenditure of
21 CDBG funds received by CITY from COUNTY. CITY may not retain any program income so
22 generated. Any and all program income shall be returned to the County and may only be used for
23 eligible activities in accordance with all CDBG requirements, including all requirements for citizen
24 participation.

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1 The COUNTY is required by HUD to monitor and report the receipt and use of all
2 program income. CITY is required to track, monitor, and report any and all program income as
3 requested by COUNTY.

4 11. TERMINATION.

5 Except as provided for in Paragraph 2, CITY and COUNTY cannot terminate or
6 withdraw from this Agreement while it remains in effect.

7 12. FORMER AGREEMENTS UTILIZING COMMUNITY
8 DEVELOPMENT BLOCK GRANT FUNDS BETWEEN COUNTY AND CITY.

9 All agreements between CITY and COUNTY regarding the use of CDBG funds for
10 fiscal years 1975-76 through 2020-2021, and any Supplemental Agreements thereunder, shall
11 remain in full force and effect. If the language of this Agreement is in conflict or inconsistent with
12 the terms of any prior said agreements between CITY and COUNTY, the language of this
13 Agreement will be controlling.

14 13. INDEMNIFICATION

15 CITY agrees to indemnify, defend and hold harmless COUNTY and its authorized officers,
16 employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or
17 liability arising from CITY acts, errors or omissions and for any costs or expenses incurred by
18 COUNTY on account of any claim therefore, except where such indemnifications is prohibited by
19 law. CITY shall promptly notify COUNTY in writing of the occurrence of any such claims,
20 actions, losses, damages, and/or liability. CITY shall indemnify and hold harmless COUNTY
21 against any liability, claims, losses, demands, and actions incurred by COUNTY as a result of the
22 determination by HUD or its successor that activities undertaken by CITY under the program(s)
23 fail to comply with any laws, regulations, or policies applicable thereto or that any funds billed by
24 and disbursed to CITY under this Agreement were improperly expended.

25 14. COMPLIANCE WITH LAWS AND REGULATIONS.

26 By executing this Agreement, the Parties hereby certify that they will adhere to and
27 comply with all applicable Federal, state, and local laws, regulations, and ordinances.

28 //

1 15. ENTIRE AGREEMENT.

2 It is expressly agreed that this Agreement embodies the entire agreement of the
3 Parties in relation to the subject matter hereof, and that no other agreement or understanding,
4 verbal or otherwise, relative to this subject matter, exists between the Parties at the time of
5 execution.

6 16. SEVERABILITY.

7 Each paragraph and provision of this Agreement is severable from each other
8 provision, and if any provision or part thereof is declared invalid, the remaining provisions shall
9 remain in full force and effect.

10 17. ASSIGNMENT.

11 The Parties will not make any sale, assignment, conveyance or lease of any trust
12 or power, or transfer in any other form with respect to this Agreement, without prior written
13 approval of the other Party.

14 18. INTERPRETATION AND GOVERNING LAW.

15 This Agreement and any dispute arising hereunder shall be governed by and
16 interpreted in accordance with the laws of the State of California. This Agreement shall be
17 construed as a whole according to its fair language and common meaning to achieve the objectives
18 and purposes of the Parties hereto, and the rule of construction to the effect that ambiguities are
19 to be resolved against the drafting Party shall not be employed in interpreting this Agreement, all
20 Parties having been represented by counsel in the negotiation and preparation hereof.

21 19. WAIVER.

22 Failure by a Party to insist upon the strict performance of any of the provisions of
23 this Agreement by the other Party, or the failure by a Party to exercise its rights upon the default
24 of the other Party, shall not constitute a waiver of such Party's right to insist and demand strict
25 compliance by the other Party with the terms of this Agreement thereafter.

26 20. JURISDICTION AND VENUE.

27 Any action at law or in equity arising under this Agreement or brought by a Party
28 hereto for the purpose of enforcing, construing or determining the validity of any provision of this

1 Agreement shall be filed in the Superior Court of California, County of Riverside, State of
2 California, and the Parties hereto waive all provisions of law providing for the filing, removal or
3 change of venue to any other court or jurisdiction.

4 21. PROHIBITION OF CDBG FUND TRANSFER

5 The City may not sell, trade, or otherwise transfer all or any portion of such funds
6 to another such metropolitan city, urban county, unit of general local government, or Indian tribe,
7 or insular area that directly or indirectly receives CDBG funds in exchange for any other funds,
8 credits or non-Federal considerations. City must use such funds for activities eligible under title
9 I of the ACT.

10 22. EMERGENCY SOLUTIONS GRANT FORMULA ALLOCATION

11 CITY acknowledges that while participating in the COUNTY's Urban County
12 program, CITY can only receive a formula Emergency Solutions Grant (ESG) allocation from
13 the Urban County program and only at such times as authorized by the Board of Supervisors. The
14 CITY and COUNTY may also apply for ESG funds from the State of California, if permitted by
15 the State.

16 23. HOME INVESTMENT PARTNERSHIP ACT FORMULA
17 ALLOCATION

18 CITY acknowledges that while participating in the COUNTY's Urban County
19 program, CITY can only receive a formula HOME allocation from the Urban County program
20 and only at such times as authorized by the Board of Supervisors. The CITY and COUNTY may
21 also apply for HOME funds from the State of California, if permitted by the State.

22 24. AMENDMENTS

23 No change, amendment, or modification to the Agreement shall be valid or binding
24 upon CITY or COUNTY unless such change, amendment, or modification is in writing and duly
25 executed. CITY and COUNTY agree to adopt any necessary amendments to this Agreement to
26 incorporate changes required by HUD as set forth in the Urban County Qualification Notice.
27 Amendments must be submitted to HUD as provided in the Urban County Qualification Notice
28 and failure to do so will void the automatic renewal for such qualification period.

1 24. AUTHORITY TO EXECUTE.

2 The persons executing this Agreement or exhibits attached hereto on behalf of the
3 Parties to this Agreement hereby warrant and represent that they have the authority to execute
4 this Agreement and warrant and represent that they have the authority to bind the respective
5 Parties to this Agreement to the performance of its obligations hereunder.

6 25. INCORPORATION OF RECITALS

7 The Parties hereby affirm the facts set forth in the recitals above. Said recitals are
8 incorporated herein and made an operative part of this Agreement.

9 **IN WITNESS WHEREOF**, the COUNTY and CITY have executed this
10 Agreement on the date shown below.

11
12 Date: _____

13
14 COUNTY OF RIVERSIDE,
15 a political subdivision of the
16 State of California

CITY OF CANYON LAKE,
a general law city

17 BY: _____
18 Heidi Marshall, Director
19 Housing, Homelessness Prevention
& Workforce Solutions

BY: _____
Mayor

20 APPROVED AS TO FORM:
21 Gregory P. Priamos, County Counsel

ATTEST:
22 BY: _____
23 City Clerk

24 By: _____
25 Amrit P. Dhillon, Deputy County Counsel

26 APPROVED AS TO FORM:
27 BY: _____
28 City Attorney

1
2 COUNTY COUNSEL CERTIFICATION

3
4 The Office of County Counsel hereby certifies that the terms and provisions of this
5 Agreement are fully-authorized under state and local law and that the Agreement provides full
6 legal authority for the COUNTY to undertake, or assist in undertaking, essential community
7 development and housing assistance activities specifically urban renewal and publicly assisted
8 housing.

9 Gregory P. Priamos
10 County Counsel

11 By: _____
12 Amrit P. Dhillon, Deputy County Counsel

ATTACHMENT 2

RESOLUTION NO. 2020-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING PARTICIPATION IN THE COUNTY OF RIVERSIDE'S URBAN COUNTY PROGRAM FOR FEDERAL FISCAL YEARS 2021, 2022, AND 2023

WHEREAS, the City of Canyon Lake has elected to participate as unit of local government (Cooperating City) in the County of Riverside's Urban County Program for Federal Fiscal Years 2021, 2022, and 2023; and

WHEREAS, the revised Cooperation Agreement will allow the County and City to carry-out activities which are funded by Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME) funds, and Emergency Solutions Grant (ESG); and

WHEREAS, the revised Cooperation Agreement will allow the Cooperating City to participate in the Urban County Consolidated Planning Programs.

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

SECTION 1. The revised Cooperation Agreement between the County of Riverside and the City of Canyon Lake is hereby approved; and

SECTION 2. The City Council hereby authorizes and directs the Mayor to execute the Cooperation Agreement on behalf of the City of Canyon Lake.

PASSED, APPROVED, AND ADOPTED this 4th day of November 2020.

Jordan Ehrenkranz, Mayor

ATTEST:

Ana Sauseda, CMC
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Jim Morrissey, City Planner

DATE: November 4, 2020

SUBJECT: **Second Reading and Adoption of Ordinance No. 202, An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 15.04 of the Canyon Lake Municipal Code, Adopting by Reference the State of California Model Water Efficient Landscape Ordinance Contained in the California Code of Regulations Title 23 Waters, Division 2, Department of Water Resources, Chapter 2.7, Model Water Efficient Landscape Ordinance, Sections 490 Et. Seq.; and Any Amendments Thereto**

Recommendation

That the City Council conduct a public hearing to approve the second reading of Ordinance No. 202, An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 15.04 of the Canyon Lake Municipal Code, Adopting by Reference the State of California Model Water Efficient Landscape Ordinance Contained in the California Code of Regulations Title 23 Waters, Division 2, Department of Water Resources, Chapter 2.7, Model Water Efficient Landscape Ordinance, Sections 490 Et. Seq.; and Any Amendments Thereto.

Background

At the October 7th Regular City Council Meeting, the City Council approved the Introduction and First Reading of Ordinance No. 202, an Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 15.04 of the Canyon Lake Municipal Code, Adopting by Reference the State of California Model Water Efficient Landscape Ordinance Contained in the California Code of Regulations Title 23 Waters, Division 2, Department of Water Resources, Chapter 2.7, Model Water Efficient Landscape Ordinance, Sections 490 Et. Seq.; and Any Amendments Thereto, and directed the City Clerk to notice and schedule a public hearing for second reading and adoption at the next regularly scheduled City Council meeting.

The notice of Public Hearing was published in the Friday Flyer on October 16, 2020 & October 23, 2020.

Fiscal Impact

There is no fiscal impact.

Attachments

1. Ordinance No. 202
2. Public Hearing Notice

ATTACHMENT 1

ORDINANCE NO. 202

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING CHAPTER 15.04 OF THE CANYON LAKE MUNICIPAL CODE, ADOPTING BY REFERENCE THE STATE OF CALIFORNIA MODEL WATER EFFICIENT LANDSCAPE ORDINANCE CONTAINED IN THE CALIFORNIA CODE OF REGULATIONS TITLE 23 WATERS, DIVISION 2, DEPARTMENT OF WATER RESOURCES, CHAPTER 2.7, MODEL WATER EFFICIENT LANDSCAPE ORDINANCE, SECTIONS 490 ET. SEQ.; AND ANY AMENDMENTS THERETO

WHEREAS, on January 17, 2014, the Governor of the State of California declared a state of emergency due to record dry conditions and concerns over the State’s dwindling water supplies, and on April 25, 2014, the Governor declared a continued state of emergency due to the persistent drought conditions and the need for additional expedited actions; and

WHEREAS, on April 1, 2015, Governor Brown issued Executive Order B-29-15, which ordered the State Water Resources Control Board to impose significant new water use restrictions, including directing that the Department of Water Resources revise the existing Model Efficient Landscape Ordinance contained in California Code of Regulations Title 23, Division 2, Chapter 2.7, Sections 490 et. seq. through expedited regulations; and

WHEREAS, on July 15, 2015 the new Model Efficient Landscape Ordinance was adopted by the California Water Commission, and State law requires that all land-use agencies adopt a water-efficient landscape ordinance that is at least as efficient as the Model Ordinance prepared by the Department of Water Resources; and

WHEREAS, Government Code Section 50022.1 et seq. provides that ordinances and codes of the Federal, State or any agency of either of them, may be adopted by reference; and

WHEREAS, all legal prerequisites to the adoption of this Ordinance have occurred.

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

SECTION 1. Chapter 15.04 of the Canyon Lake Municipal Code is hereby repealed and amended in its entirety to read as follows:

“Chapter 15.04 – WATER EFFICIENT LANDSCAPE REQUIREMENTS

15.04.010 Adoption of the Model Water Efficient Landscape Ordinance

The “Model Water Efficient Landscape Ordinance” of the State of California, as contained in California Code of Regulations Title 23 Waters, Division 2 Department of Water Resources, Chapter 2.7 Model Water Efficient Landscape Ordinance, Sections 490 et. seq. is hereby adopted by reference as the water efficient landscape ordinance of the City of Canyon Lake, as the same may be amended from time to time, as if set out in full in this Chapter. A copy of the Model Water

Efficient Landscape Ordinance of the State of California shall be maintained in the City of Canyon Lake Planning Department office and shall be made available for public inspection while this ordinance is in force. “Local agency” in the Model Water Efficient Landscape Ordinance shall mean the City of Canyon Lake.”

SECTION 2. This Ordinance has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15307 of the State CEQA Guidelines for actions by regulatory agencies for protection of natural resources. The Model Water Efficient Landscape Ordinance addresses the protection of statewide water resources by requiring certain landscaping projects to analyze their water budget. There is no evidence that the proposed project may have a potentially significant effect on the environment. As such, the project qualifies for exemption pursuant to Section 15061(b)(3) of the State CEQA Guidelines.

SECTION 3. If any section, subsection, subdivision, paragraph, sentence, or clause of this Ordinance or any part thereof is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, or clause thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, or clause be declared unconstitutional.

SECTION 4. This Ordinance shall take effect thirty (30) days after its adoption.

PASSED APPROVED AND ADOPTED this 4th day of November, 2020.

Jordan Ehrenkranz, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana V. Sauseda, CMC
City Clerk

Steven Graham
City Attorney

ATTACHMENT 2

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT the City Council of the City of Canyon Lake will hold a **PUBLIC HEARING** to consider a proposed ordinance adopting by reference the State Model Water Efficient Landscape Ordinance.

- Ordinance No. 202 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING CHAPTER 15.04 OF THE CANYON LAKE MUNICIPAL CODE, ADOPTING BY REFERENCE THE STATE OF CALIFORNIA MODEL WATER EFFICIENT LANDSCAPE ORDINANCE CONTAINED IN THE CALIFORNIA CODE OF REGULATION CHAPTER 2.7; DIVISION 2, THE DEPARTMENT OF WATER RESOURCES; TITLE 23, WATERS; AND ANY AMENDMENTS THERETO.

The proposed ordinance will adopt the State Model Water Efficient Landscape Ordinance with certain amendments necessary to meet local conditions, such as forms that may change from time to time. All interested persons are invited to appear and to be heard at the public hearing.

The **PUBLIC HEARING** will be held on Wednesday, November 4, 2020, beginning at 6:30 p.m., in the Council Chamber, located at 31516 Railroad Canyon Road, Canyon Lake, California.

A copy of the proposed ordinance and the supporting materials will be available for public review by contacting City Clerk Ana V. Sauseda.

Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020, as a response to mitigating the spread of Coronavirus (COVID-19), this regular meeting of the City Council of the City of Canyon Lake will allow Councilmembers to attend the City Council meeting telephonically from remote locations without requiring notice of or public access to those locations. The City Council Chamber will be closed to the public. Members of the public may observe the City Council meeting by selecting the Live Stream icon on the main page: www.canyonlakeca.gov, the City's Facebook page, Time Warner/Spectrum Channel 29, or on FIOS/Frontier Channel 39.

In a further effort to allow for social distancing, members of the public may comment electronically by sending an email with their comment to PublicComment@canyonlakeca.gov. The City Clerk will read these public comment submissions into the record during the "Public Comments" portion of the agenda.

If any member of the public has a disability and desires to request a modification or accommodation of the above procedures, please contact the City Clerk at least 24 hours prior to the meeting at 951-244-8547 or by email at asauseda@canyonlakeca.gov.

For additional information contact Ana V. Sauseda, City Clerk, at 951-244-8547.

/s/

Ana V. Sauseda, CMC
City Clerk

Published 10/16/2020 & 10/23/2020

**Presentation to be
provided at the meeting**



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

DATE: November 4, 2020

SUBJECT: Discussion and Possible Action Regarding the Establishment of a City of Canyon Lake Fire Department

Recommendation:

That the City Council review the feasibility analysis conducted by Emergency Services Consulting International (ESCI), along with supplemental information subsequently obtained from ESCI and the County of Riverside, discuss the possible establishment of a City of Canyon Lake Fire Department, and take one of the following actions:

- 1) Direct the City Manager to notify the County of Riverside of the City's desire to enter into a Cooperative Agreement between the City and the County for fire protection, fire prevention, rescue, fire marshal and medical emergency services for the period covering July 1, 2021 through June 30, 2022; or,
- 2) Adopt Resolution 2020-48, finding that it would be in the public interest to establish a municipal fire department, owned and operated by the City of Canyon Lake; directing the City Manager to submit a request to the County of Riverside to enter into a Cooperative Agreement between the City and the County for fire protection, fire prevention, rescue, fire marshal and medical emergency services for the period covering July 1, 2021 through December 31, 2021, and to notify the County of the City's intent to start a fire department and to discontinue the City's practice of contracting with the County for these services effective January 1, 2022; authorizing and directing the City Manager to negotiate and enter into a professional consulting agreement with an individual or firm who shall be responsible for advising and assisting the City Manager in the establishment of a municipal fire department, not to exceed the sum of \$80,000 plus an additional \$10,00 for related expenses; authorizing a budget adjustment in the amount of \$45,000 in the General Fund for Fiscal Year 2020/2021 for the purposes of the professional consulting agreement; and authorizing the City Manager to take other such actions as may be necessary to establish a municipal fire department by January 1, 2022.

Background:

During the Goals Session special meeting held on May 8, 2019, the City Council established as a top goal of the City to reduce skyrocketing public safety costs which had thrown the City's budget into a structural deficit. This is an ongoing issue that has challenged the City for many years. The cost of the City's contract with the County for fire protection services has been particularly challenging, with the fire budgets imposed on the City by the County rising steeply over the past few years. Revenue generated by property taxes, sales tax and the utility users tax have not kept up with these drastic cost increases.

Over the years various City Councils and staff have grappled with how best to address ever-increasing public safety costs. Many options have been explored, including contracting with another municipality instead of with the County, forming a fire department under a joint powers authority (JPA) with neighboring cities, closing Station 60 and paying a reduced fee to be serviced by fire stations located in surrounding jurisdictions, etc. As the current City Council and staff researched the issue over the past 18 months, it became evident that the most realistic alternative to contracting with the County would likely be the formation of a municipal fire department.

At the Special Meeting held on September 26, 2019, the City Council authorized staff to engage a consultant to lead the process of putting a new fire department in place. Through subsequent discussions between staff and council members assigned to the Fire Ad Hoc Committee, it was determined that, prior to moving forward with an implementation plan, the City should first update and expand on a feasibility study which was conducted by Emergency Services Consulting Incorporated (ESCI) in 2016.

At the December 4, 2019 meeting, the City Council authorized the City Manager to enter into a contract with ESCI to produce an updated and more detailed feasibility analysis, to include an implementation plan, for the start-up and ongoing operation of a City of Canyon Lake Fire Department. ESCI presented the completed analysis at a special meeting of the City Council on July 13, 2020. While the City Council and City staff believed the analysis to be quite thorough, it was clear that additional information was needed for the City Council to be in a position to make a fully informed decision. Over the past few months, City staff and the Fire Ad Hoc Committee have worked with our County Supervisor, the County Executive Office, the County Fire Chief, and other municipalities, to acquire the needed information.

The Fire Ad Hoc Committee and City staff believe that we now have adequate information in order for the City Council to decide whether or not to pursue the establishment of a municipal fire department. The City Manager will give an in-depth presentation of this information. Following the presentation, it is recommended that the City Council discuss the matter and direct the City Manager to either continue the practice of contracting with the County for fire protection services or to initiate the process of forming a City of Canyon Lake Fire Department.

Fiscal Impact:

Option 1: No impact to the current fiscal year's budget. However, it is anticipated that significant increases in the cost of the City's contract with the County will continue on an annual basis.

Option 2: Increase to the Professional/Specialized Services Account of the City Manager Department budget within the General Fund (account # 310-6610) in an amount not to exceed \$45,000. Another \$45,000 will be included in the Fiscal Year 2021/2022 budget to cover the balance of the consulting expenses. This will allow for a 12-month consulting contract in an amount not to exceed \$80,000, and up to \$10,000 for incidental expenses related to the contract. Not included in this action are future expenses related to fire department start-up, most of which are anticipated to occur in Fiscal Year 2021/2022. Ongoing anticipated General Fund savings starting in Fiscal Year 2022/2023 of \$300,000 to \$600,000 per year.

Attachments

1. Resolution No. 2020-48
2. Fire Department Feasibility Analysis Conducted by ESCI
3. Updated Salary Scenarios Provided by ESCI
4. City Manager's Presentation – Available at the Time of the City Council Meeting

ATTACHMENT 1

RESOLUTION NO. 2020-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, DECLARING THE CITY OF CANYON LAKE'S INTENT TO ESTABLISH A MUNICIPAL FIRE DEPARTMENT AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTIONS AS NECESSARY TO PREPARE THE CITY OF CANYON LAKE TO BEGIN FIRE DEPARTMENT OPERATIONS ON JANUARY 1, 2022

WHEREAS, the City has struggled with structural budget deficits for many years due primarily to sharply rising costs associated with its contracts with the County of Riverside for police and fire services; and

WHEREAS, revenue generated by property taxes, sales tax and the utility users tax have become insufficient to cover skyrocketing public safety costs, which now consume over \$4.1 million of the City's \$6.4 million General Fund budget, with the City's Fire and Medical budget alone accounting for over \$2.2 million in Fiscal Year 2020/2021.

WHEREAS, the City Council adopted Ordinance No. 187 on November 6, 2019, establishing the Emergency Medical Services Subscription Program, as a means by which to generate revenue needed to continue providing adequate emergency medical services; and

WHEREAS, while revenue sources such as property tax, sales tax, the utility users tax and the Emergency Medical Services Subscription Program have allowed the City to balance its General Fund budget beginning in Fiscal Year 2020/2021, it is anticipated that significant increases in the cost of the City's contracts with the County for police and fire services will continue on an annual basis; and

WHEREAS, during the special meeting held on May 8, 2019, the City Council established as a top goal of the City to reduce skyrocketing public safety costs which had thrown the City's budget into a structural deficit; and

WHEREAS, the City Council and City staff have explored numerous alternatives for providing quality public safety services at a cost that is sustainable for the City, including contracting with another municipality instead of with the County, forming a fire department under a joint powers authority (JPA) with neighboring cities, closing Station 60 and paying a reduced fee to be serviced by fire stations located in surrounding jurisdictions, starting a municipal fire department, and others; and

WHEREAS, it became evident through this research that the most realistic alternative to contracting with the County would likely be the formation of a municipal fire department; and

WHEREAS, at the meeting held on December 4, 2019, the City Council authorized the City Manager to enter into a contract with Emergency Services Consulting International (ESCI) to produce a feasibility analysis for the start-up and ongoing operation of a City of Canyon Lake Fire Department, which was completed and presented to the City Council on July 13, 2020; and

WHEREAS, following the presentation of the ESCI feasibility analysis, the City’s Fire Ad Hoc Committee and City staff worked with the County Supervisor’s office, the County Executive Office, the County Fire Chief, and with other municipalities, to acquire additional information which was deemed necessary in order for the City Council to make a fully informed decision; and

WHEREAS, the City’s Fire Ad Hoc Committee and City staff believe that adequate information has been acquired in order for the City Council to decide whether or not to pursue the establishment of a municipal fire department.

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

SECTION 1. The City Council hereby finds that it would be in the public interest to establish a municipal fire department, owned and operated by the City of Canyon Lake, to begin operations on January 1, 2022.

SECTION 2. The City Council authorizes and directs the City Manager to submit a request to the County of Riverside to enter into a Cooperative Agreement between the City and the County for fire protection, fire prevention, rescue, fire marshal and medical emergency services for the period covering July 1, 2021 through December 31, 2021, and to notify the County of the City’s intent to establish a fire department and to discontinue the City’s practice of contracting with the County for these services effective January 1, 2022.

SECTION 3. The City Manager is further authorized and directed to negotiate and enter into a professional consulting agreement with an individual or firm who shall be responsible for advising and assisting the City Manager in the establishment of a municipal fire department. Such agreement shall be subject to approval as to form by the City Attorney prior to becoming effective and such agreement is not to exceed the sum of EIGHTY THOUSAND DOLLARS (\$80,000) plus an additional TEN THOUSAND DOLLARS (\$10,000) for expenses related thereto. The City Manager shall place the agreement on the consent calendar for the City Council following execution to be received and filed.

SECTION 4. The City Council authorizes a budget adjustment in the amount of \$45,000 in the General Fund for Fiscal Year 2020/2021 for the purposes of the professional consulting agreement described in Section 3 above.

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SECTION 5. The City Council authorizes and directs the City Manager to take other such actions as may be necessary to effectuate the intent of this Resolution, including, but not limited to the use of the City Manager’s purchasing authority under Canyon Lake Municipal Code section 3.08.270(b). The City Council finds that time is of the essence regarding the establishment of a municipal fire department by January 1, 2022, and that any delay which would likely prevent the establishment and proper operation of a municipal fire department by January 1, 2022 would interrupt services necessary for the protection of the public health, safety, or welfare.

PASSED, APPROVED, AND ADOPTED this 4th day of November 2020.

Jordan Ehrenkranz, Mayor

ATTEST:

Ana V. Sauseda, CMC
City Clerk

ATTACHMENT 2



City of Canyon Lake

Canyon Lake, California

June 2020

Feasibility Analysis

Implementation of a
City-Owned & Operated
Fire Department

ESCI Emergency Services
Consulting International

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ACKNOWLEDGMENTS

Emergency Services Consulting International (ESCI) would like to acknowledge that without the assistance and support of the City of Canyon Lake City Manager, City officials, and others, this project could not have been successfully completed.

City Council

Jordon Ehrenkranz, *Mayor*

Kasey Castillo, *Mayor Pro Tem*

Randy Bonner, *Council Member*

Larry Greene, *Council Member*

Jeremy A. Smith, *Council Member*

INTRODUCTION

Purpose of the Feasibility Study

The City of Canyon Lake, California, commissioned Emergency Services Consulting International (ESCI) to analyze the existing community risk factors, study current deployment and distribution of assets associated with the CAL FIRE Riverside County contract services, review current and future demand for services, design a conceptual municipal fire department, analyze the financial impact of a new fire department, examine dynamic deployment models, and provide a comprehensive transition plan should the City decide to establish a fire department.

ESCI conducted extensive research, including thorough reviews of the City of Canyon Lake and CAL FIRE Riverside, documenting pertinent managerial and operational information. During meetings with stakeholders, ESCI's interviewers captured information about the inner workings of the City of Canyon Lake and CAL FIRE Riverside, CAL FIRE Riverside interactions with City and County Departments, and current CAL FIRE Riverside service levels and capacity. Also, a great deal of effort was given to the financial analysis associated with establishing a municipal fire department.

Section I: REVIEW OF CURRENT CONDITIONS

ORGANIZATIONAL OVERVIEW

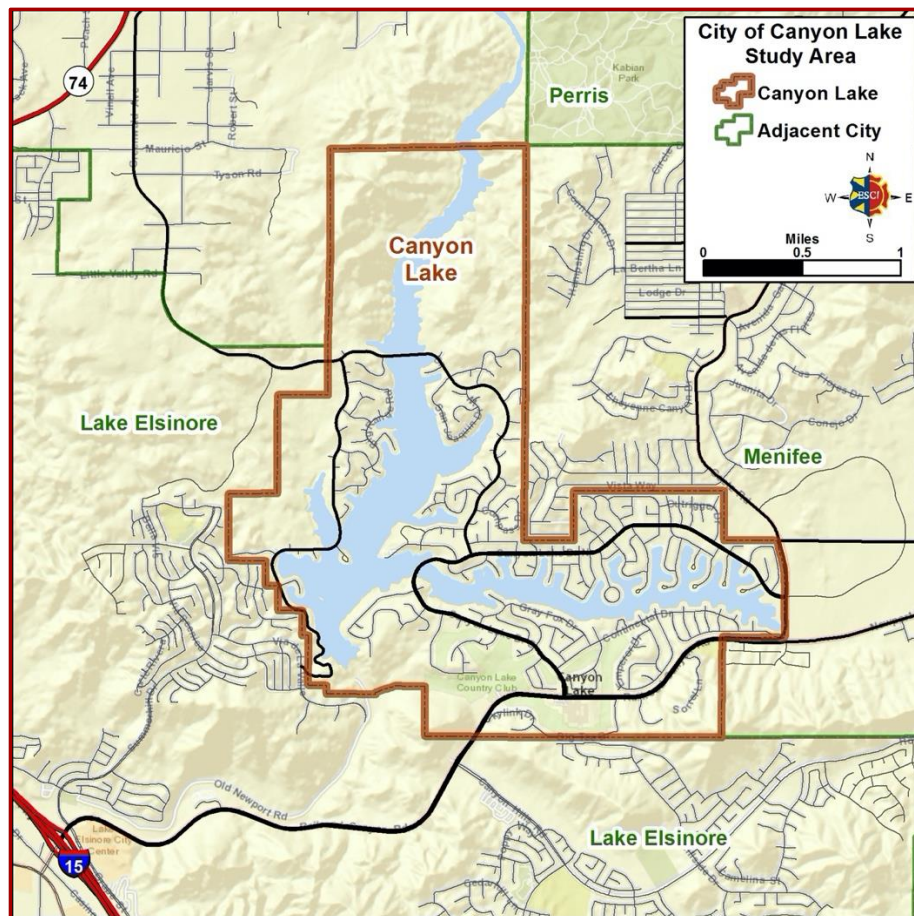
Population & Demography of the City of Canyon Lake

The City of Canyon Lake began as a master-planned community in 1968, comprising 4.6 square miles, including 15 miles of lake shoreline, and incorporated in 1990. The community has a current population of 10,561 (2010 Census) and a 2018 estimated population of 11,267. The current community is approximately 4.6 square miles, 3.9 are land and 0.74 is water (16% of the community).

The City of Canyon Lake is currently built-out. There are ongoing discussions with the U.S. Bureau of Land Management for land acquisition to the north for future growth opportunities over the next 10–20 years. The community is mostly residential with commercial sections on the southside along the major transportation corridor.

The median age as of the 2018 American Community Survey was 43.9 years of age for the City of Canyon Lake. This compares to a median age of 37.8 years nationally. According to the data, 22.6% of the population is below 18 years of age while 17.1% of the population is over the age of 65.

Figure 1: City of Canyon Lake Study Area Map



City Governance & Services

City Council

The City is a Council-Manager form of government. There are five Council Members who serve four-year staggered terms.

City Services

The City is a Contract for Services entity that has only a few fulltime employees while contracting major services, such as fire and law enforcement, to the County of Riverside and working with the Property Owners Association (POA) for roads and recreation. Water and wastewater is provided by two Water Districts, Elsinore Valley Municipal and Eastern Municipal. The POA owns the Fire Station located in Canyon Lake and leases it to the City for a nominal fee.

History of Fire Protection & EMS in Canyon Lake

Prior to its incorporation as the City of Canyon Lake in 1990, the Master Planned Community relied on the CAL FIRE Riverside County protection services through a property tax levy. In 1990, the new City of Canyon Lake entered into a Master Agreement for fire protection services from Riverside County, which contracts with CAL FIRE Riverside County. The service provider is commonly known as CAL FIRE Riverside County. The Service Contract is funded through the City of Canyon Lake General Fund, a fire property tax, and supported by a special voter-approved Utility User Tax (UUT) of 3.95% general tax and is paid quarterly to Riverside County throughout the fiscal year.

Riverside County Emergency Medical Services Agency (REMSA) administers the contract for services with AMR to provide ambulance transport services throughout most of the County.

Beginning in 2011, while the City was still reeling from the effects of the Great Recession and declining revenues, a formal review of fire protection services began. Here is a review of that timeline:

January 2011

- City creates a Public Safety Committee to study shortfalls of funding for public safety and to analyze options for the future. The Committee was specifically tasked with consideration of forming a municipal fire department.

June 2011

- Based on escalating costs, the City provides a one-year notice to CAL FIRE Riverside County requesting a reduction in staffing levels or else termination of the current service agreement.

October 2011

- Public Safety Committee submits findings to the City Council, concluding that trends in the provision of fire protection services are moving toward regionalization rather than stand-alone systems.
- Public Safety Committee study states the following regarding automatic aid: "The Riverside County Fire Chief informed the committee that if the City started its own fire department, it would need to provide 'like for like' services in order to receive automatic aid at no cost."
- Included in a report to the Council was a comment from an outside independent review by a Ron Coleman, a recognized fire expert, who stated, "This proposal is superficial, incomplete, and would cause more consequences than solutions..."
- The Committee also reports, "The true cost of the Fire Protection Proposal (FPP), or any form of independent fire department, would be as much, or higher, than the City is now paying Riverside County for these services."

2012

- CAL FIRE Riverside County denies request to change/reduce staffing levels below three-person/engine in Canyon Lake.
- CAL FIRE Riverside County adopts formal policy confirming staffing level minimums remain at three persons.

2013

- City requests CAL FIRE Riverside County develop a solution to provide fire services at a cost no greater than the structural fire fund, which CAL FIRE Riverside County did not agree to.
- A special tax election is held in November 2013 to meet the financial demands of increasing fire protection costs; the tax fails to pass.

January 2014

- The City ceases payment for CAL FIRE Riverside County services.

June 2014

- CAL FIRE Riverside County advises the City that Canyon Lake Fire Station 60 will close in August 2014.
- The multiple attempts made by the City to preserve services fail.

November 2014

- Voters approve a utility user tax (UUT) of 3.95%; tax is a short-term solution that will sunset in 2020.

January 2015

- City files a Declaratory Relief Action against CAL FIRE Riverside County. CAL FIRE Riverside County files a related lawsuit.

July 2015

- CAL FIRE Riverside County closes Canyon Lake Fire Station 60.
- City declares a State of Emergency, seeking fire protection from the Office of Emergency Services (OES) state resources from neighboring agencies.
- City hires an Interim Fire Chief.

September 2015

- Cooperative cost-sharing fire protection agreement approved between Canyon Lake, Lake Elsinore, Menifee, and CAL FIRE Riverside County; agreement term ends September 30, 2016.
- City initiates back payments for CAL FIRE Riverside County services.
- Fire Station 60 remains closed; fire protection services provided from stations outside Canyon Lake.
- City is notified it must give notice to CAL FIRE Riverside County by March 30, 2016, on its intentions to establish a municipal fire department or negotiate a new contract.

October 2015

- Cooperative agreement takes effect and Lake Elsinore and Menifee resources are serving the City.
- Fire Station 60 remains closed.

December 2015

- ESCI responds to an RFP issued by the City and proposes a 180-day feasibility study to provide in-depth and comprehensive analysis of viable options for fire protection services.
- Fire Station 60 remains closed.
- Interim Fire Chief separates from City.

January 2016

- Fire Station 60 remained closed.
- City notified ESCI that the proposal of a 180-day feasibility study would not be possible.
- The City and ESCI begin to discuss a new contract scope of work with a six-week timeline.
- The scope focuses strictly on a review and validation of data provided by the City.
- ESCI begins acquisition and validation of data provided by the City; anticipated delivery of the final report is early March 2016 (Note: Per the contractual agreement, the City must notify CAL FIRE Riverside County of its intention to renew or terminate the current agreement by March 31, 2016).

July 2016

- The City and County agreed to contractual changes to open Station 60 on July 3, 2017.

June 2019

- Cooperative Agreement between the County of Riverside and the City of Canyon Lake for fire protection, fire prevention, Fire Marshal, and EMS services is extended until June 30, 2020.
- The agreement is to be funded quarterly as a reimbursement of actual expenditures by the County.
- Fire Station 60 remains open.

September 2019

- City Council directs the City Manager to review options for fire protection services for the community.
- ESCI submits proposal for Feasibility Analysis and is awarded the contract.

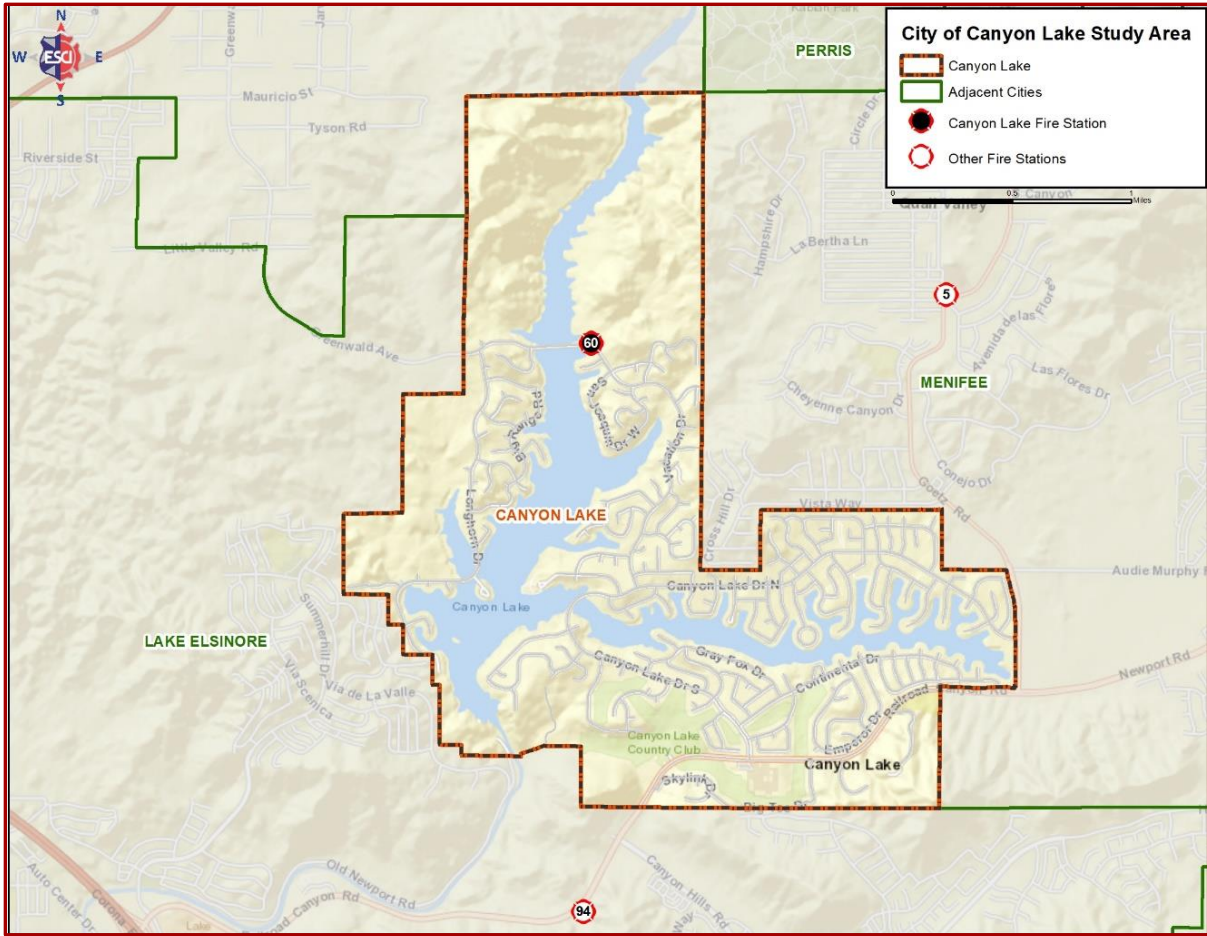
Basic Overview of Current Fire Protection Services

CAL FIRE Riverside County operates from 94 fire stations throughout the County under a contract for service with Riverside County. The City of Canyon Lake contracts with Riverside County to provide services to the city. Fire Station 60 is located in the City of Canyon Lake in the northern section of the community. Two CAL FIRE Riverside County Stations near Canyon Lake also respond regularly to emergencies in the community: Quail Creek Station 5 in Menifee; and Station 94 in Lake Elsinore.

The services provided by CAL FIRE Riverside County are aligned with best practice fire, emergency paramedic, technical rescues, hazardous materials, wildfire, and fire prevention/education services. Fire engines are staffed with three personnel from stations that serve the City of Canyon Lake. The medical certification level of the fire engine at Stations 60, 5, and 94 is Paramedic Advanced Life Support (ALS).

AMR provides ambulance transport services through a contract administered by Riverside County Regional Emergency Medical Services Agency (REMSA). AMR provides Paramedic ALS Transport service with a response of 10 minutes, 90% of the time, from the time of receipt of the call. AMR has a deployment station located in the southern part of the City on Railroad Canyon Rd.

Figure 2: Canyon Lake Area Fire Stations



Financial Analysis

Critical to the success and operation of any business, private or public, is a consistent and reliable funding stream. In the instance of public agencies, this funding is usually provided by the assessment and collection of various forms of taxation such as ad valorem (real estate) taxes, sales taxes, or special assessments. Recognizing the limits of public funding, public safety agencies are limited in the level of service they may provide to their communities by the amount of property tax revenue, or special assessments that the authority having jurisdiction is willing to or limited by the legislative process to assess. California's legislative process created Proposition 13 in 1978, restricting the growth of tax levels to municipal and other government agencies. Public agencies also may charge fees for services or fees under contractual arrangements to areas outside of their political boundaries.

The City of Canyon Lake is allowed by statute to assess and collect a variety of taxes. The City has several major sources of revenue. The State of California assesses a sales tax of 7.25%, and of the 7.25%, the City receives an allocation equal to 1% of taxable sales. Riverside County Transportation Commission assesses a sales tax of one-half of one percent for its Measure A Program for the purpose of improving the transportation system in Riverside County. The City receives its allocated share of property tax revenue calculated on the base tax rate of 1% of the assessed valuation. In addition, Canyon Lake receives property taxes from the County of Riverside to be used for the cost of fire protection services (the "Fire Structure Fee"). The City assesses a franchise fee for the use of public right-of-way for public or private purposes. The City receives funds from the State of California in lieu of collecting personal property taxes on vehicles (VLF). The City also collects a Utility Users Tax (UUT) on certain utility bills that support General Fund activities. This tax is collected by the utility providers and remitted monthly to the City.

The City of Canyon Lake reports its financial transactions in the government fund financial statements using the economic resources measurement focus and the modified accrual basis of accounting method, which is typical of most state and local government entities. Under the modified accrual basis, revenues are recognized when they become susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred.

Funds of the City can be identified in one of the three following categories: governmental funds, proprietary funds, or fiduciary funds. Governmental funds are used to report the governmental activities of the City and are usually associated with the day-to-day activities of providing government services. Proprietary funds are used to account for services for which the City charges its customers. These funds may be identified as enterprise funds or internal service funds. Enterprise funds are associated with business type activities such as water and sewer charges, utility charges, stormwater, parking, transit, and golf activities. Internal service funds account for a broad variety of costs that are allocated to the various departments, such as insurance, technology, and equipment maintenance and replacement. Fiduciary funds account for resources held by the City but for others outside the City's own programs.

The General Fund and the Special Revenue Gas Tax Fund are the two most significant government funds maintained by the City. The remaining government funds are combined into a single aggregated presentation. Each of these activities is comprised of numerous departments that account for the operations of the City.

The City of Canyon Lake operates on a July 1 to June 30 fiscal year. Financial analysis and projections will utilize annual periods with that ending date for each period.

Historical Revenue and Expense

Considerable financial information and background data were provided to ESCI by the staff of the City of Canyon Lake. This information was reviewed in detail and in conjunction with Comprehensive Annual Financial Reports (CAFRs) and the projected FY 2019 financial results of the City. The City of Canyon Lake contracts with CAL FIRE Riverside County for fire protection services, and the contract is funded through the General Fund Budget.

The City Manager prepares an annual budget for presentation to the City Council for its review. The City Council provides the public with the opportunity to review the proposed budget and to solicit input from constituents and stakeholders regarding the proposed budget each year. The budget must be adopted by June 30 of each year.

Revenue

Revenues are classified into two categories, recurring and non-recurring. Recurring revenues include proceeds from property taxes, sales taxes, special taxes, billings for service if the amounts are predictable, and other amounts that have historically occurred with quantifiable amounts. Non-recurring revenues are those items, the amount and frequency of which cannot be determined. These would include sales of capital assets, insurance proceeds, grants, donations, loan, or capital lease proceeds. ESCI reviews these categories in concert with a similar categorization of expenditures to evaluate the ability of the agency to remain current on its obligations to its customers, internal and external.

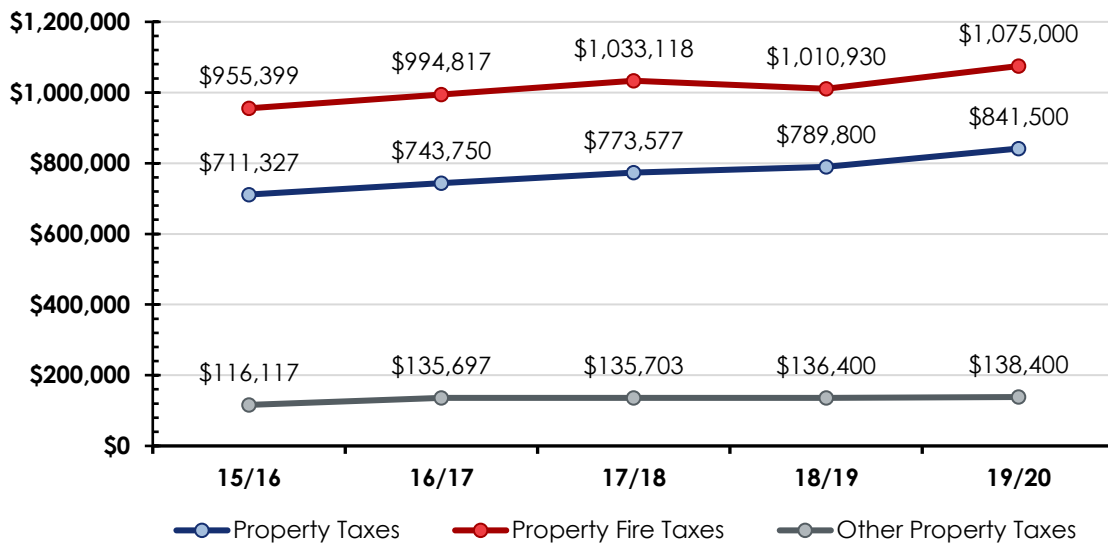
Property tax revenues have increased modestly during the evaluation period, increasing an average of approximately 3.5% annually. The property fire taxes are received from the County and used for the cost of fire protection services. The following figure indicates the historic property valuation growth and related property tax revenues from FY 15/16 through Budgeted FY 19/20.

Figure 3: City of Canyon Lake Property Tax Revenue, FY 15/16–Budgeted FY 19/20

Description	FYE June 30,				
	15/16	16/17	17/18	18/19	19/20
Property Taxes	711,327	743,750	773,577	789,800	841,500
Property Fire Taxes	955,399	994,817	1,033,118	1,010,930	1,075,000
Other Property Taxes	116,117	135,697	135,703	136,400	138,400
Total Property Tax Revenue	1,782,843	1,874,264	1,942,398	1,937,130	2,054,900

The following figure provides a graphical presentation of the above information.

Figure 4: Graphic Presentation of Canyon Lake Property Tax Revenues, FY 15/16–Budgeted FY 19/20



The Utility Users Tax, assessed on the monthly utility charges of consumers, is the largest single contributor to revenue for the City of Canyon Lake. This tax, with an original expiration date of December 2020, was renewed during the November 2018 election cycle and may only be modified or eliminated by a voter referendum. The UUT has consistently produced a revenue stream of approximately \$1,020,000 over the past five years. The sales tax revenue has increased by approximately 11% during the five- year study period. As previously described, a portion of the sales tax receipts that Riverside County assesses is identified as Measure A, which is a ½ cent sales tax to provide funding for the restoration and construction of infrastructure such as roadways. The ½ cent temporary sales tax will expire in 2039. The City also receives a Motor Vehicle in Lieu/VLF Swap from the State of California. This revenue is derived from the initial and ongoing registration of motor vehicles and is imposed by the State “in-lieu” of assessing a local property tax on the value of the personal property. The City also receives franchise fee revenues from the use of the City’s right-of-way. The following figure indicates the remaining tax revenues for the City of Canyon Lake.

Figure 5: City of Canyon Lake Other Types of Tax Revenue, FY 15/16–Budgeted FY 19/20

Description	FYE June 30,				
	15/16	16/17	17/18	18/19	19/20
Utility Users Tax	1,024,814	1,015,711	1,006,730	1,032,000	1,012,000
Sales Tax	234,033	240,026	291,586	236,400	261,000
Property Tax VLF Swap	817,192	843,600	877,260	912,350	954,000
Franchise & Other Fees	387,596	390,287	392,401	396,500	398,500
Total Other Tax Revenue	2,463,635	2,489,624	2,567,977	2,577,250	2,625,500

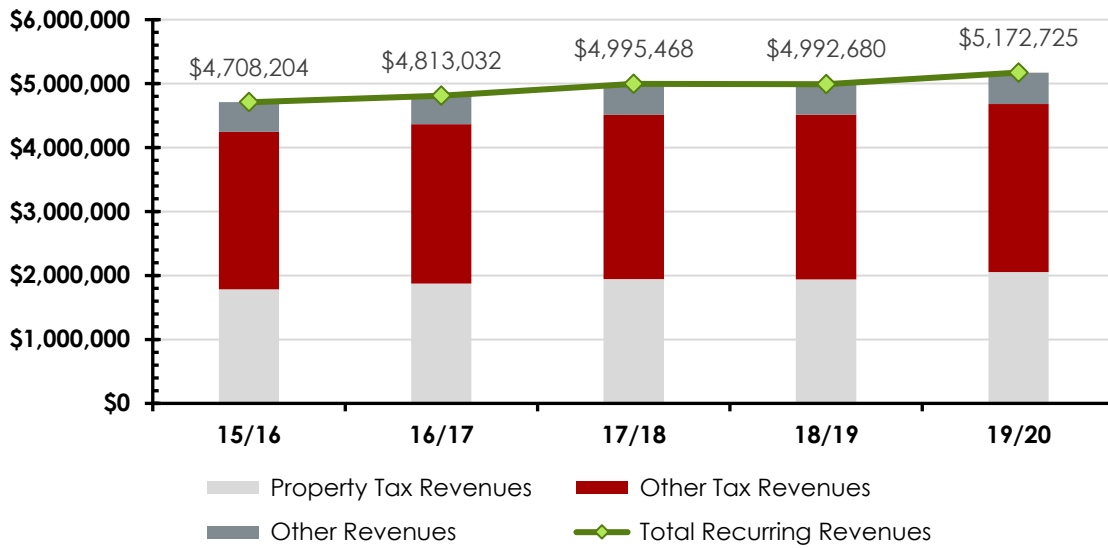
The City collects other types of taxes as a normal part of its operations. These include utility user fees, motor vehicle taxes, business taxes, real estate transfer taxes, occupancy taxes, and other miscellaneous taxes.

Figure 6: Other Revenues Collected by the City of Canyon Lake, FY 15/16–Budgeted FY 19/20

Description	FYE June 30,				
	15/16	16/17	17/18	18/19	19/20
Construction/Building Permits	209,525	223,863	274,097	270,000	280,000
Other Fees & Permits	99,010	93,022	109,820	92,700	103,300
Lease income	40,474	43,004	44,369	45,700	47,025
Interest Income	44,351	(10,501)	(4,404)	25,000	25,000
Motor Vehicle License Fee	4,398	4,785	5,733	4,900	5,000
Court, Vehicle & Parking Fees	20,470	26,646	22,128	15,000	15,000
Miscellaneous Revenue	43,498	68,325	33,350	25,000	17,000
Total Other Revenues	461,726	449,144	485,093	478,300	492,325

The property taxes, other taxes, and other receipts combine as the recurring General Fund Revenue for the City of Canyon Lake. As indicated in the following figure, the annual recurring revenues for the City have increased marginally.

Figure 7: Canyon Lake General Fund Recurring Revenues, FY 15/16–Budgeted FY 19/20



The City has minimal non-recurring revenues on an annual basis. These revenues consist of grant proceeds, insurance proceeds and donations, and, as the following figure confirms, the minimal contribution of non-recurring revenues to the total revenue stream available in the General Fund.

Figure 8: General Fund Non-Recurring Revenues, FY 15/16–Budgeted FY 19/20

Description	FYE June 30,				
	15/16	16/17	17/18	18/19	19/20
Grant Revenues	6,584	13,820	68,966	10,200	9,000
Insurance Reimbursements	-	-	24,092	-	-
Veterans Donations	-	-	2,322	3,000	5,000
Total Non-Recurring Receipts	6,584	13,820	95,380	13,200	14,000

Expenses

The City's General Fund expends funds for the departments that provide for the general operations of the City. As the following figure indicates, the approximate 61% growth in these expenditures has been primarily driven by a dramatic 178% increase in the cost of providing fire protection services.

Figure 9: General Fund Expenditures, FY 15/16–Budgeted FY 19/20

Description	FYE June 30,				
	15/16	16/17	17/18	18/19	19/20
City Council	55,884	65,536	72,620	66,247	71,976
City Attorney	98,996	93,583	111,881	80,000	64,000
City Manager	269,913	366,176	390,189	383,609	427,174
City Clerk	167,776	184,190	109,390	146,433	148,298
Finance	115,322	117,472	163,786	120,930	117,250
Planning	62,189	44,485	46,193	51,600	42,000
Building & Safety	95,362	141,421	188,397	201,660	269,260
Law Enforcement	1,486,677	1,542,853	1,628,467	1,753,720	1,778,934
Fire	813,200	1,118,775	1,340,699	2,223,870	2,259,064
Emergency Preparedness	10,388	10,540	16,409	10,900	9,700
Animal Control	167,872	143,973	187,507	141,990	153,540
Public Works	75,264	100,846	90,072	42,000	40,000
NPDES	61,575	85,601	80,177	73,141	77,000
Special Enforcement	70,935	125,727	187,085	193,758	251,173
Building & Facilities Maint.	74,931	70,856	65,749	65,250	114,290
Recurring Expenses	3,626,284	4,212,034	4,678,621	5,555,108	5,823,659
Capital Outlay	-	5,711	164,270	8,800	31,400
Non-Recurring Expenditures	-	5,711	164,270	8,800	31,400
Total Expenditures	3,626,284	4,217,745	4,842,891	5,563,908	5,855,059

Operating Surplus/Deficit

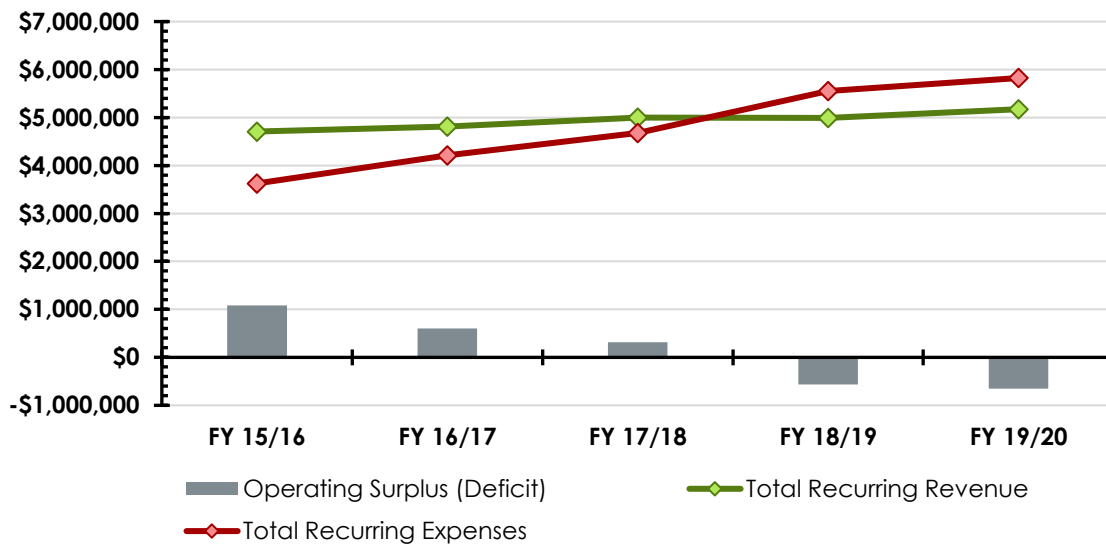
A measurement of the health of a municipality is its ability to consistently meet or exceed its recurring expenditures with its recurring revenue stream. As indicated in the following figure, this goal was met during the initial three years of the study period; however, the most recent period completed, and the current budget year have not met the goal.

Figure 10: General Fund Recurring Revenues Versus Recurring Expenses, FY 15/16– Budgeted FY 19/20

Description	FYE June 30,				
	15/16	16/17	17/18	18/19	19/20
Recurring Revenues	4,708,204	4,813,032	4,995,468	4,992,680	5,172,725
Recurring Expenses	3,626,284	4,212,034	4,678,621	5,555,108	5,823,659
Net Increase (Decrease)	1,081,920	600,998	316,847	(562,428)	(650,934)

The following figure graphically indicates the significant increase in the recurring expenses of the City between FY 15/16 and FY 19/20. As previously indicated, the significant increase in fire protection costs has outpaced the growth in revenues from the fire property tax and the utility users tax, the two sources available as revenues for fire protection services.

Figure 11: General Fund Recurring Revenues Versus Recurring Expenses, FY 15/16–Budgeted FY 19/20



Financial Projections

The City of Canyon Lake is not projected to experience significant revenue growth absent the creation of an additional revenue stream. Revenues are projected to increase annually using the prior five years' average growth as guidance. At the time of this report, the nation is experiencing a pandemic incident which has significantly restrained the economy, closing non-essential businesses in an effort to contain the spread of the COVID-19 virus. The ultimate impact on municipal revenues nationwide is not fully known but is anticipated to have a negative impact on sales tax revenues at the state and local level.

This unknown will not be factored into the projections included in this report.

Property tax revenues from the local tax have increased at an average rate of approximately 3.5%, with the fire property tax increasing at a slightly lower rate of approximately 2.5%. These two sources are anticipated to continue that level of growth through fiscal year 2025. The allocation of motor vehicle tax from the State of California is projected to increase 3% per year, with sales tax increasing 2% per year. Economic conditions and the minimal amount of land available for commercial development within the boundaries of the City will limit the expansion of sales tax revenues. The remaining categories in recurring revenues are projected to remain static during the forecast period.

The City Council adopted Ordinance No. 187 in November 2019 that establishes an emergency medical services subscription program and an emergency medical services response fee. The subscription program allows each property owner or permanent resident to pay an annual fee to receive first responder emergency medical services from the Fire Department. Payment of the fee is voluntary, but it will be included in the annual property tax bill. Should the property owner "opt out" of paying the fee and require medical assistance from the Fire Department, the current fee for that service is \$1,483. The City's website has been updated to include a "frequently asked questions" section on the EMS Subscription Service. From that information, the fee is proposed to be \$16 per month billable annually on the property owners' property tax bill. The fee schedule is set to be discussed and adopted at the Council's June 3, 2020, meeting. Canyon City contains 4,801 lots and is built out. Assuming only a percentage of the property owners subscribe to the service, the fee is projected by the City to contribute \$700,000 to the General Fund revenues of the City and will be used to defray the costs of sending an engine company from the fire department to EMS calls in the community. The following figure is a projection of recurring revenues and total revenues, including the projected revenue from the new EMS Subscription Ordinance, from FY 20/21 through FY 24/25.

Figure 12: Projected Recurring and Non-Recurring Revenues, FY 20/21–FY 24/25

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Property Tax Revenues	870,953	901,436	932,986	965,641	999,438
Property Fire Taxes	1,101,875	1,129,422	1,157,657	1,186,599	1,216,264
Utility Users Taxes	1,012,000	1,012,000	1,012,000	1,012,000	1,012,000
EMS Subscription Program	700,000	700,000	700,000	700,000	700,000
Other Tax Revenues	1,786,544	1,822,156	1,858,763	1,896,395	1,935,081
Other Revenues	492,325	492,325	492,325	492,325	492,325
Total Recurring Revenues	5,963,697	6,057,339	6,153,732	6,252,960	6,355,108
Non-recurring Revenues	14,000	14,000	14,000	14,000	14,000
Total Revenues	5,977,697	6,071,339	6,167,732	6,266,960	6,369,108

The City Council has been cautious in authorizing expenditures in previous years and it is expected they will continue to do so. City Manager costs are expected to increase by approximately 4% during the projection period, while the City Clerk's expenses are projected to increase by 3%. The law enforcement contract is expected to increase by 2% annually and the fire contract and the balance of the remaining costs are expected to increase by 3%. The following figure is a projection of operating costs for the City of Canyon Lake through FY 24/25.

Figure 13: Projected Status Quo Operating Expenses, FY 20/21–FY 24/25

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
City Council	71,500	71,500	71,500	71,500	71,500
City Attorney	90,000	90,000	90,000	90,000	90,000
City Manager	446,079	465,856	486,546	508,193	530,841
City Clerk	152,747	157,329	162,049	166,911	171,918
Finance	119,000	122,570	126,247	130,035	133,936
Planning	44,000	45,320	46,680	48,080	49,522
Building & Safety	275,000	283,250	291,748	300,500	309,515
Law Enforcement	1,814,513	1,850,803	1,887,819	1,925,575	1,964,087
Fire	2,213,414	2,279,816	2,348,211	2,418,657	2,491,217
Emergency Preparedness	10,000	10,300	10,609	10,927	11,255
Animal Control	155,000	159,650	164,440	169,373	174,454
Public Works	42,000	43,260	44,558	45,895	47,271
NPDES	77,000	79,310	81,689	84,140	86,664
Special Enforcement	253,000	260,590	268,408	276,460	284,754
Building & Facilities Maint.	75,000	77,250	79,568	81,955	84,413
Recurring Expenses	5,838,253	5,996,805	6,160,070	6,328,199	6,501,347
Capital Outlay	-	-	-	-	-
Non-Recurring Expenditures	-	-	-	-	-
Total Expenditures	5,838,253	5,996,805	6,160,070	6,328,199	6,501,347

These projections indicate the increased revenues and the new revenue from the EMS Subscription Program are not sufficient to mitigate the annual increased fire protection contract costs. The following figure follows the pattern of deficit cash flow throughout the period.

Figure 14: Projected Status Quo Cash Flow, FY 20/21–FY 24/25

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Recurring Revenues	\$5,963,697	\$6,057,339	\$6,153,732	\$6,252,960	\$6,355,108
Recurring Expenses	\$5,838,253	\$5,996,805	\$6,160,070	\$6,328,199	\$6,501,347
Net Increase (Decrease)	\$125,444	60,534	(\$6,338)	(\$75,239)	(\$146,239)

FIRE DEPARTMENT & EMS OPERATIONS

The City of Canyon Lake contracts with CAL FIRE Riverside County Fire Department to provide the services normally associated with a municipal fire department. The CAL FIRE system is staffed with full-time personnel that provide traditional fire, rescue, hazardous materials, training and community outreach, fire prevention services, other technical services, and paramedic emergency medical care. These services are provided from a station owned by the City of Canyon Lake Property Owners Association. Ambulance services are provided through a Riverside County administered contract with AMR.

ESCI was requested to design a conceptual municipal fire department, examine dynamic deployment models, and determine the financial impact to the community of establishing its own fire service delivery system.

Operational Staffing Levels & Deployment

Presently, CAL FIRE Riverside County provides a three-person crew for each of the two 72-hour shifts that are assigned to the engine at Station 60, the Canyon Lake Station. This deployment model does not currently meet the "2 In/2 Out" OSHA Regulation or comply with deployment standards promulgated by NFPA (1710, Chapter 5) and other national organizations. Staffing of an apparatus in this manner allows for response to medical calls, motor vehicle accidents, trash fires, and other emergencies. This model also allows for a limited attack on a structure fire while awaiting the arrival of nearby, mutual, or automatic aid companies. The close proximity of automatic aid units somewhat mitigates the use of a three-person Type 1 engine crew.

Each of the members of the engine company must obtain and retain certain state and/or national certification standards specific to his/her role on the apparatus. Each member of the Department must be expected to maintain physical fitness to complete the required firefighting tasks effectively. Additionally, each member of the Department must continuously train to maintain operational effectiveness and proficiency.

Mutual & Automatic Aid Services

The goal of any fire service organization is to provide adequate resources within a period of time to reasonably mitigate an emergency incident. The number and types of tasks needing simultaneous action will dictate the minimum number of firefighters required to combat different types of fires. In the absence of adequate personnel to perform simultaneous action, the commanding officer must prioritize the tasks and complete some in chronological order, rather than concurrently.

Tasks that must be performed at a fire can be broken down into two key components—life safety and fire flow. Life safety tasks are based on the number of building occupants, their location, status, and ability to take self-preservation action. Life safety related tasks involve search, rescue, and evacuation of victims. The fire flow component involves delivering sufficient water to extinguish the fire and create an environment within the building that allows entry by firefighters. These tasks include:

- Command
- Scene safety
- Search and rescue
- Fire attack
- Water supply
- Pump operation
- Ventilation
- Back-up/rapid intervention

Currently, CAL FIRE Riverside County operates from 94 stations throughout Riverside County with the City of Menifee (Quail Valley Station 5), CAL FIRE Station 97, and City of Lake Elsinore (Station 94) providing response services to Canyon Lake to assist Station 60 responders with structure fires and other incidents. The deployment system presently identifies the Station 60 response area to include areas outside the boundaries of Canyon Lake. This is expected in a large multiple station environment, such as CAL FIRE Riverside. The benefit of this deployment system is the ability of CAL FIRE to assemble the effective fire response force necessary to perform the various tasks enumerated above in a more effective and efficient manner.

Should the City choose to provide its own fire protection services, it is anticipated that they will continue to participate in the provision of automatic aid to the neighboring jurisdictions.

Ambulance Service

Ambulance transport services for most of Riverside County are coordinated by the Riverside County Regional Emergency Medical Services Agency (REMSA). The County Board of Supervisors has the authority under California State Law and Regulations promulgated within the 1980 SB 125 Bill "The Emergency Medical Services System and Pre-Hospital Emergency Care Personnel Act and creating the Emergency Medical Services Authority and adding Division 2.5 to the Health and Safety Code (section 1797–1799)," to manage emergency medical services, ambulance transport services, and administer contracts for such services.¹ The REMSA is the coordinating entity that reports to the County Board of Supervisors. The REMSA provides quality assurance and performance management oversight of the ambulance transport contract(s).

¹ https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201520160SB125.

Based on the information provided by the Riverside County REMSA, Riverside County contracts to AMR Ambulance Services for emergency medical transport services. The contract between the County and AMR stipulates levels of services—Advanced Life Support (ALS) and Basic Life Support (BLS) transport services—and the response times that the ambulances must meet.

AMR provides the City of Canyon Lake, and the surrounding areas, with Advanced Life Support ambulance transport services. The City of Canyon Lake's response zone for AMR is 10 minutes, 90% of the time. This level and response of ambulance transport services will not change should the City choose to provide fire protection and emergent medical response services.

Should the City choose to provide its own fire protection services with Paramedic Firefighters, a formal request for providing medical services must be submitted to the REMSA for review and approval prior to providing such services.

COMMUNITY EXPECTATIONS

The ultimate goal of any emergency services delivery system is to provide sufficient resources (personnel, apparatus, and equipment) to the scene of an emergency in time to take effective action to minimize the impacts of the emergency. This need applies to fires, medical emergencies, and other emergency situations to which the fire department responds. Obtaining and understanding the desires and expectations of internal and external stakeholders proves an important first step.

It is important to note that the information solicited and provided during this process was provided in the form of "individual inputs," some of which are perceptions as reported by stakeholders. All information was accepted at face value without an in-depth investigation of its origination or reliability. The project team reviewed the information for consistency and frequency of comment to identify specific patterns and/or trends. The observations included in this report were confirmed by multiple sources, or the information provided was significant enough to be included. Based on the information review, the team was able to identify a series of observations, recommendations, and needs that are included in this report.

Stakeholder Input

Perceptions about the current services provided by CalFire Riverside County Fire Department and the possible development of alternative fire protection and emergency medical services for the City of Canyon were gathered by telephonic interviews of stakeholders. Sixteen stakeholders were scheduled for interviews that were completed over the course of the project. Of these sixteen interviewees, these stakeholders represented the Canyon Lake City Manager, the City Council, the General Manager of the Canyon Lake Property Owners Association, the Board Chairman of the Canyon Lake Property Owners Association, the County Supervisor for the region, the Fire, Assistant, and Division Chiefs of CAL FIRE Riverside, the AMR Regional Manager, Riverside County LEMSA representative, and the City Managers from the cities of Lake Elsinore and Menefee.

The responses are summarized below:

Citizen and Business Community Members

Describe your expectations of the Fire Department.

- Respond within an appropriate time.
- Within 10 minutes or less.

What expectations are not being met to your satisfaction?

- Disappointing that the fire station crews do not interact actively with the community.
- Not a community-oriented fire department.

What do you think the Fire Department is doing particularly well?

- They are very responsive to medical calls.
- Professional and respectful.
- Well-trained and equipped.
- Handle large incidents in the County very well.

Elected Officials, City Management

What are the driving interests to seek a change in fire services provided to Canyon Lake?

- Cost increases of the contract from the County and CAL FIRE Riverside County with little room to increase revenues in the City.
- Not able to negotiate those costs.
- No control of the services provided to the community.
- A desire for local control.
- A desire for a community-based fire department.
- Control of the City's fiscal future.
- Hope to save money by controlling the costs of their own fire department.
- Desire for a regional approach to fire services in partnership with neighboring cities.

What does CAL FIRE Riverside County do well in serving Canyon Lake?

- Quick response times.
- Professional firefighters
- Well-trained
- Polite
- A lot of resources available for big fires and complex calls.

Are there any deficiencies in the services that CAL FIRE Riverside County provides to Canyon Lake?

- Rotating of firefighters at our fire station.
- Community involvement is lacking.
- A one-size-fits-all approach to delivering services.
- Lack of innovative approaches to provide services tailored for Canyon Lake.
- Transparency of response information.

What are some areas CAL FIRE Riverside County could improve?

- Adaptable responses to meet the needs of the call.
- Stop sending the fire engine to all of the calls.
- Negotiate the costs of the annual contracts with the City.
- Provide tiered responses to medical calls.
- Partner with AMR to handle the low-level medical calls.

What opportunities, in your view, are available to improve the service and capabilities of the fire department?

- Seek a contract with AMR to provide enhanced medical response services to the community and reduce the use of the fire engine to those calls.
- Provide our own fire department that will focus on our needs as a community.
- Create our own fire department to control costs and determine our own levels of services.
- Seek regional partnerships to create our own fire service to move away from CAL FIRE Riverside County and the County.
- Contract with Lake Elsinore and Menifee to provide fire services and we do our own small EMS response unit.
- Ask the County to go out to bid for another provider or have the County provide the service directly.
- Provide a public education program focused on Canyon Lake's needs.

What are the opportunities for creating a new City of Canyon Lake Fire Department?

- Control of our own costs.
- We negotiate the personnel costs of fire services.
- Define our own service levels.
- We decide what staffing is needed to serve the community.
- Use of smaller response vehicles to medical calls.
- Locally controlled and directed fire services.
- Public/Private partnership opportunities with AMR to provide EMS.
- Partner with our neighbors to design our own fire service that contains/saves costs.
- Our fire engine stays in our community and not out running other cities' calls.
- Our firefighters will be a part of the community interacting with us.
- Employing local residents.
- Controllable Pension Costs.
- Fire services that work.

What are the challenges of creating a new City of Canyon Lake Fire Department?

- Unknown if long-term costs may exceed current costs.
- Increased workers comp and general liability insurance costs.
- More fire department employees than the entire City Staff.
- Fear of losing assistance from CAL FIRE Riverside County.
- Being on our own when something big happens.
- Being a training ground for other fire agencies, high turnover of firefighters.
- Not able to pay competitive firefighter wages.
- Fear of inferior services if on our own.
- Not able to cover multiple calls in the city.
- Need for additional City support for HR and payroll services to the FD.
- Still stuck with the County dispatching for us.
- Concerns about the costs of equipment and trucks.
- Concern for a failed launch to start our fire department.
- Building it right—The Community is watching.
- Somebody could always do it cheaper, but not better.

What could CAL FIRE Riverside County do differently to keep the City of Canyon Lake contract?

- Provide a multi-year contract; 3-4 years would be great.
- Negotiate the costs of the annual contracts.
 - Keep costs below \$1.8 mil per year.
- Engage in community-oriented fire services with the citizens of Canyon Lake.
- Be more flexible about the staffing of the station.
- Use a smaller truck for medical calls—tiered response to medical calls with AMR.
- Be innovative.
- Adaptable responses for fire alarms and medical calls.
- Out of the box thinking.
- Reduce the rotation of personnel in the fire station—we want firefighters who know the community.
- Develop the Canyon Lake Service model based on the Risks.
- Push best practices that make sense for our community.
- More transparency of costs and service performance.
- Use AMR to handle low-level medical calls—keep the fire engine in the station.

ADMINISTRATION & SUPPORT PROGRAMS

The reality of the fire service is that responding to emergencies is a small portion of the workload. Similar to other businesses and City departments, there are numerous administrative and support programs required to exist, remain relevant, and remain compliant with local, state, and national recordkeeping requirements.

Administration

An agency may employ individuals or contract with other agencies or third-party contractors to maintain the paperwork necessary to manage its business operations. Numerous facets must be addressed to operate a fire department effectively. Some, but certainly not all of these include human resources, risk management, timekeeping, training, public education, public information request responses, records management, purchasing, inventory control, budget control, legal, and reporting. In smaller agencies, a portion of these are assigned to the leadership team of the agency but this may reduce their effectiveness in other critical areas of the department.

Riverside County and CAL FIRE Riverside County provide administrative support services for those services provided to the City of Canyon Lake. These facets are divided based on the current contract between the County and CAL FIRE Riverside County. Each entity has a rate structure that is charged for such services and applied to the quarterly actual cost billing to the City.

Training & Continuing Medical Education

Maintaining certification levels in both firefighting as well as medical services, is an ongoing activity. The requirements of seeking out, scheduling, and documenting this critical area are typically assigned to a dedicated training officer in larger departments. This person, alone or with administrative support, ensures the appropriate courses are scheduled for each employee, maintains the certification records of each of the employees of the department, and provides annual documentation to certifying agencies.

CAL FIRE Riverside County provides the training and certification services to the firefighters assigned to serve the City. The REMSA also provides continuing medical education, in conjunction with CAL FIRE Riverside County and local hospitals.

Life-Safety Services

Public education programs presented to various “target” audiences, the elderly, and the young, certain facilities, such as schools and medical facilities, promote fire safety as well as provide training services. CPR training and training on the use of an AED system increase the chances for a successful outcome during a cardiac event. Community Emergency Response Training (CERT) programs assist families in preparing for emergencies. These programs typically reside in the fire prevention bureau of a fire department and are designed to decrease the incidences of fire, minimize the impact when it does occur, and to familiarize people with appropriate actions to take during emergencies.

CAL FIRE Riverside County provides public education programs to the schools and community members. These programs are delivered on a scheduled basis and at the request of the community members.

Fire Prevention Inspection Services

Riverside County Building and Life Safety Department currently provides plans review, fire code maintenance inspections, new construction inspections, and appeals processes for the City. The costs for these services are included in the County Support Services fees applied quarterly.

Effective July 1, 2020, the City of Canyon Lake will begin performing code enforcement inspections utilizing City and contract staff. Once the City assumes the provision of fire protection services, the City's Fire Chief will determine the most efficient manner in which to comply with state and local fire code requirements. Considerations could include the delegation of duties to City Code Inspectors, who could perform fire inspection duties. The City expects to experience an increase in revenue from fire prevention inspection services of approximately \$25,000.

Emergency Medical Services

Presently, CAL FIRE provides paramedic level first responder services with the engine at Station 60. The medical transport company (AMR), a third-party, for-profit entity, has a “reasonable” response time requirement of 10 minutes, 90% of the time. AMR has a facility located on the south end of Canyon Lake, where ambulances are generally based. CAL FIRE Riverside County Station 94 from Lake Elsinore and Station 5 from Quail Lakes in Menifee provide approximately 50% of the EMS response coverage for the south and eastern areas of Canyon Lake. Menifee is planning to move Station 5 from Quail Lakes to the Audio Murphy Ranch sub-development located due east of Canyon Lake within the next 2–4 years. The moving of this station will place the CAL FIRE Riverside County Engine 5 within one mile from the eastern end of Canyon, providing quicker response to the eastern and southern end of the City.

The provision of Paramedic Engine services to a community requires significant administrative support to ensure appropriate patient care record-keeping, training, certifications, and supply inventory control.

Fleet and Warehouse Services

Riverside County provides fleet maintenance for the fire engine owned by the City at Station 60. The County has certified fire mechanics and other certified technicians to maintain the vehicle and all of the power equipment. The County also provides logistical support in supplying the fire service with supplies and equipment to fulfill the mission of the agency. The costs for these services are included in the County Support Services fees applied quarterly.

Communications

Riverside County operates a robust call process dispatch center with an integrated radio network allowing for communication across the county. The County staffs the center with civilian telecommunications personnel. CAL FIRE Riverside County provides oversight for fire and medical operations. The costs for these services are included in the County Support Services fees applied quarterly.

A decision regarding continuing to participate in that system and utilize their dispatch and radio systems will need to be evaluated against the costs of establishing and operating a locally controlled system.

Facility Maintenance

Fire Station 60 is owned by the Canyon Lake Property Owners Association (POA). The building is leased to the City for a nominal \$1.00 per year. The cost to maintain the station is borne by the City.


CAPITAL FACILITIES & APPARATUS

The Canyon Lake Property Owners Association presently owns Fire Station 60, and the City of Canyon Lake owns the Type 1 Engine being utilized by CAL FIRE from that location. The POA leases the station to the City.

Canyon Lake Fire Station

The Canyon Lake Fire Station is an approximately 2,400-square-foot structure situated on an approximately 0.9-acre tract of land. The facility was built in 1978–1979. The station is in good condition with minimal needs or deficiencies.

Figure 15: City of Canyon Lake Fire Station 60

Station Name/Number:		Station #60	
Address/Physical Location:		28730 Vacation Drive, Canyon Lake, California	
		General Description: This is the station is located on the north end of the community. The fire station is in good condition, needing minimal updating for OSHA and ADA, as well as the installation of a vehicle exhaust system for the fire vehicle(s). The rear concrete drive-way apron is experiencing breaks and will need repair/replacement.	
Structure			
Construction Type		Masonry Concrete Block/Stucco	
Date of Construction		1993	
Seismic Protection		Yes	
Auxiliary Power		Yes	
General Condition		Good	
Number of Apparatus Bays		3	Drive-through bays
Special Considerations (ADA, etc.)		Some	
Square Footage		8,500 (est.)	
Facilities Available			
Separate Rooms/Dormitory/Other		4	Bedrooms
		6	Beds
		0	Dormitory Beds
Maximum Station Staffing Capability		5	
Exercise/Workout Facilities		Yes, located in the west apparatus bay	
Kitchen Facilities		Good	
Individual Lockers/Storage Assigned		Yes, in bedrooms	
Shower Facilities		Yes	
Training/Meeting Rooms		No	
Washer/Dryer		Yes, need replacing for duty clothes	

Safety & Security	
Sprinklers	No
Smoke Detection	Yes
Decontamination/Biohazard Disposal	Minimal
Security	Good
Apparatus Exhaust System	None

Facilities Summary

The non-fire sprinklered fire station was constructed in the early 1990s. The station was originally constructed to house volunteers and has since gone through various updates to provide facilities for full-time staffing. The three firefighter bedrooms are constructed with short ¾ height walls in what used to be a bunk room. The facility does not have designated male/female restrooms. The exercise area is located in the apparatus bay next to the fire engine. The bay does not have a ventilation system to remove the vehicle exhaust, which is a known carcinogen. Firefighter turnout clothing can be stored in lockers in the apparatus bay next to the exercise area. The rear concrete driveway apron is showing advanced deterioration that will require repair/replacement of sections.

Apparatus Inventory Assigned to Canyon Lake

The apparatus assigned to the Canyon Lake station is a 2007 Smeal manufactured Type 1 engine, with 117,000 miles, and it is appropriately equipped. The City of Canyon Lake owns the vehicle.

City-Owned Capital Equipment & Assets

The City owns a significant quantity of tools and firefighting equipment that remains on the engine that responds from Station 60. The on-duty crews maintain the inventory list at the station. Attached, as Appendix B, is an inventory of the equipment that has been acquired by the City of Canyon Lake.

According to the County, the equipment on the vehicle currently is owned by the City of Canyon Lake and would transfer to the City if a new fire department were undertaken.

COMMUNITY RISK ASSESSMENT

Every community faces certain risks that endanger the people living in that area. Identifying risks provides an agency with the ability to determine the appropriate response based on the likelihood of the incident. This risk assessment provides information based on characteristics relating to Canyon Lake's population, demographics, type of occupancies, hazardous substances, or other risks specific to the community.

Numerous risk factors can influence the types of services a community requires. Hazard identification is the process of recognizing the range of natural or human-caused events that threaten an area. Natural hazards result from uncontrollable, naturally occurring events such as flooding, windstorms, and earthquakes, whereas human-caused hazards result from human activity and technological hazards.

Community risk is assessed based on several factors; service area population, population density, demographics of the population served, local land use and development, and the geography and natural hazards present within the community. These factors affect the number and type of resources—both personnel and apparatus—necessary to mitigate an emergency.

- Population density is a risk factor, and demographics present another risk. The population density is 2,449, while more than 21% of the population is under the age of 18 years of age, and only 5% live in poverty.
- The physical characteristics of the area and the resultant natural hazards are risk factors. The city surrounds Canyon Lake and is at risk of earthquakes, wildland fires, and flooding. Canyon Lake is in the western region of Riverside County and is primarily a gated community.
- Land use and zoning can also affect risk. Risk can be characterized as low (e.g., agricultural, low-density housing, or open space); moderate (e.g., small commercial and office); or high (e.g., large commercial, industrial, and high-density residential).

Risk Classification

Based on the narrative descriptions of the various hazards found throughout the Canyon Lake response area, ESCI reviewed community hazards using historical incident data, as well as an assessment of the community and its vulnerabilities. Community hazards were grouped into broad categories, as follows:

- Population
- Growth factors
- Demographics
- Occupancy types
- Hazardous substances and processes
- Other risks

Population

Canyon Lakes' estimated population in 2018, according to the U.S. Census Bureau, was 11,267, which is 6.7% greater than 2010 at 10,561. The following figure displays the population estimates since 2000 and shows an overall upward trend, although there was a slight decrease during the time of the Great Recession.

Figure 16: Canyon Lake Population Growth, 2000–2018

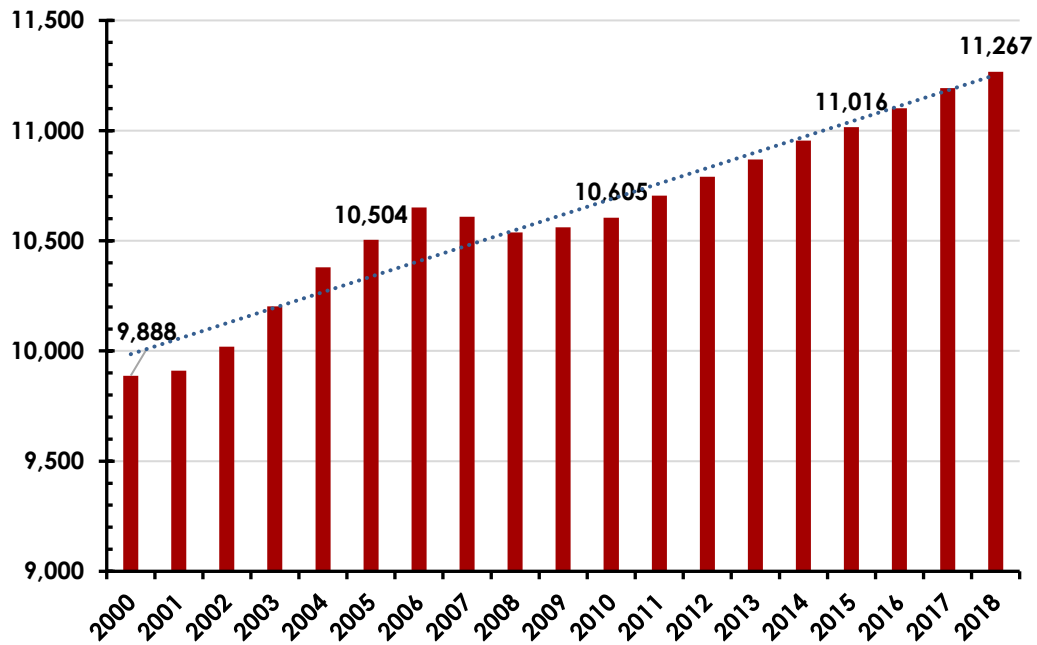
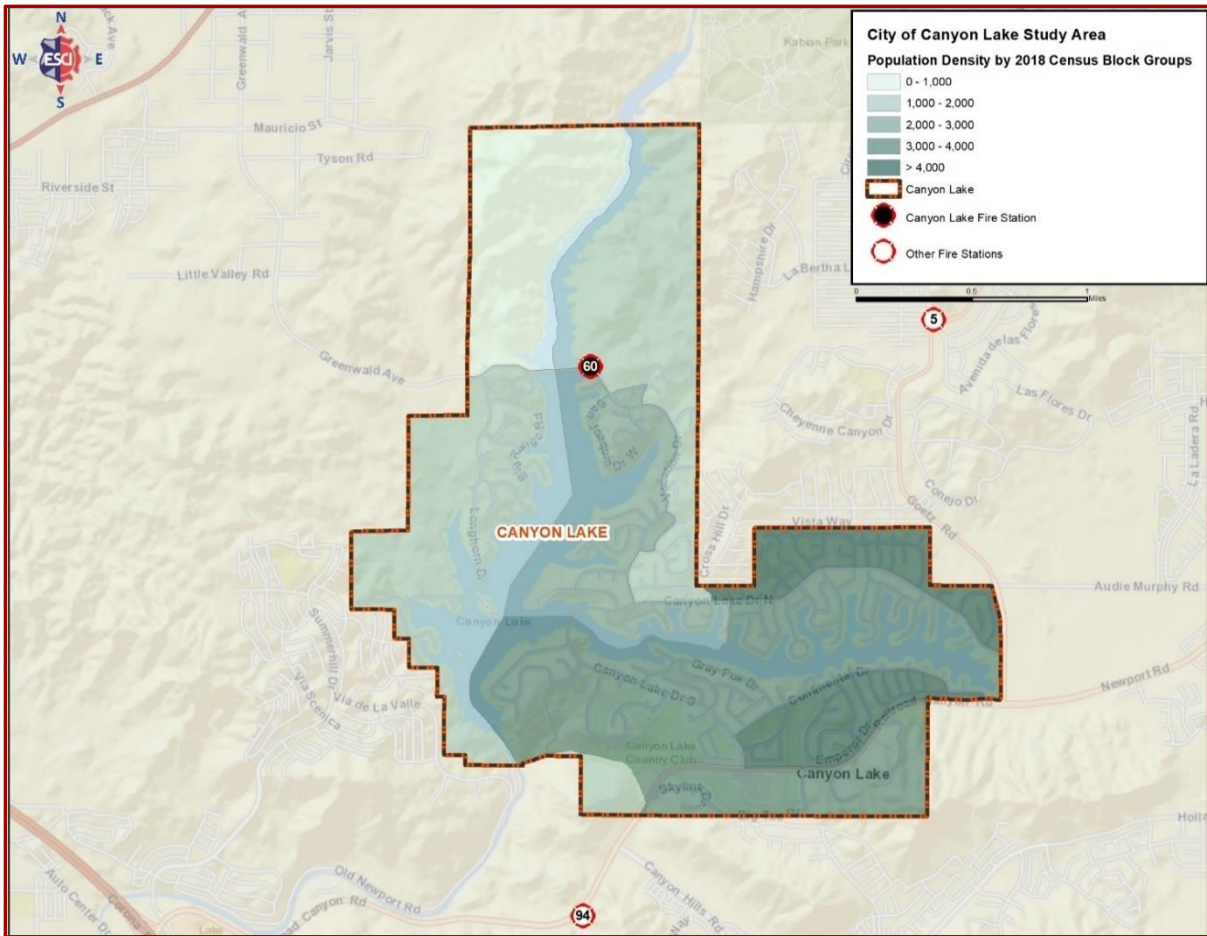


Figure 17: City of Canyon Lake Population Density



Growth Projections

Most of Canyon Lake has been built out with a few remaining lots available in the gated community. There have been discussions with the U.S. Department of Interior Bureau of Land Management to develop areas under their oversight for future development, but this is not expected to occur in the near future. Population increase is anticipated to be less than 1% annually based on historical trends from the U.S. Census Bureau.

Demographics

Figure 18: City of Canyon Lake Demographics

Category	Number/%
Population	
Population estimates, July 1, 2018	11,267
Population estimates, 2010	10,605
Population, percent change since 2010	6%
Geography	
Population per square mile, 2018 (estimate)	2,449
Population per square mile, 2010	2,305
Land area in square miles, 2010	4.6
Age and Sex	
Persons under 5 years, 2018 (estimate)	5.10%
Persons under 18 years, 2018 (estimate)	22.60%
Persons 65 years and over, 2018 (estimate)	17.10%
Male persons, 2018 (estimate)	51.70%
Female persons, 2018 (estimate)	48.30%
Race	
Hispanic or Latino	12.30%
White alone	80.20%
Other Races or "two or more races"	7.50%
Population Characteristics	
Veterans, 2014–2018	704
Foreign born persons, 2014–2018	7.00%
Housing	
Housing units, 2018 ACS estimate	4,489
Owner-occupied housing unit rate, 2018 ACS estimate	82.30%
Median value of owner-occupied housing units, 2018 ACS estimate	\$441,200
Median selected monthly owner costs—with a mortgage, 2018 ACS estimate	\$2,357
Median selected monthly owner costs—without a mortgage, 2018 ACS estimate	\$644
Median gross rent, 2018 ACS estimate	\$1,956
Families and Living Arrangements	
Households, 2014–2018	3,936
Persons per household, 2014–2018	2.82
Living in same house 1 year ago, persons age 1 year+, 2014–2018	84.90%
Language other than English spoken at home, persons age 5 years+, 2014–2018	9.90%
Education	
High school graduate or higher, persons age 25 years+, 2014–2018	94.60%
Bachelor's degree or higher, persons age 25 years+, 2014–2018	28.00%
Health	
With a disability, under age 65 years, 2014–2018	6.60%
Persons without health insurance, under age 65 years	3.30%

Category	Number/%
Economy	
In civilian labor force, total, population age 16 years+, 2014–2018	58.80%
In civilian labor force, female, population age 16 years+, 2014–2018	53.20%
Total health care and social assistance receipts/revenue, 2012 (\$1,000)	\$5,603
Total retail sales, 2012 (\$1,000)	\$11,746
Total retail sales per capita, 2012	\$1,081
Transportation	
Mean travel time to work (minutes), workers age 16 years+, 2014–2018	42.60
Income and Poverty	
Median household income (in 2017 dollars), 2014–2018	\$97,237
Per capita income in the past 12 months (in 2017 dollars), 2014–2018	\$46,054
Persons in poverty	5.00%

Demographics of a community provide insight into what type of incident responses and service demand can be expected. Various factors should be considered, such as the following:²

- Social factors and cultural influences
- Economic factors
- Risk factors within the specific population:
 - Children (age 5 & under)
 - Older adults (age 65 & older)
 - People with disabilities
 - People living in poverty
 - Populations that speak little or no English

Age

The median age in Canyon Lake is 43.9 compared to an average age for the population of California of 36.5 years old and 37.8 years old for the U.S.³ As the population ages, the need for emergency services tend to increase specifically relating to medical care and mobility decreases creating additional risks to escape a fire. The percentage of adults over the age of 65 is 17.1% compared to 14.3% for California, while those under 5 years of age is 5.1%. The total for this at-risk population is 22.2%.

² Vision 202/20 <http://riskassessment.strategicfire.org/step-1-identify-risks/identify-causal-factors/>.

³ The U.S. Census Bureau.

Disabilities

People with disabilities may have more difficulty during an emergency and need special assistance to leave a house or building. Approximately 6.6% of the population under the age of 65 are considered disabled, which is lower than the average of 6.8% for California. Those without insurance under the age of 65 are at 3.3% of the population compared to California at 8.3%. The number of people without insurance can increase service delivery for emergency medical responses because of chronic health issues when they do not seek treatment quickly.

Low Income

Low income levels present higher risks for both fire and emergency medical responses. Although the median household income is more than \$97,000, there is approximately 5% of the population considered below the poverty level. This group typically has lower education levels, is disabled, or unemployed, thus leading to higher risks for both fire and medical incidents.

Occupancy Types

Zoning classifications provide a method to assign risk-based current land use and offers a view of relative community hazards. The Canyon Lake service area is a mix of low-, moderate-, and high-risk properties.

- **Low-Risk:** Areas zoned for agricultural purposes, open space, low-density residential, and other low intensity uses.
- **Moderate-Risk:** Areas zoned for medium-density single-family properties, small commercial and office uses, low-intensity retail sales, and equivalently sized business activities.
- **High-Risk:** Higher-intensity business districts, mixed-use areas, high-density residential, industrial, warehousing, and large mercantile centers.

These risks include various types of buildings, contents, and size. Each of these factors can contribute to challenges for firefighters and may require special equipment such as a ladder truck, specific training for the hazard, or fireground operations.

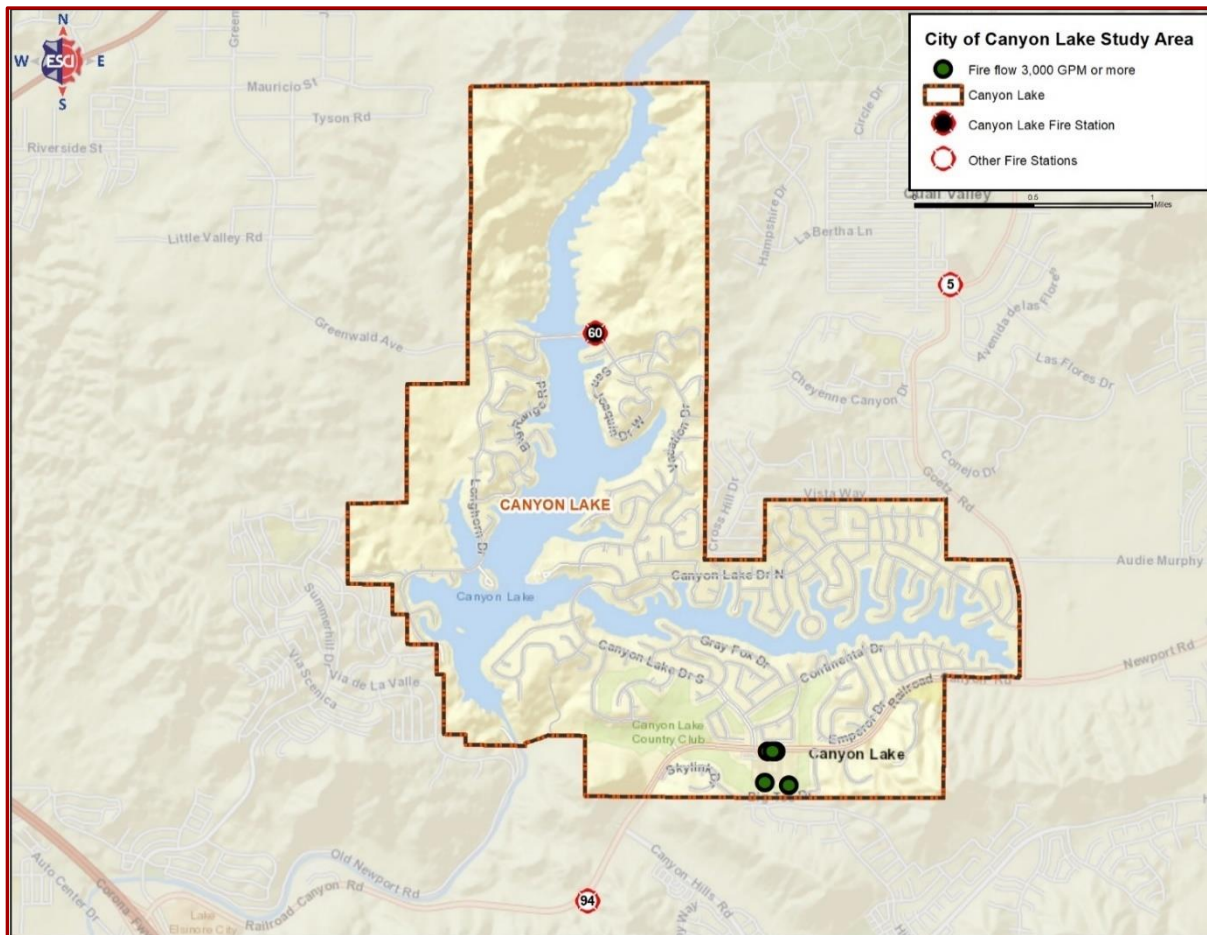
The primary occupancies in Canyon Lake are residential homes within a gated community. In the United States during 2018, 74% of civilian fire deaths occurred in homes; thus, the residential type of occupancies poses the greatest risk of death for the occupant.⁴

⁴ <https://www.nfpa.org/-/media/Files/News-and-Research/Fire-statistics-and-reports/US-Fire-Problem/osFireLoss.pdf>.

Large Fire Flow Occupancies

The ISO batch report lists the needed fire flow (the amount of water required to extinguish a fire if the building was fully involved) for every occupancy in Canyon Lake. The following figure lists the properties in Canyon Lake with needed fire flows of 3,000 gallons per minute or greater. All of these buildings are located in Canyon Lake Town Center, which is outside of the gated community along Railroad Canyon Road.

Figure 19: Buildings Requiring Fire Flow over 3,000 GPM or More



There are some commercial occupancies in the gated community to include Canyon Lake Golf and Country Club, Canyon Lake Tennis Club, Lighthouse Restaurant and Bar, and an Equestrian Center. These occupancies are likely to accommodate large crowds and may require additional staff to manage an emergency incident. The major commercial area, Canyon Lake Town Center, is located along Railroad Canyon Road and contains numerous businesses to support the community. Occupancies include restaurants, a hotel, and many small businesses. All commercial occupancies should have pre-incident plans completed and available to responding personnel. Annual fire safety inspections should be conducted to ensure the businesses meet all provisions in the California Fire Code.

Public Assembly

Buildings where more than 50 people gather, which include places of worship, entertainment, dining, or drinking, are considered assembly occupancies. These buildings create additional risks because of the large number of people in a single location. Another type of assembly could be a large outside festival and sporting event. These locations present additional risks for people not familiar with the building and are unable to locate an exit if quick evacuation is required during a fire or a mass casualty incident.

There are a few assemblies in Canyon Lake to include restaurants, a religious facility, and an outdoor equestrian center that should receive pre-incident plans for emergency responders.

Childcare Facilities

These facilities pose distinctive risks because of problems associated with young children. The age of the children may prevent them from evacuating rapidly from the building during an emergency. Childcare employees may need to assist the children if there is an event at the facility. Employees should be familiar with evacuation plans if a problem occurs while the building is occupied. Pre-incident planning should be conducted to allow responders to become familiar with the building.

Hazardous Substances and Processes

Buildings that have been identified to store or process hazardous substances can create a danger to the community and emergency responders. Special equipment such as protective clothing is required by responders to mitigate an incident effectively. Specialized training may be necessary for personnel based on the type of hazardous substances involved in the incident.

Any location that has on-site, for any one day in a calendar year, an amount of a hazardous chemical equal to or greater than the following threshold limits established by the EPA. These facilities must file information, known as Tier II reports, about each material and the on-site amount with local authorities, planning committees, and the State's Emergency Response Commission under the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), commonly known as SARA Title III:

- Ten-thousand pounds for hazardous chemicals
- Lesser of 500 pounds or the threshold planning quantity for extremely hazardous substances

Although no facilities are meeting these thresholds, fire department personnel should become familiar with any facilities and conduct pre-incident planning to determine types and quantities of stored materials. Examples in Canyon Lake include Advance Auto (oils and lubricants), Canyon Lake Golf and Country Club (pesticides and herbicides), or boat fueling operations at Happy Camp Campground.

Hazardous materials incidents could occur along Railroad Canyon Road from a motor vehicle accident or an incident involving a large tanker hauling combustible or flammable liquids. The closest fire station would provide initial operations, but outside assistance would be required for a major incident from CAL FIRE Riverside County.

Other Risks

Dam

The Railroad Canyon Dam is located in the southwestern portion of the city and was built in the 1920s. This dam, along the San Jacinto River, has a height of 94 feet and stores up to 11,588 acre-feet of water. Its hazard potential is considered high by the U.S. Corps of Engineers for downstream flooding if there is a failure and places it in the top 17% of all dams in the U.S. in this risk classification. It is owned and maintained by Elsinore Valley Municipal Water District, and its primary function is to provide water for drinking purposes.

Earthquakes

Earthquakes occur throughout California and Canyon Lake is considered very high risk. The probability of a 5.0 or greater event is 98.4% within the next 50 years.⁵ Soil liquefaction is a concern in Canyon Lake with areas along Canyon Lake Dr. N, Canyon Lake between Canyon Bay and Bass Cove, Skipper's Island, south of Appaloosa Ct., and a few other smaller locations throughout the city. Soil liquefaction occurs when seismic waves cause the soil to lose its strength and cause buildings to collapse.

No faults have been identified in Canyon Lake, but there are faults located running northwest to southeast along I-15. The closest fault is the Glen Ivy section of the Elsinore fault zone, and events occur approximately every 200 years.⁶ It is recommended any buildings not meeting current seismic building code requirements be identified for emergency responders.

⁵ <https://www.homefacts.com/earthquakes/California/Riverside-County/Canyon-Lake.html>.

⁶ https://earthquake.usgs.gov/cfusion/qfault/show_report_AB_archive.cfm?fault_id=126§ion_id=c.

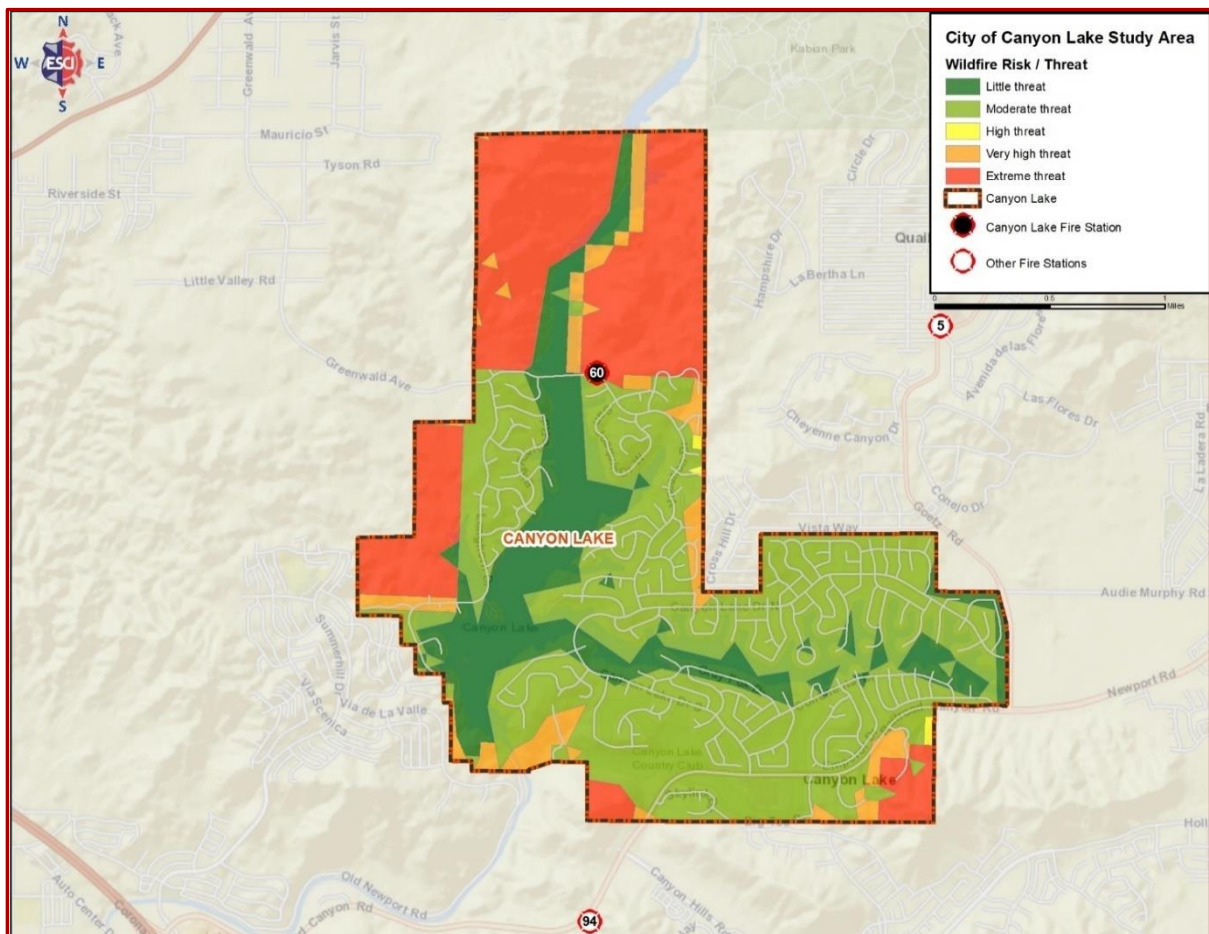
Wildland Fires

Fires occurring in wildland areas can pose a problem to many communities and the risk in Riverside County is no exception. The severity of this type of incident can be reduced through education and mitigation efforts in areas where the hazard is considered very high or extreme.

There are areas identified in Canyon Lake with wildland fire hazard, as depicted in Figure 20. The Riverside County Hazard Mitigation Plan states CAL FIRE Riverside County considers areas along the northern, western, and southern borders as Very High Fire Hazard Severity Zones. The Federal Government manages the northern and western areas of the city classified as an Extreme Threat. All other areas receive protection from CAL FIRE Riverside County.

Wildland Urban Interface (WUI) requires the jurisdiction to develop mitigation plans throughout the community and should not be considered as a short-term effort. WUI policies should be maintained to ensure they meet the needs of the community.

Figure 20: Wildland Fire Risk/Threat



Structure Fires

Although the number of fires is relatively low in Canyon Lake, the highest likelihood of a fire-related fatality occurs in residential properties. Forty-four percent (44%) of land area in Canyon Lake are residential homes; thus, special consideration should be directed to these properties to prevent unintended fires. According to the National Fire Protection Association, cooking fires accounted for 49% of all fires and 22% of home fire deaths and 45% of injuries.⁷ A cooking fire prevention program should be implemented to reduce the potential of home fires in Canyon Lake.

Communications Failure

There are communication facilities and equipment equally important to community and government operations. Telephone company central offices and transmission lines of local service providers are necessary to support the community. Many businesses and residential customers now use internet providers for telephone services and rely on this for voice communications. Wireless cellular communication providers provide essential communication capabilities for the community as well as emergency personnel through their facilities and equipment. Canyon Lake should develop contingency plans for communication failures.

Energy

Energy is required to operate electrical or gas-powered equipment in homes and businesses. Sources of energy are distributed through storage tanks, natural gas pipelines, and electrical high voltage or service lines. Canyon Lake is provided electrical services by Southern California Edison and natural gas services by SoCalGas. There is a high-pressure natural gas distribution line that passes through the city along Railroad Canyon Road and could present a hazard if the line is damaged or cut during construction. There are no electrical high voltage transmission lines in Canyon Lake, but one is located along the northwestern tip outside the city limits.

Transportation

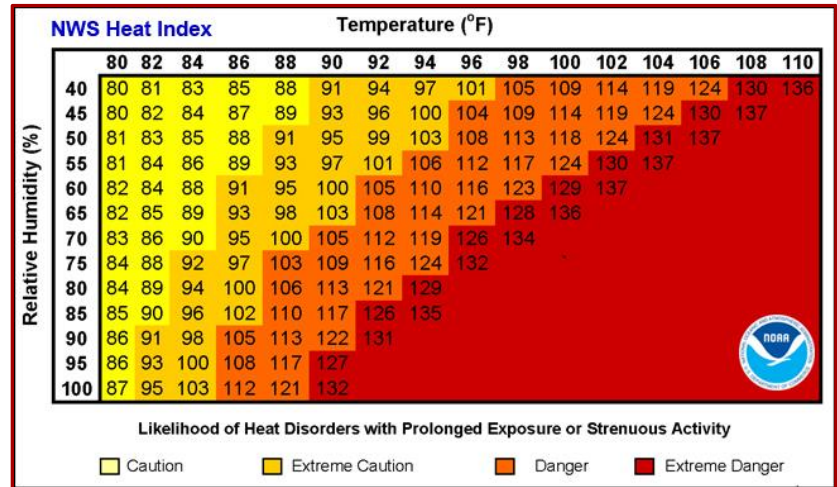
Canyon Lake is between I-15 and I-215 and is located approximately 30 miles south of the County seat in Riverside. The city is bisected on the southern end by an arterial street, Railroad Canyon Road, and connects to the interstate highways. The city has primarily residential streets connecting to Railroad Canyon Road. The streets are winding in nature and feed many cul-de-sacs throughout the city. These streets can cause problems for responding personnel if only one access point is available. The number of access points into the city is limited and may be problematic during a large or quick evacuation for a wildland fire.

⁷ <https://www.nfpa.org/-/media/Files/News-and-Research/Fire-statistics-and-reports/US-Fire-Problem/Fire-causes/oscooking.pdf>.

Weather

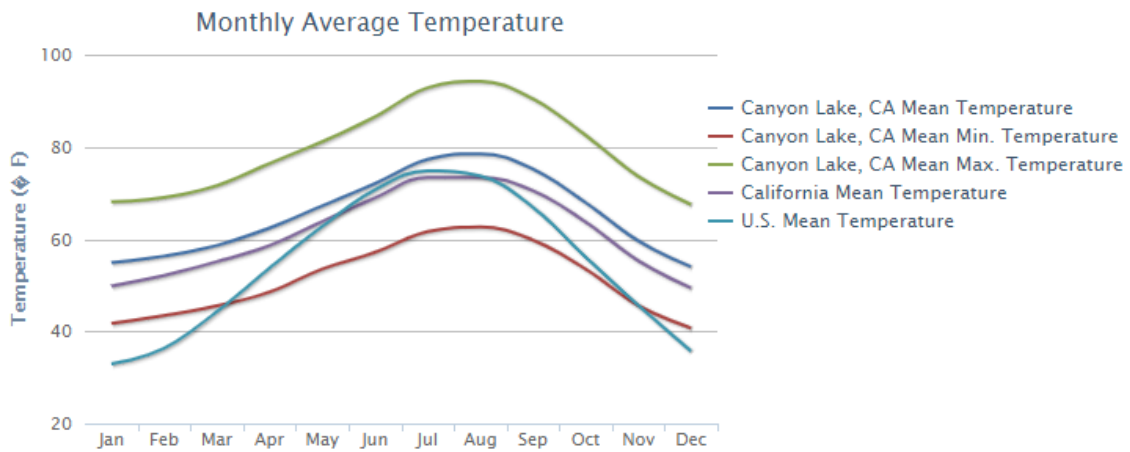
Extreme heat is any period when the temperature is high enough that overexposure can cause distress, including injury, heat-related illness, or death to humans and animals. Related to temperature is the heat index—an indicator of how hot it feels based on actual temperature and relative humidity. The higher the humidity, the hotter it feels due to the body’s inability to cool itself. The National Weather Service (NWS) publishes a Heat Index, shown in the next figure, to assist local planners in preparing for and mitigating the effects of extreme temperatures.⁸

Figure 21: NWS Heat Index



The weather in Canyon Lake rarely goes below freezing, and the months with the highest amounts of rainfall occurs between November and March. The average rainfall is 11.31 inches, which compares to 22.97 inches for California and 38.67 inches for the United States. It rarely rains between May and September, leading to higher wildland fire risks.

Figure 22: City of Canyon Lake Monthly Average Temperature



⁸ U.S. Department of Commerce, National Oceanic and Atmospheric Administration, National Weather Service. <http://www.nws.noaa.gov/om/heat/heat-images/heatindexchart.png>.

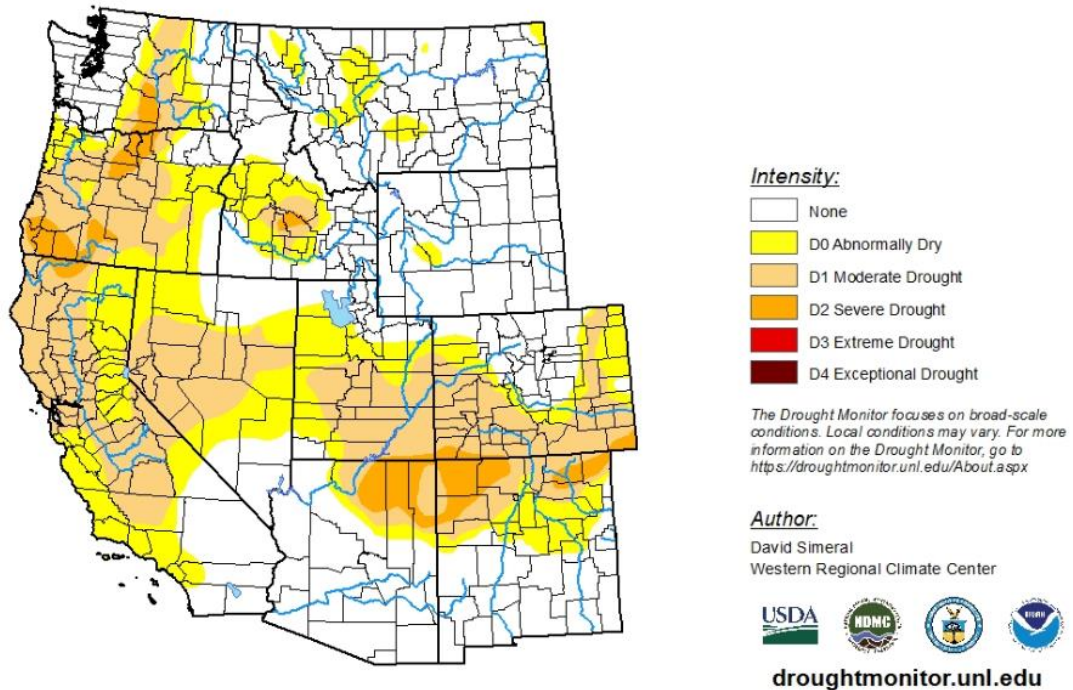
Drought

Drought is any period of dry weather, characterized by insufficient rain to grow crops or replenish surface water supplies. Droughts are gradual and persistent with secondary impacts on wildfire, crop production, oil and gas production, and socio-economic impact. Currently, portions of the west are reporting moderate and severe drought conditions. Abnormally dry conditions are observed in western Riverside County. Although the majority of Riverside County is currently not in drought conditions, four years ago, the same area was experiencing an extreme drought condition.⁹

Figure 23: City of Canyon Lake US Drought Index

**U.S. Drought Monitor
West**

March 31, 2020
(Released Thursday, Apr. 2, 2020)
Valid 8 a.m. EDT



⁹ United States Drought Monitor, <https://droughtmonitor.unl.edu/>.

Surface Water

Canyon Lake covers 383 acres (17% of land area) and has almost 15 miles of shoreline and is managed by the Elsinore Valley Municipal Water District. The Canyon Lake Property Owners Association (CLPOA) has surface rights for its members and has established rules and regulations for its operation. No jet skis, motorized boards, or personal motorized watercraft are allowed on the lake, and boats can be no longer than 21'6" in length. CLPOA's private security patrol monitors the lake for violations of community regulations.

A fire involving a boat will require special operations because of accessibility issues based on the location of the incident. The CLPOA security patrol has limited abilities to extinguish a fire other than the extinguisher on its boat.

Access to a watercraft fire at a dock will require fire department personnel to stretch hose lines between homes to reach the incident. Public marinas will require additional hose lines unless the facility has a fire standpipe system installed to provide additional protection. A standpipe system is pre-installed piping designed for fire personnel to connect their hose lines to when extended lays are required. This reduces the time to place the hose lines into operation. If standpipes are not provided, pre-incident planning should occur to develop strategies and appropriate tactics during an incident.

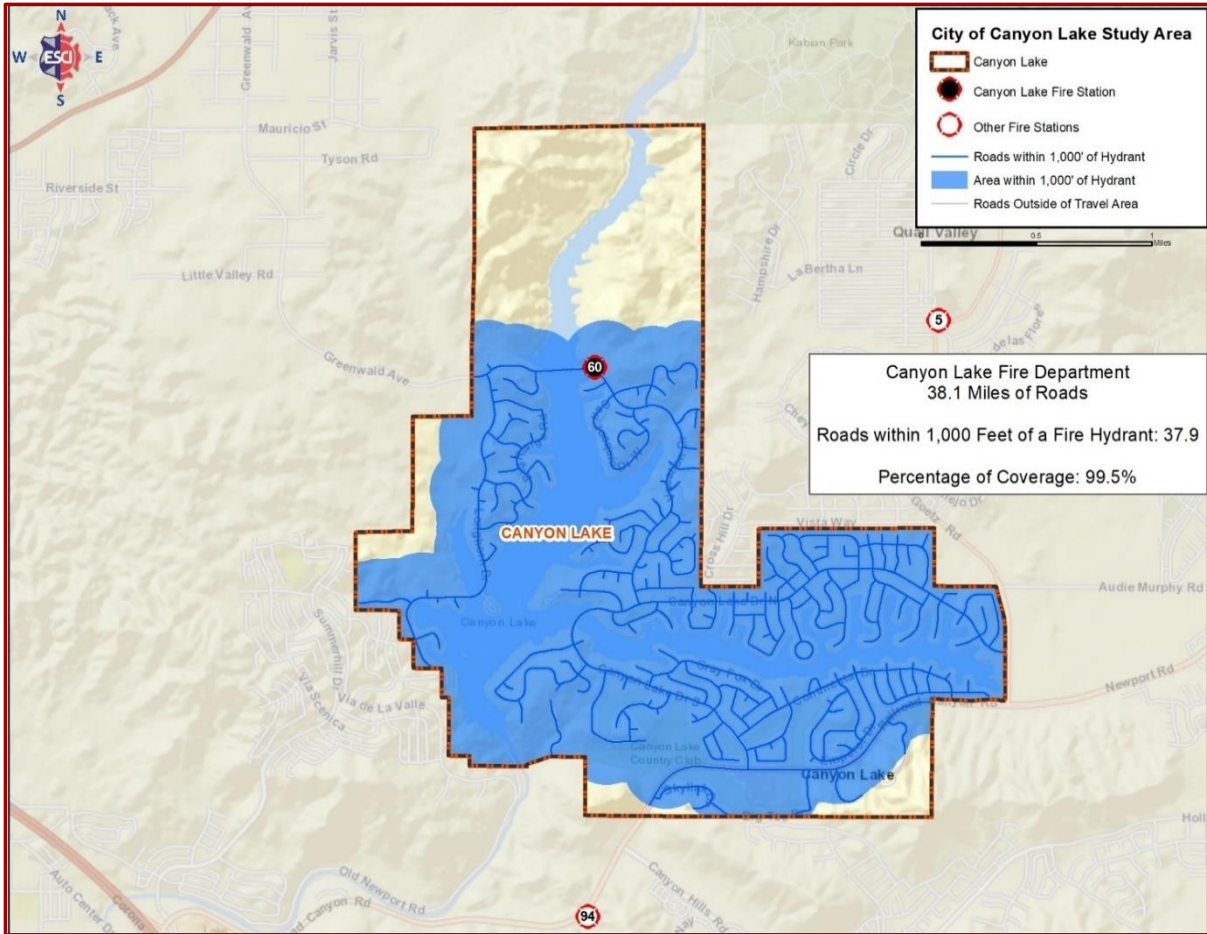
Water Distribution and Hydrants

Without an adequate water supply for Canyon Lake, it would be difficult to extinguish a fire. A properly designed distribution system, including adequately sized water mains and hydrants, provides the fire department water during an incident. The Insurance Services Office (ISO) evaluates a community for adequate water supply to extinguish a fire and one criterion is the location and distribution of fire hydrants.

Water for drinking and fire suppression is provided primarily by Elsinore Valley Municipal Water District (EVMWD) to 155,000 customers and over 97 square miles and includes most of Canyon Lake. The remainder of the city is served by Eastern Municipal Water District (EMWD). The hydrant coverage within 1,000' of all roads is 99.5%, as depicted in the following figure.

ISO grants points for inspections of fire hydrants if conducted annually. The points are reduced until none are received if no inspections occur within a five-year period. Both EVMWD and EMWD provide minimal hydrant inspections. Both companies do repair all hydrants not operable when notified of an issue. No information has been provided by CAL FIRE Riverside County to determine if they inspect hydrants within Canyon Lake.

Figure 24: Roads within 1,000' of a Fire Hydrant



Community Risk Reduction

Community Risk Reduction can be defined as, "The identification and prioritization of risks followed by the integrated application of resources to improve public safety and reduce increasing call volumes."¹⁰ The goal is to incorporate emergency operations with prevention efforts at the fire station level. The station-level approach is preferred because risks vary from one station to another and even within a station's district. Simply put, CRR is examining problems and developing prevention or mitigation strategies to reduce hazards.

The previous information is designed to take a snapshot of the risks in Canyon Lake and ultimately used to create risk reduction programs for the community. Data collected from this feasibility study and continued analysis in the future creates an opportunity to determine if specific hazards are increasing or decreasing based on incident response. Risks may change as new development or demographic change occurs in Canyon Lake that impacts service delivery.

Figure 25 is a basic methodology offered by Vision 20/20 to identify and analyze risks within a community.¹¹ Vision 20/20's website (www.strategicfire.org) provides substantial information on how to create a community risk reduction plan.

Figure 25: The Community Risk Assessment Process



¹⁰ Vision 20/20.

¹¹ Retrieved from <http://strategicfire.org/wp-content/uploads/2016/04/Community-Risk-Assessment-Guide-v1.5.pdf>.

REGULATORY IMPACTS

The prospective City of Canyon Lake Fire Department would require the following actions to conform to the regulatory impacts:

- Provision of emergency medical and fire-based services.
 - The City would need to apply to the REMSA to provide any level of emergency medical services. The recommended level of service is Paramedic Advanced Life Support and EMT Basic Life Support. This level of service also requires personnel to attain and maintain County Accreditation and certification through application, testing, and training.
 - The City would need an agreement with a local hospital for the Medical Control. This provides the fire department oversight of the pre-hospital EMT and Paramedic personnel.
 - The City would need an agreement with a Board-Certified Emergency Medical Physician. This provides the fire department with licensed oversight of the EMT and Paramedic personnel. This also provides access to controlled substances that are carried on the fire unit in a Drug Box that provides life-saving medications for patients.
 - The City would need to acquire a DEA license for the delivery of controlled substances to stock and refill the Drug Box as needed.
 - California OSHA requirements for full-time and reserve firefighter operations.
 - California State Fire Marshal training certification requirements for all fire suppression positions.
- State-Mandated Fire Code Inspections
 - The City would need to perform or contract qualified services to perform annual inspections of State-Mandated Facilities, which include schools, care homes, apartments, and medical facilities. The City is required to report the status of these inspections annually and include this during the fiscal budget adoption process.
- Hazardous Materials Program: Certified Unified Program Authority (CUPA) Reporting and Management
 - The City would need an agreement with Riverside County to manage the CUPA requirements for the City.

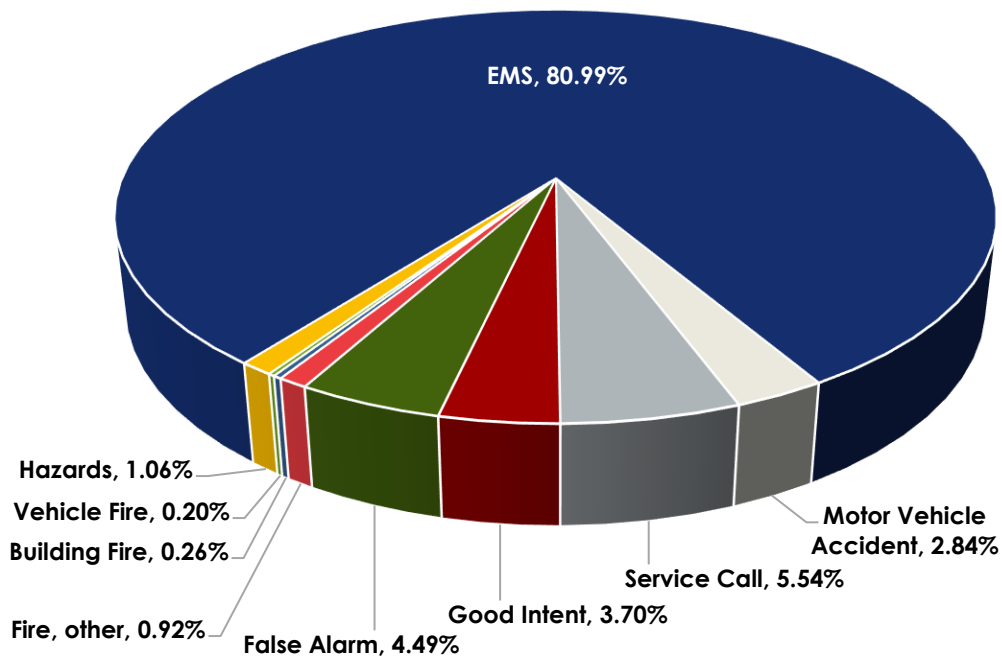
SERVICE-DELIVERY & OPERATIONAL PERFORMANCE

Service-Demand Analysis

In the service demand analysis, ESCI reviews current and historical service demand by incident type and temporal variation. GIS software provides a geographic display of demand. ESCI utilized the National Fire Incident Reporting System (NFIRS) data provided by CAL FIRE Riverside County to illustrate the specific call types and volume increases over the past two calendar years.

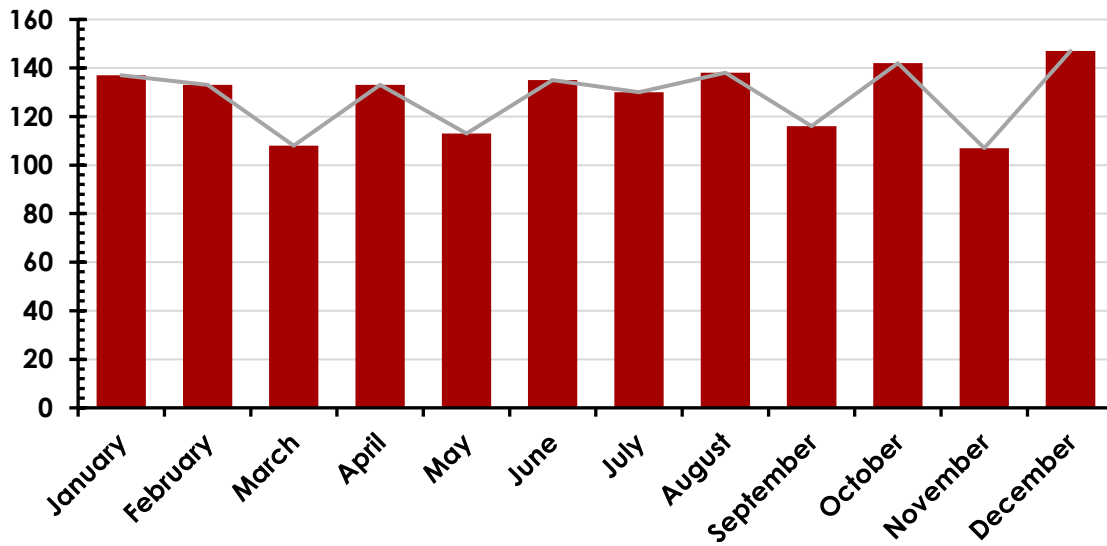
The following figures display historical City of Canyon Lake responses by CAL FIRE Riverside County and overall service demand for the previous two calendar years and a breakdown by NFIRS incident category for incidents between January 2018 and December 2019 (study period). The incidents displayed in the following figure represent all incident types.

Figure 26: City of Canyon Lake Fire/EMS Service-Demand, 2018–2019



In 2018, CAL FIRE Riverside County responded to a total of 760 incidents within the City of Canyon Lake. EMS-related incidents represent the highest percentage in incidents at 80.9%. After EMS incidents, service calls and false alarms constitute the greatest amount of service demand at more than five and four percent, respectively. "False Alarms" include manual and automatic fire alarms in which no fire problem was identified. Other Fire incidents represent slightly lower than one percent (0.92%) of overall service demand during the study period. "Other Fires" include all types of fires, not including structure and vehicle. The next figure demonstrates service demand during the study period by month.

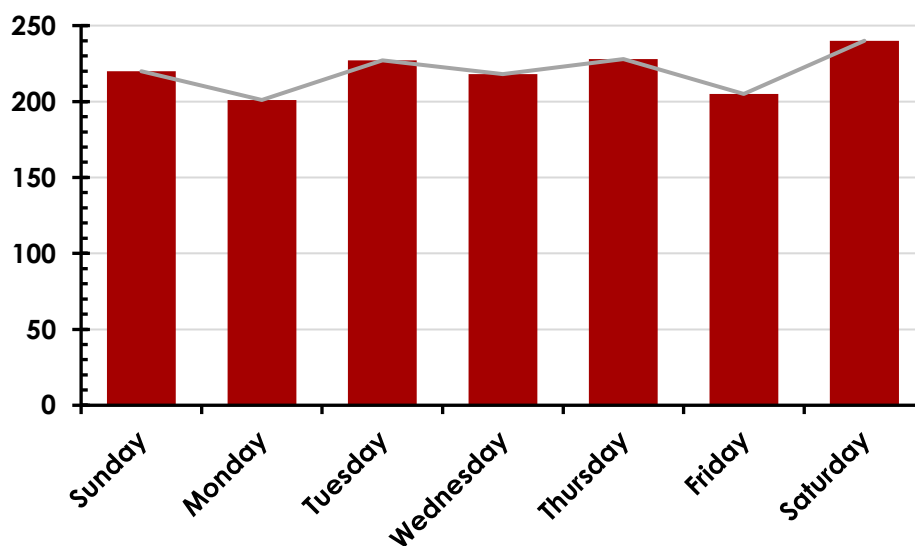
Figure 26: Service Demand by Month of Year, 2018–2019



Service demand remains relatively consistent throughout the year. The busiest month in Canyon Lake for CAL FIRE Riverside County is December, which accounts for over nine percent (9.6%) of the total call volume for the study period (147 incidents). March and November were the slowest months, accounting for 7% of the total call volume (215 incidents). The range between the busiest month and the slowest month is over two percent (2.6%).

The next figure continues the temporal analysis with an examination of service demand by day of the week.

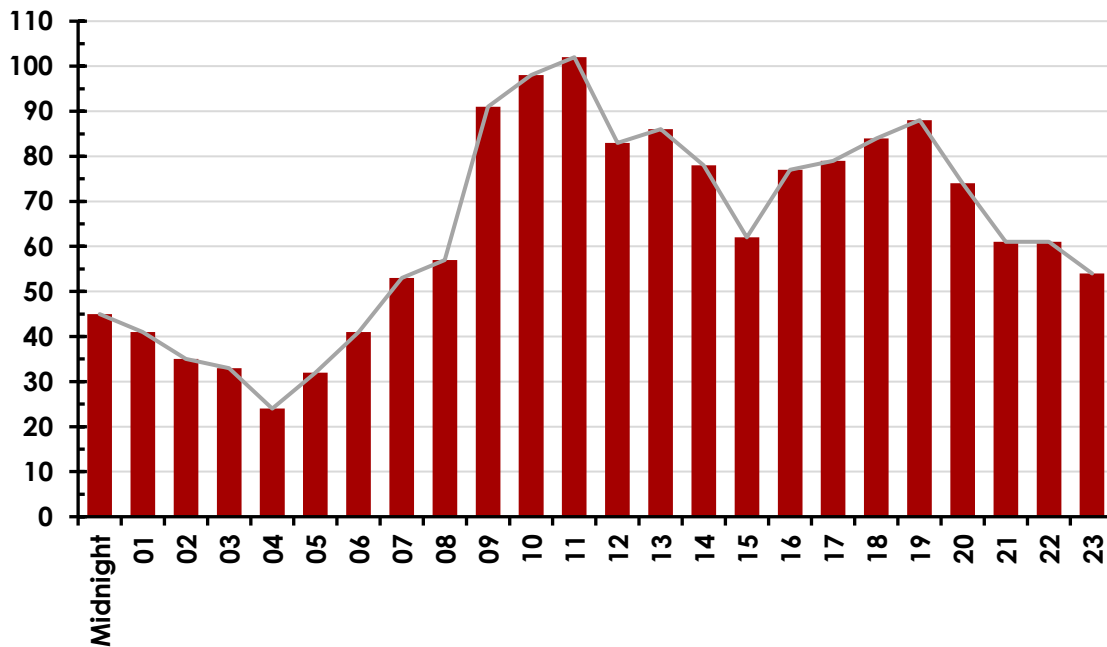
Figure 27: Service Demand by Day of the Week, 2018–2019



Like the service demand by month, the demand by day of the week remained relatively consistent. Saturdays are the busiest day in Canyon Lake for CAL FIRE Riverside County and account for 15.6% of the total call volume throughout the study period (240 incidents). If there are recreational activities on Canyon Lake, this could potentially contribute to the increase on Saturdays. Mondays are the slowest day accounting for 13.1% of the total call volume (201 incidents). While demand varies from day to day, the percentage range between the busiest and the slowest day is not significant at just 2.5%.

The final temporal analysis of service demand examines service demand by the hour of the day.

Figure 28: Service Demand by Hour of the Day, 2018–2019



Analysis of service demand regarding specific times of the day revolves largely around the activities of the general population, with workload increasing during daytime hours and decreasing during nighttime hours, as illustrated in Figure 28. Incident activity is at its highest between 9:00 a.m. and 7:00 p.m. Over sixty percent (60.3%) of Canyon Lake's calls for service occurred between these hours, which would be expected. The highest incident activity is at 11:00 a.m., with more than six percent (6.6%) of the total activity per day (102 incidents). The slowest hour for activity is at 4:00 a.m., which accounted for more than one percent (1.6%) of the days call activity (24 incidents).

It should be noted that while demand is lower in the early morning hours, fatal residential fires occur most frequently late at night or in the early morning. From 2014 to 2016, fatal residential fires were highest between 1:00 a.m. to 2:00 a.m. The 8-hour peak period (11 p.m. to 7 a.m.) accounted for 48% of fatal residential fires.¹

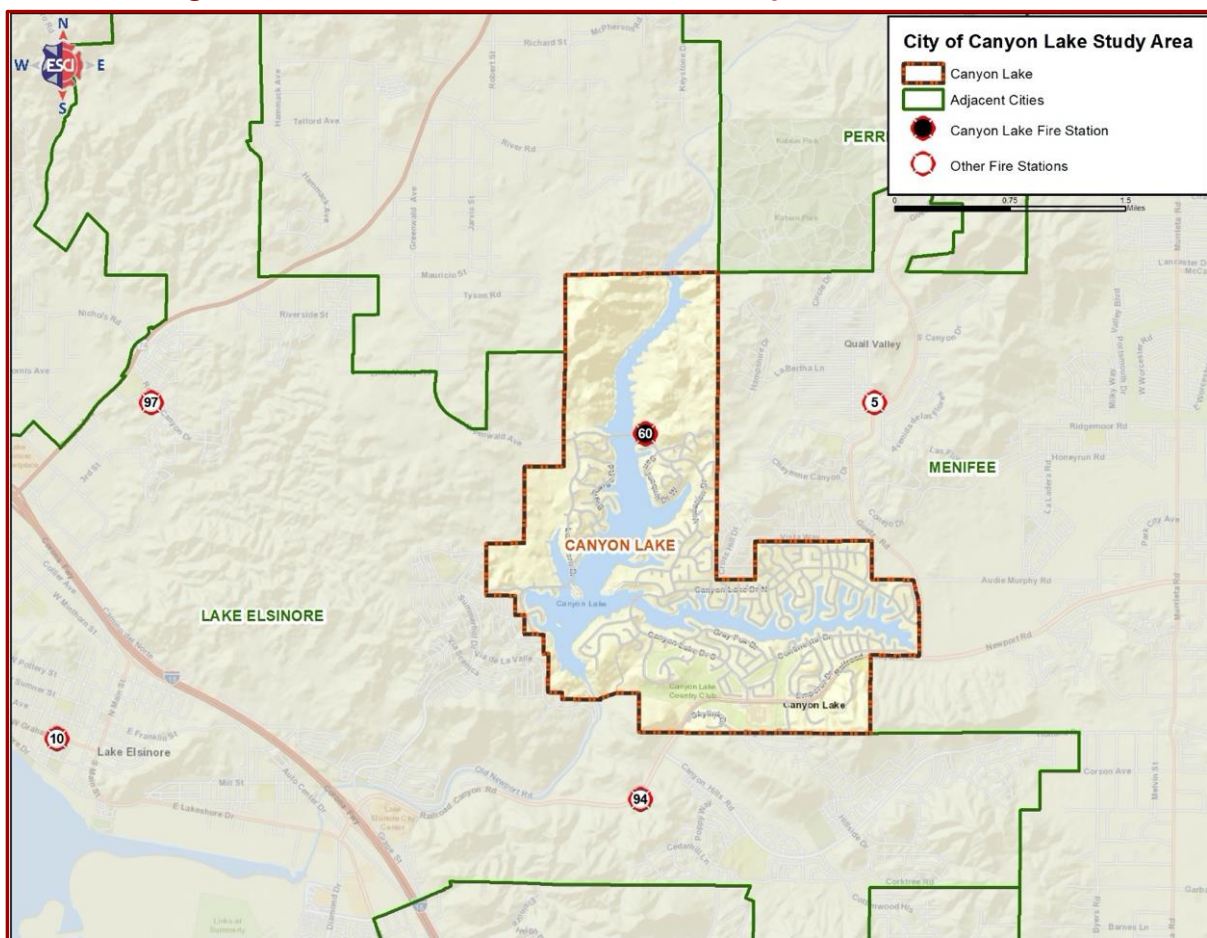
Distribution Analysis

Distribution analysis evaluates how well physical resources are deployed across a specific geographic area. For fire protection, several industry standards specify how fire stations should be distributed. The National Fire Protection Association (NFPA) recommends that fire departments serving urban areas with career personnel site fire stations and resources to respond quickly to incidents with requisite resources and workforce.

For fire and special operations incidents, the NFPA 1901 Standard states that units will respond to 90% of emergency incidents within 5 minutes, and 20 seconds, which includes 80 seconds of turnout time and 4 minutes of travel. For EMS incidents, units must respond to 90% of emergency incidents within 5 minutes total response time that includes 60 seconds of turnout time and 4 minutes of travel.

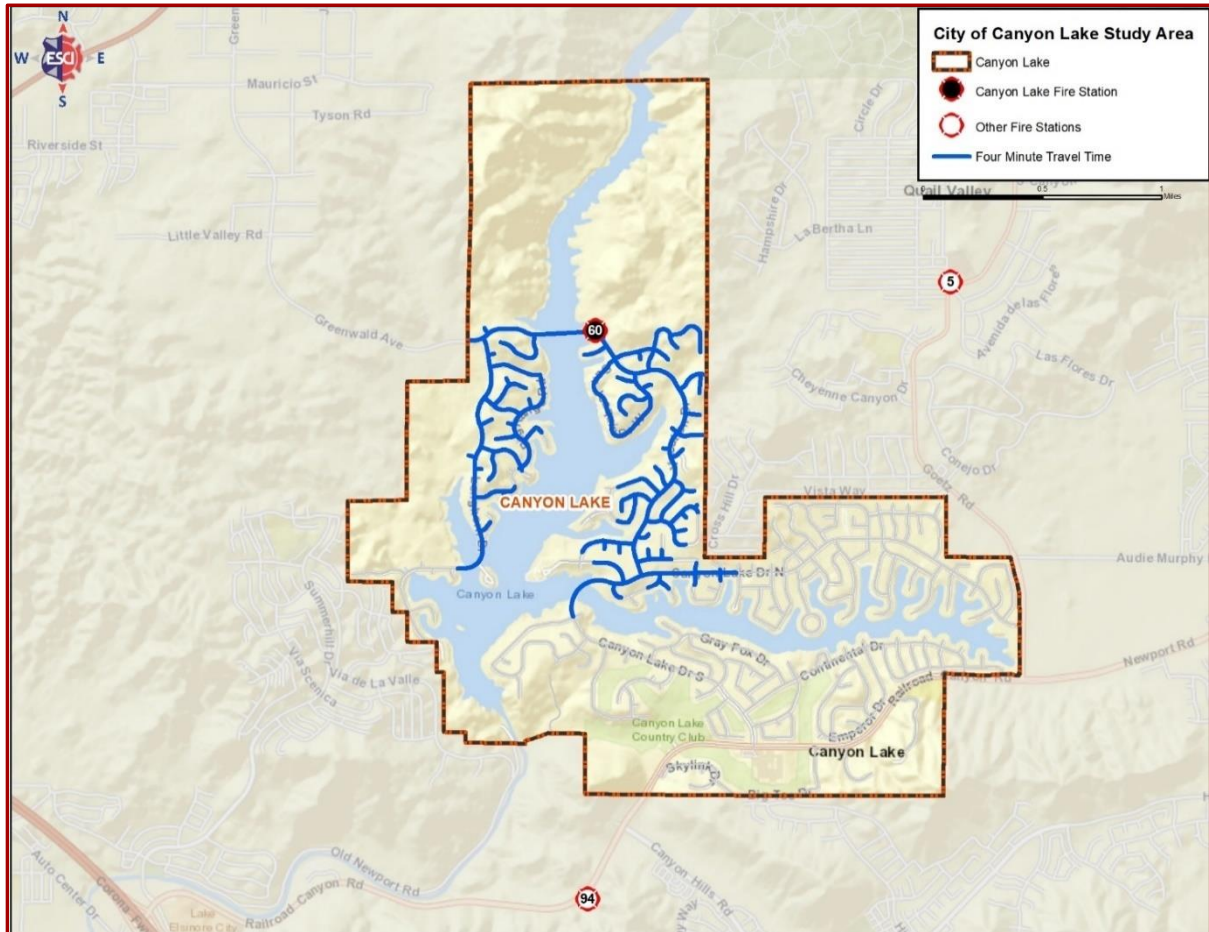
The following figure illustrates the distribution of Canyon Lake's Fire Station as well as CAL FIRE Riverside County stations that could provide mutual aid to the City.

Figure 29: Current CAL FIRE Riverside County Station Distribution



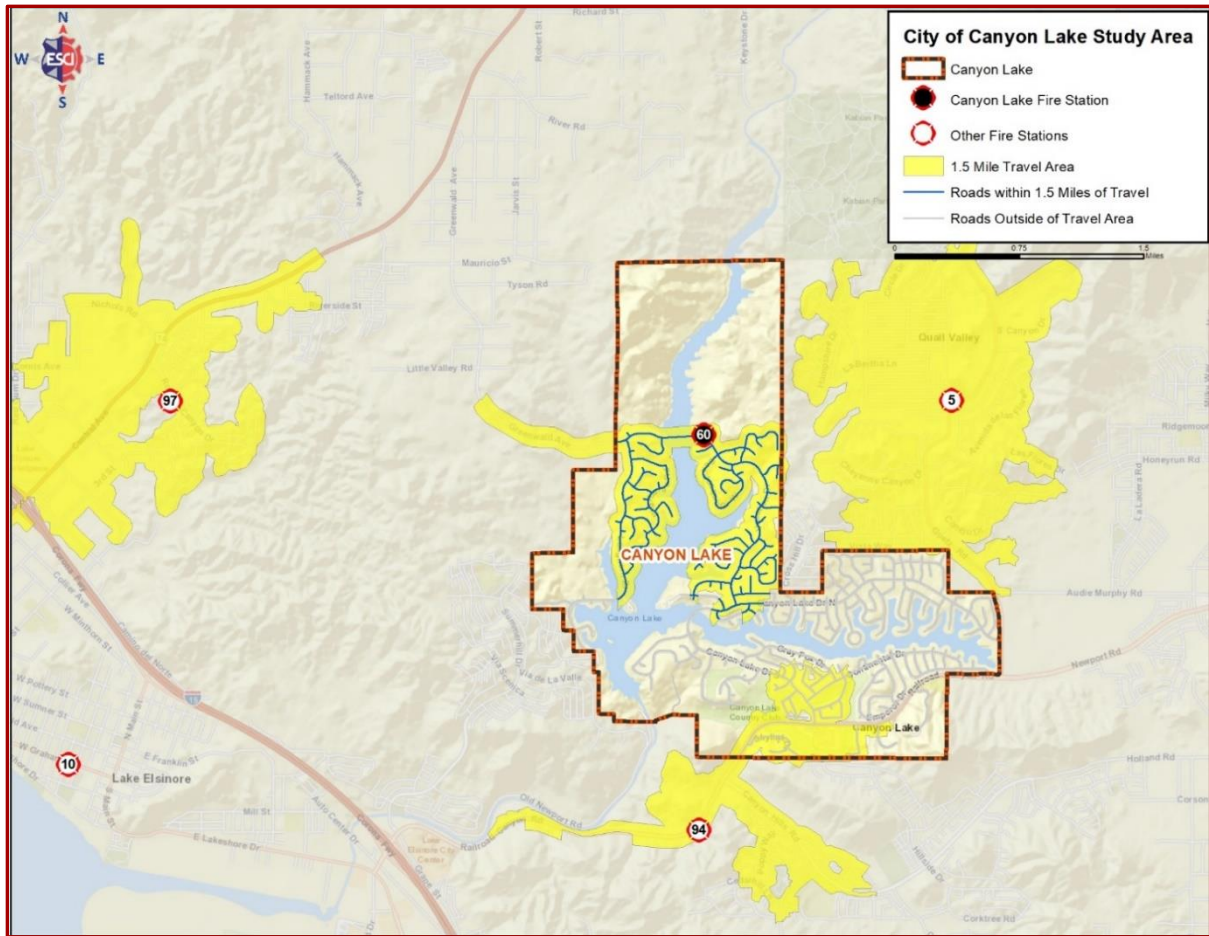
As illustrated in Figure 29, the current station location is in an area somewhat remote from the densest areas of Canyon Lake. The following figure indicates a travel time of 4 minutes from the current station. This map assumes all response units are in stations and available for response and does not include turnout time.

Figure 30: 4-Minute Travel Model from Existing Station 60



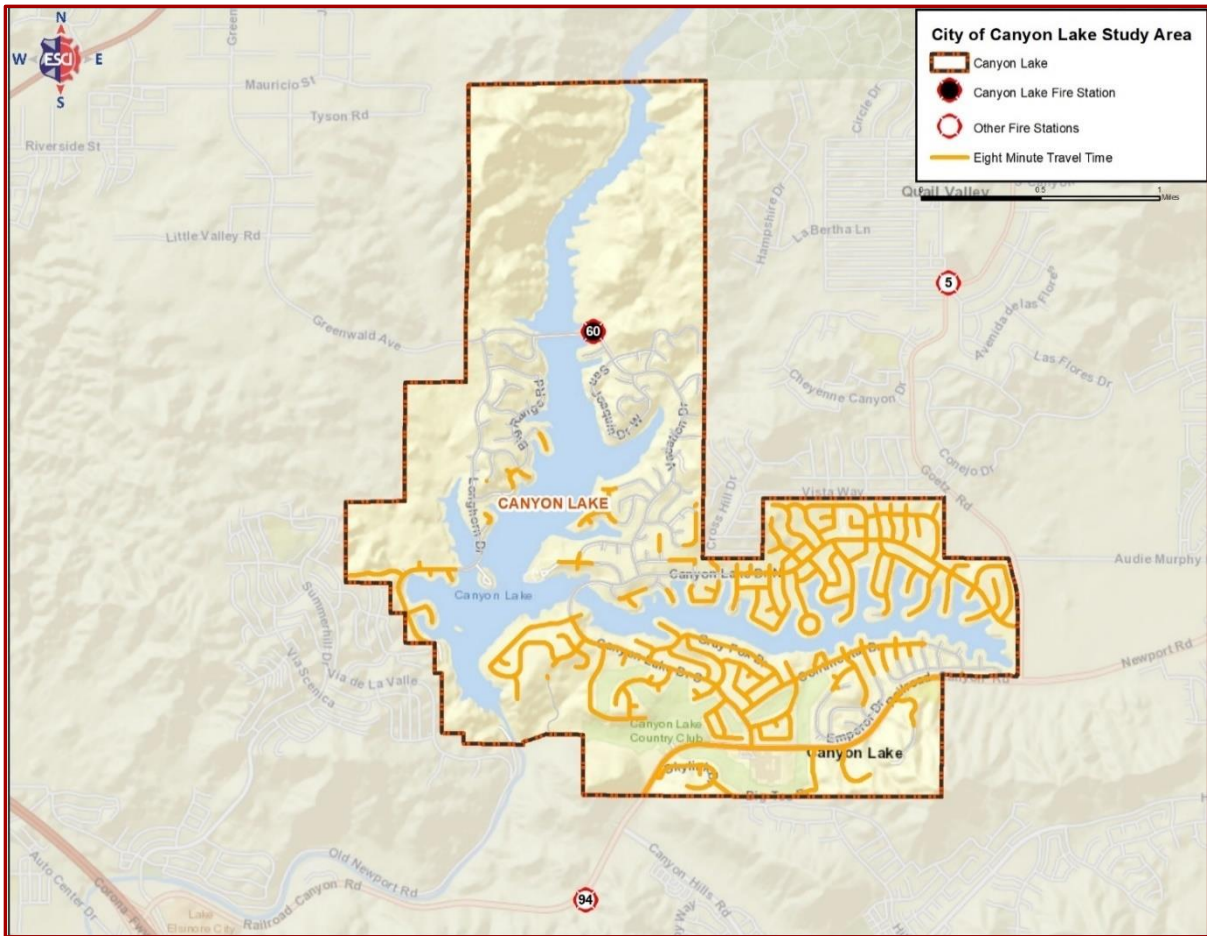
Based on the 4-minute travel time response projections, CAL FIRE Riverside County Canyon Lake Station 60 has the ability to provide coverage to 11.3 road miles, or 29.7% of the service area based upon a 1.5-mile engine company service area.

Figure 31: 1.5-Mile Travel Model from Area Fire Stations



Based on ISO criteria for engine company service area deployment credit, the three CAL FIRE Riverside County fire stations that currently provide first response to fires in Canyon Lake have the ability to provide coverage to 16.6 road miles, or 43.6% of the service area based upon a 1.5-mile engine company service area.

Figure 32: 8-Minute Travel Model from Existing Station 60



As shown above, Canyon Lake has 38.1 road miles, and the 8-minute travel time covers 37.7 road miles, which returns a 99% coverage rate. The only area not covered by the eight-minute travel time is a cul-de-sac on the south side of the lake.

Figure 33: City of Canyon Lake Study Area Travel Times

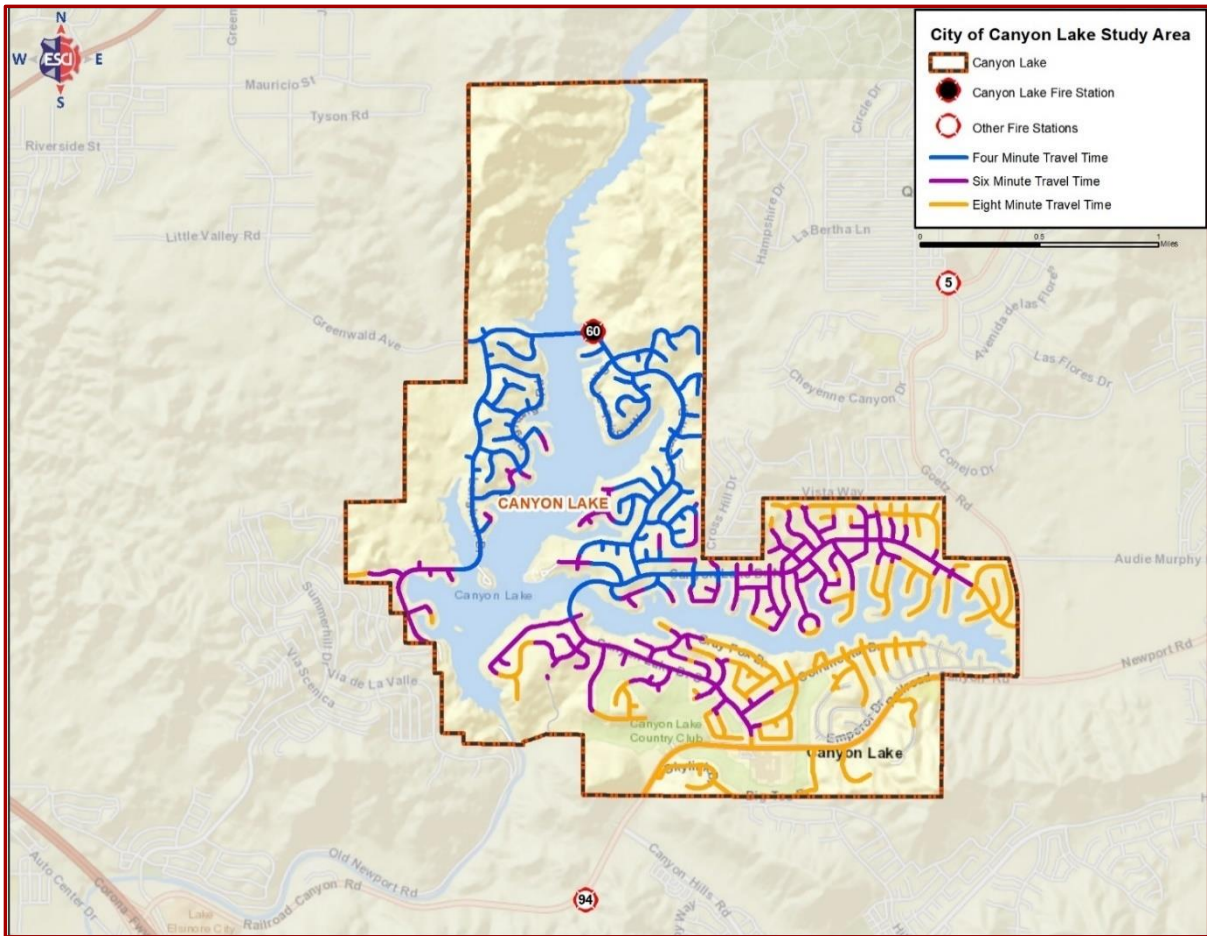


Figure 33 shows travel times of four, six, and eight minutes from Station 60. The 4-minute travel time covers 11.3 road miles, which is a 29.7% coverage rate. The 6-minute travel time covers 35.5 road miles, which returns a 93.2% coverage rate. The 8-minute travel time, as noted earlier, covers 37.7 road miles, which returns a 99% coverage rate.

Concentration Analysis

Call Concurrency

Simultaneous or concurrent incidents can affect a fire department's ability to summon sufficient resources to respond to additional emergency incidents. The larger number of calls that occur at the same time can drastically stretch available responses, thus leading to extended response times from more distant resources.

In the following figure, ESCI examines and demonstrates the percentage of time that CAL FIRE Riverside County resources were committed to more than one incident at the same time during the study period.

Figure 34: CAL FIRE Riverside County Concurrent Incidents, 2018–2019

	2018	2019	Average
Single Incident	94.6%	96.3%	95.5%
2	5.4%	3.7%	4.5%

On average during the two-year study period, single incidents in which concurrent incidents were not occurring accounted for 95.5% of the overall incidents for CAL FIRE Riverside County. In addition, 4.5% of the time, two incidents were occurring.

While the percentage of concurrent incidents is under five percent, what must be considered is when the concurrent incident requires multiple apparatus to respond, such as a structure fire. In 2019, there were two incidents where either multiple apparatus were on the initial incident or the concurrent incident. The impact that must be considered is the prolonged response time for the concurrent incident since resources may be drawn from a further location. The importance of mutual aid agreements is one of the keys to providing the best coverage to the citizens of Canyon Lake.

Unit Hour Utilization

Unit hour utilization is an important workload indicator. It is calculated by dividing the total time a unit is committed to all incidents during a year divided by the total time in a year. Expressed as a percentage, it describes the amount of time a unit is not available for a response since it is already committed to an incident. The larger the percentage, the greater a unit's utilization and the less available it is for assignment to an incident.

Unit hour utilization is an important statistic to monitor for those fire agencies using percentile-based performance standards. A response unit with greater than 10% utilization will not be able to provide an on-time response to its 90% target even if response is its only activity.

The next figure displays the total time that CAL FIRE units were committed to an incident in Canyon Lake during the study period, according to CAD data provided. The City of Canyon Lake is currently protected by Fire Station 60 located on Vacation Drive, Fire Station 5 located on Goetz Road, and Fire Station 94 located on Railroad Canyon Road. The location of the incident will dictate which fire station(s) respond to the incident. If Canyon Lake creates its own fire department, Fire Station 60 may need to provide the initial response coverage to the entire city. Because of this, for the purposes of Unit Hour Utilization, an evaluation of all first arriving apparatus that responded into Canyon Lake, regardless of which station the apparatus responded from. The number of responses, duration of commitment time is more accurate than if only Engine 60's unit hour utilization was utilized. To provide further context, Engine 60 was the first arriving apparatus on 371 incidents, just over 47% of the 782 incidents.

Figure 35: CAL FIRE Riverside County Unit Hour Utilization (UHU), 2018–2019

Unit	Number of Responses	Average	UHU	Total Hours
Multiple	782	00:21:10	3.1%	275:54:58

Figure 35 displays the average time each apparatus was committed to an incident in Canyon Lake. The UHU of the CAL FIRE Riverside County units is 0:21:10 or 3.1%. The average time spent on the scene by each of the three fire engines noted above, was just over 21 minutes for each incident.

Performance Summary

In the performance analysis, ESCI examines emergency incident response time performance within the City of Canyon Lake service area. The data used for this analysis is January 2018 through December 2019 emergency responses extracted from the CAL FIRE Riverside County records management software (RMS). ESCI removed non-emergency incidents, mutual or automatic aid incidents outside of Canyon Lake, data outliers, and invalid data points from the data set when discovered.

In analyzing response performance, ESCI generates percentile measurements of response time performance of CAL FIRE Riverside County. The use of percentile calculations for response performance follows industry best practices and is considered a more accurate measure of performance than “average” calculations. Commonly, the “average” measure is used as a descriptive statistic also called the mean of a data set. The reason to not use averages for performance standards is that they may not accurately reflect the performance for the entire data set and may be skewed by data outliers. One particularly good or bad value could skew the average for the entire set. Percentile measurements are a better measure of performance since they show that most of the data set has achieved a level of performance.

Fire service best practice documents such as the Center for Public Safety Excellence (CPSE) *Community Risk Assessment: Standards of Cover, 6th Edition* and the National Fire Protection Association (NFPA) 1710: *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments* recommend measuring emergency response time performance at the 90th percentile; meaning 90% of emergency responses occur in the stated value or less.^{2,3} In basic terms, the 90th percentile means that ten percent of the values are greater than the value stated, and all other data is at or below this level. This can then be compared to the desired performance objective to determine the degree of success in achieving the goal.

Industry best practices recommend measuring response performance from the time the emergency call is received at the dispatch center to the arrival of the first fire department apparatus. Tracking the individual components of the total response time allows for identifying deficiencies and areas for improvement.

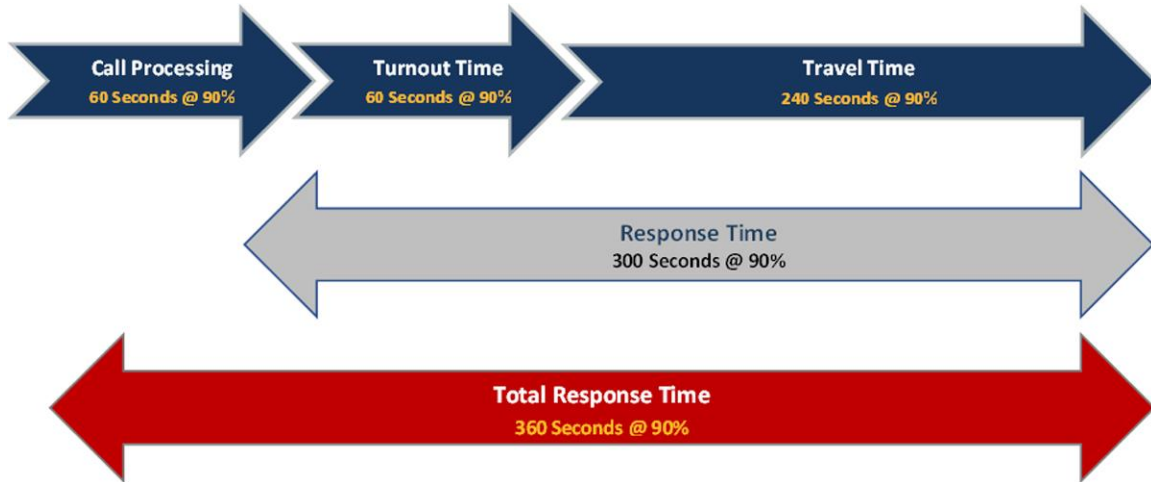
While progressing through the performance analysis, it is important to understand that each of the components of response performance is not cumulative. Each component is analyzed individually and the point at which the fractile percentile is calculated exists in a set of data unto itself.

The following are the individual components analyzed by ESCI.

- **Call Processing Time:** The amount of time between when a dispatcher answers the 911 call and resources are dispatched.
- **Turnout Time:** The time interval between when units are notified of the incident and when the apparatuses are responding.
- **Travel Time:** The amount of time the responding unit actually spends on the road to the incident.
- **Response Time:** A combination of turnout time and travel time. This is the most commonly used measure of fire department response performance.
- **Total Response Time:** Total Response Time equals the combination of "Processing Time," "Turnout Time," and "Travel Time."

Total response time is the amount of time in which a citizen or visitor waits for resources to arrive on the scene of an emergency after placing a 911 call. This process begins for CAL FIRE Riverside County once the appropriate unit is dispatched from the communications center. NFPA 1710 recommends that call processing is completed in 60 seconds, turnout time is 60 seconds, travel time is 240 seconds, and response time is 300 seconds, 90% of the time.

Figure 36: NFPA 1710 Response Time Measurements



It is important to note that NFPA 1710 does not actually specify a total response time performance goal (received at dispatch to the first unit on the scene). The values displayed (360 seconds) in the preceding figure is the sum of the specified goals from the various components of total response time.

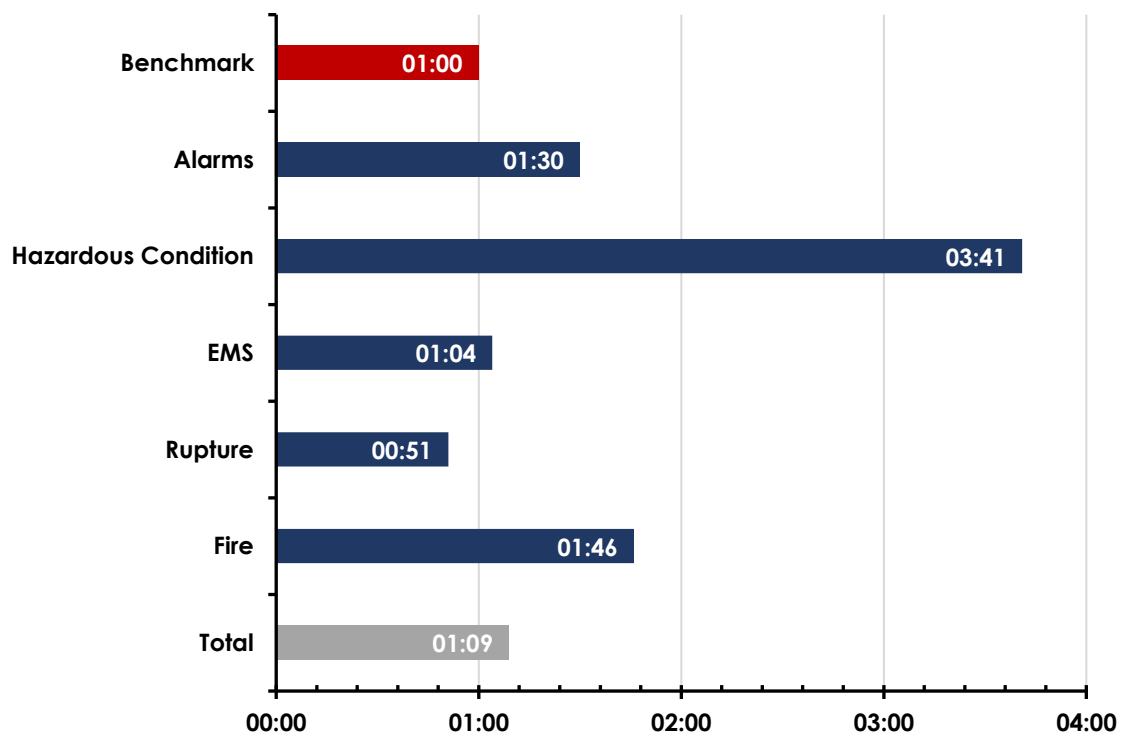
While CAL FIRE Riverside County does not meet all of the NFPA 1710 performance goals, this does not infer that CAL FIRE Riverside County is performing poorly. However, it is imperative that the fire department is aware of the current performance. Tracking the individual pieces of response time performance enables the fire department to identify deficiencies and areas for improvement. As previously discussed, the NFPA standard is not a mandate; but does represent an industry best practice that is based on current research and data that is periodically reviewed and updated.

Call Processing

The call processing component includes the time at which dispatch receives the call to when the resources are dispatched. As displayed in the next figure, call processing time performance does not meet the NFPA 1710 standard of 60 seconds. Examination of the CAL FIRE Riverside County 2018 and 2019 data reveals that call processing time exceeded the benchmark in each category except for one. On average, CAL FIRE Riverside County exceeds the NFPA benchmark by 0:21 in all other categories.

The following figure illustrates the call processing performance for CAL FIRE Riverside County response area during the study period.

Figure 37: Call Processing at the 90th Percentile, 2018–2019

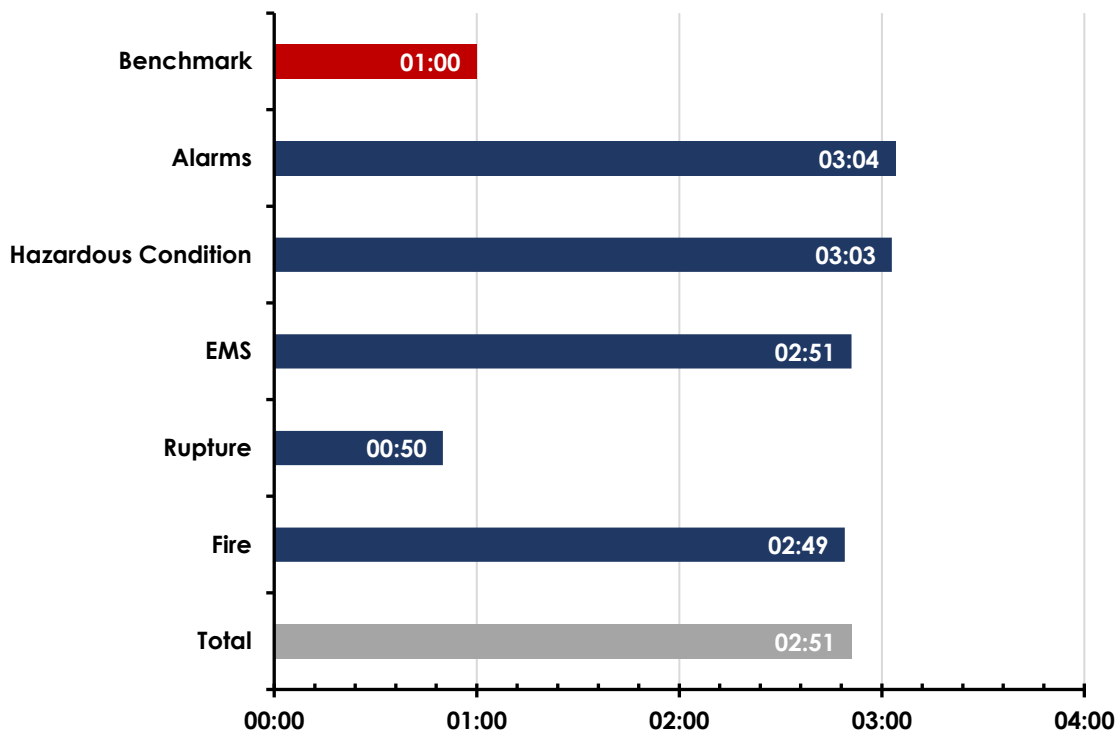


Turnout Time

The turnout time component begins when emergency personnel are notified to respond by the dispatch center and ends when the apparatus begins to respond. Turnout time is one area of the overall response time that field personnel have at least some ability to control, given proper facilities that allow for rapid and efficient movement of personnel.

The following figure illustrates CAL FIRE Riverside County's 90th percentile turnout time performance for the first apparatus on scene at an emergency incident during the study period.

Figure 38: Turnout Performance at the 90th Percentile, 2018–2019



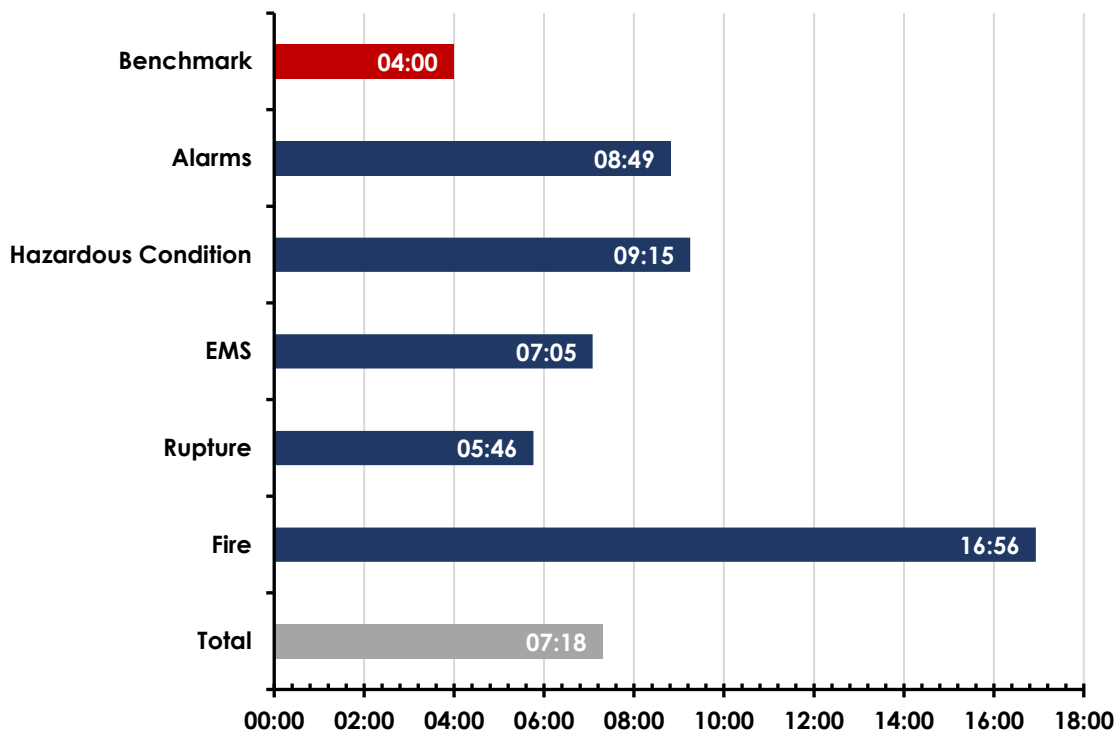
As seen in the previous figure, CAL FIRE Riverside County exceeds the NFPA 1710 benchmark in all categories with one exception. Other than the single incident category, the turnout time performance does not vary much based on the different incident types. On average, CAL FIRE Riverside County exceeds the 60-second benchmark by 1:51.

Travel Time

Travel time is the time from when an apparatus leaves the station to when the apparatus reaches the scene of an emergency. Travel time is one component of total response time that is rarely controllable by fire department personnel. The existing road network, traffic congestion, intersections, construction, and distance between stations all play crucial roles in travel time.

The following figure illustrates travel time performance throughout the CAL FIRE Riverside County response area during the study period.

Figure 39: Travel Performance at the 90th Percentile, 2018–2019



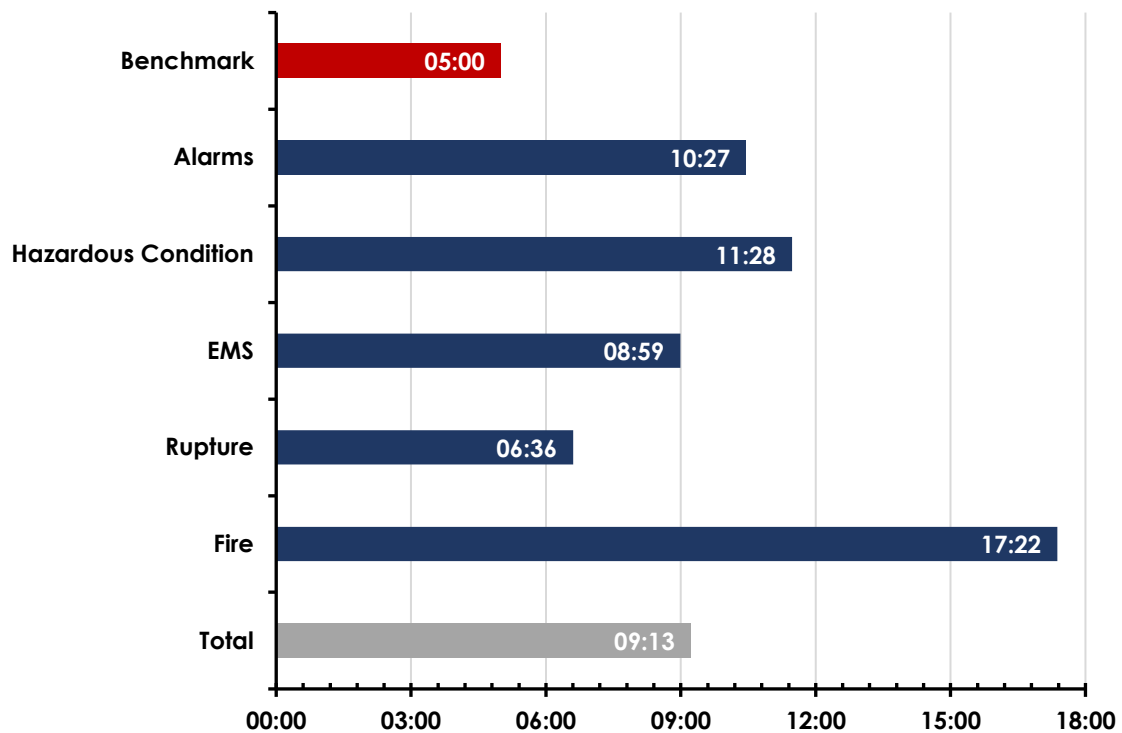
As illustrated, the travel time performance for CAL FIRE Riverside County exceeds the NFPA 1710 benchmark of four minutes in all categories. On average, CAL FIRE Riverside County exceeds the 4-minute benchmark by 3:18.

Response Performance

As previously discussed, the most commonly utilized measure of fire department response is a combination of turnout time and travel time referred to as response time or response performance. This is the time from when fire personnel are notified of an incident by dispatch to when the first apparatus arrives on the scene.

The following figure illustrates emergency response performance for CAL FIRE Riverside County response area during the study period.

Figure 40: Response Performance at 90th Percentile, 2018–2019



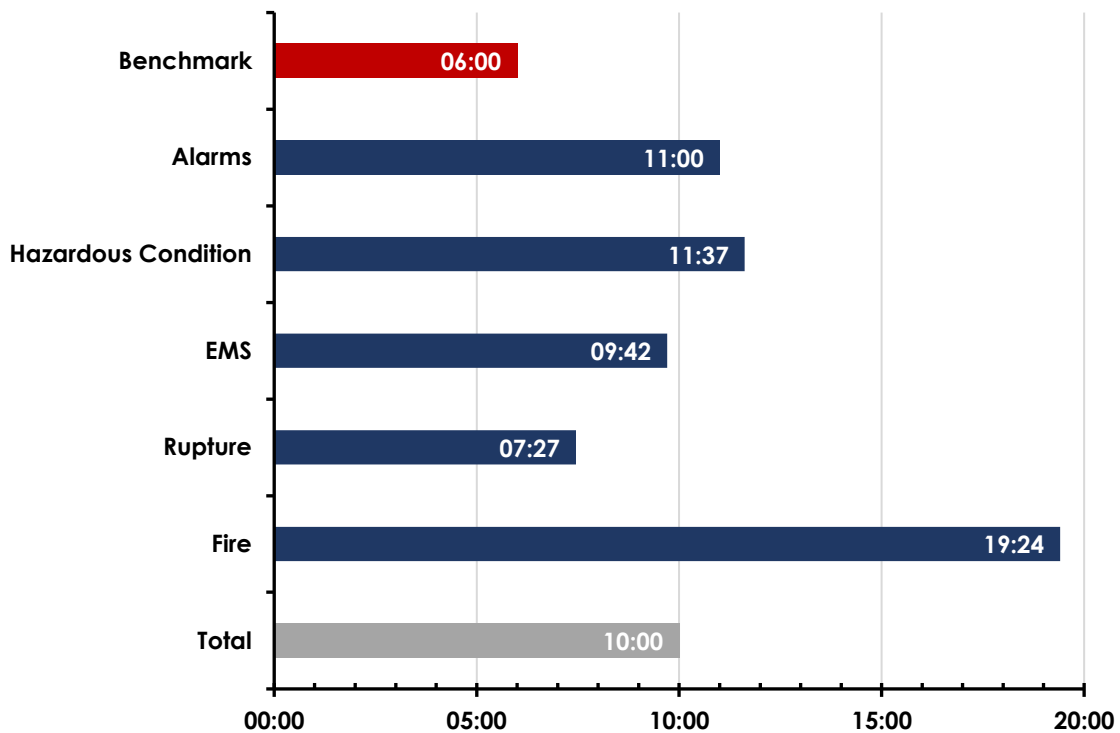
NFPA 1710 provides a recommendation of 60 seconds for turnout time and 4 minutes for travel time, which equals five minutes for response time. As would be expected since CAL FIRE Riverside County exceeds the recommendations in both turnout time and response time, response time exceeds the 5-minute benchmark as well in all categories. On average, CAL FIRE Riverside County exceeds the benchmark by 4:13.

Total Response Time Performance

Total response time performance is the time from when the 911 call is answered by dispatch until the first apparatus arrives on the scene of the incident. Utilizing the total response time continuum from NFPA 1710, the recommendation for total response time at the 90th percentile is 6 minutes.

The next figure illustrates CAL FIRE Riverside County Total Response Time performance during the study period.

Figure 41: Total Response Time Performance at the 90th Percentile, 2018–2019



Again, as can be expected since CAL FIRE Riverside County exceeds the benchmarks in all analyzed components, total response time performance exceeds the 6-minute benchmark in all categories. On average, the CAL FIRE Riverside County total response time is 10:00, exceeding the benchmark by 4:00.

Section II: CONFIGURATION OF A CITY-OWNED FIRE DEPARTMENT

FIRE DEPARTMENT CONCEPTUAL DESIGN OVERVIEW

Governance & Administration

A fire department does not “just happen.” State and local guidelines must be met to form the agency, and the City must be allowed, by its organizing documents, to have the flexibility to create such an agency. The City’s creation of the organization must establish to whom the department leader reports and from whom he receives his direction and the expected services levels to be delivered. This structure must also identify the leadership team of the department and its authorities and responsibilities.

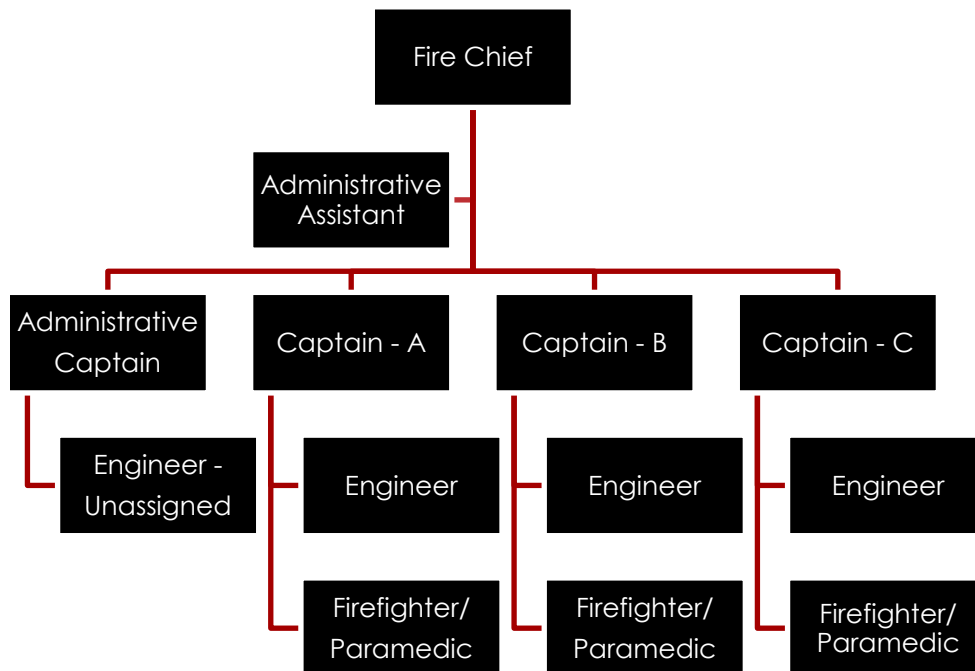
Records Management System

A system must be developed to adequately document each response to which the Department responds. This is necessary for several reasons. Agencies are, more often than not, requested to provide reports to property owners or their insurance companies, regarding the actions taken by the fire department on their arrival at an incident. The fire department usually investigates the cause and origin of the fire and should be in a position to provide that information. Similarly, a record of the interventions performed during a medical incident must be documented. Most of these reports are completed to establish a defense from legal claims filed by property owners or persons that were attended to by medical personnel.

Command & Organizational Structure

The proposed organization chart for the Canyon Lake Fire Department is shown below:

Figure 42: Proposed City of Canyon Lake Org Chart



Staffing & Personnel

Positions required for the organization to be efficient and cost-effective include the Fire Chief, an Administrative Assistant, and an Administrative Captain. The deployment model for the operations would consist of the three shifts with each shift containing a Captain, Engineer, and Firefighter. At a minimum at least one person per shift needs to be a paramedic. Each shift's work cycle would be a typical 3-4 cycle, with each shift three cycles of a 24-hour shift on-duty followed by 24 hours off-duty followed by an additional three days off duty. The Captain and Engineer would be expected to hold and maintain a paramedic certification. An additional Engineer position would be recommended to fill positions during paid vacations, sick/injury leave, jury leave, training obligations, and other paid time off. The alternative to the extra Engineer position would be to pay overtime to current employees. Anticipated overtime for vacations, training, sick time, etc., can be quantified, but injury and total paid time off spread over nine full-time personnel are difficult to anticipate. Costs of an additional full-time employee can be quantified and allow budgeting for operations to be more accurate.

Staffing for a 24-hour period reduces the number of crew changes that occur in a given period of time. The 24-hour three platoon system results in each firefighter working an average 56-hour workweek. The Fair Labor Standards Act (FLSA) requires firefighter employers to pay overtime to any firefighter exceeding a 53-hour workweek.

A Reserve Firefighter program would be created to provide additional manpower to the Department. Staffing for the Reserve FF Program would be drawn from throughout the area and would be required to meet standards equivalent to those of the full-time employees. It would be preferable that these individuals would have prior fire/EMS training and/or experience. Reserve members would be required to work a certain number of shifts each month to maintain an active status. Additionally, members of the program would be required to complete various training on an annual basis. Initially, the program would be open to a maximum of six persons.

A full-time Fire Chief would lead the Department with assistance from an Administrative Assistant and an Administrative Captain.

Job Descriptions

Job descriptions for each position identified above are located in Appendix D.

Minimum Training Requirements & EMS Certifications

Minimum education, training, and certification requirements for each position are included in the Job Descriptions.

Apparatus & Vehicle Requirements

As previously discussed, the current age of the City-owned engine is in excess of ten years. Costs to maintain the apparatus in reliable working order will be increasing as it continues to age. The Department has only one response vehicle and, should the engine be out of service for any reason, the community would rely on automatic/mutual aid assistance with extended response times. ESCI recommends the purchase of a new Type 1 engine with typical features found on apparatus primarily responding to suburban-type incidents, such as residential structure fires and medical assistance calls. As indicated in the projections, this vehicle could be acquired fully equipped using a capital lease facility with payments over a ten-year period. This would allow the current engine to be moved to reserve status.

In addition, due to the wildland interface risk, ESCI recommends that a Type 6 quick attack brush engine be added to the fleet and cross-staffed with the on-duty crew.

Two staff vehicles should be acquired to provide capabilities for the Fire Chief and the Administrative Captain. The type of vehicle would depend on the role(s) each person would assume in the organization and the anticipated deployments to which each could be requested.

Emergency Communications

The City must arrange for an entity to receive the 911 calls, answer questions to determine the nature of the caller's problem, and to notify the appropriate resource of the location and nature of the incident. This system is typically referred to as a public safety answering point (PSAP). Calls are received, information gathered, and units are dispatched to the incident. A person/dispatcher monitors the radio to record certain information such as enroute time, arrival time, requests for additional assistance, etc., that are related to the response. The dispatcher is one of, if not the most important, person in linking the responders to the rest of the responding agencies.

The radio system is a crucial piece of equipment for firefighters and other first responders. So much so that, in most line-of-duty fatality investigations, poor communications are noted as a significant contributing factor. Radios are available in various brands and frequencies. As such, it is crucial to select a system and frequency on which to operate that allows for ready contact with the surrounding fire companies with which the Department will work. The initial proposal from CAL FIRE Riverside County (Appendix C) at \$104,508 per year appears reasonable and accomplishes the concerns enumerated in the first paragraph of this section.

Tasks and Deployment Standards

As previously discussed, Tasks that must be performed at a fire can be broken down into two key components: life safety and fire flow. Life safety tasks are based on the number of building occupants, and their location, status, and ability to take self-preservation action. Life safety-related tasks involve the search, rescue, and evacuation of victims. The fire flow component involves delivering sufficient water to extinguish the fire and create an environment within the building that allows entry by firefighters.

The number and types of tasks needing simultaneous action will dictate the minimum number of firefighters required to combat different types of fires. In the absence of adequate personnel to perform concurrent action, the commanding officer must prioritize the tasks and complete some in chronological order, rather than concurrently. These tasks include the following:

- Command
- Scene safety
- Search and rescue
- Fire attack
- Water supply
- Pump operation
- Ventilation
- Backup/rapid intervention

Critical task analyses also apply to non-fire-type emergencies, including medical, technical rescue, and hazardous materials emergencies. Numerous simultaneous tasks must be completed to control an emergency effectively. The department's ability to muster needed numbers of trained personnel quickly enough to make a difference is critical to successful incident outcomes.

The following figure illustrates the minimum emergency incident staffing recommendations of the Commission on Fire Accreditation, International. The following definitions apply to the figure:

- **Low-Risk:** Minor incidents involving small fires (fire flow less than 250 gallons per minute), single patient non-life-threatening medical incidents, minor rescues, small fuel spills, and small wildland fires without unusual weather or fire behavior.
- **Moderate-Risk:** Moderate-risk incidents involving fires in single-family dwellings and equivalently sized commercial office properties (fire flow between 250 gallons per minute to 1,000 gallons per minute), life-threatening medical emergencies, hazardous materials emergencies requiring specialized skills and equipment, rescues involving specialized skills and equipment, and larger wildland fires.
- **High-Risk:** High-risk incidents involving fires in larger commercial properties with a sustained attack (fire flows more than 1,000 gallons per minute), multiple patient medical incidents, major releases of hazardous materials, high-risk rescues, and wildland fires with extreme weather or fire behavior.

Figure 43: Staffing Recommendations Based on Risk

Incident Type	High Risk	Moderate Risk	Low Risk
Structure Fire	29	15	6
Emergency Medical Service	12	4	2
Rescue	15	8	3
Hazardous Materials	39	20	3

NFPA 1710: *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments* has developed goals for response to the myriad of emergency incidents that could be faced by a fire department. NFPA 1710 specifies the number of firefighters assigned to a particular response apparatus, often characterized as a “minimum of four personnel per engine company.” ESCI notes that the more critical issue is the number of firefighters that are assembled at the scene of an incident in conjunction with the scope and magnitude of the job tasks expected of them, regardless of the type or number of vehicles upon which they arrive. Setting the staffing levels is a determination that is made at the community level, based on risk, capability, and citizen expectations. There is not a mandated requirement that fits all situations, although NFPA 1710 has objectives to meet regarding the number required for some typical scenarios. NFPA 1710 suggests that an Effective Response Force (ERF) should arrive on-scene within 420 seconds, or 8 minutes, of travel time.

Some terms are used nearly interchangeably, such as the assembly of firefighters on an incident may be called the “Initial Full Alarm Assignment” or also called an “Effective Firefighting Force” or “Effective Response Force” (ERF). ESCI will attempt to describe the NFPA 1710 levels for this effective response force for a 2,000 square foot single-family residence.

Figure 44: Initial Full-Alarm Assignment to a 2,000 Square Foot Residential Structure¹²

Personnel	Number
Incident Commander	1
Water Supply Operator	1
2 Application Hose Lines	4
1 Support Member per Line	2
Victim Search and Rescue Team	2
Ground Ladder Deployment	2
Incident Rapid Intervention Crew (2FF)	2
Total	14

¹² NFPA 1710: *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*, 2016 Edition.

In establishing performance goals, ESCI reviews the various components of a response. Response time is measured from the time a PSAP is notified of an alarm to when the first apparatus arrives on the scene.

The time continuum, that is, the time between when the caller dials 911 and when assistance arrives, is comprised of several different components:

- **Call Processing Time:** The amount of time between when a dispatcher answers the 911 call and when resources are dispatched. The initial component of total response time is call processing. It consists of the period from when the call is received until it is dispatched. NFPA 1221: *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*, sets two standards for call processing: 90% of all emergency calls are processed within 60 seconds or less; and 99% of all emergency calls must be processed within 90 seconds or less.
- **Turnout Time:** The next component of response time is turnout time. This is the amount of time between when units are notified of the incident and when they are enroute. Turnout times are specified differently in NFPA 1710 for fire or special operations and for EMS calls. The rationale for this is that the firefighters have more protective clothing to put on for a fire or special operations, whereas station clothing, gloves, and safety glasses may well be acceptable for a medical call. The standard recommends an 80-second (01:20 mm:ss) turnout for fire and special operations and a 60-second (01:00 mm:ss) turnout for EMS at the 90th percentile.
- **Travel Time:** The amount of time the responding unit actually spends on the road to the incident. This is a function of speed and distance. NFPA 1710 standard recommends a 240 second (4-minute) travel time for career staffed fire departments that serve suburban densities.

Total Response Time equals the combination of "Call Processing Time," "Turnout Time," and "Travel Time."

Regional Resources & Mutual Aid

Given a Canyon Lake Fire Department would have one unit with three fire personnel in the community to respond to incidents, there is a need for additional units to assist when more than one simultaneous 911 call for services and when there are moderate to high-risk responses such as, structure fire, complex vehicle accidents, high-acuity medical calls (cardiac arrest, trauma, drowning), brush fires endangering buildings, hazardous materials incidents, technical rescues, and any other incidents needing additional staffing and units to stabilize the problem.

Mutual Aid services to the City must be requested each time there is a need for assistance. Mutual Aid is not guaranteed and subject to the other agency having resources available to send to assist.

Automatic Aid is a negotiated assistance with the neighboring fire agencies. Auto-Aid is automatically dispatched to incidents based on agreed to response criteria. There are requirements for the same communications systems, staffing levels, and levels of services, for instance, paramedics assigned to each fire unit. The term, "like for like" is commonly used to describe these conditions for auto aid. Auto-Aid sends the closest unit to an emergent call.

The City of Canyon Lake has close proximity to neighboring fire stations from several jurisdictions. The CAL FIRE Riverside County Station within the City of Menifee, northeast of Canyon Lake, provides more direct access to homes in the eastern section of the community. CAL FIRE Riverside County/Riverside County Station 94, south of the City, provides services to the south end of the community. It would be incumbent on the City to establish those types of agreements with surrounding agencies to provide automatic aid to surrounding jurisdictions the same as is currently provided.

Wildfire Response

In the event of a wildfire within the city limits, Canyon Lake Fire would have responsibility for primary response, including lands administered by the Bureau of Land Management (BLM). According to the BLM District Chief, Paul Gibbs, Canyon Lake and the BLM would enter into a Cooperative Agreement to provide for mutual aid response to the BLM lands. BLM does not have any nearby stations and relies on CAL FIRE Riverside County to handle an initial attack on BLM Lands. As such, according to Gibbs, should a fire within the City of Canyon Lake on BLM land need additional resources, BLM would request assistance from both Canyon Lake and CAL FIRE, at no cost to the City.

Wildfires within the City but on private lands would be the responsibility of the City to provide the primary response. Assistance from CAL FIRE Riverside County can be requested under the Mutual Aid request or Auto-Aid. As a majority of the wildland urban interface land within the City falls under the ownership of the Bureau of Land Management, it is anticipated they would be responsible for the cost of suppression.

Emergency Medical Transport

Station 60, with one fire engine, would be the primary response unit to medical calls within the city limits. EMS transport services are provided through a contract between AMR and Riverside County. As noted in the response data for the City, there were two instances in 2019 when there were two simultaneous 911 requests for emergency services.

To create a tiered medical response program, Canyon Lake will need to enter into discussions with AMR, REMSA, and County Dispatch to assess the benefits of AMR handling low acuity medical needs without a fire department response in Canyon Lake. The fire department would respond to only higher acuity medical needs, and when AMR has an extended response time for low acuity medical calls.

AMR covers the entire southwest county area for transport services and has a station located within the City. The availability of units to cover the Canyon Lake medical response is predicated on ambulance units being in close proximity to the city.

It is anticipated that the Canyon Lake station will have primary responsibility for EMS response within the City. An Automatic/Mutual Aid agreement will need to be negotiated to ensure coverage in the event a response unit is not available from the Canyon Lake station.

FINANCIAL ANALYSIS OF IMPLEMENTATION

Initial Start-Up Costs

Capital Assets

The City presently owns a Type 1 fire engine that is over 10 years old. It is around this age that apparatus begin to require more than routine maintenance, making them less reliable and more costly to maintain. ESCI recommends that fire departments, regardless of size, have access to a reserve pumper in order to retain the ability to respond to emergency incidents. With the age of the current pumper, ESCI recommends that the City acquire a new Type 1 engine and a Type 6 brush engine. The existing Type 1 fire engine should be placed into reserve status. In order to minimize the impact on the cash flow of the City, ESCI would recommend that a capital lease or other financing vehicle be used to acquire the apparatus.

The engines will need to be equipped with the typical complement of firefighting equipment such as a hose, nozzles, air packs, extrication tools, fans, lights, mobile computer, thermal imager, hand lights, and other hand tools. ESCI would recommend that these items be included in the cost of the engines.

Additionally, vehicles for the fire chief and the administrative captain would need to be purchased. Depending on the anticipated use, these vehicles could be two-wheel-drive pickups, four-wheel-drive SUV, or anything in between.

Firefighter turnout gear would need to be acquired for each firefighter. This type of equipment includes, at a minimum, firefighting boots, turnout pants and coat, helmet, gloves, hood, and facemask.

Mobile and portable radio equipment to enable two-way voice communications with a dispatch service and surrounding agencies will be required. The manufacturer and frequency range will drive the cost of this equipment. It is anticipated this equipment will also be included in the cost of the engine and the staff vehicles.

Figure 45: Initial Start-up Costs for the Canyon Lake Fire Department

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Type 1 Engine	725,000	-	-	-	-
Type 1 Engine (Capital Lease)	(725,000)	86,080	86,080	86,080	86,080
Type 6 Engine	250,680				
Type 6 Engine Capital Lease	(250,680)	29,387	29,387	29,387	29,387
Staff Vehicles (2)	120,000	-	-	-	-
Staff Vehicle Financing	(120,000)	26,040	26,040	26,040	26,040
Turnout gear (18)	63,000	7,350	7,718	8,103	8,509
Air packs	(Include in Truck Purchase)				
Portable radios	(Include in Truck Purchase)				
Mobile radios	(Include in Truck Purchase)				
Total Initial & Non-Recurring Costs	63,000	148,857	149,225	149,610	150,016

Annual Budget & Projected Costs

Figure 46: Projected Operating Costs of the Canyon Lake Fire Department, FY 20/21–FY 24/25

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Salaries – Line Positions					
Captain	54,519	56,154	57,839	59,574	61,362
Engineer	49,123	50,596	52,114	53,678	55,288
Firefighter/Paramedic	46,548	47,944	49,383	50,864	52,390
Overtime	5,000	5,150	5,305	5,464	5,628
Total Salaries – Per Shift – Line Positions	155,189	159,845	164,640	169,580	174,667
<i>Three Shifts</i>	465,568	479,535	493,921	508,739	524,001
Extra Engineer to Cover PTO	49,123	50,597	52,115	53,678	55,288
Reserves/Volunteers Stipends	36,500	37,595	38,723	39,885	41,081
Total Salaries – Line Positions	551,191	567,727	584,759	602,302	620,371
Administrative Salaries					
Fire Chief	80,680	83,100	85,593	88,161	90,806
Administrative Assistant	36,037	37,118	38,232	39,379	40,560
Administrative Captain	54,519	56,155	57,839	59,574	61,362
Total Administrative Salaries	171,236	176,373	181,664	187,114	192,728
Total Salaries	722,428	744,100	766,423	789,416	813,099
Benefits					
FICA (6.2%)	44,791	46,134	47,518	48,944	50,412
Medicare (1.45%)	10,475	10,789	11,113	11,447	11,790
Health Insurance	11,700	12,051	12,413	12,785	13,168
Estimated Pension Costs	57,794	59,528	61,314	63,153	65,048
Workers Compensation (\$12.22/\$100)	88,281	90,929	93,657	96,467	99,361
Total Benefits	213,041	219,432	226,015	232,795	239,779
Total Salaries & Benefits	935,468	963,532	992,438	1,022,211	1,052,878
Uniforms – \$750 Annual Allowance	13,500	13,905	14,322	14,752	15,194
Office Supplies & Expense	3,500	3,605	3,713	3,825	3,939
Fuel/Oil	15,000	15,450	15,914	16,391	16,883
Firefighting Supplies	6,000	6,180	6,365	6,556	6,753
Total Supplies	38,000	39,140	40,314	41,524	42,769
Communications Contract	104,508	106,598	108,730	110,905	113,123
Telephone & Utilities	9,000	9,180	9,364	9,551	9,742
Station Rental	1	1	1	1	1
Training & Certifications	2,500	2,500	2,500	2,500	2,500
Building Maintenance	10,000	10,000	10,000	10,000	10,000
Property Insurance	15,000	15,300	15,606	15,918	16,236
Liability Insurance	10,000	10,200	10,404	10,612	10,824
Fleet and Equipment Maintenance	50,000	50,000	50,000	50,000	50,000
RMS/MDTs	40,000	7,500	7,500	7,500	7,500
Total Services	241,009	211,279	214,105	216,987	219,927
Total Recurring Costs	1,214,477	1,213,951	1,246,857	1,280,722	1,315,573

The total costs for the operation of the Fire Department include both the recurring costs of the normal operation and the non-recurring costs, such as capital and debt service. The City of Canyon Lake has previously excluded safety employees (firefighters) from its retirement contract with CalPERS. Under the terms of a September 24, 2015, written response from CalPERS concerning this issue, CalPERS has indicated the City would be required to remove this exclusion from its contract with CalPERS to be able to include the safety employees in the CalPERS contract, a round-about method of saying the City may provide a pension program for its firefighters other than through CalPERS. This exclusion will allow the City to design a program that will be less costly to fund but still provides excellent retirement benefits. The following figure combines those costs to provide a clear picture of the anticipated impact on the City of Canyon Lake General Fund Budget. A comparison is then made to the projected costs of the CAL FIRE Riverside County estimated costs to provide the services.

Figure 47: Projected Total Costs of the Canyon Lake Fire Department, FY 20/21–FY 24/25 Compared to Projected Costs of CAL FIRE Riverside County Contract

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Total Initial and Non-Recurring Costs	63,000	148,857	149,225	149,610	150,016
Total Recurring Costs	1,214,477	1,213,951	1,246,857	1,280,722	1,315,573
Total Costs	1,277,477	1,362,808	1,396,082	1,430,332	1,465,589
Projected CAL FIRE Riverside County Contract Costs (Fig 49)	2,213,414	2,279,816	2,348,211	2,418,657	2,491,217
Cost Savings from Fire Contract	935,937	917,008	952,129	988,325	1,025,628

It should be noted that Riverside County projects the Service Contract costs based on its anticipated expenditures to provide the fire protection services to Canyon Lake but may spend more or less than the budgeted amounts. The following figure compares those budgeted amounts versus actual amounts billed to and reimbursed by Canyon Lake. Note that Station 60 was closed from July 2015 through June 2017, affecting the amounts charged by the County for fire protection services to the community. In fiscal year 17/18, significant improvements were made to the station.

Figure 48: Comparison of Historical Amount of Riverside County Projected Fire Protection Costs Versus Actual Amounts Billed and Reimbursed by Canyon Lake, FY 15/16–FY 18/19

Description	FY 15/16	FY 16/17	FY 17/18	FY 18/19
Original Budget	1,764,607	1,221,300	1,452,300	2,223,870
Actual Operations & Maintenance	813,200	1,118,775	1,340,699	1,678,487
Actual Capital Outlay		4,262	118,002	7,000
Total Actual Costs	813,200	1,123,037	1,458,701	1,685,487
Actual (Over) Under Budget	951,407	98,263	(6,401)	538,383

Options for Future Fire Protection & EMS in Canyon Lake

Option A: Continue with the Fire Protection Services Agreement with Riverside County

The following figure is the projected future costs of the Riverside County contract with CAL FIRE Riverside County using a 3% annual growth factor for all expenditures.

Figure 49: Future Costs of the Riverside County Fire Services Contract with CAL FIRE Riverside County, FY 20/21–FY 24/25

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Salaries & Benefits—Line Positions	1,707,616	1,758,844	1,811,610	1,865,958	1,921,937
Salaries & Benefits—Administration	468,272	482,320	496,790	511,693	527,044
Total Salaries & Benefits	2,175,888	2,241,165	2,308,400	2,377,652	2,448,981
Supplies & Services	11,726	12,078	12,440	12,813	13,198
Fire Engine Use	25,800	26,574	27,371	28,192	29,038
Total Annual Expenditures	2,213,414	2,279,816	2,348,211	2,418,657	2,491,217

Option B: Develop and Implement a Stand-Alone City of Canyon Lake Fire Department

The following figure summarizes the costs of creating and operating a stand-alone fire department and acquiring the necessary equipment to provide fire protection and medical response services.

Figure 50: Summarized Costs to Create and Operate a Stand-Alone Fire Department, FY 20/21–FY 24/25

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Salaries—Line Positions	551,192	567,727	584,759	602,302	620,371
Salaries—Administration	171,236	176,373	181,664	187,114	192,728
Total Salaries	722,428	744,100	766,423	789,416	813,099
Benefits	213,041	219,432	226,015	232,795	239,779
Total Salaries & Benefits	935,469	963,532	992,438	1,022,211	1,052,878
Supplies	38,000	39,140	40,314	41,524	42,769
Services	241,009	211,279	214,105	216,987	219,927
Total Supplies & Services	279,009	250,419	254,419	258,511	262,696
Total Recurring Expenses	1,214,478	1,213,951	1,246,857	1,280,722	1,315,574
Capital Expenditures	1,158,680	7,350	7,718	8,103	8,509
Capital Lease	(1,095,680)	141,507	141,507	141,507	141,507
Total Annual Expenditures	1,277,478	1,362,808	1,396,082	1,430,332	1,465,590

The following figure shows the combined impact on the City's projected annual budget of the EMS Subscription Program and the creation of a stand-alone fire department.

Figure 51: Projected Impact on Future City Budgets of the EMS Subscription Service Program and the Creation of the Standalone Fire Department, FY 20/21–FY 24/25

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Status Quo Revenues Before EMS Subscription	5,277,697	5,371,339	5,467,732	5,566,960	5,669,108
EMS Subscription Service	700,000	700,000	700,000	700,000	700,000
Total Revenues	5,977,697	6,071,339	6,167,732	6,266,960	6,369,108
Status Quo Recurring Expenses	5,838,253	5,996,805	6,160,070	6,328,199	6,501,347
Deduct Projected Riverside Contract Amount	(2,213,414)	(2,279,816)	(2,348,211)	(2,418,657)	(2,491,217)
Add Recurring Operating Costs of Standalone FD	1,214,478	1,213,951	1,246,857	1,280,722	1,315,574
Revised Recurring Expenses	4,839,317	4,930,940	5,058,716	5,190,264	5,325,704
Capital Outlay	1,158,680	7,350	7,718	8,103	8,509
Debt Service - FD	(1,095,680)	141,507	141,507	141,507	141,507
Non-Recurring Expenditures	63,000	148,857	149,225	149,610	150,016
Revised Total Expenditures	4,902,317	5,079,797	5,207,941	5,339,874	5,475,720
Revised Net Surplus (Deficit)	1,075,380	991,542	959,791	927,086	893,388
Status Quo Projected Net Surplus (Deficit)	(260,556)	(325,466)	(392,338)	(461,239)	(532,239)
Improvement	1,335,936	1,317,008	1,352,129	1,388,325	1,425,627

CONCLUSIONS AND RECOMMENDATIONS

This section contains various findings and recommendations with the specific intent of providing the City of Canyon Lake Fire Department with a comprehensive analysis of options to provide fire-based services.

Findings

- With the revenues to be generated by the EMS Subscription Service Fee, the City of Canyon Lake General Fund is sufficiently funded, for the three budget cycles FY 20/21–FY 22/23, to maintain the contractual relationship for fire protection services through CAL FIRE Riverside County. Thereafter, absent additional revenue sources, the City will revert to a structural deficit.
- A facility is available to a fire department to serve as a fire station, although it could be better located to serve the community.
- The current services provided by the CAL FIRE Riverside County Contract cannot be replicated without a regional approach with neighboring cities. A stand-alone Canyon Lake Fire Department cannot economically and operationally provide for the same level of response times, the response of special teams, moderate to heavy wildfire, structural response, and more than one simultaneous request for emergent 911 services. Mutual Aid requests are not an automatic response and can be denied or delayed. Automatic Aid will provide coverage, but political pressures for providing the perception of imbalanced support to Canyon Lake may be a barrier.
- AMR is willing to discuss enhanced medical response services to Canyon Lake.
- Riverside County will allow Canyon Lake to seek multi-year agreements with CAL FIRE Riverside County. CAL FIRE Riverside County can provide a multi-year agreement with Canyon Lake utilizing the same costing processes currently used.
- Riverside County has offered to continue to provide fleet maintenance and logistics services to a new Canyon Lake Fire Department.
- Riverside County has offered to continue to provide dispatch and radio system services to a new Canyon Lake Fire Department.
- The Murrieta Fire Department is willing to discuss opportunities to provide dispatch, fleet, and management services to a newly formed Canyon Lake fire Department.
- The City of Menifee is relocating Station 5 to the Audie Murphy Ranch sub-development in the next 2–5 years, given economic opportunities to do so. The relocation improves response times under a CAL FIRE Riverside County or regional arrangement to the southern portions of Canyon Lake.
- Regional fire protection opportunities with Lake Elsinore and Menifee are possible in the next 3–5 years.

Recommendations

Option A: Operationally based, the City of Canyon Lake continues with CAL FIRE Riverside County under a multi-year agreement for the next three years.

During such time, discussions with neighboring cities on developing a regional approach to fire protection services should begin.

The level of services provided by the current Riverside County Agreement cannot be duplicated through the development of a Canyon Lake Fire Department. Response times throughout the City are quicker due to the three fire stations that currently serve the City. With the planned move of Menifee Station 5 to Audie Murphy Ranch, the response times will improve. These stations provide resources available to respond to multiple calls at once, structure fires and complex incidents such as hazardous materials, technical rescue, and major medical. An Auto-Aid agreement is not guaranteed given the current political environment. Mutual Aid is available if CAL FIRE Riverside County units are available for response.

In order to contain the costs to the current Riverside County Agreement, the City should maintain staffing through the use of overtime fill instead of dedicated personnel. Based on the FY 2020 billings received from the County and given the recent implementation of this practice, the actual costs to provide services are coming in lower than estimated annual contract costs.

Begin the discussions with the neighboring entities that contract with the County and provide their own fire protection services to discuss developing a regional fire protection system.

Fiscal Impact for Staying with CAL FIRE

Figure 52: Projected Annual CAL FIRE Costs Based on Current Contract Assumptions

FYE 20/21	FYE 21/22	FYE 22/23
2,213,414	2,279,816	2,348,211

Option B: Economically based, the City of Canyon Lake creates and operates its own stand-alone fire department, staffed according to recommendations contained in this report.

Accepting this option would allow the City to exercise a significant degree of control over the financial requirements of providing service to the community. As identified in Figure 47, the City will realize significant cost savings in providing its own fire protection services.

Steps to Complete

- By November 30 of the year prior to going operational with a fire department the following July 1, provide notice to Riverside County.
- As soon as possible after determining the decision to go operational, hire a Fire Chief to manage the transition process.
- Begin the discussions with the neighboring entities that contract with the County and provide their own fire protection services to discuss developing a regional fire protection system.

The City of Canyon Lake should embrace the contents of NFPA 1201: *Standard for Providing Fire and Emergency Services to the Public* that addresses the need to have an adopted master plan in place to serve the community effectively. Should the department form, it should consider the development of a master plan or strategic plan. Significant components of these plans include mission, vision, and values statements that can be utilized as the department moves forward. It is important to understand that these components are not static in nature and are dynamic and can change as the department and community change.

The new department should develop and implement a Community Risk Reduction (CRR) program based on *Vision 20/20's* model that mitigates or reduces risks in the community. Information in the Community Risk Assessment section of this report provides a basis to identify and prioritize risks; develop strategies to mitigate risks; develop and implement a CRR plan; and monitor, evaluate, and modify the plan.

Section III: TRANSITION PLAN

CANYON LAKE FIRE DEPARTMENT TRANSITION PLAN

On **DATE** the City of Canyon Lake Council elected to terminate the Interlocal Agreement with Riverside County for Fire Protection Services. Direct operational responsibility will transfer to Canyon Lake (CLFD) on July **DATE**.

Starting the direct delivery of fire protection services will not be a simple task. Much work is required to ensure the seamless transition of service between the entities. The primary focus of this effort must be to effectively manage the transition so that there is no interruption of service to the community.

This Transition Plan describes in detail the actions that are necessary to accomplish the transfer of operational responsibility. The Plan is divided into eight functional areas:

1. Organization
2. Capital Assets and Equipment
3. Human Resources
4. Finance
5. Risk Management
6. Legal
7. Technology
8. External Relationships

Each functional area section begins with a summary description of the work effort required to ensure all needs of that function have been properly addressed prior to transition. Following the summary is a comprehensive and detailed list of tasks to be completed, the outcomes intended by each task, dates by which the task should be completed, and the person(s) or department(s) responsible for completing each task.

The transition of service will add workload to an organization already stressed by the economic impacts of the Covid-19 event. Establishing clear authority and effective communications systems during the transition will be important. The use of interdisciplinary teams focused on developing collaborative solutions should produce efficient support systems for CLFD.

Finally, keeping an open line of communication with the public will be imperative. The public will need assurance that their fire and emergency services will continue unimpaired through the transition and beyond.

Implementation of this Plan should provide for a smooth transition of service in keeping with the core goal of providing seamless and uninterrupted delivery of fire and emergency services to the community.

ORGANIZATION AND OPERATIONS

The City of Canyon Lake has, ever since it was incorporated, relied on a contract with CAL FIRE Riverside County for fire-based services. The new Canyon Lake Fire Department (CLFD) will need to develop and staff a new organization capable of meeting the expectations of the community.

In order to become a fully functional fire department, a variety of actions are necessary. They include but are not limited to, clearly defined service delivery standards, acquisition of resources needed to deliver that service level, development of policies, procedures, and guidelines, staffing plans, employee benefit programs, training systems, response assignments, and other organizational systems.

The most pressing need is the recruitment of a Fire Chief for CLFD. The City should seek a dynamic, modern thinking leader with the energy and capability to develop the organization into a robust, efficient, and effective service delivery system.

Utilizing the staffing plan for the positions needed to deliver the defined level of service within budgetary limitations, some of these people may transition from CAL FIRE Riverside County to CLFD. However, it is not expected that all positions will be filled in this manner. The Fire Chief will need to work closely with the City's Human Resources Department to recruit and retain quality staff for the department (tasks are listed in the Human Resources section of this plan).

Organization and Operations Tasks	Completion Date	Responsibility
<p>1. Establish the position of CLFD Fire Chief. Develop the classification specification, reporting relationships, pay, and benefits. Recruit and retain a Fire Chief for CLFD. <i>Alternate:</i> Recruit an Interim Fire Chief to begin the process while the search for the CLFD Fire Chief occurs. Outcome: A Fire Chief is hired and ready to assist with transition implementation.</p>	<p>July</p>	<p>City Council City Manager Human Resources</p>
<p>2. Establish a transition team made up of key stakeholders from the County, CLFD, and CAL FIRE Riverside County. Implement a regular meeting schedule and update process. Outcome: Transition activities are well-coordinated, and all parties are invested in the result.</p>	<p>July</p>	<p>City Manager and Fire Chief</p>
<p>3. Clearly define the level of service expected to be provided by CLFD.</p> <ul style="list-style-type: none"> a. Fire Suppression b. EMS c. Fire Prevention d. Hazardous Materials e. Technical Rescue <p>Outcome: Level of service is defined, allowing CLFD resources and systems to be developed and acquired to provide that level of service.</p>	<p>July</p>	<p>City Manager, Fire Chief, and City Council</p>
<p>4. Create and regularly distribute public information about the transition. Emphasize that service continuity will be preserved. Create and distribute the message jointly with the CAL FIRE Riverside County and Riverside County. Outcome: The public is fully informed of transition activities and its impact on them.</p>	<p>Ongoing through transition</p>	<p>Fire Chief City Manager's Office</p>

Organization and Operations Tasks	Completion Date	Responsibility
<p>5. Create and regularly distribute information about the transition to CAL FIRE Riverside County and County employees. Create and distribute the message jointly with the CAL FIRE Riverside County Chief.</p> <p>Outcome: CAL FIRE Riverside County and County staff are fully informed of transition activities and its impact on them.</p>	<p>Ongoing through transition</p>	<p>CAL FIRE Riverside County Chief CLFD Chief City Human Resources</p>
<p>6. Develop a staffing plan and position list for all operations and support positions. Establish all positions, including classification specifications.</p> <p>Outcome: A comprehensive staffing plan has been developed that fully supports CLFD's defined level of service.</p>	<p>September</p>	<p>Fire Chief Human Resources City Council City Manager</p>
<p>7. Review and evaluate available options for emergency dispatch services and select the most appropriate dispatch provider. Develop and execute agreements as needed.</p> <p>Outcome: Dispatch service is provided by the most appropriate provider for both cost efficiency and response effectiveness.</p>	<p>October</p>	<p>Fire Chief</p>
<p>8. Develop and establish clear lines of communication and accountability between the CLFD Fire Chief, City, and County contracted support functions.</p> <p>Outcome: Expectations between the parties are clearly defined, resulting in more efficient delivery of support services.</p>	<p>October</p>	<p>City Manager Fire Chief</p>
<p>9. Evaluate existing apparatus and equipment owned by CLFD for suitability to the CLFD service area. Develop apparatus specifications for acquisition and develop an apparatus replacement plan.</p> <p>Outcome: The most appropriate apparatus type and configuration for CLFD operations have been defined.</p>	<p>November or sooner</p>	<p>Fire Chief</p>

Organization and Operations Tasks	Completion Date	Responsibility
<p>10. Coordinate with the City Building Code Officials for fire prevention personnel conducting new construction and fire code maintenance activities.</p> <p>Outcome: Collaborative effort promotes strong interaction between CLFD and the Building and Safety Department.</p>	December	Building and Safety Fire Chief
<p>11. Develop a procedure for a joint review of new development proposals for projects that will go past DATE.</p> <p>Outcome: Developers experience a seamless transition of services between Riverside County Building and CLFD.</p>	December	Fire Chief Building and Safety
<p>12. Establish a detailed matrix for the construction code elements that are reviewed by the City Building and Safety Department and those that will be reviewed by CLFD prevention staff.</p> <p>Outcome: Division of authority and responsibility between the Building and Safety Department and CLFD is clearly defined.</p>	December	Fire Chief Building and Safety
<p>13. Identify the role of City Management Services once CLFD is operational. Identify the administrative functions to be performed by CLFD staff and those that will remain with the City HR, Finance, and City Manager’s Office.</p> <p>Outcome: Roles and responsibilities are defined, and the duplication of service is avoided.</p>	December	City Manager and Fire Chief
<p>14. Develop and adopt CLFD policies, procedures, and standard operating guidelines.</p> <p>Outcome: CLFD policies, procedures, and guidelines are comprehensive and appropriate to achieved defined levels of service.</p>	February	Fire Chief
<p>15. Identify alternative revenue opportunities to support CLFD operations. Propose revenue opportunities for implementation as appropriate.</p> <p>Outcome: CLFD is capturing all appropriate revenue to support the delivery of services.</p>	February	Fire Chief City Finance

Organization and Operations Tasks	Completion Date	Responsibility
<p>16. Determine the most appropriate source of medical director services and execute agreements to provide that service. Outcome: Medical Director services are available on the transition date.</p>	February	Fire Chief City Attorney
<p>17. Identify records maintained by CAL FIRE Riverside County that should be transferred to CLFD. Identify the most appropriate method for transferring the records to CLFD and address record transfer costs. Outcome: All records maintained by the CAL FIRE Riverside County and Riverside County that are needed by CLFD have been identified and transferred.</p>	March	Fire Chief CAL FIRE Riverside County Division Chief
<p>18. Evaluate opportunities for shared services between CLFD and CAL FIRE Riverside County, such as battalion chief coverage, etc. Outcome: Cooperative service opportunities have been identified and implemented, creating a more efficient, effective service delivery system.</p>	March	Fire Chief
<p>19. Determine whether CLFD can continue to use the CAL FIRE Riverside County Knox Box keys or whether Knox Boxes will need to be re-keyed. Outcome: CLFD has access to Knox Boxes installed in its service area.</p>	March	Fire Chief
<p>20. Develop response assignments and station order tables for the computer-aided dispatch system. Provide assignments and station order tables to the dispatch provider for implementation. Outcome: Dispatch protocols are developed and in place by the transition date, ensuring seamless service delivery to the community.</p>	April	Fire Chief County GIS Division
<p>21. Develop desk manuals for administrative functions to be performed by CLFD. Outcome: CLFD support staff has the tools to assist them in performing their work.</p>	April	Fire Chief Human Resources

Organization and Operations Tasks	Completion Date	Responsibility
<p>22. Determine the exact date and time for the transition of service delivery from CAL FIRE Riverside County to CLFD. Develop a transfer of service process and notify all cooperating agencies of the details.</p> <p>Outcome: The transfer of service responsibility occurs with no impact on the delivery of fire and emergency services.</p>	<p>April</p>	<p>Fire Chief</p>
<p>23. Complete a skills, knowledge, and certification inventory for all CLFD employees.</p> <p>Outcome: The current level of knowledge and capability of all CLFD employees is known.</p>	<p>May</p>	<p>Fire Chief Human Resources</p>
<p>24. Based on the skills, knowledge and certification inventory, and defined job requirements, develop a training plan that maintains required personnel capability and develops personnel for succession purposes.</p> <p>Outcome: A comprehensive training program is in place and ready to be delivered on the date of transition.</p>	<p>June</p>	<p>Fire Chief Human Resources</p>
<p>25. Quantify existing supplies inventory that will be transferred from CAL FIRE Riverside County to CLFD. Identify and acquire supplies that need to be in-stock.</p> <p>Outcome: Supplies are available on the date of transition.</p>	<p>June</p>	<p>Fire Chief</p>

CAPITAL ASSETS AND EQUIPMENT

The effective delivery of fire and emergency services requires the use of facilities, apparatus, equipment, and supplies. The City of Canyon Lake owns many of the assets that are currently located at Canyon Lake Station 60 operated by CAL FIRE Riverside County under the terms of the contract with CAL FIRE Riverside County.

These assets will need to be returned for use by CLFD. During the course of the transition, a variety of tasks will be required. Facilities, apparatus, and equipment owned by CLFD will need to be inventoried and agreements reached on the timing for its return. The current condition of each asset will need to be identified, and any required repairs completed prior to return.

Systems to provide ongoing repair and maintenance for CLFD's facility, apparatus, and equipment will need to be developed and resources to conduct that work acquired. Contracts for service and repair vendors will need to be negotiated and executed. Utility services must be notified of the transition, so billings are routed correctly.

The suitability of apparatus for the CLFD service area should be evaluated. If apparatus type changes are needed, the acquisition process should begin early in the transition process.

A supply inventory will need to be identified and sufficient quantities of supplies acquired. This includes office supplies, station operation and maintenance supplies, and more. Certain supplies purchased by the CAL FIRE Riverside County on behalf of CLFD will need to be inventoried and returned to Canyon Lake.

Agreements must be reached with CAL FIRE Riverside County for the specific timing of the return of assets and inventory. CAL FIRE Riverside County will be the service provider until the actual date and time of transition. Developing a plan for the seamless transition of service and the hand-off of the assets necessary to conduct that service will be critical.

Capital Asset and Equipment Tasks	Completion Date	Responsibility
<p>1. Meet with CAL FIRE Riverside County to establish a mutually agreeable fleet transition plan. Outcome: Agreement is reached on the process and timeline for fleet transition.</p>	September	Fire Chief
<p>2. Review potential new Equipment Services and Facilities Management workload and determine new staffing needed to effectively manage the workload. Review the use of contracting services. Outcome: Adequate staffing is available to conduct fleet repair and maintenance for CLFD.</p>	September	Fire Chief Human Resources
<p>3. Identify and acquire building space for CLFD administration based on the following criteria: a. Employee count b. Functional needs c. Connectivity (telephone, computer, radio) d. Parking e. Power Outcome: Suitable building space is available for CLFD Administrative personnel.</p>	October	Fire Chief and City Manager
<p>4. Evaluate the fleet to determine if surplus apparatus/vehicles exist and if sufficient numbers of apparatus by type are available. Surplus or acquire apparatus/vehicles as needed based on the evaluation. Outcome: The CLFD apparatus fleet reflects the most appropriate quantity and type of equipment.</p>	October	Fire Chief
<p>5. Complete a current condition assessment of the CLFD station: a. Conduct inspection b. Identify maintenance and repair needs c. Determine responsibility for repairs required prior to the transfer of operation on July DATE Outcome: Facilities staff has a thorough understanding of the current condition of CLFD station, and all work required by the Interlocal Agreement has been completed.</p>	December	Fire Chief and Building Official

Capital Asset and Equipment Tasks	Completion Date	Responsibility
<p>6. Review deeds and leases for the fire station to determine if ownership is clear or needs to be modified. Update as necessary. Outcome: Deeds properly reflect proper ownership and lease is updated.</p>	December	Fire Chief Finance Director
<p>7. Acquire maintenance and repair records for CLFD apparatus. Retain an outside contractor and complete an evaluation of the condition of the CLFD apparatus/vehicles. Outcome: A full understanding of the condition of the fleet, can anticipate ongoing maintenance costs, and all repairs required are completed prior to transition.</p>	January	Fire Chief
<p>8. Determine the number of garage spaces available for fire apparatus. Identify available space to house apparatus for which no existing garage space exists or develop a plan to fund and construct new space. Outcome: Suitable indoor apparatus storage is available for those vehicles that need it.</p>	January	Fire Chief
<p>9. Develop an accurate inventory of all CLFD owned equipment, radios, station inventory, and other assets currently in CAL FIRE Riverside County's possession. Reach an agreement with CAL FIRE Riverside County and Riverside County on inventory transfer to CLFD. Outcome: CLFD owned or to be operated assets have been returned by the date of transition.</p>	January	Fire Chief
<p>10. Identify station maintenance that will be provided by the City and the staffing/budget needed by Facilities to support that service. Include appropriate costs in CLFD and Facilities budget: Outcome: The impact of the additional work is identified and resources are available to maintain facilities.</p>	March	Facilities Management Fire Chief

Capital Asset and Equipment Tasks	Completion Date	Responsibility
11. Identify outside contracts that will be needed for station equipment and services such as generator maintenance, alarm system maintenance, appliance maintenance, landscaping, etc. Outcome: All outside contracts are in place on the date of transition.	March	Fire Chief Finance Director
12. Decide if the fleet costs will be charged as a monthly rental or on time/materials basis with CLFD responsible for replacement. Outcome: The most appropriate method for charging fleet costs has been determined.	March	Fire Chief Finance Director
13. Set up apparatus and vehicles in the fleet records management system with a fire fleet service contract. Outcome: Apparatus and vehicle maintenance and repair can be accurately tracked in the fleet records system.	March	Fire Chief Fleet Service Provider
14. Establish preventative maintenance schedules for each apparatus and vehicle. Outcome: Schedules are in place on the date of transition.	March	Fleet Service Provider
15. Prepare the FY DATE budget to include costs of maintenance and repair for CLFD apparatus. Outcome: Resources allocated for the FY DATE fiscal year adequately support fleet activities.	March	Fleet Service Provider Finance Fire Chief
16. Identify the annual cost of fleet maintenance and repair for the FY DATE CLFD budget. Outcome: CLFD has budgeted sufficient funds for fleet repair and maintenance.	March	Fleet Service Provider
17. Identify parts that should be in stock for CLFD apparatus. Purchase and/or identify a ready source for the parts. Outcome: Parts are readily available to ensure a minimum of apparatus down-time.	April	Fleet Service Provider
18. Acquire fuel cards for apparatus that will need them. Outcome: The source of fuel for CLFD apparatus has been determined and made available.	June	Fleet Service Provider Fire Chief Finance

Capital Asset and Equipment Tasks	Completion Date	Responsibility
19. Notify utilities and garbage services of the new billing address for CLFD station. Outcome: Notification has been made to ensure the continuation of service.	June	Finance
20. Re-key all facilities. Outcome: The security of fire stations has been maintained.	July	Contractor

HUMAN RESOURCES

The delivery of fire and emergency services is a human resources-intensive function. CLFD will need to hire, equip, and train between 9 and 10 personnel and have them ready to provide service by the date of transition. Much work is involved in accomplishing this.

Human resources rules will need to be established for CLFD. Ideally, the existing City rules, with minor modifications, can be used for CLFD.

Some employees may be former CAL FIRE Riverside County employees who will apply for positions. A lateral entry process should be developed that would allow CAL FIRE Riverside County firefighters who are laid-off as a result of the transition an opportunity to be considered for CLFD positions. Others will be recruited and hired from outside either organization.

Wages, benefits, and other considerations must be determined. Insurance plans will need to be established. Under the terms of an exchange of e-mails between the City and CalPERS, the City is not required to enroll firefighters in the CalPERS system. The City may do so by rescinding the previously obtained exclusion from CalPERS. The City may seek alternative pension benefit plans for its firefighters.

Records systems need to be established and relevant information entered into these systems. Labor representation will need to be determined and any agreements developed as necessary.

A comprehensive recruitment, testing, and hiring process will be required. This is a time of intensive activity and should begin as quickly as possible. All new CLFD employees will require orientation and training in advance of the date of transition. This training includes required compliance training (EEO, substance abuse, etc.) and job-specific training so that personnel are capable of providing effective service on the date of transition.

The use of interdisciplinary teams for this transition activity will be important. Systems and considerations established for CLFD employees will impact a variety of support departments. Coordination is important in order to develop ongoing support capability that has the least impact on workload.

Human Resources Tasks	Completion Date	Responsibility
<p>1. Review the potential additional Human Resources workload and determine the staffing needed to manage the workload effectively.</p> <p>Outcome: Human Resources workload is quantified, and resources required to support that workload has been identified for pay administration, records, employee relations, benefits administration, labor relations, and training.</p>	<p>September</p>	<p>Human Resources</p>
<p>2. Recruit, select, and hire employees as needed:</p> <ul style="list-style-type: none"> a. Fire Chief b. Captains c. Engineers d. Firefighters/Paramedics e. Office Staff <p>Outcome: All positions are filled with qualified employees in time to conduct required training prior to the date of transition.</p>	<p>Fire Chief by October Interim Fire Chief until such time</p> <p>All others by June</p>	<p>Human Resources Fire Chief City Manager</p>
<p>3. Develop various scenarios related to labor representation for CLFD:</p> <ul style="list-style-type: none"> a. Line b. Management c. Admin Staff <p>Outcome: Labor representation scenarios have been identified and described.</p>	<p>October</p>	<p>City Attorney Human Resources Fire Chief</p>
<p>4. Develop negotiation strategies for each scenario.</p> <p>Outcome: Strategies have been fully described.</p>	<p>October</p>	<p>City Attorney Human Resources</p>
<p>5. Develop classification specifications for all CLFD positions. (With Organization and Operations Task 4).</p> <p>Outcome: Classification specifications are available for all positions.</p>	<p>November</p>	<p>Fire Chief Human Resources</p>

Human Resources Tasks	Completion Date	Responsibility
6. Identify wages, benefits, and other considerations for and newly hired CLFD employees. Outcome: The wage and benefit package is identified.	November	Human Resources City Manager Fire Chief
7. Review City human resources rules to determine their suitability for CLFD. Add or modify rules as appropriate to accommodate CLFD human resources activities. Outcome: Fully develop human resources rules have been established and are as consistent as possible with current City rules.	December	Human Resources Fire Chief
8. Add lateral entry provisions to the human resources recruitment rules for fire positions. Outcome: Qualified and experienced personnel can be hired by CLFD.	December	Human Resources
9. Develop a website for CLFD that will support recruitment activities and employee information. Outcome: The website is developed and is a useful source of information for potential employees.	January	Technology Services Fire Chief
10. Determine the number of current CAL FIRE Riverside County employees who will transfer to CLFD employment. Outcome: The number and names of returning employees have been identified.	February	Fire Chief Human Resources
11. Obtain census data for transferring CAL FIRE Riverside County employees to determine their current benefits coverage. Outcome: Information is provided that allows the costs of benefits to be estimated.	February	Human Resources
12. Enter into an agreement with CALPERS for a benefit plan that incorporates the public safety personnel within the planned, defined contribution scope. Outcome: A benefit plan has been secured from CALPERS or other sources.	March	Human Resources

Human Resources Tasks	Completion Date	Responsibility
<p>13. Establish clarity for the relationship between CLFD and Human Resource functions:</p> <ul style="list-style-type: none"> a. Employee Complaints b. Disciplinary Investigations c. Classification Process <p>Outcome: Responsibilities and authorities have been defined and accepted by all.</p>	<p>March</p>	<p>Human Resources Fire Chief City Manager</p>
<p>14. Deliver compliance training to all CLFD employees (EEO, workplace harassment, substance abuse, etc.).</p> <p>Outcome: All CLFD employees have received quality compliance training prior to the transition date.</p>	<p>June</p>	<p>Human Resources</p>
<p>15. Develop curriculum and deliver orientation training to all new CLFD personnel.</p> <p>Outcome: All CLFD employees have received quality orientation training.</p>	<p>June</p>	<p>Human Resources Fire Chief</p>
<p>16. Establish a process and vendor to conduct and monitor the required annual medical exams.</p> <p>Outcome: Employees are provided with the required annual medical exams.</p>	<p>June</p>	<p>Human Resources Fire Chief Finance</p>
<p>17. Develop clear expectations for each position, including community involvement.</p> <p>Outcome: New employees are not surprised by the expectations of City Management and the community in general.</p>		

FINANCE

Like any organization, CLFD will need a wide range of budget and accounting services. Establishing highly efficient systems will be a very important consideration during the transition.

Initially, a transition budget must be developed and adopted along with the necessary appropriation of funds. The transition will incur a variety of costs, including the retention of employees in advance of the actual date of transition.

A budget for CLFD must be developed and adopted. Accounting systems must be established to manage department funds. Use of the City's SAP system will improve accounting efficiency,

Purchase agreements and open purchase orders need to be established. The asset tracking system will need to be updated to ensure CLFD assets are accurately recorded. A five-year capital improvement plan will need to be developed and adopted.

Accounting and purchasing procedures will need to be developed and CLFD personnel trained in their use. Decisions will need to be made regarding the level of financial analysis capability that will exist within the CLFD organization and qualified personnel retained to perform those functions.

This is another area where the use of interdisciplinary teams will be very important. Developing highly efficient systems must be a critical consideration.

Finance Tasks	Completion Date	Responsibility
<p>1. Develop appropriate funding for CLFD transition costs. Outcome: Sufficient funds are available to complete transition activities.</p>	September	City Manager Finance
<p>2. Establish and implement a process to ensure active coordination between Finance, Human Resources, and Technology Services as records systems, processes, and labor agreements are being developed and implemented to ensure City systems can support the changes. Outcome: All stakeholders are involved in the development of systems supporting CLFD financial operations.</p>	September	Finance Technology Services Human Resources City Manager Fire Chief
<p>3. Identify the type and level of financial administration capability that should exist within the CLFD administrative staff. Determine if that capability is best provided by contracted services or full-time staff. If full-time staff, ensure that position(s) is included in the CLFD staffing plan.</p> <ul style="list-style-type: none"> a. Budget development and reporting b. Annual audit preparation c. Other accounting activities d. Coordination with City Finance Department <p>Outcome: Fiscal administration capability has been defined and the source of that capability identified.</p>	November	Finance City Manager Fire Chief
<p>4. Review all agreements regarding employee compensation with Finance to ensure financial systems and payroll accuracy. Outcome: Financial systems can efficiently support employee compensation processing.</p>	January	Finance Human Resources Technology Services
<p>5. Determine if current staffing levels can manage the anticipated new workload associated with CLFD. Identify and quantify staff and other resources that will be needed. Outcome: Finance Department workload is quantified, and the resources required to support a new workload have been identified.</p>	February	Finance

Finance Tasks	Completion Date	Responsibility
6. Establish cost centers within the financial accounting system so that costs can be appropriately attributed to functional activities. Outcome: Cost centers are established that provide detailed functional area cost accounting information.	March	Fire Chief Finance
7. Develop a five-year capital improvement plan for CLFD Outcome: The five-year capital improvement plan has been developed and adopted.	March	Finance Fire Chief
8. Negotiate and enter into a Supplemental Wildfire Response contract with CAL FIRE Riverside County. Outcome: Wildfire response is available to support CLFD response by the date of transition.	March	Fire Chief Finance City Attorney
9. Confirm that CLFD assets are accurately recorded in the asset management system. Update the system as needed for missing assets. Outcome: A complete and accurate list of CLFD assets is available.	April	Finance Fire Chief
10. Identify and establish open purchase orders needed to support CLFD operations. Outcome: Open purchase orders are in place to support CLFD activities.	April	Finance Fire Chief
11. Identify the number of purchasing cards that will be needed for CLFD operations. Establish a procedure for the use of purchasing cards. Outcome: Purchasing cards are provided to appropriate CLFD employees, procedures are in place for their use, and training on the procedures has been provided.	April	Fire Chief Finance
12. Develop and adopt the CLFD budget for FY DATE . Outcome: CLFD has an authorized budget by the date of transition.	June	Fire Chief City Manager Finance

RISK MANAGEMENT

Risk management services include health and safety services as well as an insurance program. A variety of activities must be completed prior to the date of transition.

The CLFD fire station will need to be evaluated for safety and compliance concerns and corrections made prior to the transition.

Insurance policies will need to be updated to reflect the direct service delivery by the City. Workers' compensation coverage will need to be obtained and coordinated with employee health insurance programs.

Databases and other records systems will need to be established and updated to track claims activity properly. Employee wellness/fitness programs will need to be established.

Decisions will need to be made regarding the provider of risk management services and third-party administration. Predicted new workload and the current capability of City resources will be key considerations in this process.

Risk Management Tasks	Completion Date	Responsibility
1. Work with Technology Services to develop a property and liability claims database for CLFD. Outcome: A property and liability claims database is in place.	November	Technology Services
2. Identify sources and costs for contracted EAP and wellness/fitness programs for CLFD employees. Establish vendor relationships as appropriate. Outcome: Wellness/fitness programs are available to CLFD employees.	November	Fire Chief Finance
3. Conduct inspections of facilities to identify any potential risk issues, such as code compliance, OSHA, etc., that may be present (In conjunction with Facilities). Outcome: All risk issues have been identified and resolved by the date of transition.	December	Fire Chief Human Resources
4. Coordinate health benefits coverage with workers' compensation coverage provided to CLFD employees. Outcome: Health insurance and workers' compensation benefits coverage have been coordinated.	January	Human Resources
5. Provide CLFD employee count and payroll information to Risk Management for insurance application updates. Outcome: Information is provided that allows insurance applications to be updated.	February	Human Resources Management Services
6. Determine if the current workers' compensation coverage third party administrator (TPA) has the capacity to add CLFD staffing. Outcome: A third party administrator has been identified with the capacity to support CLFD workers' compensation processes.	February	Human Resources

Risk Management Tasks	Completion Date	Responsibility
<p>7. Determine if current City staffing levels can manage the anticipated new workload associated with CLFD. Identify staff and other resources that will be needed.</p> <p>Outcome: Risk Management workload is quantified, and the resources required to support that workload have been identified.</p>	<p>February</p>	<p>City Manager Human Resources</p>
<p>8. Work with insurance broker/carriers to update all applicable insurance applications:</p> <ul style="list-style-type: none"> a. Workers' compensation, adding full-time workers b. Property and equipment c. Motor vehicles d. General liability <p>Outcome: Insurance is in effect, providing coverage when needed.</p>	<p>March</p>	<p>Finance</p>
<p>9. Set up CLFD employees in the workers' compensation database.</p> <p>Outcome: All CLFD employees are entered into the workers' compensation database.</p>	<p>May</p>	<p>Human Resources</p>

LEGAL

Legal services will be required throughout the process of the transition. CLFD will need to review, renegotiate, and execute a long list of agreements with other agencies. These include cooperative services agreements (hazardous materials response), mutual and automatic aid agreements, purchase of services agreements (wildfire response, dispatch, support services), and more. A legal review of these documents will be required.

As transition discussions progress, legal services will be needed to interpret the Interlocal Agreement and its provisions for termination.

There will likely be disagreements between various parties about how the transition should occur and details regarding assets, employees, and the like. It will be very valuable to have an effective dispute resolution process in place so these disagreements can be resolved quickly.

Legal Tasks	Completion Date	Responsibility
<p>1. Review California Statutes to determine statutory responsibility to hire personnel laid off by CAL FIRE Riverside County as a result of this transition.</p> <p>Outcome: The review has determined any statutory responsibility to laid-off CAL FIRE Riverside County employees.</p>	September	City Attorney
<p>2. Identify and implement a dispute resolution process to address disagreements regarding transition issues, costs, and activities.</p> <p>Outcome: A dispute resolution process has been implemented and disagreements are resolved through this process.</p>	October	Fire Chief City Attorney CAL FIRE Riverside County
<p>3. Identify, modify, or establish all applicable contracts and agreements as required to reflect the transition to the City operational service delivery:</p> <ul style="list-style-type: none"> a. Dispatch b. Frequency Sharing c. Medical Director d. Medical Services e. Regional Training Center f. Facilities Maintenance g. Vehicle and Equipment Maintenance h. Medical Supplies i. Wildfire Agreements <p>Outcome: All contracts and agreements have been modified and re-executed by the date of transition.</p>	April	Fire Chief City Attorney
<p>4. Negotiate and execute all automatic and mutual aid agreements:</p> <ul style="list-style-type: none"> a. CAL FIRE Riverside County b. Murrieta Fire c. BLM d. City of Menifee e. City of Lake Elsinore <p>Outcome: All automatic and mutual aid agreements have been modified and re-executed by the date of transition.</p>	April	Fire Chief City Attorney City Manager

Legal Tasks	Completion Date	Responsibility
5. Monitor transition activities for legal concerns. Review all agreements between CLFD and the CAL FIRE Riverside County/Riverside County. Outcome: Potential legal risk has been identified and resolved.	Ongoing through July	City Attorney

TECHNOLOGY

The use of technology is essential to the delivery of services and provides an opportunity to maximize the effectiveness of those services. CLFD will need to ensure that various technologies are available for its use. These include telecommunications equipment, computer software and hardware, radios, and computer networks.

A comprehensive inventory of existing systems must be completed. This will provide a baseline for needed acquisitions and for the transition of systems from CAL FIRE Riverside County to CLFD.

A thorough technology needs assessment must be prepared to ensure that technology acquisitions support the CLFD mission. Service improvement opportunities through technology should be identified at this stage so acquisitions provide maximum value to the organization.

Appropriate technology must be available to CLFD prior to and especially on the date of transition. System “cut-over” agreements must be reached with CAL FIRE Riverside County and Riverside County to ensure uninterrupted service.

Technology Tasks	Completion Date	Responsibility
<p>1. Conduct a walk-through of each station to review existing network, computer, and telecom equipment and systems (with Facilities and Risk).</p> <p>Outcome: A full and accurate inventory of existing systems has been developed.</p>	December	Technology Services Fire Chief
<p>2. Work with Riverside County Communication and Technology Department personnel to identify computer hardware, software, and other system components that are installed in CLFD facilities and apparatus.</p> <p>Outcome: A full and accurate inventory of existing system components has been developed.</p>	December	Technology Services Fire Chief
<p>3. Confirm the type and make of the telephone system used in the fire station, what phone equipment is in place, and who owns the equipment.</p> <p>Outcome: A full and accurate inventory of telecommunications equipment and its ownership has been developed.</p>	December	Technology Services Fire Chief
<p>4. Inventory CLFD owned computer equipment to determine make/model/age and what software and operating systems are installed.</p> <p>Outcome: A full and accurate inventory of computer equipment and systems has been developed.</p>	December	Technology Services
<p>5. Evaluate existing network connectivity. Identify the ideal pathway and configuration options.</p> <p>Outcome: The best solution for network configuration that provides redundancy has been identified.</p>	December	Technology Services

Technology Tasks	Completion Date	Responsibility
<p>6. Complete a technology assessment and plan for CLFD to determine and quantify hardware and software requirements to fully support CLFD operations:</p> <ul style="list-style-type: none"> a. Office use systems b. Communications equipment (cell, radio, paging) c. Mobile systems (MCT, mobile laptops, etc.) <p>Outcome: Technology needs have been thoroughly assessed and a plan for implementation developed.</p>	<p>January</p>	<p>Technology Services</p>
<p>7. Determine if current staffing levels can manage the anticipated new workload associated with CLFD. Identify and quantify staff and other resources that will be needed.</p> <p>Outcome: Technology Services workload is quantified, and resources required to support that workload has been identified.</p>	<p>January</p>	<p>Technology Services</p>
<p>8. Acquire a staff scheduling software system.</p> <p>Outcome: A staff scheduling software system has been acquired and installed prior to the date of transition that communicates with the accounting and payroll system.</p>	<p>March</p>	<p>Fire Chief Technology Services Finance</p>
<p>9. Based on the inventories and needs assessment, purchase and install new technology equipment, network connectivity, telephone systems, etc., as needed.</p> <p>Outcome: Technology systems and equipment have been acquired and installed as of the date of transition.</p>	<p>April</p>	<p>Technology Services</p>
<p>10. Evaluate available fire records management systems. Acquire licenses and install the system as needed.</p> <p>Outcome: A fire records management system has been acquired and installed prior to the date of transition.</p>	<p>April</p>	<p>Technology Services Fire Chief</p>

Technology Tasks	Completion Date	Responsibility
<p>11. Complete an inventory of existing geographic information systems software licenses. Complete software upgrades and acquire additional licenses as needed.</p> <p>Outcome: Geographic information systems software has been acquired and installed prior to the date of transition.</p>	<p>April</p>	<p>Technology Services</p>
<p>12. Develop curriculum and deliver training to CLFD employees on the use of computer systems, telephone systems, and other technology.</p> <p>Outcome: All CLFD employees have received training on the technology systems they will use during their employment.</p>	<p>June</p>	<p>Fire Chief Technology Services</p>

EXTERNAL RELATIONSHIPS

No single agency can provide effective delivery of service without the cooperation of other regional service providers. CLFD will need to reconstitute these relationships and identify new opportunities for regional cooperation.

Partnerships for the delivery of specialized services will need to be identified and agreements set in place. This includes hazardous materials response, wildfire, and technical rescue services.

Exploring a service delivery partnership between CLFD and adjacent agencies could provide a cost-effective solution.

Developing cooperative programs with AMR and Riverside County Emergency Medical Services Agency (REMSA) will also provide a significant benefit. Training, quality improvement, and EMS supply partnerships should be evaluated and entered as appropriate.

Establishing effective regional partnerships now will enhance the overall quality of service provided to the community.

External Relationship Tasks	Completion Date	Responsibility
<p>1. Develop or revise and execute the agreement for the CAL FIRE Riverside County hazardous materials response team.</p> <p>Outcome: The agreement for the hazardous materials response team is in effect as of the date of transition.</p>	<p>March</p>	<p>Fire Chief City Attorney</p>
<p>2. Negotiate and implement and agreement with CAL FIRE Riverside County for services delivered for:</p> <ul style="list-style-type: none"> a. Confined Space Rescue b. High Angle Rescue c. Water Rescue <p>Outcome: The source of technical rescue services has been identified and agreements are in place as of the date of transition.</p>	<p>March</p>	<p>Fire Chief City Attorney</p>
<p>3. Identify regional efforts in which CLFD should be a participant, such as the regional juvenile firesetter initiative. Determine CLFD's appropriate participation level and the resources needed.</p> <p>Outcome: The regional initiatives CLFD will participate in have been identified and resources are assigned.</p>	<p>March</p>	<p>Fire Chief</p>
<p>4. Update the agreement and set up procedures to accomplish EMS supply exchange between AMR, REMSA, and CLFD.</p> <p>Outcome: EMS re-supply agreements and procedures are in place at the agreed-upon Paramedic level by the date of transition.</p>	<p>March</p>	<p>Fire Chief City Attorney</p>

External Relationship Tasks	Completion Date	Responsibility
<p>5. Establish a task force including CLFD, Riverside Emergency Communication and Dispatch, AMR and REMSA to develop response protocols and point of dispatch procedures for emergency medical response. Determine EMS incidents by priority level that are appropriate for CLFD response.</p> <p>Outcome: Point of dispatch and response protocols have been developed that provide the most effective level of service to the community.</p>	<p>April</p>	<p>Fire Chief</p>
<p>6. Identify EMS training that can be provided to CLFD by AMR, along with the costs and logistics associated with that training. Integrate appropriate AMR training opportunities into the CLFD training plan.</p> <p>Outcome: EMS training to be provided by AMR has been identified and agreements are in place to implement the training.</p>	<p>May</p>	<p>Fire Chief</p>
<p>7. Review AMR's Medical CQI program to determine if that program would work well for CLFD. If appropriate, develop necessary agreements to implement the program.</p> <p>Outcome: The manner in which CLFD will conduct Medical CQI programs has been identified and implemented by the date of transition.</p>	<p>May</p>	<p>Fire Chief City Attorney</p>

IMPLEMENTATION

This transition plan describes the work to be accomplished to affect the transition of service delivery from CAL FIRE Riverside County to the City of Canyon Lake. There is a great deal to be done in a relatively short time frame. Key considerations to ensure success include:

1. Establishing clear lines of authority and accountability.
2. Ensuring constant and comprehensive communication between the various County and City departments, CLFD staff, and other interests, both internal and external.
3. Detailing each task into an action plan to fully define the work effort involved.
4. Keeping the public and City Council fully informed of activities and progress.

Authority and Accountability

There needs to be one person to which responsibility clearly rests for the accomplishment of this plan. This person needs to have the organizational placement required to ensure his or her authority regarding this transition plan is respected.

All who have the responsibility to accomplish tasks outlined in this plan need to be held accountable. Reporting systems must be in place to identify the level of progress on the plan at key milestones.

Communication

Many tasks outlined in this plan involve more than one County and City department or interest. Developing systems to ensure constant and productive communication between the various stakeholders will be important to success.

Multi-disciplinary teams should be established to ensure the work of one department or interest does not adversely affect the work of another. These teams should also ensure that work is not duplicated.

Regular progress meetings should be conducted so that all stakeholders understand the progress and challenges of others. Further, these meetings will help coordinate efforts to avoid duplication or progress along different paths.

Documenting progress in written form will also provide value. Providing progress reports in writing provides a ready reference to all stakeholders as to the status of the transition effort, challenges being encountered, and a listing of tasks completed.

Action Plans

This Transition Plan provides a comprehensive and detailed list of tasks to be accomplished. Detailing each task into a written action plan will help to define potential roadblocks, describe special resources that may be required, identify unexpected inter-relationships, and define critical milestones.

The following is an example action plan form that could be used for this effort. These plans should be shared with other stakeholders, particularly those who are involved in task accomplishment.

Canyon Lake—Transition Action Plan

Task:

Start Date:

End Date:

Task Lead:

Assisting:

Action Steps	Start Date	End Date	Person Assigned	Resources Required

Desired Outcome:

Special Considerations:

Results:

Public Information

Providing frequent information to the public will be important to the transition's success. The public will be understandably concerned about the future of their fire and emergency services as a result of the termination of the Interlocal Agreement.

Information should be provided on a regular basis identifying progress on the Transition Plan. Details about how the newly developed CLFD will deliver service should be included. As early as possible, contact information for CLFD should be provided so that members of the public with concerns or special needs post-transition can begin to share those directly with CLFD staff.

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TYPE I ENGINE APPARATUS INVENTORY UNIT DESCRIPTION ENGINE # 60	
<i>Inside CAB</i>	
3	Remote (1-station garage) (2-gate openers)
1	Riverside County Thomas Bros Map book
4	Box Lights
1	Clip board
1	Orange Emergency Response Guide
1	Tech Rescue Field Guide
1	Haz-mat compliance pocketbook
1	Binocular with case
2	Kenwood H.T. radios S#31200302/S# 31200101
1	Bendix Kink H.T. radio S#0546060
1	Safety vest
4	Headsets Model SE-2
3	SCBA with drop bag
3	SCBA masks
3	Back rest pad (BA seat cover)
1	Pediatric immobilization board (located on top of roll-up comp)
3	Cup holders
1	Diamond plate custom made bookshelf
3	Two-piece rain gear (XL)
1	MCI kit
1	Pre plan book
1	Radio plan book
<i>Inside CAB/Roll-up Compartment</i>	
1	Spill response kit
1	Fire blanket
1	Isolation kit
3	Blue E.M.S Hip packs
1	Blanket 42 x 75
1	KED
1	Roll trash bags
4	Rolls toilet paper
1	Yellow Pelican ALS Med Re-stock case
4	Bee masks
1	Hose inflation kit
4	Containers: 1-w/battery; 1- w/4 head lamp; 1-w/flagging; 1-w/duct tape
1	Thermal imaging camera case (S#3353)
Date of Inventory _/_/___	Personnel conducting inventory: Print Name: Signature: _____ Print Name: Signature: _____

APPARATUS INVENTORY UNIT DESCRIPTION ENGINE # 60	
<i>Right/Front MEDICAL Compartment</i>	
1	Zoll Monitor (E Series RVC# 878059 S# AB07H005033)
1	C-collar Bag
1	Triage Bag
1	Blanket
1	O2 bottle
1	Mega Mover carrying device
1	Trauma kit
1	Container with extra medical supplies
1	Air Splint bag
1	O.B. kit
1	Burn kit
1	Decon kit
1	Kendrick Traction leg splint
<i>Right/Middle Compartment</i>	
1	P.W. Extinguisher
1	Dry Chem Extinguisher
<i>Right/Rear Compartment</i>	
1	Ventilation Fan (2H8-851 S# 102406-OP6-00135)
2	Stop/Slow sign
1	Spare fuel container
1	Generator with detachable light (S#7LG207997)
1	Electrical cord
4	Hall runner
1	Salvage cover
<i>Right/Center Compartment</i>	
2	Spare SCBA bottles
<i>Right Exterior</i>	
1	4 in soft suction hose
Date of Inventory	Personnel conducting inventory: Print Name: _____ Signature: _____ Print Name: _____ Signature: _____
__/__/__	

APPARATUS INVENTORY UNIT DESCRIPTION ENGINE # 60	
Rear/Lower Compartment	
1	Amkus Generator (0604)
1	Amkus Cutter Attachment (60515-4226)
1	Amkus Spreader Attachment (02084730)
2	Amkus Ram Attachment (Model A-20R)
1	Amkus Ram Extension Attachment
3	Bag with hydraulic hose
1	Bag with chain
1	Gallon bar oil
2	Funnels
2	Fuel containers
2	Block cribbing (step)
6	Block cribbing (4x4)
4	Block cribbing (2x4)
1	Block cribbing (wedge)
1	Blue tarp
2	I-Zone brackets
Rear/Upper Right Compartment	
2	Squeegee with handle
1	Broom with handle
1	Snake pole
Rear/Upper Left Compartment	
2	Hard suction hose
1	Pike pole
1	Rubbish hook
Rear/Upper Center	
2	Backboards
2	McCloud handles
2	Pry bars
	Nozzles
1	Triple-Fold/1 ½ inch
1	Minuteman/1 ½ inch
1	Trident/2 ½ inch
1	1 ¾ inch Bundle
2	1 ¾ inch Bundle – Gated Wye (1), 1 ¾ inch nozzles
1	1 ½ inch Starter Roll – 1 ½ inch nozzle
Date of Inventory _ / _ / _	Personnel conducting inventory: Print Name: _____ Signature: _____ Print Name: _____ Signature: _____

APPARATUS INVENTORY UNIT DESCRIPTION ENGINE # 60	
<i>Left/Rear Compartment</i>	
1	Ice chest
1	Dewalt Sawzoll with case
1	Brush hook
1	Pulaski
1	Sledge hammer
1	Large head Debris shovel
2	Shovels
1	High Rise kit
1	Jumper cable
1	Tool bag
2	Extra circular saw blades
<i>Left/Middle Compartment</i>	
1	Chain Saw (Stihl MS 460 M# 5A8X-0775RB)
1	Circular Saw (Stihl TS 400 M# 4A8X5-0645RB)
1	Saw bag
1	Pick Head axe
1	Flat Head axe with straps
1	K-Tool
1	Elevator keys
1	Crash Axe
1	Bolt cutter
1	Halogen bar
1	SCBA mask
1	SCBA harness with bottle & drop bag
1	Lock-out kit
Nozzles (Cont.)	
2	Transverse: 1 ¾ inch
1	Front: 1 ¾ inch
<i>Left/Center Compartments</i>	
2	Spare SCBA bottles (#1 Scott, #2 Scott)
Date of Inventory: ____/____/____	
Personnel conducting inventory: Print Name: _____ Signature: _____ Print Name: _____ Signature: _____	

APPARATUS INVENTORY UNIT DESCRIPTION ENGINE # 60	
<i>Left/Front Engineers Compartment</i>	
1	2 ½ Gated Wyes
1	2 ½ Siamese
1	1 ½ Gated Wyes
1	Cellar nozzle 2/ long extension and ball
1	Mop up kit
1	2 ½ play pipe
3	1 ½ combo nozzle with bale
1	2 ½ smooth bore nozzle with bale and 1, 1 ½, 1 ¼, tip
4	1 ½ - 1 inch Forestry Ts
1	Seatbelt cutter
2	Large diameter hose spanner wrench
3	Large diameter hose straps with bag
2	Spanner wrench
1	Hydrant wrench
1	Rubber mallet
2	Wildland hose clamp
1	Bubble cup foam nozzle
2	Adaptor -2 ½ double female coupling
3	Adaptor- 2 ½ double male coupling
1	Adaptor- 1 inch male X 2 1/2 female coupling
2	Adaptor- 2 ½ X 1 ½ female coupling
1	Adaptor- 1 ½ male X 2 ½ female coupling
1	Adaptor- 1 ¾ male X 2 ½ female coupling
1	Adaptor- 1 ½ X 1 ¾ female coupling
2	Adaptor- 1 ½ double male coupling
4	Adaptor- 1 ½ double female coupling
2	Adaptor- 1 ½ female X 1 inch male coupling
3	Adaptor- 1 inch double female coupling
3	Adaptor- 1 inch double male coupling
1	Adaptor- 1 inch male X 1 inch female coupling
1	1 inch cap
2	Adaptor- ¾ inch male X 1 inch female coupling
2	1 inch shut-off bale
1	1 ½ shut-off bale
4	1 inch comb nozzle
Date of Inventory _/_/___	Personnel conducting inventory: Print Name: _____ Signature: _____ Print Name: _____ Signature: _____

APPARATUS INVENTORY UNIT DESCRIPTION ENGINE # 60	
<i>Left/Front Engineers Compartment</i>	
3	1 inch smooth bore tip
1	1 ½ to 3/8 smooth bore tip
1	1 ½ to ¼ smooth bore tip
1	1 ½ to 3/16 smooth bore tip
1	1 ½ to 1 inch smooth bore tip
1	Window seal remover blade
1	Air pressure gauge
2	Adaptor 4 inch double female coupling
2	Adaptor 4 inch double male coupling
1	Adaptor 4 inch female X 2 ½ male coupling
1	Adaptor 4 inch female X 2 ½ female coupling
1	Adaptor 4 inch female X 4 ½ female coupling
1	Adaptor 4 ½ female X 2 ½ female coupling
1	Adaptor 4 ½ female X 4 inch female coupling
1	Adaptor 9 inch female X 4 inch male coupling
1	4 inch suction screen
1	2 ½ combo master stream
<i>Left/Exterior Side</i>	
1	2 ½ in soft suction hose
<i>Left/Rear</i>	
	1 ½ inch Wildland Triple Fold X 300 ft.
	1 ¾ inch Minuteman X 200 ft. (1 3/4 “ bundles w/ GateWye X 200 ft.
	4 inch Supple line X 800 ft.
	2 ½ inch Attack/Supply X 600 ft.
	1 ½ inch Wildland hose X 500 ft. (Starter roll & hose packs)
	Transverse: 1 ¾ inch X 500 ft.
	Front: 1 ¾ inch X 25 ft.
	Soft Suction: 4 inch X 10 ft.; 2 ½ inch X 10 ft.
Date of Inventory _ / _ / _	Personnel conducting inventory: Print Name: Signature: _____ Print Name: Signature: _____

E-60 INVENTORY – UNIT/ DESCRIPTION**Shed Near Station**

- 1 Rough Rider Crawler
- 1 Craftsman Tool Cabinet
- 1 8 ft. A-Frame Ladder
- 1 PW Extinguisher, S211554
- 1 ABC Extinguisher XR78091
- 1 ABC Extinguisher K2731167 – Small
- 1 Sears Battery Charger
- 3 Rope bags (utility) unknown length
- 8 Wildland hose packs – empty
- 1 Ladder head protector
- 1 Canvas salvage cover
- 4 Plastic salvage covers
- Misc. Gaskets
- 1 Bicycle chain
- 1 env. PW Pins
- 1 box Webbing w/clasps
- 1 env. Belt cutter blades
- 1 bag Helmet straps
- 1 bag Ear Plugs
- 1 Brass fog nozzle
- 4 Wildland T's
- 1 Seat Belt cutter
- 1 bag fusees
- 3 Helmet liners (wildland)

Backup Hose

- 4 inch X 200 ft.
- 2 ½ inch X 350 ft.
- 1 ¾ inch X 800 ft.
- 1 ½ inch X 2800 ft.
- 1 inch X 1300 ft.

Outside Far Shed

- 7 Ansulite 3% AFFE 5 gallon containers

APPENDIX C: ESTIMATE COST FOR DISPATCH & COMMUNICATIONS SERVICES

ESTIMATE

COST FOR DISPATCH AND COMMUNICATION SERVICES

The cost for Dispatch and Communication Services include the following:

- Dispatching of all Fire Department vehicles assigned to the District according to the Riverside County Standard Response Plan. (Riverside County Policy Letter 2-01 Standard Response Plan - Exhibit "D").
- Maintain the fire station base radio, mobile radios, hand held radios and radio pagers owned by the Riverside County Fire Department.
- Maintain of all radio equipment due to negligence will be the responsibility of the negligent party.
- Reprogram radios to conform to Riverside County Fire Department's radio plan during Riverside Fire Department's pre-identified county wide radio reprogramming.

Cost allocation included the staff salaries for State and County Personnel assigned to the Emergency Command Center. General industry standards require one Dispatcher per 2500 calls. It also includes the costs for upgrading and maintaining the CAD system. Allocation based on 75% call volume, 25% station basis. Call volume based on previous year incident statistics.

FY 20/21 EMERGENCY COMMAND CENTER (ECC) SUPPORT SCHEDULE – ESTIMATE		(SCHEDULE E)	
		STATION / CALL BASIS <small>(Appendix 7)</small>	
		STATIONS	CALLS
		25%	75%
EMERGENCY RESPONSE		92	177,608
State Command/Support Personnel <small>(Appendix 2)</small>	\$505,148	\$1,373	\$2
County Support Personnel <small>(Appendix 3)</small>	\$6,232,020	\$16,935	\$26
OPERATING COSTS <small>(Appendix 4)</small>		\$239,677	\$651
CAPITAL COSTS TO ALLOCATE <small>(Appendix 5)</small>		\$31,058	\$84.40
TOTAL COST		\$7,007,903	\$19,043
			\$29.59

ANNUAL ECC COSTS

Station Basis	1 station @	\$19,043	\$19,043
Est Call Volume	818 calls @	\$29.59 per call	\$24,205
TOTAL ANNUAL ECC COSTS			\$43,247

City of Canyon Lake

ESTIMATE

COST FOR DISPATCH AND COMMUNICATION SERVICES

COMMUNICATIONS & INFO TECHNOLOGY

The Communication and Info Technology staff is responsible for recommending, ordering and installing all radio and computer equipment. They are also responsible for contracting the installation and repair of all safety communication devices on suppression equipment. Radios and computers are assigned to people, vehicles, trucks and stations and require regular coordination with the ECC/Dispatch Services. Allocation is based on 75% call volume, 25% station basis.

FY 20/21 COMMUNICATIONS / IT SUPPORT SCHEDULE – ESTIMATE		(SCHEDULE G)	
		STATION / CALL	
		BASIS (Appendix 7)	
		STATIONS	CALLS
		25%	75%
PERSONNEL		92	177,608
State Command/Support Personnel (Appendix 2)	\$0	\$0	\$0
County Support Personnel (Appendix 3)	\$4,605,603	\$12,515	\$18
OPERATING COSTS (Appendix 4)		\$5,013,575	\$13,624
CAPITAL COSTS TO ALLOCATE (Appendix 5)		\$126,654	\$344
TOTAL COST		\$9,745,832	\$26,483
			\$41.15

ANNUAL COMM/IT COSTS

Station Basis	1	station @	\$26,483		\$26,483
Est Call Volume	818	calls @	\$41.15	per call	\$33,664
					\$60,147

ESTIMATED DIRECT CONNECTIVITY CHARGES

MDC Cost Per Vehicle	1	@ \$42.36	per month		\$508
1 Station T-1 @		\$606.00	per month		\$606
TOTAL ANNUAL COMM/IT COSTS					\$1,114

Total Estimated Annual Costs: \$104,508

The estimated rate schedules above are calculated annually based on the prior fiscal year’s costs for County Fire Department dispatch services. A new Exhibit based on the current fiscal year budget will be provided to the DISTRICT on an annual basis. The fourth (4th) quarter invoice will reconcile all billings to actual cost.

City of Canyon Lake

APPENDIX D: JOB DESCRIPTIONS

FIRE CHIEF

\$73,200–\$93,400 Annually

DEPARTMENT: FIRE DEPARTMENT

FLSA STATUS: EXEMPT

POSITION STATUS: REGULAR FULL-TIME

REPORTS TO: CITY MANAGER

DEFINITION

Under the administrative direction of the City Manager, develops, plans, manages, oversees and directs the operations and services of the Fire Department which may include, but are not limited to, establishment of policies and procedures, training, EMS communications, records, support services and fire safety technical services functions; coordinates department activities with other City officials or outside agencies; provides responsible and complex staff support to the City Manager.

DISTINGUISHING CHARACTERISTICS

The Fire Chief is the management level class within the fire safety class series and has responsibility for managing and overseeing all organizational and operational facets of fire protective services. This classification is distinguished from the next lower classification of Administrative Captain in that it has management responsibility for the entire Fire Department at all times, rather than solely on an intermittent basis or just for a division or engine company.

ESSENTIAL JOB FUNCTIONS (including but not limited to the following):

- Develop, implement and maintain Fire Department goals, objectives, policies, procedures and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
- Review, evaluate and recommend purchases of equipment and supplies for the operation of Station 60 upon commencement of the City's Fire Department.
- Assist in the recruitment, training and planning for firefighters to serve in the Fire Department.
- Plan, direct and coordinate the Fire Department's workplan through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- Oversee the selection, training and evaluation programs for all Fire personnel; provide or coordinate staff training; identify and resolve staff deficiencies; execute discipline and/or termination procedures.
- Oversee the testing of equipment; and inspect personnel, equipment and living quarters.

- Present, justify and defend Fire programs, operations and activities; negotiate and resolve controversial department issues; recommend new ordinances, laws and regulations related to fire protection; and make recommendations concerning personnel, apparatus and equipment.
- Attend and participate in professional and community meetings as necessary; stay current on issues relative to the field of fire protective services and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries and complaints.
- Perform other administrative and training as deemed appropriate or as directed by the City Manager.
- Plan, direct, and review activities of personnel performing fire inspection, prevention, suppression, and emergency services.
- Accept full responsibility for all Fire Department activities and services including activities associated with training/hazmat disaster preparation, EMS communications, records, support services and fire safety technical services functions.
- Develop, implement and maintain Fire Department goals, objectives, policies, procedures and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
- Plan, direct and coordinate the Fire Department's workplan through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Oversee the selection, training and evaluation programs for all Fire personnel; provide or coordinate staff training; identify and resolve staff deficiencies; execute discipline and/or termination procedures.
- Respond to major fire alarms and personally direct fire suppression activities as necessary.
- Oversee the testing of equipment; and inspect personnel, equipment and living quarters.
- Direct hazardous and toxic materials control activities.
- Present, justify and defend Fire programs, operations and activities; negotiate and resolve controversial department issues; recommend new ordinances, laws and regulations related to fire protection; and make recommendations concerning personnel, apparatus and equipment.

- Manage and coordinate the development of the Fire Department's budget; monitor and approve expenditures; advise appropriate department personnel on budget matters; make adjustments to the budget as is necessary.
- Represent the Fire Department to other departments, divisions and organizations; coordinate departmental activities with other departments and organizations.
- Serve as a resource for department personnel, City staff and other organizations; coordinate pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attend and participate in professional and community meetings as necessary; stay current on issues relative to the field of fire protective services and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries and complaints.
- Perform other related duties as required or as directed by the City Manager.

MINIMUM QUALIFICATIONS

Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fire Chief. A typical way of obtaining the required qualifications is to possess the equivalent of fifteen (15) years of increasingly responsible experience in all phases of fire suppression, prevention and emergency medical services including five years of experience as a chief officer (Battalion, Division, Deputy or Assistant). A high school diploma or equivalent is required. Completion of major coursework from an accredited college or university in Fire Science, Fire Administration, Business or Public Administration is also required, Bachelor's Degree preferred.

Certificates and Licenses Required

- State of California Chief Officers Certification.
- Possession of a valid class C California driver's license and a satisfactory driving record.
- Out of state candidates may be considered with a commitment to obtain the required certificate or license by agreed deadlines.

Necessary Qualifications:

The Fire Chief shall possess the following skills, knowledge and experience:

- Operations and standard operating procedures of a modern fire prevention, suppression and emergency medical services program.
- Principles and practices of program development and administration.
- Complex principles and practices of fire management.
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Principles and practices of budget administration.
- Methods and techniques of supervision, training and motivation.

- Applicable Federal, State, and local laws, codes and regulations.
- Occupational hazards and standard safety practices.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic record preparation and writing.

Ability to:

- Develop and establish policies and procedures.
- Plan, direct and manage fire prevention, suppression, emergency medical and support activities.
- Plan, organize and direct the work of subordinate staff.
- Supervise and direct the operations and activities of the Fire Department. Courteously respond to community issues, concerns and needs.
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer a municipal budget.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Make adjustments to standard operating procedures as is appropriate.
- Apply applicable laws, codes and regulations.
- Establish and maintain effective working relationships.

Skill to:

- Effectively operate firefighting and life safety equipment and tools.
- Effectively operate a motor vehicle on City streets.
- Operate computer and applicable software.

Special Requirements:

Applicant must have a satisfactory driving record that will allow the individual to be insurable with the Fire Department's insurance company. Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Fire Department.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and protective clothing, endure moderate exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and man-made disasters and hazards associated with working in and near traffic. The noise level in the work environment varies from moderate to extreme.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

ADMINISTRATIVE ASSISTANT

**RANGE: \$33,484–\$42,736 Annually
\$16.10–\$20.55 Hourly**

DEPARTMENT: FIRE

FLSA STATUS: NON-EXEMPT

POSITION STATUS: REGULAR, FULL-TIME

REPORTS TO: FIRE CHIEF

DEFINITION

To perform a variety of office and administrative support duties at the entry, journey and advanced/lead levels, depending on assignment, involving answering phones, receiving the public, providing customer assistance, cashiering, word processing, data entry and special projects; to provide skilled administrative assistance to various staff members and divisions as needed; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level position in supporting the goals and objectives of the Fire Department. Incumbents in this position have an increased level of responsibility and complexity of duties based on knowledge and experience gained at the lower level. Incumbents perform a broader scope of work under general supervision are able to interpret and explain regulations, procedures, policies, systems and rules in response to inquiries from the public, staff and other organizations. Work assignments may include research and special projects. Work is reviewed both during its performance and upon completion for achievement of the objectives given.

ESSENTIAL JOB FUNCTIONS

Depending on assignment, duties may include, but are not limited to, the following:

- Serve as initial contact/resource person for the assigned office; screen calls and visitors; sort and deliver mail.
- Learn to respond to routine inquiries from the public, City staff, representatives of other organizations and others; refer more technical questions or issues to appropriate City staff, ensure to follow up unanswered inquiries.
- Perform data entry and keyboarding to process a variety of routine forms, letters, memorandums, agendas, minutes, or other materials from oral direction, rough draft, copy, notes or recordings; ensure accuracy and completeness in conformance with training received on established regulations and procedures.
- Assist in maintaining a variety of files and records for information; ensure proper filing and/or scanning of documents in departmental, central and/or electronic files; maintain and update resource materials.
- Participate in aspects of financial and budgetary record keeping, purchasing and other routine transactions to assist in the administrative support of departmental programs; check, maintain, and tabulate statistical data and records.

- Establish and maintain effective working relationships with the public and City employees.
- Assist in a variety of department operations; assist with limited aspects of special projects and assignments under close supervision, as requested.
- Order necessary office supplies.
- Perform other related duties as required. Administrative Assistant II: In addition to the above, duties may include, but are not limited to, the following:
 - Interpret and explain regulations, procedures, policies, systems, rules and precedents in response to inquiries and complaints from the public, City staff, representatives of other organizations and others.
 - Research and gather information to provide accurate answers and information to the public and handle increasingly more technical inquiries independently using applied knowledge of department operations and City processes.
 - Verify and review forms and reports for completeness and conformance with established regulations and procedures; apply specialized knowledge of departmental and program policies and procedures in determining completeness of applications, permits, records and files.
 - Initiate and maintain a variety of files and records for information related to the assigned office.
 - Maintain increasingly complex budget, purchasing and other detailed records to assist in the management or administration of departmental programs.
 - Assist in a variety of department operations; perform special projects and assignments as requested.
 - Coordinate travel arrangements.
 - Distribute and reconcile office petty cash.
 - Plan, organize and carry out administrative assignments; research, compile and organize information and data from various sources on a variety of specialized topics related to programs in the assigned area.
 - Participate and assist in the administration of the office, recommend organizational or procedural changes affecting support activities.
 - Develop and/or maintain sections of a central records system; enter or extract information on or from records.
 - Maintain records and compile detailed and complex information, data, and materials and assist in the preparation of a variety of narrative, financial, budgetary, and statistical reports.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures.
- Standard office equipment usage.
- Basic principles and procedures of record keeping.
- Reception and telephone techniques.
- Techniques involving classifying, indexing, processing, retrieving, and controlling a large volume of records. Principles of business letter writing.
- English usage, spelling, grammar, and punctuation.
- Computers and related equipment; software including word processing, spread sheet, and data base applications at an intermediate level of complexity.
- Principles of budgeting, record keeping and records management.
- Administrative principles applicable to the planning and organizing of work.
- Technical aspects of various departmental work functions sufficient to respond to public inquiries with independence and minimal reliance on senior level staff.
- Human Resources functions related to employee record keeping, recruitment, onboarding, training, safety, legal posters, workers' compensation, leave laws, risk management and general liability programs.

Ability to:

- Perform routine administrative support work.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Interpret and apply City-wide and departmental policies and procedures.
- Maintain complex records and prepare technical reports.
- Work independently in the absence of supervisor.
- Operate computer devices and utilize word processing, spreadsheet and database software with an intermediate level of proficiency.
- Research and gather information independently.
- Initiate and maintain a variety of files and records.
- Maintain increasingly complex budget, purchasing and other detailed records.
- Perform special projects and assignments of increasing complexity with general direction.

Experience: Three years of progressively responsible general administrative support experience, preferably in a municipal government or similar public agency setting.

Education: Graduation from High School or G.E.D. equivalent.

Special Requirements: Possession of a valid California Class C driver's license and good driving record.

Physical Requirements and Environmental Conditions: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 10 pounds, and to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction. This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

CAPTAIN – ADMINISTRATION **\$48,196–\$60,959 Annually**

DEPARTMENT: FIRE DEPARTMENT **FLSA STATUS: EXEMPT**

POSITION STATUS: REGULAR FULL-TIME **REPORTS TO: FIRE CHIEF**

DEFINITION

Under the administrative direction of the Fire Chief, assists with the management, supervision and coordination of the operations and services of the Fire Department which may include, but are not limited to, recommendation of policies and procedures, training, EMS communications, records, support services and fire safety technical services functions; coordinates department activities with other City officials or outside agencies; provides responsible and complex staff support to the Fire Chief.

DISTINGUISHING CHARACTERISTICS

The Captain – Administration is the management level class within the fire safety class series and has responsibility for managing, supervising and coordinating certain assigned organizational and operational facets of fire protective services. This classification is distinguished from the next lower classification of Fire Captain in that it has management responsibility for the entire Fire Department in the absence of the Fire Chief, rather than just for a division or engine company.

ESSENTIAL JOB FUNCTIONS, including but not limited to the following:

Training and certain Administrative Duties only:

Note: No duties in this section shall involve actual Fire Service delivery to the public.

- Recommend, implement and maintain Fire Department goals, objectives, policies, procedures and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
- Review, evaluate and recommend purchases of equipment and supplies for the operation of Station 60 upon commencement of the City's Fire Department.
- Assist in the recruitment, training and planning for firefighters to serve in the Fire Department.
- Develop and maintain lines of communication and cooperation with peers in surrounding local, state, and federal agencies; coordinate joint operations with outside agencies; mitigate conflicts with other departments or agencies; oversee and participate in the development of new fire mutual aid and automatic agreements and procedures.
- Provide responsible staff assistance to the Fire Chief; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to fire programs, policies, and procedures as appropriate.

- Perform other administrative duties and training as deemed appropriate or as directed by the Fire Chief.
- Assume responsibility of the Fire Department in absence of the Fire Chief.
- Manages and supervises activities of personnel performing fire inspection, prevention, suppression, and emergency services.
- Assume management responsibility for all assigned Fire Department activities and services including activities associated with training/hazmat disaster preparation, EMS communications, records, support services and fire safety technical services functions.
- Recommend, implement and maintain Fire Department goals, objectives, policies, procedures and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
- Supervise and coordinate the Fire Department's workplan through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Recommend and coordinate the selection, training and evaluation programs for all Fire personnel; provide or coordinate staff training; identify and resolve staff deficiencies; execute discipline and/or termination procedures.
- Respond to major fire alarms and personally direct fire suppression activities as necessary.
- Coordinate the testing of equipment; and inspect personnel, equipment and living quarters.
- Direct hazardous and toxic materials control activities.
- Present, justify and defend Fire programs, operations and activities; negotiate and resolve controversial department issues; recommend new ordinances, laws and regulations related to fire protection; and make recommendations concerning personnel, apparatus and equipment.
- Oversee and participate in the development of the Fire Department's budget; forecast funds needed for staffing, equipment, materials and 3 supplies; monitor expenditures; advise appropriate department personnel on budget matters.
- Serve as the liaison for the Fire Department with other departments, and outside agencies; negotiate and resolve sensitive and controversial issues; coordinate special community programs.

- Coordinate and assist in the City's Emergency Operations Center (EOC); coordinate and collaborate with other agencies that share the technologies and workspace within the joint operations that occur in the EOC.
- Develop and maintain lines of communication and cooperation with peers in surrounding local, state, and federal agencies; coordinate joint operations with outside agencies; mitigate conflicts with other departments or agencies; oversee and participate in the development of new fire mutual aid and automatic agreements and procedures.
- Serve as a resource for department personnel, City staff and other organizations; coordinate pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attend and participate in professional and community meetings as necessary; stay current on issues relative to the field of fire protective services and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries and complaints.
- Provide responsible staff assistance to the Fire Chief; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to fire programs, policies, and procedures as appropriate.
- Perform other related duties as required or as directed by the Fire Chief.

MINIMUM QUALIFICATIONS

Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Captain - Administration. A typical way of obtaining the required qualifications is to possess the equivalent of fifteen (10) years of increasingly responsible experience in all phases of fire suppression, prevention and emergency medical services including three years supervisory experience. A high school diploma or equivalent is required. Completion of major coursework from an accredited college or university in Fire Science, Fire Administration, Business or Public Administration is also required.

Licenses

- Possession of a valid class C California driver's license and a satisfactory driving record.
- Possession of Fire Officer Certification.

Necessary Qualifications:

The Captain – Administration shall possess the following skills, knowledge and experience:

- Operations and standard operating procedures of a modern fire prevention, suppression and emergency medical services program.
- Principles and practices of program development and administration.

- Complex principles and practices of fire management.
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Principles and practices of budget administration.
- Methods and techniques of supervision, training and motivation.
- Applicable Federal, State, and local laws, codes and regulations.
- Occupational hazards and standard safety practices.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic record preparation and writing.

Ability to:

- Develop and establish policies and procedures.
- Plan, direct and manage fire prevention, suppression, emergency medical and support activities.
- Plan, organize and direct the work of subordinate staff.
- Supervise and direct the operations and activities of the Fire Department. Courteously respond to community issues, concerns and needs.
- Analyze a complex issue and develop and implement an appropriate response. Prepare clear and concise administrative and financial reports.
- Prepare and administer a municipal budget.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Make adjustments to standard operating procedures as is appropriate.
- Apply applicable laws, codes and regulations.
- Establish and maintain effective working relationships.

Skill to:

- Effectively operate firefighting and life safety equipment and tools.
- Effectively operate a motor vehicle on City streets.
- Operate computer and applicable software.

Special Requirements: Applicant must have a satisfactory driving record that will allow the individual to be insurable with the Fire Department's insurance company. Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Fire Department.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and protective clothing, endure moderate exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and man-made disasters and hazards associated with working in and near traffic. The noise level in the work environment varies from moderate to extreme. This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

FIRE CAPTAIN – PARAMEDIC

**RANGE: \$48,196–\$60,959 Annually
\$16.11–\$20.39 Hourly**

DEPARTMENT: FIRE DEPARTMENT

FLSA STATUS: NON-EXEMPT

POSITION STATUS: REGULAR FULL-TIME

REPORTS TO: FIRE CHIEF

DEFINITION

Under general supervision of the Chief, serves as a first line supervisor for a fire engine company; supervises and directs the work of subordinate fire suppression personnel; responds to fire alarms, medical aids and other emergency calls; conducts fire prevention and suppression training programs; responsible for the overall management of a fire station or program; responsible for the safety and well-being of all subordinate personnel; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Fire Captain is a supervisory level class responsible for managing an engine company of firefighting personnel. This classification is distinguished from lower level classifications by the performance of supervisory duties and responsibility of managing all employees of an entire engine company.

ESSENTIAL JOB FUNCTIONS

- Serves as a company officer; supervises and directs the work of subordinate firefighters assigned to a fire company; ensures firefighters are in a constant state of readiness; responds to fire alarms, medical aids, and other emergency calls.
- Supervises the apparatus Engineer in the performance of his assigned tasks.
- Assumes command during alarms and directs operations until relieved by a superior officer; directs firefighting procedures by transmitting fire suppression attack instructions; observes the nature of, and appraises the potential of each fire to determine and direct the most effective combative method and agent; supervises and participates in laying of hose lines, directing water streams, placing ladders and related fire suppression apparatus and equipment; checks for the presence of additional or adjacent hazards or exposures; directs forcible entry or rescue actions and the evacuation of personnel.
- Ensures that the scene of the fire is protected and that any fire cause evidence is not disturbed prior to evaluation by fire investigators; directs salvage and cleanup operations following a fire; calls for or dismisses fire companies and apparatus at the scene of a fire; prepares operational reports after the suppression of a fire.
- Trains and instructs members of a company in the areas of fire suppression, emergency medical care, fire prevention, pre-fire planning, and other fire department related subjects; assists the Training Captain (Administration Captain); maintains a company journal and records all company activities and operations.

- Implements and participates in all Fire Department programs to include, fire inspection, fire prevention, training, vehicle maintenance, and facilities maintenance; maintains occupational skills.
- Conducts work performance evaluations for subordinate fire suppression personnel; establishes goals for employee's improvement; initiates disciplinary action when necessary.
- Enforces Fire Department, Local, State and Federal policies, procedures, rules, and regulations; makes recommendations to management regarding fire operations; may be required to serve as a substitute Engineer; works assigned shifts and overtime unless otherwise assigned; may be recalled to duty in cases of emergency.
- Responds to emergency medical aid calls; operates emergency medical equipment; relays vital signs and patient care report to appropriate medical personnel.
- Maintains and inspects the fire station, equipment, tools, and grounds; performs general housekeeping duties in a fire station; performs preventative maintenance and daily inspection of fire apparatus; inspects fire apparatus after each call to ensure proper, safe and efficient operating condition; reports worn, damaged or lost parts and tools; completes reports on preventative maintenance; performs routine maintenance and repairs.
- Prepares and maintains reports and records on a variety of company activities and personnel.
- Secures and maintains all certifications and licenses as required by Fire Department and ensures that all assigned subordinate personnel are in compliance.
- Provides vacation and temporary relief as required.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Experience

Minimum of four (4) years of firefighting experience in an all risk fire agency with increased responsibility in leadership and management activities.

Education

High School Diploma or Equivalent, Associates Degree in Fire Science preferred

Certifications

- Driver/Operator 1A
- Driver/Operator 1B
- Fire Control 3
- Auto Extrication
- Hazmat FRO

- S-130 Firefighter Training
- S-190 Introduction to Wildland Fire Behavior
- Low Angle Rope Rescue
- National Incident Management System (NIMS) IS-100
- National Incident Management System (NIMS) IS-200
- National Incident Management System (NIMS) IS-700
- National Incident Management System (NIMS) IS-800
- Fire Fighter II
- Paramedic

AND

- Fire Command 1A
- Fire Command 1B
- Fire Command 1C
- Training Instructor 1B or Fire Instructor 1A
- Training Instructor 1A or Fire Instructor 1B
- Fire Investigation 1A
- Fire Management 1
- Fire Prevention 1A
- ICS 300

OR

- Company Officer 2A
- Company Officer 2B
- Company Officer 2C
- Company Officer 2D
- Company Officer 2E
- Instructor I

Licenses

- Valid California Class C Driver's License with Firefighter Endorsement or California Commercial Class A or B with air brake and tank endorsement
- Valid State of California EMT-P
- Valid American Heart Association CPR Healthcare Professional/Basic Life Support (BLS)
- Valid Firefighter's Physical Ability Test consisting of a Biddle or CPAT

Desired Qualifications:

- Bachelor's Degree in Fire Science, Business Administration, Public Administration or similar
- Knowledge of Microsoft Office software applications
- Preparing and maintaining accurate reports and records
- Establish and maintain effective working relationships with city staff, elected officials and the public
- Communicate effectively
- Use standard office equipment including personal computer, fax, copier, calculator
- Fire Apparatus Driver/Operator I or Fire Apparatus Driver/Operator Pump
- Fire Apparatus Driver/Operator Wildland
- Fire Apparatus Driver/Operator Water Tender
- Fire Fighter II
- Rescue System 1
- Fire Officer or Company Officer
- Hazmat Decon
- Water Rescue Awareness

Special Requirements:

Applicant must have a satisfactory driving record that will allow the individual to be insurable with the Fire Department's insurance company. Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Fire Department. Physical Requirements and Environmental Conditions: Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance.

Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and protective clothing, endure moderate exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions. Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and man-made disasters and hazards associated with working in and near traffic. The noise level in the work environment varies from moderate to extreme. This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

ENGINEER – PARAMEDIC

**RANGE: \$43,490–\$54,816 Annually
\$14.54–\$18.33 Hourly**

DEPARTMENT: FIRE DEPARTMENT

FLSA STATUS: NON-EXEMPT

POSITION STATUS: REGULAR FULL-TIME

REPORTS TO: FIRE CAPTAIN

DEFINITION

Under general supervision, this class performs a full range of firefighting duties to include driving a fire engine, ladder truck, or other large apparatus to and from fires and drills, regulating the water pressure from a pumper, and checking motorized apparatus for proper operation and general condition. If an apparatus is not engaged at a fire scene, Fire Engineers may participate in other firefighting activities. A portion of a Fire Engineer's work also consists of the routine maintenance of apparatus and equipment and to maintain them in a response-ready mode. Fire Engineers may be required to fill in for a Fire Captain in an acting capacity and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Engineer – Paramedic is a journey level class within the Fire Department responsible for motorized apparatus operation which requires constant alertness, observation, and judgment to ensure the maintenance of proper pressure requirements and as dictated by established operating principles. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under very adverse climatic conditions. In these situations, the employee is subjected and exposed to dangers and hazards that could result in severe injuries. Work is performed under the supervision of a Fire Captain who reviews work through observation of work in progress, meetings, and overall results achieved. Occasionally, Fire Engineers may be required to fill in for a Fire Captain in an acting capacity. Fire Engineers are required to work 24-hour shifts and 56-hour workweeks. Incumbents in the Fire Engineer class may be required to fill-in at a lower level class; must be able to demonstrate proficient performance of the essential functions of the lower level class including but not limited to firefighting duties; and will be required to possess and maintain required certifications including but not limited to current State of California Paramedic or Emergency Medical Technician (EMT) certification and valid California Driver's License. The position may perform a variety of duties and responsibilities in support of the department's fire prevention and suppression responsibility. This classification is distinguished from the higher classifications in that higher classifications are responsible for managing and directing personnel or teams of personnel in the performance of their assigned tasks or duties and performing other managerial responsibilities.

ESSENTIAL JOB FUNCTIONS

Communication:

Communicates with the general public in conducting business inspections and school programs, delivering emergency care, assessing patient needs, giving instructions and information, and responding to questions. Presents public safety training classes and school programs and instructs others in a classroom setting regarding fire safety, fire prevention, firefighting, and Emergency Medical Services (EMS) training. Prepares written documents such as Business Inspection Reports, memos, repair orders, and fire and emergency medical service reports in order to document technical and legal matters.

Manual/Physical:

Operates fire vehicles (examples: automobiles, fire apparatus, and heavy construction equipment) requiring a standard Arizona Driver's License to perform normal and emergency-level firefighting duties. Operates various types of motorized fire apparatus and ground monitors. Operates power-driven machinery such as hydraulic and pneumatic rescue tools to rescue trapped or endangered persons, and force entry into locked vehicles or structures. Uses axes, pry tools, pike poles, and power saws to gain entry into vehicles or structures. Performs searches and rescues inside buildings on fire and treats victims who require first aid. Handles firefighting equipment on apparatus and at emergency scenes. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Aims fire streams. Climbs ladders and works at heights greater than 10 feet to reach and rescue people trapped on building roofs or upper floors. Moves material such as burnt building debris from one place to another using a shovel, rake, or rubbish hook to rescue trapped or endangered persons, or to overhaul a burned-out structure. Moves objects up to 165 pounds or more (including a five-inch fire hose) and EMS equipment for distances of more than 20 feet using a lifting aid as appropriate. Digs up ground using a pick, shovel, spade, brush hook, or similar tool to fight brush fires and rescue trapped persons from cave-ins. Uses a hammer, saw, screwdriver, or similar tools to overhaul fire scenes, eliminate dangerous situations, and perform routine maintenance on fire apparatus. Fire Engineer Page 3 Works in a variety of weather conditions. Enters data into a terminal, personal computer, or other keyboard device to document fires, first aid incidents, and building inspection reports. Mixes gasoline and oil to fuel power tools used in firefighting and rescue activities. Works with cleaning fluids and agents, chemicals, pesticides, insecticides, paints, or similar solutions using routine and nonroutine protective equipment when performing fire station maintenance duties and mitigating a hazardous materials incident. Inspects alarm systems and fire control systems to determine compliance with prescribed fire code enforcement standards. Inspects safety violations to determine compliance with the City's adopted building code during building inspections. Distinguishes colors to identify the National Fire Protection Association (NFPA) 704M System (hazardous materials), and chemicals involved in fires by smoke color. Uses equipment instructions and preplans in order to safely work and operate equipment at emergency incidents.

Detects natural gas leaks while performing emergency work at scenes of gas leaks. Detects audible traffic sounds when approaching traffic at vehicle accidents in roadways, sounds of impending building collapse at structure fires, and calls for assistance. Detects alarms, sirens, and other audible signs of alarm or warning in order to remove self from danger or to assist others in hazardous situations. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing firefighting tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements.

Mental:

Comprehends and makes inferences from written material to perform firefighting duties in accordance with Fire Department standard operating procedures and building inspections in compliance with the City's adopted building code. Continuously maintains and advances job-related skills and education regarding firefighting and emergency medical services in an on-the-job or classroom training setting.

Knowledge and Abilities:

Knowledge of firefighting methods and modern fire prevention practices; the City's adopted building code and procedures involved in inspections; emergency medical methods and procedures; overhaul and salvage operations; the principles of hydraulics and their application to the operation of fire apparatus; departmental rules and regulations; City geography, street names and numbers, and the location of hydrants; the operation and maintenance of fire engines; and City traffic laws and regulations and state statutes governing operation of emergency vehicles.

Ability to:

Regulate water pressure from a pumper at fires in accordance with principles of hydraulics; position fire trucks at a fire in order to gain the safest and most expeditious access to the building; prepare reports on the operation of apparatus; give instructions on the operation of apparatus to firefighters; become familiar with structures within assigned district in order to detect fire and safety hazards; engage in moderate to strenuous physical activity, which under emergency situations may require long working hours under emotional stress; exercise a high degree of self-discipline; participate in physical fitness programs and comply with department medical and fitness requirements; and establish and maintain effective working relationships with employees, co-workers, supervisors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change. Secures and maintains all certifications and licenses as required by Fire Department. Provides vacation and temporary relief as required. Performs other duties as required.

MINIMUM QUALIFICATIONS**Education**

High School Diploma or Equivalent, Associates Degree In Fire Science preferred

Certifications

- Firefighter I or Completion from Accredited Firefighter I Academy
- Valid California Class C Driver's License with Firefighter Endorsement or California Commercial Class A or B with air brake and tank endorsement
- ICS - 100
- ICS - 200
- National Incident Management System (NIMS) IS-700, or equivalent
- National Incident Management System (NIMS) IS-800, or equivalent
- Low Angle Rope Rescue
- S-190 Introduction to Wildland Fire Behavior
- S-130 Firefighter Training
- Hazmat FRO
- Auto Extrication
- Fire Control 3
- Paramedic

Licenses

- Valid California Class C Driver's License
- Valid State of California Paramedic
- Valid American Heart Association CPR Healthcare Professional/Basic Life Support (BLS)
- Valid Firefighters Physical Agility Test consisting of a Biddle or CPAT

Desired Qualifications:

- Knowledge of Microsoft Office software applications
- Preparing and maintaining accurate reports and records
- Establish and maintain effective working relationships with city staff, elected officials and the public
- Communicate effectively
- Use standard office equipment including personal computer, fax, copier, calculator
- River and Flood Rescue Technician
- Fire Fighter II

- Rescue System 1
- One (1) year of Firefighting experience in an all risk fire agency with increased responsibility in leadership and management activities.
- Water Rescue Awareness
- Hazmat Decon

Special Requirements:

Applicant must have a satisfactory driving record that will allow the individual to be insurable with the Fire Department's insurance company.

Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Fire Department.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and protective clothing, endure moderate exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and manmade disasters and hazards associated with working in and near traffic. The noise level in the work environment varies from moderate to extreme. This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

FIREFIGHTER – PARAMEDIC

**RANGE: \$40,990–\$52,316 Annually
\$13.71–\$17.50 Hourly**

DEPARTMENT: FIRE DEPARTMENT

FLSA STATUS: NON-EXEMPT

POSITION STATUS: REGULAR FULL-TIME

REPORTS TO: FIRE CAPTAIN

DEFINITION

Under general supervision, performs a full range of firefighting duties to include the suppression of various types of fires, emergency medical services, fire training, prevention and public relations activities, fire station, equipment and apparatus maintenance; Extricates people from motor vehicles, performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Firefighter-Paramedic is a journey level class within the Fire Department responsible for performing a variety of duties and responsibilities in support of the department's fire prevention and suppression responsibility. This classification is distinguished from the higher classifications in that higher classifications are responsible for operating and maintaining a variety of fire equipment and apparatus.

ESSENTIAL JOB FUNCTIONS

- Responds to fire alarms, rescue alarms, medical emergency and other emergency calls to protect life and property; lays and connects hoses; holds nozzle and directs water streams in the control and extinguishing of fires in structures or other objects; uses forcible entry tools, bars, hooks, life-safety lines, ground ladders, chemical extinguishers, and other auxiliary equipment.
- Raises and climbs ladders; ventilates structures using such techniques as opening windows and cutting or chopping holes through the roof; accomplishes rescue work; removes persons from danger; accomplishes salvage operations such as placing or throwing salvage covers, sweeping water, and removing debris.
- Responds to requests for medical emergencies to provide immediate care; observes and reports vital signs, cares for victims of accidents or illness; administers medical treatment to injured or ill persons; provides emergency care at the scene; operates emergency vehicles in compliance with Fire Department Operations Directives, Local, State and Federal rules and regulations; works 24-hour shifts and overtime unless otherwise assigned; may be recalled to duty in cases of emergency.
- Performs preventive maintenance and daily inspections on fire apparatus and equipment; inspects fire apparatus after each operation to ensure proper and efficient operating condition; participates in routine daily housekeeping and maintenance of fire facilities; cleans, washes, and services fire apparatus; tests, washes, hangs, and dries hoses; changes hoses on fire apparatus; reports worn, damaged, or lost parts and tools.

- Completes and maintains various records and reports; assists in completion of building pre-plans, participates in fire inspection, prevention, and suppression training programs to maintain occupational skills; attends drills and training classes regarding firefighting techniques, operation of specialized firefighting equipment, design and construction of buildings, location of exits, entrances, fire alarm boxes, fire hydrants, sprinkler systems, and other related topics; assists with public education programs.
- Studies technical material on modern firefighting techniques and water systems; accomplishes general maintenance work in the upkeep of the fire station and grounds, accomplishes routine housekeeping chores such as sweeping, mopping, cooking, washing and cleaning.
- Secures and maintains all certifications and licenses as required by Fire Department.
- Provides vacation and temporary relief as required.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Education

High School Diploma or Equivalent, Associates Degree in Fire Science preferred

Certifications

- Firefighter I or Completion from Accredited Firefighter I Academy
- ICS - 100
- ICS - 200
- National Incident Management System (NIMS) IS-700
- National Incident Management System (NIMS) IS-800
- Low Angle Rope Rescue
- S-190 Introduction to Wildland Fire Behavior
- S-130 Firefighter Training
- Hazmat FRO
- Auto Extrication
- Fire Control 3
- Paramedic

Licenses

- Valid California Class C Driver's License
- Valid State of California Paramedic
- Valid American Heart Association CPR Healthcare Professional/Basic Life Support (BLS)
- Valid Firefighters Physical Agility Test consisting of a Biddle or CPAT

Desired Qualifications:

- Knowledge of Microsoft Office software applications
- Preparing and maintaining accurate reports and records
- Establish and maintain effective working relationships with city staff, elected officials and the public
- Communicate effectively
- Use standard office equipment including personal computer, fax, copier, calculator
- River and Flood Rescue Technician
- Fire Fighter II
- Rescue System 1
- One (1) year of Firefighting experience in an all risk fire agency with increased responsibility in leadership and management activities.
- Water Rescue Awareness
- Hazmat Decon

Special Requirements:

Applicant must have a satisfactory driving record that will allow the individual to be insurable with the Fire Department's insurance company.

Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Fire Department.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc.

Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and protective clothing, endure moderate exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and manmade disasters and hazards associated with working in and near traffic. The noise level in the work environment varies from moderate to extreme. This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

RESERVE FIREFIGHTER – EMT **24 Hour Shift Per Week**
STIPEND RATE: \$50.00–\$100.00 Per 24 Hour Shift

DEPARTMENT: FIRE DEPARTMENT **FLSA STATUS: NON-EXEMPT**

POSITION STATUS: RESERVE **REPORTS TO: FIRE CAPTAIN**

DEFINITION

Under general supervision, performs a full range of firefighting duties to include the suppression of various types of fires, emergency medical services, fire training, prevention and public relations activities, fire station, equipment and apparatus maintenance; extricates people from motor vehicles, performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Reserve Firefighter-EMT is a journey level class within the Fire Department responsible for performing a variety of duties and responsibilities in support of the department's fire prevention and suppression responsibility. This classification is distinguished from the higher classifications in that higher classifications are responsible for operating and maintaining a variety of fire equipment and apparatus.

ESSENTIAL JOB FUNCTIONS

- Responds to fire alarms, rescue alarms, medical emergency and other emergency calls to protect life and property; lays and connects hoses; holds nozzle and directs water streams in the control and extinguishing of fires in structures or other objects; uses forcible entry tools, bars, hooks, life-safety lines, ground ladders, chemical extinguishers, and other auxiliary equipment.
- Raises and climbs ladders; ventilates structures using such techniques as opening windows and cutting or chopping holes through the roof; accomplishes rescue work; removes persons from danger; accomplishes salvage operations such as placing or throwing salvage covers, sweeping water, and removing debris.
- Responds to requests for medical emergencies to provide immediate care; observes and reports vital signs, cares for victims of accidents or illness; administers medical treatment to injured or ill persons; provides emergency care at the scene; operates emergency vehicles in compliance with Fire Department Operations Directives, Local, State and Federal rules and regulations; works 24-hour shifts and overtime unless otherwise assigned; may be recalled to duty in cases of emergency.
- Performs preventive maintenance and daily inspections on fire apparatus and equipment; inspects fire apparatus after each operation to ensure proper and efficient operating condition; participates in routine daily housekeeping and maintenance of fire facilities; cleans, washes, and services fire apparatus; tests, washes, hangs, and dries hoses; changes hoses on fire apparatus; reports worn, damaged, or lost parts and tools.

- Completes and maintains various records and reports; assists in completion of building pre-plans, participates in fire inspection, prevention, and suppression training programs to maintain occupational skills; attends drills and training classes regarding firefighting techniques, operation of specialized firefighting equipment, design and construction of buildings, location of exits, entrances, fire alarm boxes, fire hydrants, sprinkler systems, and other related topics; assists with public education programs.
- Studies technical material on modern firefighting techniques and water systems; accomplishes general maintenance work in the upkeep of the fire station and grounds, accomplishes routine housekeeping chores such as sweeping, mopping, cooking, washing and cleaning.
- Secures and maintains all certifications and licenses as required by Fire Department.
- Provides vacation and temporary relief as required.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Education

High School Diploma or Equivalent, Associates Degree in Fire Science preferred

Certifications

- Firefighter I or Completion from Accredited Firefighter I Academy
- ICS - 100
- ICS - 200
- National Incident Management System (NIMS) IS-700
- National Incident Management System (NIMS) IS-800
- Low Angle Rope Rescue
- S-190 Introduction to Wildland Fire Behavior
- S-130 Firefighter Training
- Hazmat FRO
- Auto Extrication
- Fire Control 3
- EMT

Licenses

- Valid California Class C Driver's License
- Valid State of California EMT-1
- Valid American Heart Association CPR Healthcare Professional/Basic Life
- Support (BLS)
- Valid Firefighters Physical Agility Test consisting of a Biddle or CPAT

Desired Qualifications:

- Knowledge of Microsoft Office software applications
- Preparing and maintaining accurate reports and records
- Establish and maintain effective working relationships with city staff, elected officials and the public
- Communicate effectively
- Use standard office equipment including personal computer, fax, copier, calculator
- River and Flood Rescue Technician
- Fire Fighter II
- Rescue System 1
- One (1) year of Firefighting experience in an all risk fire agency with increased responsibility in leadership and management activities.
- Water Rescue Awareness
- Hazmat Decon

Special Requirements:

Applicant must have a satisfactory driving record that will allow the individual to be insurable with the Fire Department's insurance company.

Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Fire Department.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc.

Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and protective clothing, endure moderate exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and manmade disasters and hazards associated with working in and near traffic. The noise level in the work environment varies from moderate to extreme. This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

ATTACHMENT 3

Option B: Develop and Implement a Stand-Alone City of Canyon Lake Fire Department

The following figure summarizes the costs of creating and operating a stand-alone fire department using the Calimesa Fire Department salary structure as comparables and acquiring the necessary equipment to provide fire protection and medical response services.

**Figure 1: Summarized Costs to Create and Operate a Stand-Alone Fire Department, Using Salary Comparables from Calimesa Fire Department
FY 20/21–FY 24/25**

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Salaries—Line Positions	551,192	567,727	584,759	602,302	620,371
Salaries—Administration	171,236	176,373	181,664	187,114	192,728
Total Salaries	722,428	744,100	766,423	789,416	813,099
Benefits	213,041	219,432	226,015	232,795	239,779
Total Salaries & Benefits	935,469	963,532	992,438	1,022,211	1,052,878
Supplies	38,000	39,140	40,314	41,524	42,769
Services	241,009	211,279	214,105	216,987	219,927
Total Supplies & Services	279,009	250,419	254,419	258,511	262,696
Total Recurring Expenses	1,214,478	1,213,951	1,246,857	1,280,722	1,315,574
Capital Expenditures	1,158,680	7,350	7,718	8,103	8,509
Capital Lease	(1,095,680)	141,507	141,507	141,507	141,507
Total Annual Expenditures	1,277,478	1,362,808	1,396,082	1,430,332	1,465,590

The following figure summarizes the costs of creating and operating a stand-alone fire department using the CalFire salary structure and acquiring the necessary equipment to provide fire protection and medical response services.

Figure 2: Summarized Costs to Create and Operate a Stand-Alone Fire Department, Using Salary Comparables from CalFire Fire Department FY 20/21–FY 24/25

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Salaries—Line Positions	988,887	1,018,554	1,049,110	1,080,584	1,113,001
Salaries—Administration	342,756	353,039	363,630	374,539	385,775
Total Salaries	1,331,643	1,371,592	1,412,740	1,455,122	1,498,776
Benefits	382,829	394,314	406,143	418,327	430,877
Total Salaries & Benefits	1,714,472	1,765,906	1,818,883	1,873,450	1,929,653
Supplies	38,000	39,140	40,314	41,524	42,769
Services	241,009	211,279	214,105	216,987	219,927
Total Supplies & Services	279,009	250,419	254,419	258,510	262,696
Total Recurring Expenses	1,993,481	2,016,325	2,073,302	2,131,960	2,192,349
Capital Expenditures	1,158,680	7,350	7,718	8,103	8,509
Capital Lease	(1,095,680)	141,507	141,507	141,507	141,507
Total Annual Expenditures	2,056,481	2,165,182	2,222,527	2,281,571	2,342,365

The following Figure summarizes the costs of creating and operating a stand-alone fire department using a midpoint between Calimesa Fire Department and the CalFire salary structure and acquiring the necessary equipment to provide fire protection and medical response services.

Figure 3: Summarized Costs to Create and Operate a Stand-Alone Fire Department, Using Salary Comparables from CalFire Fire Department FY 20/21–FY 24/25

Description	FYE June 30,				
	20/21	21/22	22/23	23/24	24/25
Salaries—Line Positions	790,402	814,114	838,537	863,693	889,604
Salaries—Administration	256,996	264,706	272,647	280,827	289,251
Total Salaries	1,047,398	1,078,820	1,111,184	1,144,520	1,178,855
Benefits	303,610	312,718	322,100	331,763	341,715
Total Salaries & Benefits	1,351,008	1,391,538	1,433,284	1,476,282	1,520,571
Supplies	38,000	39,140	40,314	41,524	42,769
Services	241,009	211,279	214,105	216,987	219,927
Total Supplies & Services	279,009	250,419	254,419	258,510	262,696
Total Recurring Expenses	1,630,017	1,641,957	1,687,703	1,734,793	1,783,267
Capital Expenditures	1,158,680	7,350	7,718	8,103	8,509
Capital Lease	(1,095,680)	141,507	141,507	141,507	141,507
Total Annual Expenditures	1,693,017	1,790,814	1,836,927	1,884,403	1,933,282

ATTACHMENT 4

**PRESENTATION TO BE
PROVIDED AT THE MEETING**