



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587

Website: www.canyonlakeca.gov

Mayor Kasey Castillo
Mayor Pro Tem Jeremy Smith

Council Members:

Jordan Ehrenkranz
Larry Greene
Dale Welty

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

AGENDA

Regular Meeting of the Canyon Lake City Council Wednesday, January 13, 2021

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.

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**CLOSED SESSION – 5:00 P.M.**

**CLOSED SESSION CALLED TO ORDER**

**ROLL CALL**

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PUBLIC COMMENT

LIMIT 3 MINUTES

Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to 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 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
  
- B. 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
  
- C. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION – Pursuant to paragraph (4) of  
 subdivision (d) of Section 54956.9 – 2 cases
  
- D. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation  
 pursuant to paragraph (2) of subdivision (d) of Section 54956.9 - 1 case
  
- E. 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

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**OPEN SESSION - 6:30 P.M.**

**OPEN SESSION CALLED TO ORDER**

**INVOCATION**

**FLAG SALUTE**

**ROLL CALL**

**CLOSED SESSION REPORT**

**APPROVAL OF CITY COUNCIL AGENDA**

**CEREMONIAL MATTERS** *Presentations, Awards, Proclamations*

- Citizen of the Month

**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. 2021-01, Approving Claims and Demands of the City
- (3) Minutes – Approval of City Council Minutes
  - December 7, 2020 – Regular City Council Meeting

## PULLED CONSENT CALENDAR ITEMS

### BUSINESS ITEMS

- (4) Receive & File – Review of Fiscal Year 2019-20 Audited Financial Statements
- (5) Resolution – Adoption of Resolution No. 2021-02, Authorizing the City Manager to Execute a Purchase and Sale Agreement for Property Located at 31520 Railroad Canyon Road (APN: 355-330-009)
- (6) Contract Amendment – Authorization of Public Works Agreement with PV Maintenance Inc. for Street & Facility Maintenance Services
- (7) Resolution – Adoption of Resolution No. 2021-03 Rejecting All Bids for the Roof Rehabilitation Project BID No. 2020-02
- (8) Ratification – COVID-19 Prevention Program
- (9) Discussion – 2021 Committee & Agency Assignments
- (10) 2021 City Council Goals – Discussion and Possible Adoption of Proposed Goals

## PUBLIC HEARING

- (11) Ordinance – Introduction and First Reading of Ordinance No. 203, An Ordinance of the City Council of the City of Canyon Lake, California, Approving an Amendment to the Canyon Lake Municipal Code, Title 9: Planning and Zoning, Section 18.25. Swimming Pools

**CITY MANAGER COMMENTS**

**COMMITTEE AND COUNCIL REPORTS/COMMENTS**

**ANNOUNCEMENTS**

The next regular meeting will be Wednesday, February 3, 2021 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](http://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](mailto:asauseda@canyonlakeca.gov).

January 13, 2021 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 January 8, 2021 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



ITEM NO. 2

## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**BY:** Kayla Lozano, Accountant

**DATE:** January 13, 2021

**SUBJECT:** Adoption of Resolution No. 2021-01, Allowing Certain Claims and Demands as Set Forth in Exhibit A

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### **Recommendation**

That the City Council adopt Resolution No. 2021-01, allowing certain claims and demands as set forth in Exhibit A.

### **Background**

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of December 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. 2021-01
2. List of Demands



# **ATTACHMENT 1**



**RESOLUTION NO. 2021-01**

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

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

Demands are approved as shown on the Demand\Warrant Register of January 13th, in the amount of \$317,347.78 as follows:

|                           |                      |                                               |
|---------------------------|----------------------|-----------------------------------------------|
| Payroll Earnings (Gross)  | \$ 71,454.25         | (2nd Half of November & 1st Half of December) |
| Payroll Taxes - Employer  | 1,114.88             | (2nd Half of November & 1st Half of December) |
| On-line Retirement        | 7,966.82             | (2nd Half of November & 1st Half of December) |
| On-line Health            | 3,277.30             | (For the Month of December)                   |
| Nationwide Deferred Comp. | 340.37               | (For the Month of November)                   |
| General                   | 233,194.16           |                                               |
| TOTAL                     | <u>\$ 317,347.78</u> |                                               |

PASSED, APPROVED AND ADOPTED this 13th day of January, 2021.

ATTEST:

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Kasey Castillo, Mayor

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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. 2021-01 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on January 13, 2021, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Ana V. Sauseda, CMC  
City Clerk

## **ATTACHMENT 2**



## Claims and Demands



**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

| Check Num... | Matching Document Date | Vendor Name                   | Transaction Description                                   | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|-------------------------------|-----------------------------------------------------------|--------------|-----------|------------------|
| 26283        | 12/9/2020              | Abila                         | Additional User for Monthly Accounting Software, 11/18/20 | 50.00        | 10        | GENERAL          |
| 26283        | 12/9/2020              | Abila                         | Monthly Accounting Software Subscription, 12/7/20         | 122.75       | 10        | GENERAL          |
| Total 26283  | 12/9/2020              |                               |                                                           | 172.75       |           |                  |
| 26284        | 12/9/2020              | AMERICAN FORENSIC NURSES INC  | Sheriff's Blood Draws, 10/15/20                           | 55.00        | 10        | GENERAL          |
| 26284        | 12/9/2020              | AMERICAN FORENSIC NURSES INC  | Sheriff's Blood Draws, 10/31/20                           | 110.00       | 10        | GENERAL          |
| Total 26284  | 12/9/2020              |                               |                                                           | 165.00       |           |                  |
| 26285        | 12/9/2020              | AMP GLOBAL LLC                | Rent for Admin Bldg. for the month of January 2021        | 2,678.00     | 10        | GENERAL          |
| Total 26285  | 12/9/2020              |                               |                                                           | 2,678.00     |           |                  |
| 26286        | 12/9/2020              | AMP GLOBAL LLC                | Rent for 31526 Railroad Cyn Rd. Ste#4 January 2021        | 400.00       | 10        | GENERAL          |
| Total 26286  | 12/9/2020              |                               |                                                           | 400.00       |           |                  |
| 26287        | 12/9/2020              | ANIMAL FRIENDS OF THE VALLEYS | Animal Control Services for September 2020                | 3,500.00     | 10        | GENERAL          |
| Total 26287  | 12/9/2020              |                               |                                                           | 3,500.00     |           |                  |
| 26288        | 12/9/2020              | BIO-TOX LABORATORIES          | Sheriff's Blood Draws, 10/8/20-10/15/20                   | 347.00       | 10        | GENERAL          |
| Total 26288  | 12/9/2020              |                               |                                                           | 347.00       |           |                  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

| Check Numb... | Matching Document Date | Vendor Name                               | Transaction Description                                   | Check Amount | Fund Code | Fund Short Title |
|---------------|------------------------|-------------------------------------------|-----------------------------------------------------------|--------------|-----------|------------------|
| 26289         | 12/9/2020              | Randall Bonner                            | Auto Allowance For the month of December 2020 - Bonner    | 100.00       | 10        | GENERAL          |
| Total 26289   | 12/9/2020              |                                           |                                                           | 100.00       |           |                  |
| 26290         | 12/9/2020              | CANYON LAKE PEST CONTROL, Steven E. Young | Monthly Pest Control for Fire Station, November 2020      | 40.00        | 10        | GENERAL          |
| 26290         | 12/9/2020              | CANYON LAKE PEST CONTROL, Steven E. Young | Quarterly Pest Control P.O. #10-016, 11/25/20             | 90.00        | 10        | GENERAL          |
| Total 26290   | 12/9/2020              |                                           |                                                           | 130.00       |           |                  |
| 26291         | 12/9/2020              | Corelogic Information Solutions, INC.     | Database for Code Enforcement Reports, November 2020      | 21.20        | 10        | GENERAL          |
| 26291         | 12/9/2020              | Corelogic Information Solutions, INC.     | Database for Code Enforcement, November 2020              | 128.75       | 10        | GENERAL          |
| Total 26291   | 12/9/2020              |                                           |                                                           | 149.95       |           |                  |
| 26292         | 12/9/2020              | CR&R                                      | Trash Services for Rental Bldg. December 2020             | 164.80       | 10        | GENERAL          |
| Total 26292   | 12/9/2020              |                                           |                                                           | 164.80       |           |                  |
| 26293         | 12/9/2020              | CTAI Pacific Greenscape                   | Landscape Maintenance for Fire Station 60 November 2020   | 250.00       | 10        | GENERAL          |
| 26293         | 12/9/2020              | CTAI Pacific Greenscape                   | Landscape Maintenance for Median & Parkways November 2020 | 4,500.00     | 20        | GAS TAX          |
| Total 26293   | 12/9/2020              |                                           |                                                           | 4,750.00     |           |                  |
| 26294         | 12/9/2020              | DATA TICKET                               | Parking Citations, October 2020                           | 100.00       | 10        | GENERAL          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

| Check Numb... | Matching Document Date | Vendor Name                           | Transaction Description                                    | Check Amount | Fund Code | Fund Short Title |
|---------------|------------------------|---------------------------------------|------------------------------------------------------------|--------------|-----------|------------------|
| Total 26294   | 12/9/2020              |                                       |                                                            | 100.00       |           |                  |
| 26295         | 12/9/2020              | Discount Hauling and Cleanup Services | Cleaned Up and Hauled Away Trash on BLM Land, 12/2/20      | 375.00       | 10        | GENERAL          |
| Total 26295   | 12/9/2020              |                                       |                                                            | 375.00       |           |                  |
| 26296         | 12/9/2020              | Jordan Ehrenkranz                     | Auto Allowance For the month of December 2020 - Ehrenkranz | 100.00       | 10        | GENERAL          |
| Total 26296   | 12/9/2020              |                                       |                                                            | 100.00       |           |                  |
| 26297         | 12/9/2020              | Interwest Consulting Group            | Building & Safety Services for October 2020                | 28,165.58    | 10        | GENERAL          |
| Total 26297   | 12/9/2020              |                                       |                                                            | 28,165.58    |           |                  |
| 26298         | 12/9/2020              | Jeremy Smith                          | Auto Allowance For the month of December 2020 - Smith      | 100.00       | 10        | GENERAL          |
| Total 26298   | 12/9/2020              |                                       |                                                            | 100.00       |           |                  |
| 26299         | 12/9/2020              | Joe's Hardware                        | Tilex Mold/Mildew Cleaner & Fuel for Fire Station, 12/6/20 | 17.16        | 10        | GENERAL          |
| Total 26299   | 12/9/2020              |                                       |                                                            | 17.16        |           |                  |
| 26300         | 12/9/2020              | Kasey Castillo                        | Auto Allowance For the month of December 2020 - Castillo   | 100.00       | 10        | GENERAL          |
| Total 26300   | 12/9/2020              |                                       |                                                            | 100.00       |           |                  |
| 26301         | 12/9/2020              | Kansas City Life Group Benefits       | Life Insurance for Employee's 12/15/20 to 1/14/2021        | 126.24       | 10        | GENERAL          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

| Check Num... | Matching Document Date | Vendor Name                                  | Transaction Description                                      | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|----------------------------------------------|--------------------------------------------------------------|--------------|-----------|------------------|
| Total 26301  | 12/9/2020              |                                              |                                                              | 126.24       |           |                  |
| 26302        | 12/9/2020              | Larry Greene                                 | Auto Allowance For the month of December 2020 - Greene       | 100.00       | 10        | GENERAL          |
| Total 26302  | 12/9/2020              |                                              |                                                              | 100.00       |           |                  |
| 26303        | 12/9/2020              | Massive Audio Video                          | Installation of Webcam in Conference Room Admin 12/7/20      | 275.00       | 10        | GENERAL          |
| Total 26303  | 12/9/2020              |                                              |                                                              | 275.00       |           |                  |
| 26304        | 12/9/2020              | PV Maintenance Inc.                          | Pressure Washed and Cleaned Veteran's Park for Event Nov2020 | 444.40       | 10        | GENERAL          |
| Total 26304  | 12/9/2020              |                                              |                                                              | 444.40       |           |                  |
| 26305        | 12/9/2020              | PZL, Inc.                                    | Planning Services for November 2020                          | 2,150.00     | 10        | GENERAL          |
| Total 26305  | 12/9/2020              |                                              |                                                              | 2,150.00     |           |                  |
| 26306        | 12/9/2020              | Riverside County Sheriff Dept. Lake Elsinore | Sheriff's Contract Law 9/24/20 to 10/21/20                   | 133,827.59   | 10        | GENERAL          |
| Total 26306  | 12/9/2020              |                                              |                                                              | 133,827.59   |           |                  |
| 26307        | 12/9/2020              | COUNTY OF RIVERSIDE-TLMA                     | SLF Costs for October 2020                                   | 1,007.67     | 20        | GAS TAX          |
| Total 26307  | 12/9/2020              |                                              |                                                              | 1,007.67     |           |                  |
| 26308        | 12/9/2020              | Round Up Jr. Mart                            | City Vehicle Fuel January - May 2020 (5/3/20 to 9/24/20)     | 1,847.56     | 10        | GENERAL          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

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|--------------|------------------------|------------------------------------|-------------------------------------------------------------|--------------|-----------|------------------|
| Total 26308  | 12/9/2020              |                                    |                                                             | 1,847.56     |           |                  |
| 26309        | 12/9/2020              | Rydin                              | 2021 Business License Decals, 11/10/20                      | 682.50       | 10        | GENERAL          |
| Total 26309  | 12/9/2020              |                                    |                                                             | 682.50       |           |                  |
| 26310        | 12/9/2020              | STAPLES                            | Office Supplies (Soap, Folders, Bags, Lysol, etc.) 11/25/20 | 895.38       | 10        | GENERAL          |
| Total 26310  | 12/9/2020              |                                    |                                                             | 895.38       |           |                  |
| 26311        | 12/9/2020              | The Gas Company                    | Gas Charges for 10/28/20 to 11/30/20                        | 97.55        | 10        | GENERAL          |
| Total 26311  | 12/9/2020              |                                    |                                                             | 97.55        |           |                  |
| 26312        | 12/9/2020              | Time Warner Cable                  | Digital Converter for City Hall, 11/22/20 to 12/21/20       | 5.25         | 10        | GENERAL          |
| Total 26312  | 12/9/2020              |                                    |                                                             | 5.25         |           |                  |
| 26313        | 12/9/2020              | Toshiba America Business Solutions | Color & Black/White Monthly Copy Costs 10/26/20 to 11/25/20 | 574.16       | 10        | GENERAL          |
| Total 26313  | 12/9/2020              |                                    |                                                             | 574.16       |           |                  |
| 26314        | 12/9/2020              | Ur Wire Guy                        | Network Line in Council Chambers, 11/30/20                  | 150.00       | 10        | GENERAL          |
| Total 26314  | 12/9/2020              |                                    |                                                             | 150.00       |           |                  |
| 26315        | 12/22/2020             | Abila                              | Additional Accounting Software Subscription, 12/16/20       | 50.00        | 10        | GENERAL          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

| Check Num... | Matching Document Date | Vendor Name                                | Transaction Description                                     | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|--------------------------------------------|-------------------------------------------------------------|--------------|-----------|------------------|
| Total 26315  | 12/22/2020             |                                            |                                                             | 50.00        |           |                  |
| 26316        | 12/22/2020             | Aflac                                      | Supplemental Insurance for December 2020                    | 497.96       | 10        | GENERAL          |
| Total 26316  | 12/22/2020             |                                            |                                                             | 497.96       |           |                  |
| 26317        | 12/22/2020             | ANIMAL FRIENDS OF THE VALLEYS              | Animal Control Services for October 2020                    | 3,500.00     | 10        | GENERAL          |
| Total 26317  | 12/22/2020             |                                            |                                                             | 3,500.00     |           |                  |
| 26318        | 12/22/2020             | Becker, David                              | Commercial Property Inspection 31520 Railroad Cyn Rd, 12/12 | 495.00       | 10        | GENERAL          |
| Total 26318  | 12/22/2020             |                                            |                                                             | 495.00       |           |                  |
| 26319        | 12/22/2020             | Bill Blankenship                           | Economic Development Consulting December 2020               | 2,500.00     | 10        | GENERAL          |
| Total 26319  | 12/22/2020             |                                            |                                                             | 2,500.00     |           |                  |
| 26320        | 12/22/2020             | California Association of Code Enforcement | 2021 Annual Membership for Ecclefield                       | 95.00        | 10        | GENERAL          |
| 26320        | 12/22/2020             | California Association of Code Enforcement | 2021 Annual Membership for Manzano                          | 95.00        | 10        | GENERAL          |
| Total 26320  | 12/22/2020             |                                            |                                                             | 190.00       |           |                  |
| 26321        | 12/22/2020             | Control Pump                               | Monthly Landscape Booster Station, November 2020            | 375.00       | 20        | GAS TAX          |
| Total 26321  | 12/22/2020             |                                            |                                                             | 375.00       |           |                  |
| 26322        | 12/22/2020             | DATA TICKET                                | Citation Processing, Code Enforcement November 2020         | 500.00       | 10        | GENERAL          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

| Check Num... | Matching Document Date | Vendor Name                 | Transaction Description                                     | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|-----------------------------|-------------------------------------------------------------|--------------|-----------|------------------|
| Total 26322  | 12/22/2020             |                             |                                                             | 500.00       |           |                  |
| 26323        | 12/22/2020             | Delgado Janitorial Services | Janitorial Services for the month of December 2020          | 981.50       | 10        | GENERAL          |
| Total 26323  | 12/22/2020             |                             |                                                             | 981.50       |           |                  |
| 26324        | 12/22/2020             | ECS Imaging, Inc.           | Annual Renewal for Laserfiche Cloud, 11/15/20               | 4,990.00     | 10        | GENERAL          |
| Total 26324  | 12/22/2020             |                             |                                                             | 4,990.00     |           |                  |
| 26325        | 12/22/2020             | FRIDAY FLYER                | 1/4 Page Vert. Ad for Job Announcement of Fire Chief, 11/20 | 245.00       | 10        | GENERAL          |
| 26325        | 12/22/2020             | FRIDAY FLYER                | 1/4 Page Vert. Ad for Job Announcement of Fire Chief, 11/27 | 245.00       | 10        | GENERAL          |
| Total 26325  | 12/22/2020             |                             |                                                             | 490.00       |           |                  |
| 26326        | 12/22/2020             | Frontier Communications     | Internet for Fire Station, 12/10/20 to 1/9/21               | 201.73       | 10        | GENERAL          |
| Total 26326  | 12/22/2020             |                             |                                                             | 201.73       |           |                  |
| 26327        | 12/22/2020             | GovOffice                   | Homepage Video Display on City Website, 11/6/20             | 750.00       | 10        | GENERAL          |
| Total 26327  | 12/22/2020             |                             |                                                             | 750.00       |           |                  |
| 26328        | 12/22/2020             | NANCY GREENHALGH            | Retiree Health Insurance for January 2021                   | 168.56       | 10        | GENERAL          |
| Total 26328  | 12/22/2020             |                             |                                                             | 168.56       |           |                  |
| 26329        | 12/22/2020             | Hillcrest Contracting, Inc. | Block Wall Repair on Railroad Cyn Rd, 11/30/20              | 15,205.96    | 20        | GAS TAX          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

| Check Num... | Matching Document Date | Vendor Name                                | Transaction Description                                      | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|--------------------------------------------|--------------------------------------------------------------|--------------|-----------|------------------|
| Total 26329  | 12/22/2020             |                                            |                                                              | 15,205.96    |           |                  |
| 26330        | 12/22/2020             | Kansas City Life Group Benefits            | Life Insurance for Employee's 1/15/21 to 2/14/21             | 126.24       | 10        | GENERAL          |
| Total 26330  | 12/22/2020             |                                            |                                                              | 126.24       |           |                  |
| 26331        | 12/22/2020             | Purchase Power                             | Postage for 12/2/2020                                        | 200.00       | 10        | GENERAL          |
| Total 26331  | 12/22/2020             |                                            |                                                              | 200.00       |           |                  |
| 26332        | 12/22/2020             | Regional Conservation Authority            | MSHCP Fees collected for December 2020                       | 2,234.00     | 50        | AGENCY           |
| Total 26332  | 12/22/2020             |                                            |                                                              | 2,234.00     |           |                  |
| 26333        | 12/22/2020             | JOHN REGUS                                 | Library Lease for January 2021                               | 1,106.86     | 10        | GENERAL          |
| Total 26333  | 12/22/2020             |                                            |                                                              | 1,106.86     |           |                  |
| 26334        | 12/22/2020             | Special District Risk Management Authority | Dental&Vis. Ecclefield, Mann, Sauseda, Lozano&FerrariJan2021 | 486.06       | 10        | GENERAL          |
| Total 26334  | 12/22/2020             |                                            |                                                              | 486.06       |           |                  |
| 26335        | 12/22/2020             | STATE COMP. INS. FUND                      | Workers Comp Insurance for January 2021                      | 971.33       | 10        | GENERAL          |
| Total 26335  | 12/22/2020             |                                            |                                                              | 971.33       |           |                  |
| 26336        | 12/22/2020             | Syntech Group                              | IT Services for December 2020                                | 1,937.50     | 10        | GENERAL          |
| Total 26336  | 12/22/2020             |                                            |                                                              | 1,937.50     |           |                  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

| Check Num...  | Matching Document Date | Vendor Name                | Transaction Description                                      | Check Amount | Fund Code | Fund Short Title |
|---------------|------------------------|----------------------------|--------------------------------------------------------------|--------------|-----------|------------------|
| 26337         | 12/22/2020             | TRI LAKE CONSULTANTS, INC. | Engineering Srvcs for October 2020 (Measure A, SB-1 & Misc.) | 1,120.00     | 20        | GAS TAX          |
| 26337         | 12/22/2020             | TRI LAKE CONSULTANTS, INC. | Engineering Srvcs for October 2020 (Measure A, SB-1 & Misc.) | 1,120.00     | 21        | MEASURE A        |
| Total 26337   | 12/22/2020             |                            |                                                              | 2,240.00     |           |                  |
| 26338         | 12/22/2020             | U. S. Bank                 | Publication for Fire Chief, Veteran's Day, Supplies 12/7/20  | 4,178.54     | 10        | GENERAL          |
| Total 26338   | 12/22/2020             |                            |                                                              | 4,178.54     |           |                  |
| 26339         | 12/22/2020             | Verizon Wireless           | Cel Phones, 11/4/20 to 12/3/20                               | 206.09       | 10        | GENERAL          |
| 26339         | 12/22/2020             | Verizon Wireless           | iPads, 11/4/20 to 12/3/20                                    | 167.10       | 10        | GENERAL          |
| Total 26339   | 12/22/2020             |                            |                                                              | 373.19       |           |                  |
| 26340         | 12/22/2020             | Dale Welty                 | Auto Allowance for the month of December 2020 - Welty        | 100.00       | 10        | GENERAL          |
| Total 26340   | 12/22/2020             |                            |                                                              | 100.00       |           |                  |
| EFT2...       |                        | Sparkletts                 | Drinking Water for City Hall & Admin Office November 2020    | 110.97       | 10        | GENERAL          |
| Total EFT2... |                        |                            |                                                              | 110.97       |           |                  |
| EFT2...       |                        | SOUTHERN CALIFORNIA EDISON | Electricity 31526 Railroad Cyn. Rd. Ste. 3 10/21 - 11/20/20  | 35.83        | 10        | GENERAL          |
| Total EFT2... |                        |                            |                                                              | 35.83        |           |                  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

| Check Numb... | Matching Document Date | Vendor Name                    | Transaction Description                              | Check Amount | Fund Code | Fund Short Title |
|---------------|------------------------|--------------------------------|------------------------------------------------------|--------------|-----------|------------------|
| EFT2...       |                        | SOUTHERN CALIFORNIA EDISON     | Electricity for City Hall Admin 10/21/20 to 11/20/20 | 143.32       | 10        | GENERAL          |
| Total EFT2... |                        |                                |                                                      | 143.32       |           |                  |
| EFT2...       |                        | SOUTHERN CALIFORNIA EDISON     | Electricity for Traffic Signals 10/22/20 to 11/21/20 | 54.58        | 20        | GAS TAX          |
| Total EFT2... |                        |                                |                                                      | 54.58        |           |                  |
| EFT2...       |                        | SOUTHERN CALIFORNIA EDISON     | Electricity for Traffic Signals 10/21/20 to 11/20/20 | 8.56         | 20        | GAS TAX          |
| Total EFT2... |                        |                                |                                                      | 8.56         |           |                  |
| EFT2...       |                        | SOUTHERN CALIFORNIA EDISON     | Electricity for Fire Station 10/15/20 to 11/16/20    | 403.38       | 10        | GENERAL          |
| Total EFT2... |                        |                                |                                                      | 403.38       |           |                  |
| EFT2...       |                        | SOUTHERN CALIFORNIA EDISON     | Electricity for Pump Station 10/9/20 to 11/9/20      | 170.79       | 20        | GAS TAX          |
| Total EFT2... |                        |                                |                                                      | 170.79       |           |                  |
| EFT2...       |                        | SOUTHERN CALIFORNIA EDISON     | Electricity for Traffic Signals 10/15/20 to 11/16/20 | 218.31       | 20        | GAS TAX          |
| Total EFT2... |                        |                                |                                                      | 218.31       |           |                  |
| EFT2...       |                        | SOUTHERN CALIFORNIA EDISON     | Electricity for City Hall 10/15/20 to 11/16/20       | 752.74       | 10        | GENERAL          |
| Total EFT2... |                        |                                |                                                      | 752.74       |           |                  |
| EFT2...       |                        | ELSINORE VALLEY MUNI WATER DIS | Water for City Hall 10/23/20 to 11/23/20             | 102.60       | 10        | GENERAL          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2020 Through 12/31/2020

| Check<br>Numb... | Matching<br>Document<br>Date | Vendor Name                       | Transaction Description                                            | Check<br>Amount | Fund<br>Code | Fund Short<br>Title |
|------------------|------------------------------|-----------------------------------|--------------------------------------------------------------------|-----------------|--------------|---------------------|
| Total<br>EFT2... |                              |                                   |                                                                    | 102.60          |              |                     |
| EFT2...          |                              | ELSINORE VALLEY<br>MUNI WATER DIS | Water for Rental Bldg<br>10/23/20 to 11/23/20                      | 94.85           | 60           | ENTERPR...<br>FUND  |
| Total<br>EFT2... |                              |                                   |                                                                    | 94.85           |              |                     |
| EFT2...          |                              | SOUTHERN<br>CALIFORNIA EDISON     | Electricity for Rental Bldg<br>Ste. 2 & Ste. 3 3/26 to<br>11/20/20 | 665.30          | 60           | ENTERPR...<br>FUND  |
| Total<br>EFT2... |                              |                                   |                                                                    | 665.30          |              |                     |
| EFT2...          |                              | SOUTHERN<br>CALIFORNIA EDISON     | Electricity for Traffic Signals<br>10/29/20 to 12/01/20            | 359.29          | 20           | GAS TAX             |
| Total<br>EFT2... |                              |                                   |                                                                    | 359.29          |              |                     |
| EFT2...          |                              | ELSINORE VALLEY<br>MUNI WATER DIS | Water for Fire Station<br>10/27/20 to 11/27/20                     | 406.22          | 10           | GENERAL             |
| Total<br>EFT2... |                              |                                   |                                                                    | 406.22          |              |                     |
| EFT2...          |                              | ELSINORE VALLEY<br>MUNI WATER DIS | Water for Irrigation 10/27/20<br>to 11/27/20                       | 941.12          | 20           | GAS TAX             |
| Total<br>EFT2... |                              |                                   |                                                                    | 941.12          |              |                     |
| EFT2...          |                              | SOUTHERN<br>CALIFORNIA EDISON     | Electricity for Pump Station<br>11/9/20 to 12/10/20                | 178.33          | 20           | GAS TAX             |
| Total<br>EFT2... |                              |                                   |                                                                    | 178.33          |              |                     |
| Report Total     |                              |                                   |                                                                    | 233,194.16      |              |                     |

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

| Vendor ID                            | Invoice Description                                          | Cash Required |
|--------------------------------------|--------------------------------------------------------------|---------------|
| ABILA                                | Monthly Accounting Software Subscription, 12/7/20            | 122.75        |
|                                      | Additional User for Monthly Accounting Software, 11/18/20    | 50.00         |
| AMERICAN FORENSIC                    | Sheriff's Blood Draws, 10/31/20                              | 110.00        |
|                                      | Sheriff's Blood Draws, 10/15/20                              | 55.00         |
| AMP                                  | Rent for Admin Bldg. for the month of January 2021           | 2,678.00      |
|                                      | Rent for 31526 Railroad Cyn Rd. Ste#4 January 2021           | 400.00        |
| ANIMAL FRIENDS                       | Animal Control Services for September 2020                   | 3,500.00      |
| BIO-TOX                              | Sheriff's Blood Draws, 10/8/20-10/15/20                      | 347.00        |
| Bonner                               | Auto Allowance For the month of December 2020 - Bonner       | 100.00        |
| CL PEST                              | Quarterly Pest Control P.O. #10-016, 11/25/20                | 90.00         |
|                                      | Monthly Pest Control for Fire Station, November 2020         | 40.00         |
| Corelogic                            | Database for Code Enforcement Reports, November 2020         | 21.20         |
|                                      | Database for Code Enforcement, November 2020                 | 128.75        |
| CR&R                                 | Trash Services for Rental Bldg. December 2020                | 164.80        |
| CTAI                                 | Landscape Maintenance for Fire Station 60 November 2020      | 250.00        |
|                                      | Landscape Maintenance for Median & Parkways November 2020    | 4,500.00      |
| DATA TICKET                          | Parking Citations, October 2020                              | 100.00        |
| Discount Hauling                     | Cleaned Up and Hauled Away Trash on BLM Land, 12/2/20        | 375.00        |
| Ehrenkranz                           | Auto Allowance For the month of December 2020 - Ehrenkranz   | 100.00        |
| ICG                                  | Building & Safety Services for October 2020                  | 28,165.58     |
| Jeremy Smith                         | Auto Allowance For the month of December 2020 - Smith        | 100.00        |
| Joe's                                | Tilex Mold/Mildew Cleaner & Fuel for Fire Station, 12/6/20   | 17.16         |
| Kasey Castillo                       | Auto Allowance For the month of December 2020 - Castillo     | 100.00        |
| KCL Group Benefits                   | Life Insurance for Employee's 12/15/20 to 1/14/2021          | 126.24        |
| Larry Greene                         | Auto Allowance For the month of December 2020 - Greene       | 100.00        |
| Massive                              | Installation of Webcam in Conference Room Admin 12/7/20      | 275.00        |
| PVM                                  | Pressure Washed and Cleaned Veteran's Park for Event Nov2020 | 444.40        |
| PZL, Inc.                            | Planning Services for November 2020                          | 2,150.00      |
| Riv Co Sheriff Dept<br>Lake Elsinore | Sheriff's Contract Law 9/24/20 to 10/21/20                   | 133,827.59    |

Date: 12/9/20

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01/13/2021 City Council Agenda

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

| Vendor ID                       | Invoice Description                                         | Cash Required |
|---------------------------------|-------------------------------------------------------------|---------------|
| Riv Co TLMA                     | SLF Costs for October 2020                                  | 1,007.67      |
| Round Up                        | City Vehicle Fuel January - May 2020 (5/3/20 to 9/24/20)    | 1,847.56      |
| Rydin                           | 2021 Business License Decals, 11/10/20                      | 682.50        |
| STAPLES                         | Office Supplies (Soap, Folders, Bags, Lysol, etc.) 11/25/20 | 895.38        |
| The Gas Co                      | Gas Charges for 10/28/20 to 11/30/20                        | 97.55         |
| Time Warner                     | Digital Converter for City Hall, 11/22/20 to 12/21/20       | 5.25          |
| Toshiba Business Solutions, USA | Color & Black/White Monthly Copy Costs 10/26/20 to 11/25/20 | 574.16        |
| Ur Wire Guy                     | Network Line in Council Chambers, 11/30/20                  | 150.00        |
| Report Total                    |                                                             | 183,698.54    |

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

| Vendor ID                        | Invoice Description                                             | Cash Required |
|----------------------------------|-----------------------------------------------------------------|---------------|
| ABILA                            | Additional Accounting Software Subscription,<br>12/16/20        | 50.00         |
| Aflac                            | Supplemental Insurance for December 2020                        | 497.96        |
| ANIMAL FRIENDS                   | Animal Control Services for October 2020                        | 3,500.00      |
| Becker                           | Commercial Property Inspection 31520 Railroad Cyn<br>Rd, 12/12  | 495.00        |
| Bill Blankenship                 | Economic Development Consulting December 2020                   | 2,500.00      |
| CACEO                            | 2021 Annual Membership for Manzano                              | 95.00         |
|                                  | 2021 Annual Membership for Ecclefield                           | 95.00         |
| Control Pump                     | Monthly Landscape Booster Station, November 2020                | 375.00        |
| DATA TICKET                      | Citation Processing, Code Enforcement November<br>2020          | 500.00        |
| Delgado                          | Janitorial Services for the month of December 2020              | 981.50        |
| ECS                              | Annual Renewal for Laserfiche Cloud, 11/15/20                   | 4,990.00      |
| FRIDAY FLYER                     | 1/4 Page Vert. Ad for Job Announcement of Fire<br>Chief, 11/20  | 245.00        |
|                                  | 1/4 Page Vert. Ad for Job Announcement of Fire<br>Chief, 11/27  | 245.00        |
| Frontier                         | Internet for Fire Station, 12/10/20 to 1/9/21                   | 201.73        |
| GOVOF                            | Homepage Video Display on City Website, 11/6/20                 | 750.00        |
| GREENHALGH                       | Retiree Health Insurance for January 2021                       | 168.56        |
| Hillcrest                        | Block Wall Repair on Railroad Cyn Rd, 11/30/20                  | 15,205.96     |
| KCL Group Benefits               | Life Insurance for Employee's 1/15/21 to 2/14/21                | 126.24        |
| Pitney Bowes -<br>Purchase Power | Postage for 12/2/2020                                           | 200.00        |
| RCA                              | MSHCP Fees collected for December 2020                          | 2,234.00      |
| REGUS                            | Library Lease for January 2021                                  | 1,106.86      |
| SDRMA                            | Dental&Vis. Ecclefield, Mann, Sauseda,<br>Lozano&FerrariJan2021 | 486.06        |
| STATE FUND                       | Workers Comp Insurance for January 2021                         | 971.33        |
| Syntech                          | IT Services for December 2020                                   | 1,937.50      |
| TRI LAKE                         | Engineering Srvcs for October 2020 (Measure A,<br>SB-1 & Misc.) | 1,120.00      |
|                                  | Engineering Srvcs for October 2020 (Measure A,<br>SB-1 & Misc.) | 1,120.00      |
| US Bank                          | Publication for Fire Chief, Veteran's Day, Supplies<br>12/7/20  | 4,178.54      |
| VerizonW                         | Cel Phones, 11/4/20 to 12/3/20                                  | 206.09        |
|                                  | iPads, 11/4/20 to 12/3/20                                       | 167.10        |
| Welty                            | Auto Allowance for the month of December 2020 -<br>Welty        | 100.00        |
| Report Total                     |                                                                 | 44,849.43     |

Department: (20)City Employees

| Code    | Earning               | Hours        | Amount         | Deduction               | Code               | Amount        | Tax           | Code    | Amount              | Taxable | Tax     | Code                        | Amount        | Taxable | Amount       |
|---------|-----------------------|--------------|----------------|-------------------------|--------------------|---------------|---------------|---------|---------------------|---------|---------|-----------------------------|---------------|---------|--------------|
| 125CO   | 125 Cash              |              | 472.54         | PTAXI Pre-Tax P.        | CA                 | 299.66        | California SI | 184.62  | CAETT CA Edu & Ti   | 4453.71 | 0.00    | CAETT CA Edu & Ti           | 184.62        | 0.00    | 0.00         |
| 102     | Hol Holiday           | 19.00        | 0.00           |                         | CASDJ CA SDI - Eir |               |               | 4753.37 | CASUI California SI | 4753.37 | 0.00    | CASUI California SI         | 47.54         | 0.00    | 0.00         |
| 4280.83 | Reg Regular           |              | 4280.83        |                         | FITW Federal Incon |               |               | 4453.71 | MED-R Medicare - E  | 519.90  | 4753.37 | MED-R Medicare - E          | 519.90        | 68.93   | 68.93        |
|         |                       |              |                |                         | MED Medicare       |               |               | 68.93   |                     |         |         |                             |               |         |              |
|         | <b>Total Earnings</b> | <b>19.00</b> | <b>4753.37</b> | <b>Total Deductions</b> |                    | <b>299.66</b> |               |         | <b>820.99</b>       |         |         | <b>Total Employer Taxes</b> | <b>820.99</b> |         | <b>68.93</b> |

| Code    | Earning               | Hours        | Amount        | Deduction               | Code               | Amount        | Tax | Code                | Amount       | Taxable | Tax    | Code                        | Amount       | Taxable | Amount       |
|---------|-----------------------|--------------|---------------|-------------------------|--------------------|---------------|-----|---------------------|--------------|---------|--------|-----------------------------|--------------|---------|--------------|
| Reg     | Regular               | 30.00        | 646.80        |                         | CA                 | California SI |     | CAETT CA Edu & Ti   | 8.40         | 754.60  | 0.00   | CAETT CA Edu & Ti           | 8.40         | 0.00    | 0.00         |
| 106     | Sick                  | 5.00         | 107.80        |                         | CASDJ CA SDI - Eir |               |     | CASUI California SI | 7.55         | 754.60  | 0.00   | CASUI California SI         | 7.55         | 0.00    | 0.00         |
| 21.5600 |                       |              |               |                         | FITW Federal Incon |               |     | MED-R Medicare - E  | 25.88        | 754.60  | 754.60 | MED-R Medicare - E          | 25.88        | 10.94   | 10.94        |
|         |                       |              |               |                         | MED Medicare       |               |     |                     | 10.94        |         |        |                             |              |         |              |
|         | <b>Total Earnings</b> | <b>35.00</b> | <b>754.60</b> | <b>Total Deductions</b> |                    | <b>0.00</b>   |     |                     | <b>52.77</b> |         |        | <b>Total Employer Taxes</b> | <b>52.77</b> |         | <b>10.94</b> |

| Code    | Earning               | Hours        | Amount        | Deduction               | Code               | Amount        | Tax | Code                | Amount       | Taxable | Tax    | Code                        | Amount       | Taxable | Amount      |
|---------|-----------------------|--------------|---------------|-------------------------|--------------------|---------------|-----|---------------------|--------------|---------|--------|-----------------------------|--------------|---------|-------------|
| Reg     | Regular               | 35.00        | 598.50        | 457B EE                 | CA                 | California SI |     | CAETT CA Edu & Ti   | 5.86         | 639.11  | 0.00   | CAETT CA Edu & Ti           | 5.86         | 0.00    | 0.00        |
| 114     | Sick                  | 5.00         | 85.50         | Aflac Post              | CASDJ CA SDI - Eir | 13.65         |     | CASUI California SI | 6.84         | 684.00  | 0.00   | CASUI California SI         | 6.84         | 0.00    | 0.00        |
| 17.1000 |                       |              |               |                         | FITW Federal Incon |               |     | MED-R Medicare - E  | 14.33        | 639.11  | 684.00 | MED-R Medicare - E          | 14.33        | 9.92    | 9.92        |
|         |                       |              |               |                         | MED Medicare       |               |     |                     | 9.92         |         |        |                             |              |         |             |
|         | <b>Total Earnings</b> | <b>40.00</b> | <b>684.00</b> | <b>Total Deductions</b> |                    | <b>58.54</b>  |     |                     | <b>36.95</b> |         |        | <b>Total Employer Taxes</b> | <b>36.95</b> |         | <b>9.92</b> |

| Code    | Earning               | 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 |     | CAETT CA Edu & Ti   | 73.61         | 2172.38 | 0.00    | CAETT CA Edu & Ti           | 73.61         | 0.00    | 0.00         |
| 115     | Hol Holiday           | 19.00        | 0.00           |                         | CASDJ CA SDI - Eir |               |     | CASUI California SI | 23.17         | 2316.10 | 0.00    | CASUI California SI         | 23.17         | 0.00    | 0.00         |
| 2129.17 | Reg Regular           |              | 2129.17        |                         | FITW Federal Incon |               |     | MED-R Medicare - E  | 190.46        | 2172.38 | 2316.10 | MED-R Medicare - E          | 190.46        | 33.58   | 33.58        |
|         |                       |              |                |                         | MED Medicare       |               |     |                     | 33.59         |         |         |                             |               |         |              |
|         | <b>Total Earnings</b> | <b>19.00</b> | <b>2316.10</b> | <b>Total Deductions</b> |                    | <b>143.72</b> |     |                     | <b>320.83</b> |         |         | <b>Total Employer Taxes</b> | <b>320.83</b> |         | <b>33.58</b> |

| Code    | Earning               | 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 |     | CAETT CA Edu & Ti   | 116.42        | 2595.38 | 0.00    | CAETT CA Edu & Ti           | 116.42        | 0.00    | 0.00         |
| 117     | Hol Holiday           | 19.00        | 0.00           |                         | CASDJ CA SDI - Eir |               |     | CASUI California SI | 27.72         | 2771.16 | 0.00    | CASUI California SI         | 27.72         | 0.00    | 0.00         |
| 2604.17 | Reg Regular           |              | 2604.17        |                         | FITW Federal Incon |               |     | MED-R Medicare - E  | 281.90        | 2595.38 | 2771.16 | MED-R Medicare - E          | 281.90        | 40.18   | 40.18        |
|         |                       |              |                |                         | MED Medicare       |               |     |                     | 40.18         |         |         |                             |               |         |              |
|         | <b>Total Earnings</b> | <b>23.50</b> | <b>2771.16</b> | <b>Total Deductions</b> |                    | <b>175.78</b> |     |                     | <b>466.22</b> |         |         | <b>Total Employer Taxes</b> | <b>466.22</b> |         | <b>40.18</b> |

| Code    | Earning               | 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 |     | CAETT CA Edu & Ti   | 527.65         | 6670.25 | 0.00    | CAETT CA Edu & Ti           | 527.65         | 0.00    | 0.00          |
| 111     | Reimburs              |              | 75.00          |                         | CASDJ CA SDI - Eir |               |     | CASUI California SI | 0.00           | 0.00    | 0.00    | CASUI California SI         | 0.00           | 0.00    | 0.00          |
| 6875.00 | Hol Holiday           | 28.50        | 0.00           |                         | FITW Federal Incon |               |     | MED-R Medicare - E  | 1273.17        | 6670.25 | 7134.31 | MED-R Medicare - E          | 1273.17        | 103.45  | 103.45        |
|         |                       |              |                |                         | MED Medicare       |               |     |                     | 103.45         |         |         |                             |                |         |               |
|         | <b>Total Earnings</b> | <b>28.50</b> | <b>7134.31</b> | <b>Total Deductions</b> |                    | <b>464.06</b> |     |                     | <b>1904.27</b> |         |         | <b>Total Employer Taxes</b> | <b>1904.27</b> |         | <b>103.45</b> |

| Code    | Earning               | Hours        | Amount         | Deduction               | Code               | Amount        | Tax | Code                | Amount        | Taxable | Tax     | Code                        | Amount        | Taxable | Amount       |
|---------|-----------------------|--------------|----------------|-------------------------|--------------------|---------------|-----|---------------------|---------------|---------|---------|-----------------------------|---------------|---------|--------------|
| 125CO   | 125 Cash              |              | 527.74         | 457B EE                 | CA                 | California SI |     | CAETT CA Edu & Ti   | 86.05         | 3553.99 | 0.00    | CAETT CA Edu & Ti           | 86.05         | 0.00    | 0.00         |
| 108     | Hol Holiday           | 19.00        | 0.00           | PTAXI Pre-Tax P.        | CASDJ CA SDI - Eir | 232.75        |     | CASUI California SI | 38.53         | 3852.74 | 0.00    | CASUI California SI         | 38.53         | 0.00    | 0.00         |
| 3325.00 | Reg Regular           |              | 3325.00        |                         | FITW Federal Incon |               |     | MED-R Medicare - E  | 286.02        | 3553.99 | 3852.74 | MED-R Medicare - E          | 286.02        | 55.86   | 55.86        |
|         |                       |              |                |                         | MED Medicare       |               |     |                     | 55.87         |         |         |                             |               |         |              |
|         | <b>Total Earnings</b> | <b>28.50</b> | <b>3852.74</b> | <b>Total Deductions</b> |                    | <b>298.75</b> |     |                     | <b>466.47</b> |         |         | <b>Total Employer Taxes</b> | <b>466.47</b> |         | <b>55.86</b> |

| Code    | Earning               | 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 |     | CAETT CA Edu & Ti   | 73.61         | 2172.38 | 0.00    | CAETT CA Edu & Ti           | 73.61         | 0.00    | 0.00         |
| 115     | Hol Holiday           | 19.00        | 0.00           |                         | CASDJ CA SDI - Eir |               |     | CASUI California SI | 23.17         | 2316.10 | 0.00    | CASUI California SI         | 23.17         | 0.00    | 0.00         |
| 2129.17 | Reg Regular           |              | 2129.17        |                         | FITW Federal Incon |               |     | MED-R Medicare - E  | 190.46        | 2172.38 | 2316.10 | MED-R Medicare - E          | 190.46        | 33.58   | 33.58        |
|         |                       |              |                |                         | MED Medicare       |               |     |                     | 33.59         |         |         |                             |               |         |              |
|         | <b>Total Earnings</b> | <b>19.00</b> | <b>2316.10</b> | <b>Total Deductions</b> |                    | <b>143.72</b> |     |                     | <b>320.83</b> |         |         | <b>Total Employer Taxes</b> | <b>320.83</b> |         | <b>33.58</b> |

**Labor Distribution**

**City of Canyon Lake**  
Company (10756)

Check Date: 11/30/2020 Page 2  
Process: 2020113001  
Period: 11/16/2020 to 11/30/2020

**Department: (20)City Employees Total**

| Emp No | Code | Earnings              | Hours         | Amount          | Deduction               | Code | Amount         | Code                        | Tax           | Amount         | Taxable                     | Code  | Tax           | Amount        | Taxable | Amount   |
|--------|------|-----------------------|---------------|-----------------|-------------------------|------|----------------|-----------------------------|---------------|----------------|-----------------------------|-------|---------------|---------------|---------|----------|
| Female | 4    | 125CO 125 Cash        |               | 1538.51         | 457B EE I               |      | 110.89         | CA                          | California SI | 20839.42       | 1002.61                     | CAETT | CA Edu & T    | 0.00          | 0.00    | 0.00     |
| Male   | 3    | ELECT Reimburs*       |               | 75.00           | AflacP, Aflac Post      |      | 13.65          | CASDI                       | CA SDI - Eir  | 15131.97       | 151.35                      | CASUI | California SI | 0.00          | 0.00    | 22266.28 |
|        |      | Hol Holiday           | 104.50        | 0.00            | PTAXI Pre-Tax P         |      | 532.41         | FITW                        | Federal Incoi | 20839.42       | 2591.66                     | MED-R | Medicare - E  | 322.86        | 322.86  | Gross    |
|        |      | Reg Regular           | 65.00         | 20459.47        | PTXPE Pre-Tax P         |      | 783.56         | MED                         | Medicare      | 22266.28       | 322.88                      |       |               |               |         | Net Amt  |
|        |      | Sick Sick             | 24.00         | 193.30          |                         |      |                |                             |               |                |                             |       |               |               |         |          |
|        |      | <b>Total Earnings</b> | <b>193.50</b> | <b>22266.28</b> | <b>Total Deductions</b> |      | <b>1440.51</b> | <b>Total Employee Taxes</b> |               | <b>4068.50</b> | <b>Total Employer Taxes</b> |       |               | <b>322.86</b> |         |          |

**Department: (30)Special Enforcement Team**

| Emp No                  | Code    | Earnings              | Hours        | Amount         | Deduction               | Code | Amount        | Code                        | Tax           | Amount        | Taxable                     | Code  | Tax           | Amount       | Taxable | Amount  |
|-------------------------|---------|-----------------------|--------------|----------------|-------------------------|------|---------------|-----------------------------|---------------|---------------|-----------------------------|-------|---------------|--------------|---------|---------|
| Ecclefield, Dawn A      | 104     | Hol Holiday           | 19.00        | 512.05         | 457B EE I               |      | 50.00         | CA                          | California SI | 1970.94       | 64.21                       | CAETT | CA Edu & T    | 0.00         | 0.00    | 0.00    |
| Rate                    | 26.9500 | Reg Regular           | 66.50        | 1792.18        | MED I: Health Ins       |      | 127.75        | CASDI                       | CA SDI - Eir  | 2176.48       | 21.77                       | CASUI | California SI | 0.00         | 0.00    | 2304.23 |
|                         |         |                       |              |                | PTXPE Pre-Tax P         |      | 155.54        | FITW                        | Federal Incoi | 1970.94       | 160.55                      | MED-R | Medicare - E  | 31.56        | 2176.48 | 2335.79 |
|                         |         |                       |              |                |                         |      |               |                             |               | 2176.48       | 31.56                       |       |               |              |         | 1692.85 |
|                         |         | <b>Total Earnings</b> | <b>85.50</b> | <b>2304.23</b> | <b>Total Deductions</b> |      | <b>333.29</b> | <b>Total Employee Taxes</b> |               | <b>278.09</b> | <b>Total Employer Taxes</b> |       |               | <b>31.56</b> |         |         |
| Helgemo Dickson, Gina M | 101     | 125CO 125 Cash        |              | 477.29         | PTAXI Pre-Tax P         |      | 196.31        | CA                          | California SI | 3085.38       | 166.51                      | CAETT | CA Edu & T    | 0.00         | 0.00    | 0.00    |
| Rate                    | 32.8000 | Comp Comp Tin         | 2.50         | 82.00          |                         |      |               |                             |               | 3281.69       | 32.82                       | CASUI | California SI | 0.00         | 0.00    | 3281.69 |
|                         |         | Hol Holiday           | 19.00        | 623.20         |                         |      |               |                             |               | 3085.38       | 294.29                      | MED-R | Medicare - E  | 47.58        | 3281.69 | 3329.27 |
|                         |         | Reg Regular           | 45.00        | 1476.00        |                         |      |               |                             |               | 3281.69       | 47.58                       |       |               |              |         | 2544.18 |
|                         |         | Vac Vacation          | 19.00        | 623.20         |                         |      |               |                             |               |               |                             |       |               |              |         |         |
|                         |         | <b>Total Earnings</b> | <b>85.50</b> | <b>3281.69</b> | <b>Total Deductions</b> |      | <b>196.31</b> | <b>Total Employee Taxes</b> |               | <b>541.20</b> | <b>Total Employer Taxes</b> |       |               | <b>47.58</b> |         |         |
| Lopez, Fred S           | 113     | Reg Regular           | 26.00        | 758.16         |                         |      |               |                             |               | 758.16        | 8.48                        | CAETT | CA Edu & T    | 0.00         | 0.00    | 758.16  |
| Rate                    | 29.1600 |                       |              |                |                         |      |               |                             |               | 758.16        | 7.58                        | CASUI | California SI | 0.00         | 0.00    | 769.15  |
|                         |         |                       |              |                |                         |      |               |                             |               | 758.16        | 63.75                       | MED-R | Medicare - E  | 10.99        | 758.16  | 667.36  |
|                         |         |                       |              |                |                         |      |               |                             |               | 758.16        | 10.99                       |       |               |              |         |         |
|                         |         | <b>Total Earnings</b> | <b>26.00</b> | <b>758.16</b>  | <b>Total Deductions</b> |      | <b>0.00</b>   | <b>Total Employee Taxes</b> |               | <b>90.80</b>  | <b>Total Employer Taxes</b> |       |               | <b>10.99</b> |         |         |
| Manzano, Rubi E         | 98      | 125CO 125 Cash        |              | 499.58         | PTXPE Pre-Tax P         |      | 161.77        | CA                          | California SI | 2734.38       | 65.63                       | CAETT | CA Edu & T    | 0.00         | 0.00    | 0.00    |
| Rate                    | 28.0300 | Hol Holiday           | 19.00        | 532.57         |                         |      |               |                             |               | 2896.15       | 28.97                       | CASUI | California SI | 0.00         | 0.00    | 2896.15 |
|                         |         | Reg Regular           | 66.50        | 1864.00        |                         |      |               |                             |               | 2734.38       | 252.17                      | MED-R | Medicare - E  | 41.99        | 2896.15 | 2938.14 |
|                         |         |                       |              |                |                         |      |               |                             |               | 2896.15       | 41.99                       |       |               |              |         | 2345.62 |
|                         |         | <b>Total Earnings</b> | <b>85.50</b> | <b>2896.15</b> | <b>Total Deductions</b> |      | <b>161.77</b> | <b>Total Employee Taxes</b> |               | <b>388.76</b> | <b>Total Employer Taxes</b> |       |               | <b>41.99</b> |         |         |





**Labor Distribution**

**City of Canyon Lake**  
Company (10756)

Check Date: 12/15/2020  
Process: 2020121501  
Period: 12/01/2020 to 12/15/2020

**Department: (20)City Employees**

| Code    | Earnings              | Hours       | Amount         | Deduction               | Amount        | Code  | Tax           | Amount        | Code  | Tax           | Amount  | Taxable | Amount       | Taxable | Amount       |  |
|---------|-----------------------|-------------|----------------|-------------------------|---------------|-------|---------------|---------------|-------|---------------|---------|---------|--------------|---------|--------------|--|
| 125CO   | 125 Cash              |             | 472.54         | PTAXF Pre-Tax P.        | 299.66        | CA    | California SI | 184.62        | CAETT | CA Edu & Ti   | 0.00    | 0.00    | 0.00         | 0.00    | 0.00         |  |
| 102     | Hol                   | 9.50        | 0.00           |                         |               | CASDI | CA SDI - Eir  | 47.53         | CASUI | California SI | 0.00    | 0.00    | 0.00         | 0.00    | 0.00         |  |
| 4280.83 | Reg                   | Regular     | 4280.83        |                         |               | FITW  | Federal Incoi | 519.90        | MED-R | Medicare - E  | 4753.37 | 68.93   | 68.93        | 68.93   | 68.93        |  |
|         |                       |             |                |                         |               | MED   | Medicare      | 68.92         |       |               |         |         |              |         |              |  |
|         | <b>Total Earnings</b> | <b>9.50</b> | <b>4753.37</b> | <b>Total Deductions</b> | <b>299.66</b> |       |               | <b>820.97</b> |       |               |         |         | <b>68.93</b> |         | <b>68.93</b> |  |

| Code | Earnings              | Hours        | Amount         | Deduction               | Amount      | Code  | Tax           | Amount        | Code  | Tax           | Amount  | Taxable | Amount       | Taxable | Amount       |  |
|------|-----------------------|--------------|----------------|-------------------------|-------------|-------|---------------|---------------|-------|---------------|---------|---------|--------------|---------|--------------|--|
| Reg  | Regular               | 51.50        | 1110.34        |                         |             | CA    | California SI | 17.36         | CAETT | CA Edu & Ti   | 0.00    | 0.00    | 0.00         | 0.00    | 0.00         |  |
|      |                       |              |                |                         |             | CASDI | CA SDI - Eir  | 11.10         | CASUI | California SI | 0.00    | 0.00    | 0.00         | 0.00    | 0.00         |  |
|      |                       |              |                |                         |             | FITW  | Federal Incoi | 61.45         | MED-R | Medicare - E  | 1110.34 | 16.11   | 16.11        | 16.11   | 16.11        |  |
|      |                       |              |                |                         |             | MED   | Medicare      | 16.10         |       |               |         |         |              |         |              |  |
|      | <b>Total Earnings</b> | <b>51.50</b> | <b>1110.34</b> | <b>Total Deductions</b> | <b>0.00</b> |       |               | <b>106.01</b> |       |               |         |         | <b>16.11</b> |         | <b>16.11</b> |  |

| Code | Earnings              | Hours        | Amount        | Deduction               | Amount       | Code  | Tax           | Amount       | Code  | Tax           | Amount | Taxable | Amount       | Taxable | Amount       |  |
|------|-----------------------|--------------|---------------|-------------------------|--------------|-------|---------------|--------------|-------|---------------|--------|---------|--------------|---------|--------------|--|
| Reg  | Regular               | 43.00        | 735.30        | 457B EE                 | 61.56        | CA    | California SI | 6.63         | CAETT | CA Edu & Ti   | 0.00   | 0.00    | 0.00         | 0.00    | 0.00         |  |
|      |                       |              |               | AflacP, Aflac Post      | 13.65        | CASDI | CA SDI - Eir  | 7.35         | CASUI | California SI | 0.00   | 0.00    | 0.00         | 0.00    | 0.00         |  |
|      |                       |              |               |                         |              | FITW  | Federal Incoi | 673.74       | MED-R | Medicare - E  | 735.30 | 10.66   | 10.66        | 10.66   | 10.66        |  |
|      |                       |              |               |                         |              | MED   | Medicare      | 10.66        |       |               |        |         |              |         |              |  |
|      | <b>Total Earnings</b> | <b>43.00</b> | <b>735.30</b> | <b>Total Deductions</b> | <b>75.21</b> |       |               | <b>42.43</b> |       |               |        |         | <b>10.66</b> |         | <b>10.66</b> |  |

| Code  | Earnings              | Hours       | Amount         | Deduction               | Amount        | Code  | Tax           | Amount        | Code  | Tax           | Amount  | Taxable | Amount       | Taxable | Amount       |  |
|-------|-----------------------|-------------|----------------|-------------------------|---------------|-------|---------------|---------------|-------|---------------|---------|---------|--------------|---------|--------------|--|
| 125CO | 125 Cash              |             | 186.93         | PTXPE Pre-Tax P.        | 143.72        | CA    | California SI | 73.61         | CAETT | CA Edu & Ti   | 0.00    | 0.00    | 0.00         | 0.00    | 0.00         |  |
| 115   | Reg                   | Regular     | 2129.17        |                         |               | CASDI | CA SDI - Eir  | 23.16         | CASUI | California SI | 0.00    | 0.00    | 0.00         | 0.00    | 0.00         |  |
|       |                       |             |                |                         |               | FITW  | Federal Incoi | 190.46        | MED-R | Medicare - E  | 2316.10 | 33.58   | 33.58        | 33.58   | 33.58        |  |
|       |                       |             |                |                         |               | MED   | Medicare      | 33.58         |       |               |         |         |              |         |              |  |
|       | <b>Total Earnings</b> | <b>0.00</b> | <b>2316.10</b> | <b>Total Deductions</b> | <b>143.72</b> |       |               | <b>320.81</b> |       |               |         |         | <b>33.58</b> |         | <b>33.58</b> |  |

| Code  | Earnings              | Hours       | Amount         | Deduction               | Amount        | Code  | Tax           | Amount        | Code  | Tax           | Amount  | Taxable | Amount       | Taxable | Amount       |  |
|-------|-----------------------|-------------|----------------|-------------------------|---------------|-------|---------------|---------------|-------|---------------|---------|---------|--------------|---------|--------------|--|
| 125CO | 125 Cash              |             | 166.99         | PTXPE Pre-Tax P.        | 175.78        | CA    | California SI | 116.42        | CAETT | CA Edu & Ti   | 0.00    | 0.00    | 0.00         | 0.00    | 0.00         |  |
| 117   | Reg                   | Regular     | 2604.17        |                         |               | CASDI | CA SDI - Eir  | 27.71         | CASUI | California SI | 0.00    | 0.00    | 0.00         | 0.00    | 0.00         |  |
|       | Sick                  | 4.50        | 0.00           |                         |               | FITW  | Federal Incoi | 281.90        | MED-R | Medicare - E  | 2771.16 | 40.18   | 40.18        | 40.18   | 40.18        |  |
|       | Vac                   | 0.50        | 0.00           |                         |               | MED   | Medicare      | 40.18         |       |               |         |         |              |         |              |  |
|       | <b>Total Earnings</b> | <b>5.00</b> | <b>2771.16</b> | <b>Total Deductions</b> | <b>175.78</b> |       |               | <b>466.21</b> |       |               |         |         | <b>40.18</b> |         | <b>40.18</b> |  |

| Code    | Earnings              | Hours        | Amount          | Deduction               | Amount        | Code  | Tax           | Amount         | Code  | Tax           | Amount   | Taxable | Amount        | Taxable | Amount        |  |
|---------|-----------------------|--------------|-----------------|-------------------------|---------------|-------|---------------|----------------|-------|---------------|----------|---------|---------------|---------|---------------|--|
| 125CO   | 125 Cash              |              | 184.31          | PTXPE Pre-Tax P.        | 464.06        | CA    | California SI | 1330.25        | CAETT | CA Edu & Ti   | 0.00     | 0.00    | 0.00          | 0.00    | 0.00          |  |
| 111     | ELECT Reimburs        |              | 75.00           |                         |               | CASDI | CA SDI - Eir  | 0.00           | CASUI | California SI | 0.00     | 0.00    | 0.00          | 0.00    | 0.00          |  |
| 6875.00 | Reg                   | Regular      | 6875.00         |                         |               | FITW  | Federal Incoi | 2548.68        | MED-R | Medicare - E  | 13814.31 | 200.31  | 200.31        | 200.31  | 200.31        |  |
|         | Vac                   | 80.00        | 6680.00         |                         |               | MED   | Medicare      | 200.30         |       |               |          |         |               |         |               |  |
|         | <b>Total Earnings</b> | <b>80.00</b> | <b>13814.31</b> | <b>Total Deductions</b> | <b>464.06</b> |       |               | <b>3805.28</b> |       |               |          |         | <b>200.31</b> |         | <b>200.31</b> |  |

| Code    | Earnings              | Hours       | Amount         | Deduction               | Amount        | Code  | Tax           | Amount        | Code  | Tax           | Amount  | Taxable | Amount       | Taxable | Amount       |  |
|---------|-----------------------|-------------|----------------|-------------------------|---------------|-------|---------------|---------------|-------|---------------|---------|---------|--------------|---------|--------------|--|
| 125CO   | 125 Cash              |             | 527.74         | 457B EE                 | 66.00         | CA    | California SI | 86.05         | CAETT | CA Edu & Ti   | 0.00    | 0.00    | 0.00         | 0.00    | 0.00         |  |
| 108     | Reg                   | Regular     | 3325.00        | PTAXF Pre-Tax P.        | 232.75        | CASDI | CA SDI - Eir  | 38.52         | CASUI | California SI | 0.00    | 0.00    | 0.00         | 0.00    | 0.00         |  |
| 3325.00 | Sick                  | 5.50        | 0.00           |                         |               | FITW  | Federal Incoi | 3553.99       | MED-R | Medicare - E  | 3852.74 | 55.86   | 55.86        | 55.86   | 55.86        |  |
|         |                       |             |                |                         |               | MED   | Medicare      | 55.86         |       |               |         |         |              |         |              |  |
|         | <b>Total Earnings</b> | <b>5.50</b> | <b>3852.74</b> | <b>Total Deductions</b> | <b>298.75</b> |       |               | <b>466.45</b> |       |               |         |         | <b>55.86</b> |         | <b>55.86</b> |  |

**Labor Distribution**

**City of Canyon Lake**  
Company (10756)

Check Date: 12/15/2020  
Process: 2020121501  
Period: 12/01/2020 to 12/15/2020

**Department: (20)City Employees Total**

| Emp No | Code  | Earning               | Hours         | Amount          | Deduction Code          | Amount         | Code  | Tax           | Amount         | Code                        | Tax           | Amount   | Taxable       | Tax  | Amount | Taxable | Amount   |
|--------|-------|-----------------------|---------------|-----------------|-------------------------|----------------|-------|---------------|----------------|-----------------------------|---------------|----------|---------------|------|--------|---------|----------|
| 4      | 125CO | 125 Cash              |               | 1538.51         | 457B EE                 | 127.56         | CA    | California SI | 1540.99        | CAETT                       | CA Edu & T    | 0.00     | 0.00          | 0.00 | 0.00   | 0.00    | 0.00     |
| 3      | ELECT | Reimburs              |               | 75.00           | AflacP                  | 13.65          | CASDI | CA SDI - Err  | 15539.01       | CASUI                       | California SI | 0.00     | 0.00          | 0.00 | 0.00   | 0.00    | 29353.32 |
|        | Hol   | Holiday               | 9.50          | 0.00            | PTAXI Pre-Tax P         | 532.41         | FITW  | Federal Incoi | 27909.79       | MED-R                       | Medicare - E  | 29353.32 | 425.63        | 0.00 | 0.00   | 0.00    | Gross    |
|        | Reg   | Regular               | 94.50         | 21059.81        | PTXPE Pre-Tax P         | 783.56         | MED   | Medicare      | 29353.32       |                             |               |          |               |      |        |         | Tot Liab |
|        | Sick  | Sick                  | 10.00         | 0.00            |                         |                |       |               |                |                             |               |          |               |      |        |         | Net Amt  |
|        | Vac   | Vacation              | 80.50         | 6680.00         |                         |                |       |               |                |                             |               |          |               |      |        |         |          |
|        |       | <b>Total Earnings</b> | <b>194.50</b> | <b>29353.32</b> | <b>Total Deductions</b> | <b>1457.18</b> |       |               | <b>6028.16</b> | <b>Total Employer Taxes</b> |               |          | <b>425.63</b> |      |        |         |          |

**Department: (30)Special Enforcement Team**

| Emp No | Code | Earning               | Hours        | Amount         | Deduction Code          | Amount        | Code  | Tax           | Amount        | Code                        | Tax           | Amount  | Taxable      | Tax  | Amount | Taxable | Amount   |
|--------|------|-----------------------|--------------|----------------|-------------------------|---------------|-------|---------------|---------------|-----------------------------|---------------|---------|--------------|------|--------|---------|----------|
| 104    | Comp | Comp Tin              | 9.50         | 256.02         | 457B EE                 | 50.00         | CA    | California SI | 1970.93       | CAETT                       | CA Edu & T    | 0.00    | 0.00         | 0.00 | 0.00   | 0.00    | 0.00     |
|        | Hol  | Holiday               | 9.50         | 256.02         | MED1: Health Ins        | 127.75        | CASDI | CA SDI - Err  | 2176.47       | CASUI                       | California SI | 0.00    | 0.00         | 0.00 | 0.00   | 0.00    | 0.00     |
|        | Reg  | Regular               | 66.50        | 1792.18        | PTXPE Pre-Tax P         | 155.54        | FITW  | Federal Incoi | 1970.93       | MED-R                       | Medicare - E  | 2176.47 | 31.56        | 0.00 | 0.00   | 0.00    | Gross    |
|        | Reg  | Regular               | 66.50        | 1792.18        | PTXPE Pre-Tax P         | 155.54        | FITW  | Federal Incoi | 1970.93       | MED-R                       | Medicare - E  | 2176.47 | 31.56        | 0.00 | 0.00   | 0.00    | Tot Liab |
|        | Sick | Sick                  | 38.00        | 1246.40        |                         |               |       |               |               |                             |               |         |              |      |        |         | Net Amt  |
|        | Sick | Sick                  | 38.00        | 1246.40        |                         |               |       |               |               |                             |               |         |              |      |        |         |          |
|        |      | <b>Total Earnings</b> | <b>85.50</b> | <b>2304.22</b> | <b>Total Deductions</b> | <b>333.29</b> |       |               | <b>278.08</b> | <b>Total Employer Taxes</b> |               |         | <b>31.56</b> |      |        |         |          |

| Emp No | Code  | Earning               | Hours        | Amount         | Deduction Code          | Amount        | Code | Tax           | Amount        | Code                        | Tax           | Amount  | Taxable      | Tax  | Amount | Taxable | Amount   |
|--------|-------|-----------------------|--------------|----------------|-------------------------|---------------|------|---------------|---------------|-----------------------------|---------------|---------|--------------|------|--------|---------|----------|
|        | 125CO | 125 Cash              |              | 477.29         | PTAXI Pre-Tax P         | 196.31        | CA   | California SI | 3085.38       | CAETT                       | CA Edu & T    | 0.00    | 0.00         | 0.00 | 0.00   | 0.00    | 0.00     |
|        | Hol   | Holiday               | 9.50         | 311.60         |                         |               |      |               | 3281.69       | CASUI                       | California SI | 0.00    | 0.00         | 0.00 | 0.00   | 0.00    | 0.00     |
|        | Reg   | Regular               | 38.00        | 1246.40        |                         |               |      |               | 3085.38       | MED-R                       | Medicare - E  | 3281.69 | 47.58        | 0.00 | 0.00   | 0.00    | Gross    |
|        | Reg   | Regular               | 38.00        | 1246.40        |                         |               |      |               | 3281.69       | MED-R                       | Medicare - E  | 3281.69 | 47.58        | 0.00 | 0.00   | 0.00    | Tot Liab |
|        | Sick  | Sick                  | 38.00        | 1246.40        |                         |               |      |               |               |                             |               |         |              |      |        |         | Net Amt  |
|        | Sick  | Sick                  | 38.00        | 1246.40        |                         |               |      |               |               |                             |               |         |              |      |        |         |          |
|        |       | <b>Total Earnings</b> | <b>85.50</b> | <b>3281.69</b> | <b>Total Deductions</b> | <b>196.31</b> |      |               | <b>541.21</b> | <b>Total Employer Taxes</b> |               |         | <b>47.58</b> |      |        |         |          |

| Emp No | Code | Earning               | Hours        | Amount        | Deduction Code          | Amount      | Code | Tax | Amount       | Code                        | Tax           | Amount | Taxable     | Tax  | Amount | Taxable | Amount   |
|--------|------|-----------------------|--------------|---------------|-------------------------|-------------|------|-----|--------------|-----------------------------|---------------|--------|-------------|------|--------|---------|----------|
|        | Reg  | Regular               | 21.00        | 612.36        |                         |             |      |     | 612.36       | CAETT                       | CA Edu & T    | 0.00   | 0.00        | 0.00 | 0.00   | 0.00    | 0.00     |
|        | Reg  | Regular               | 21.00        | 612.36        |                         |             |      |     | 612.36       | CASUI                       | California SI | 0.00   | 0.00        | 0.00 | 0.00   | 0.00    | 0.00     |
|        | Reg  | Regular               | 21.00        | 612.36        |                         |             |      |     | 612.36       | MED-R                       | Medicare - E  | 612.36 | 8.88        | 0.00 | 0.00   | 0.00    | Gross    |
|        | Reg  | Regular               | 21.00        | 612.36        |                         |             |      |     | 612.36       | MED-R                       | Medicare - E  | 612.36 | 8.88        | 0.00 | 0.00   | 0.00    | Tot Liab |
|        | Sick | Sick                  | 21.00        | 612.36        |                         |             |      |     |              |                             |               |        |             |      |        |         | Net Amt  |
|        | Sick | Sick                  | 21.00        | 612.36        |                         |             |      |     |              |                             |               |        |             |      |        |         |          |
|        |      | <b>Total Earnings</b> | <b>21.00</b> | <b>612.36</b> | <b>Total Deductions</b> | <b>0.00</b> |      |     | <b>61.25</b> | <b>Total Employer Taxes</b> |               |        | <b>8.88</b> |      |        |         |          |

| Emp No | Code  | Earning               | Hours        | Amount         | Deduction Code          | Amount        | Code | Tax           | Amount        | Code                        | Tax           | Amount  | Taxable      | Tax  | Amount | Taxable | Amount   |
|--------|-------|-----------------------|--------------|----------------|-------------------------|---------------|------|---------------|---------------|-----------------------------|---------------|---------|--------------|------|--------|---------|----------|
|        | 125CO | 125 Cash              |              | 499.58         | PTXPE Pre-Tax P         | 161.77        | CA   | California SI | 2734.38       | CAETT                       | CA Edu & T    | 0.00    | 0.00         | 0.00 | 0.00   | 0.00    | 0.00     |
|        | Reg   | Regular               | 85.50        | 2396.57        |                         |               |      |               | 2896.15       | CASUI                       | California SI | 0.00    | 0.00         | 0.00 | 0.00   | 0.00    | 0.00     |
|        | Reg   | Regular               | 85.50        | 2396.57        |                         |               |      |               | 2734.38       | MED-R                       | Medicare - E  | 2896.15 | 41.99        | 0.00 | 0.00   | 0.00    | Gross    |
|        | Reg   | Regular               | 85.50        | 2396.57        |                         |               |      |               | 2734.38       | MED-R                       | Medicare - E  | 2896.15 | 41.99        | 0.00 | 0.00   | 0.00    | Tot Liab |
|        | Sick  | Sick                  | 85.50        | 2396.57        |                         |               |      |               |               |                             |               |         |              |      |        |         | Net Amt  |
|        | Sick  | Sick                  | 85.50        | 2396.57        |                         |               |      |               |               |                             |               |         |              |      |        |         |          |
|        |       | <b>Total Earnings</b> | <b>85.50</b> | <b>2896.15</b> | <b>Total Deductions</b> | <b>161.77</b> |      |               | <b>388.76</b> | <b>Total Employer Taxes</b> |               |         | <b>41.99</b> |      |        |         |          |

**Labor Distribution**

**City of Canyon Lake**  
Company (10756)

Check Date: 12/15/2020  
Process: 2020121501  
Period: 12/01/2020 to 12/15/2020

**Department: (30)Special Enforcement Team Total**

| Employees | 4 | Code                  | Earning  | Hours         | Amount         | Deduction               | Code  | Tax           | Amount        | Code                        | Tax           | Amount         | Taxable | Amount        | Taxable | Amount | Taxable | Amount |
|-----------|---|-----------------------|----------|---------------|----------------|-------------------------|-------|---------------|---------------|-----------------------------|---------------|----------------|---------|---------------|---------|--------|---------|--------|
| Female    | 3 | 125CO                 | 125 Cash |               | 976.87         | 457B EE                 | CA    | California SI | 50.00         | CAETT                       | CA Edu & T    | 296.35         | 8403.05 | 0.00          | 0.00    | 0.00   | 0.00    | 0.00   |
| Male      | 1 | Comp                  | Comp Tin | 9.50          | 256.02         | MEDI: Health Ins        | CASDI | CA SDI - Eir  | 127.75        | CASUI                       | California SI | 89.66          | 8966.67 | 0.00          | 0.00    | 0.00   | 0.00    | 0.00   |
|           |   | Hol                   | Holiday  | 19.00         | 567.62         | PTAXI Pre-Tax P         | FITW  | Federal Incoi | 196.31        | MED-R                       | Medicare - E  | 753.26         | 8403.05 | 8966.67       | 130.01  | 130.01 | 130.01  | 130.01 |
|           |   | Reg                   | Regular  | 211.00        | 6047.51        | PTXPE Pre-Tax P         | MED   | Medicare      | 317.31        |                             |               | 130.03         | 8966.67 |               |         |        |         |        |
|           |   | Sick                  | Sick     | 38.00         | 1246.40        |                         |       |               |               |                             |               |                |         |               |         |        |         |        |
|           |   | <b>Total Earnings</b> |          | <b>277.50</b> | <b>9094.42</b> | <b>Total Deductions</b> |       |               | <b>691.37</b> | <b>Total Employer Taxes</b> |               | <b>1269.30</b> |         | <b>130.01</b> |         |        |         |        |

**Report Total**

| Employees | 11 | Code                  | Earning  | Hours         | Amount          | Deduction               | Code  | Tax           | Amount         | Code                        | Tax           | Amount         | Taxable  | Amount        | Taxable | Amount | Taxable | Amount |
|-----------|----|-----------------------|----------|---------------|-----------------|-------------------------|-------|---------------|----------------|-----------------------------|---------------|----------------|----------|---------------|---------|--------|---------|--------|
| Female    | 7  | 125CO                 | 125 Cash |               | 2515.38         | 457B EE                 | CA    | California SI | 177.56         | CAETT                       | CA Edu & T    | 1837.34        | 36312.84 | 0.00          | 0.00    | 0.00   | 0.00    | 0.00   |
| Male      | 4  | Comp                  | Comp Tin | 9.50          | 256.02          | AflacP                  | CASDI | CA SDI - Eir  | 13.65          | CASUI                       | California SI | 245.03         | 24505.68 | 0.00          | 0.00    | 0.00   | 0.00    | 0.00   |
|           |    | ELECT                 | Reimburs |               | 75.00           | MEDI: Health Ins        | FITW  | Federal Incoi | 127.75         | MED-R                       | Medicare - E  | 4659.46        | 36312.84 | 38319.99      | 555.64  | 555.64 | 555.64  | 555.64 |
|           |    | Hol                   | Holiday  | 28.50         | 567.62          | PTAXI Pre-Tax P         | MED   | Medicare      | 728.72         |                             |               | 555.63         | 38319.99 |               |         |        |         |        |
|           |    | Reg                   | Regular  | 305.50        | 27107.32        | PTXPE Pre-Tax P         |       |               | 1100.87        |                             |               |                |          |               |         |        |         |        |
|           |    | Sick                  | Sick     | 48.00         | 1246.40         |                         |       |               |                |                             |               |                |          |               |         |        |         |        |
|           |    | Vac                   | Vacation | 80.50         | 6680.00         |                         |       |               |                |                             |               |                |          |               |         |        |         |        |
|           |    | <b>Total Earnings</b> |          | <b>472.00</b> | <b>38447.74</b> | <b>Total Deductions</b> |       |               | <b>2148.55</b> | <b>Total Employer Taxes</b> |               | <b>7297.46</b> |          | <b>555.64</b> |         |        |         |        |

*Chris Mann, City Manager*  
12-15-20  
Date



## Credit Card Review



**U S BANK Statement dated 12/7/20**

| ITEM # | CREDITOR                 | DESCRIPTION                                                                       | AMOUNT     | ACCOUNT     |
|--------|--------------------------|-----------------------------------------------------------------------------------|------------|-------------|
| 1      | Walmart Supercenter      | Batteries for Bull Horns - Veteran's Day                                          | \$ 17.20   | 10-100-6830 |
| 2      | Amazon Prime             | Monthly Prime Membership Fee                                                      | \$ 14.00   | 10-310-6210 |
| 3      | Staples                  | Office Supplies - Calendar, Pens and Letters                                      | \$ 83.87   | 10-310-6210 |
| 4      | Microsoft                | Emergency Preparedness Monthly Emails                                             | \$ 44.00   | 10-425-6210 |
| 5      | Microsoft                | Microsoft 365 Monthly Fee - Business Premium for Icloud                           | \$ 380.00  | 10-310-6210 |
| 6      | Microsoft                | Microsoft 365 Monthly Fee - Business Standard Emails                              | \$ 200.00  | 10-310-6210 |
| 7      | Western City Magazine    | Publication for Recruitment for Interim Fire Chief                                | \$ 300.00  | 10-420-6220 |
| 8      | NeoGov - Government Jobs | Publication for Recruitment for Interim Fire Chief                                | \$ 175.00  | 10-420-6220 |
| 9      | Fast Signs               | Council Member Bonner License Plate for Outgoing Council                          | \$ 193.45  | 10-100-6225 |
| 10     | Fast Signs               | Printed Vinyl for Drop Box at City Hall                                           | \$ 359.44  | 10-550-6610 |
| 11     | Miguel's Jr.             | ICMA Training for Lunch                                                           | \$ 25.76   | 10-310-6510 |
| 12     | Staples Direct           | Adhesive Posters for Turkey Drive                                                 | \$ 185.28  | 10-310-6210 |
| 13     | Ario Technologies        | Monthly Camera Service - City Hall                                                | \$ 9.99    | 10-550-6610 |
| 14     | Daily Dispatch           | Publication for Recruitment for Interim Fire Chief                                | \$ 575.00  | 10-420-6220 |
| 15     | Amazon                   | Refund for Dual Monitor Mount Stand for Computers - Disputed on 11-6-20 Statement | \$ (64.64) | 10-310-6210 |
| 16     | Ario Technologies        | Monthly Subscription for Virtual Meetings                                         | \$ 14.99   | 10-550-6610 |
| 17     | Amazon                   | Compact HDMI Capture Device & HDMI Cable for Ferrari                              | \$ 150.57  | 10-310-6210 |
| 18     | Amazon                   | RCA Cable for Council Chamber Monitor (PEG Fees)                                  | \$ 11.20   | 10-310-6210 |
| 19     | Canyon Lake County Club  | Roundtable Meeting w/Mann, Ferrari, Bonner, Burke, etc.                           | \$ 147.29  | 10-310-6510 |
| 20     | Walgreens                | Internet Printed Photo for Council                                                | \$ 7.69    | 10-100-6225 |
| 21     | Canyon Lake County Club  | Economic Development Mtg. Mann and O'Relley                                       | \$ 50.56   | 10-310-6510 |
| 22     | Canyon Lake County Club  | Economic Development Roundtable Mtg. Mann, Blankenship, Kelsey, Poland & Welty    | \$ 78.27   | 10-310-6510 |
| 23     | Adobe                    | Monthly Subscription - Mann                                                       | \$ 14.99   | 10-310-6210 |
| 24     | BJ's Restaurant          | Lunch Mtg. Mann and Welty                                                         | \$ 48.40   | 10-310-6510 |
| 25     | Zoom                     | Monthly Subscription for Virtual Meetings                                         | \$ 15.58   | 10-310-6210 |
| 26     | Daisy Dukez              | 2020 Veteran's Day Shirts for Event                                               | \$ 267.30  | 10-100-6830 |
| 27     | USPS                     | Mail Items to Registrar of Voters                                                 | \$ 26.95   | 10-320-6610 |
| 28     | Canyon Lake Market       | Veterans Day Event 2020                                                           | \$ 30.95   | 10-320-6610 |
| 29     | USPS                     | Mail Certified Mail                                                               | \$ 4.75    | 10-310-6210 |
| 30     | Target                   | Office Supplies - Soda and Water                                                  | \$ 37.44   | 10-310-6210 |
| 31     | Etsy.com                 | Personalized Wall Sign Name Plate for Council Members                             | \$ 124.95  | 10-100-6225 |
| 32     | Amazon                   | Office Supplies - Pens and Wireless Mouse                                         | \$ 19.30   | 10-310-6210 |
| 33     | Staples                  | Office Supplies - Expanding File Folders and Carpet Chair Mat                     | \$ 51.63   | 10-310-6210 |
| 34     | Tommy's Express          | Car Wash for City Vehicles                                                        | \$ 102.95  | 10-520-6415 |
| 35     | Staples                  | Office Supplies - Annual Calendars for Staff                                      | \$ 163.01  | 10-310-6210 |
| 36     | American Eagle Trophies  | Plaque, Gavel and Name Plate for City Council                                     | \$ 195.75  | 10-100-6225 |
| 37     | Amazon                   | Election Supplies                                                                 | \$ 86.16   | 10-320-6610 |
| 38     | Michaels Stores          | Office Supplies for Office Tree                                                   | \$ 29.51   | 10-310-6210 |

Late Fee \$ - 10-310-6965

**\$ 4,178.54**

**Account Breakdown**

|                                                 |             |                    |
|-------------------------------------------------|-------------|--------------------|
| City Council Dept. Expense                      | 10-100-6220 |                    |
| City Council Meeting Expense                    | 10-100-6225 | \$ 521.84          |
| Council Meeting/Travel Expense                  | 10-100-6510 |                    |
| Council Special Dept. Expense                   | 10-100-6520 |                    |
| Promotion and Advertising                       | 10-100-6830 | \$ 284.50          |
| City Manager Office Expense                     | 10-310-6210 | \$ 1,296.49        |
| Conference/Meeting/Travel Expense               | 10-310-6510 | \$ 350.28          |
| City Manager Software                           | 10-310-6530 |                    |
| 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 |                    |
| City Clerk Dues                                 | 10-320-6520 |                    |
| Professional/Specialized Services               | 10-320-6610 | \$ 144.06          |
| City Clerk Training and Education               | 10-320-6710 |                    |
| City Clerk Military Banner Program              | 10-320-6511 |                    |
| Finance Office Expense and Supplies             | 10-330-6210 |                    |
| Building & Safety Departmental Expense          | 10-360-6220 |                    |
| Law Enforcement Specialized Services            | 10-410-6610 |                    |
| Fire & Medical Department Expense               | 10-420-6220 | \$ 1,050.00        |
| Emergency Preparedness Office Supplies          | 10-425-6210 | \$ 44.00           |
| Emergency Preparedness Departmental Expense     | 10-425-6220 |                    |
| Code Enforcement Supplies                       | 10-520-6210 |                    |
| Special Enforcement Misc. Expense               | 10-520-6220 |                    |
| Code Enforcement Vehicle Equipment              | 10-520-6410 |                    |
| Vehicle Maintenance                             | 10-520-6415 |                    |
| Code Enforcement Membership Dues                | 10-520-6520 | \$ 102.95          |
| Code Enforcement Training                       | 10-520-6710 |                    |
| Building & Facilities Maintenance               | 10-550-6610 |                    |
| Building & Facilities Maint. Capital Outlay     | 10-550-8000 |                    |
| Building & Facilities Maint. Furniture & Equip. | 10-550-8007 |                    |
| Gas Tax Landscape Maintenance                   | 20-520-6720 |                    |
| Rental Office Expense                           | 60-560-6210 |                    |
|                                                 |             | <b>\$ 4,178.54</b> |

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

Check Figure \$

Home Profile Reporting Person Information Education 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

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: \$4,182.01

Payment Summary

| Payment Confirmation Number | Payment Authorization Date | Receivable ID   | Receivable Description                                                 | Payment Method | Payment Account Nickname     | Selected Payment Amount |
|-----------------------------|----------------------------|-----------------|------------------------------------------------------------------------|----------------|------------------------------|-------------------------|
| 1001732018                  | 12/08/2020                 | 100000016212520 | Employer Contribution, PEPR, 26189, CalPERS, 11/16/2020 - 11/30/2020   | EFT - Debit    | Citizens Business Bank -5402 | \$2,361.89              |
| 1001732019                  | 12/08/2020                 | 100000016210141 | Employer Contribution, Classic, 1684, CalPERS, 11/16/2020 - 11/30/2020 | EFT - Debit    | Citizens Business Bank -5402 | \$1,820.12              |

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(M)

Home Profile **Reporting** Person Information Education 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:** \$3,784.81

**Payment Summary**

| Payment Confirmation Number | Payment Authorization Date | Receivable ID   | Receivable Description                                                 | Payment Method | Payment Account Nickname     | Selected Payment Amount |
|-----------------------------|----------------------------|-----------------|------------------------------------------------------------------------|----------------|------------------------------|-------------------------|
| 1001736589                  | 12/16/2020                 | 100000016241199 | Employer Contribution, PEPR, 26189, CalPERS, 12/01/2020 - 12/15/2020   | EFT - Debit    | Citizens Business Bank -5402 | \$1,964.69              |
| 1001736590                  | 12/16/2020                 | 100000016240087 | Employer Contribution, Classic, 1684, CalPERS, 12/01/2020 - 12/15/2020 | EFT - Debit    | Citizens Business Bank -5402 | \$1,820.12              |

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*CM*

Home > My CalPERS > Reporting > My CalPERS

Manage Reports | My CalPERS | Payroll Schedule | Out-of-Class Validation | Member Requests | Health Reconciliation | Retirement Appoint

Name: City of Canyon Lake CalPERS ID: 3813045770

Payment Confirmation

Your request for payment has been accepted

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- If you need to contact us with questions regarding this payment, please have your Payment Confirmation Number for faster access.
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- Your payment may take longer to post, depending upon your Financial Institution.

Payment Summary

Total Payment Amount: \$3,277.30

Payment Summary

| Payment ID | Payment Date | Payment Amount  | Payment Description      | Payment Method | Payment Bank                 | Accepted Payment Amount |
|------------|--------------|-----------------|--------------------------|----------------|------------------------------|-------------------------|
| 1001717380 | 12/01/2020   | 100000016243143 | Health PA Billing - PERS | EFT - Debit    | Citizens Business Bank -5402 | \$3,277.30              |

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Build: v9.0.0.a Baseline: 201007\_081256\_v9.0\_Int.6637 UID: 318

CITY OF CANYON LAKE  
PLAN SPONSOR: 0035273

### Acknowledgment

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

You can print this acknowledgment for your records.

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

Plan Number: **0035273001**

Payroll Center: **CITY OF CANYON LAKE**

Payroll Center Number: **001**

### Payroll Received for Salary Reduction

Submission date: **12/08/2020**

Submission time: **08:16 PM**

Pay period end date: **11/30/2020**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$232.00**

Contributions count: **2**

Draft date: **12/10/2020**

CM

Nationwide Retirement Solutions and Nationwide Life Insurance Company (collectively "Nationwide") have endorsement relationships with the National Association of Colleges, the International Brotherhood of Teachers, and the National Education Association.

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 SIPC.

CITY OF CANYON LAKE  
PLAN SPONSOR: 0035273

### Acknowledgment

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

You can print this acknowledgment for your records.

Plan Name: **CITY OF CANYON LAKE 457 OBRA-PST**

Plan Number: **0035273002**

Payroll Center: **CITY OF CANYON LAKE OBRA**

Payroll Center Number: **001**

### Payroll Received for Salary Reduction

Submission date: **12/08/2020**

Submission time: **08:17 PM**

Pay period end date: **11/30/2020**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$108.37**

Contributions count: **1**

Draft date: **12/10/2020**

CM

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## Investment Reports






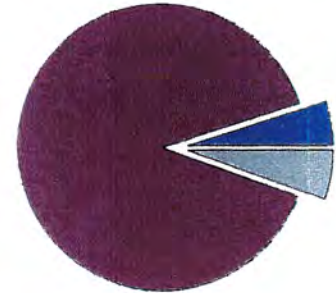


CITY OF CANYON LAKE  
 31516 RAILROAD CANYON RD  
 CANYON LAKE, CA 92587

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

### Investment Portfolio Summary

| Market Value As Of                                                                                        | 11/01/2020          | 11/30/2020          | % Of Account  |
|-----------------------------------------------------------------------------------------------------------|---------------------|---------------------|---------------|
|  CASH & CASH EQUIVALENTS | 238,693.49          | 138,231.04          | 5.0%          |
|  FIXED INCOME           | 2,385,456.85        | 2,486,788.80        | 89.3%         |
|  MISCELLANEOUS         | 158,026.50          | 157,882.50          | 5.7%          |
| <b>Total</b>                                                                                              | <b>2,782,176.84</b> | <b>2,782,902.34</b> | <b>100.0%</b> |



### Activity Summary

|                               | This Period         | Year To Date        | Realized Capital Gains / Losses |              |
|-------------------------------|---------------------|---------------------|---------------------------------|--------------|
|                               |                     |                     | This Period                     | Year To Date |
| <b>Beginning Market Value</b> | <b>2,782,176.84</b> | <b>2,740,120.38</b> |                                 |              |
| Income                        | 8.93                | 41,873.24           | Long Term                       | 0.00         |
| Asset Activity                | 100,000.00-         | 540,523.45-         | <b>Total Gains / Losses</b>     | <b>0.00</b>  |
| Fees                          | 471.38-             | 5,082.92-           |                                 | 818.31-      |
| Cash Management               | 100,462.45          | 503,733.13          |                                 |              |
| Change In Market Value        | 725.50              | 42,781.96           |                                 |              |
| <b>Ending Market Value</b>    | <b>2,782,902.34</b> | <b>2,782,902.34</b> |                                 |              |

# Account Statement

Account Number: 1035003119

November 01, 2020 To November 30, 2020

## Portfolio Statement

| Quantity                           | Description                                                                          | Market Value      | Cost Basis        |
|------------------------------------|--------------------------------------------------------------------------------------|-------------------|-------------------|
| <b>Cash &amp; Cash Equivalents</b> |                                                                                      |                   |                   |
| Cash Equivalents                   |                                                                                      |                   |                   |
| Unclassified                       |                                                                                      |                   |                   |
| 138,231.040                        | 31607A703<br>FIDELITY GOVERNMENT PORTFOLIO                                           | 138,231.04        | 138,231.04        |
|                                    | Total Unclassified                                                                   | 138,231.04        | 138,231.04        |
| Total                              | Cash Equivalents                                                                     | 138,231.04        | 138,231.04        |
| <b>Total</b>                       | <b>Cash &amp; Cash Equivalents</b>                                                   | <b>138,231.04</b> | <b>138,231.04</b> |
| <b>Fixed Income</b>                |                                                                                      |                   |                   |
| Taxable                            |                                                                                      |                   |                   |
| 100,000.000                        | 2442ERE1<br>JOHN DEERE CAPITAL CORP SERIES<br>MTN DTD 07/12/2011 3.9%<br>07/12/2021  | 102,202.00        | 102,099.11        |
| 100,000.000                        | 3130AJRE1<br>FEDERAL HOME LOAN BANK DTD<br>6/24/2020 CALL .75%<br>06/24/2025-2020    | 99,846.00         | 100,000.00        |
| 100,000.000                        | 3130AKDM5<br>FEDERAL HOME LOAN BANK DTD<br>10/28/2020 CALL .18%<br>10/28/2022-2021   | 99,931.00         | 100,000.00        |
| 105,000.000                        | 3133EEG79<br>FEDERAL FARM CREDIT BANK DTD<br>05/07/2015 2.15% 09/07/2023             | 110,589.15        | 110,600.22        |
| 150,000.000                        | 3133ELD76<br>FEDERAL FARM CREDIT BANK DTD<br>06/02/2020 CALL .34%<br>12/02/2022-2020 | 150,003.00        | 150,000.00        |
| 100,000.000                        | 3133ELH56<br>FEDERAL FARM CREDIT BANK DTD<br>06/09/2020 CALL .27%<br>06/09/2022-2020 | 100,001.00        | 99,875.00         |
| 200,000.000                        | 3133ELN75<br>FEDERAL FARM CREDIT BANK DTD<br>6/23/20 CALL .23%<br>12/23/2021-2020    | 200,000.00        | 199,900.00        |
| 100,000.000                        | 3134GWCZ7<br>FREDDIE MAC DTD 7/28/20 CALL .3%<br>10/28/2022-2021                     | 100,006.00        | 99,985.00         |
| 100,000.000                        | 3134GWMY9<br>FREDDIE MAC DTD 08/19/2020 CALL<br>.625% 08/19/2025-2021                | 99,773.00         | 100,000.00        |
| 100,000.000                        | 3134GWVJ2<br>FREDDIE MAC DTD 9/30/2020 CALL<br>.4% 09/30/2024-2021                   | 99,916.00         | 100,000.00        |
| 100,000.000                        | 3134GWVN3<br>FREDDIE MAC DTD 09/30/2020 CALL<br>.6% 09/30/2025-2021                  | 99,885.00         | 100,000.00        |



# Account Statement

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

## Account Activity Summary

|                                     | Total Cash  | Cost Basis<br>Excluding Cash | Market Value<br>Including Cash |
|-------------------------------------|-------------|------------------------------|--------------------------------|
| <b>Balances Beginning Of Period</b> | 0.00        | 2,773,891.21                 | 2,787,050.83                   |
| Prior Accruals                      |             |                              | 4,873.99-                      |
| Unrealized Appreciation This Period |             |                              | 725.50                         |
| Current Accruals                    |             |                              | 7,204.17                       |
| Asset Activity                      | 100,000.00- | 100,000.00                   | 100,000.00-                    |
| Cash Management                     | 100,462.45  | 100,462.45-                  | 100,462.45                     |
| Fees                                | 471.38-     | 0.00                         | 471.38-                        |
| Income                              | 8.93        | 0.00                         | 8.93                           |
| Realized Gain/loss                  |             |                              | 0.00                           |
| Non Cash Asset Changes              |             |                              |                                |
| <b>Balances End Of Period</b>       | 0.00        | 2,773,428.76                 | 2,790,106.51                   |

## Transaction Statement

| Date                   | Quantity     | Description                                                                   | Transaction<br>Type | Cash               | Cost Basis          |
|------------------------|--------------|-------------------------------------------------------------------------------|---------------------|--------------------|---------------------|
| <b>11/01/20</b>        |              | <b>Beginning Balance</b>                                                      |                     | <b>0.00</b>        | <b>2,773,891.21</b> |
| <b>Income</b>          |              |                                                                               |                     |                    |                     |
|                        |              | Interest                                                                      |                     |                    |                     |
|                        |              | 31607A703                                                                     |                     |                    |                     |
| 11/02/20               |              | FIDELITY GOVERNMENT PORTFOLIO                                                 | INTEREST RCVD       | 8.93               |                     |
|                        |              | Total Interest                                                                |                     | 8.93               | 0.00                |
|                        |              | <b>Total Income</b>                                                           |                     | <b>8.93</b>        | <b>0.00</b>         |
| <b>Asset Activity</b>  |              |                                                                               |                     |                    |                     |
|                        |              | Assets Purchased                                                              |                     |                    |                     |
|                        |              | 3135GA3W9                                                                     |                     |                    |                     |
| 11/25/20               | 100,000.000  | FANNIE MAE .6% 11/25/2025-2022                                                | BUY                 | 100,000.00-        | 100,000.00          |
|                        |              | Total Assets Purchased                                                        |                     | 100,000.00-        | 100,000.00          |
|                        |              | <b>Total Asset Activity</b>                                                   |                     | <b>100,000.00-</b> | <b>100,000.00</b>   |
| <b>Fees</b>            |              |                                                                               |                     |                    |                     |
| 11/30/20               |              | MANAGEMENT FEES CITIZENS<br>BUSINESS BANK<br>FOR THE PERIOD ENDING 11/20/2020 | DISBURSEMENT        | 471.38-            |                     |
|                        |              | <b>Total Fees</b>                                                             |                     | <b>471.38-</b>     | <b>0.00</b>         |
| <b>Cash Management</b> |              |                                                                               |                     |                    |                     |
|                        |              | 31607A703                                                                     |                     |                    |                     |
| 11/30/20               | 100,462.450- | NET CASH MANAGEMENT                                                           | NET CASH MGMT       | 100,462.45         | 100,462.45-         |
|                        |              | <b>Total Cash Management</b>                                                  |                     | <b>100,462.45</b>  | <b>100,462.45-</b>  |
| 11/30/20               |              | <b>Ending Balance</b>                                                         |                     | <b>0.00</b>        | <b>2,773,428.76</b> |



**MINUTES  
REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Monday, December 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](http://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](mailto: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](mailto: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 5:12 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 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

F. PUBLIC EMPLOYMENT - Pursuant to Section 54957  
Title: City Attorney

The City Council entered Closed Session at 5:13 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 6:37 p.m.

**INVOCATION**

Invocation was led by John Hollenbeck.

**FLAG SALUTE**

Flag Salute was led by State Senator Melissa Melendez.

**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**

City Manager Mann asked to remove Item 9 from the agenda.

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

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

## **STATE OF THE CITY PRESENTATION**

City Manager Mann gave a brief introduction and staff played the State of the City video.

## **CITY CLERK ITEMS**

### **CERTIFICATION OF ELECTION**

- (1) Resolution - Adoption of Resolution No. 2020-49, declaring the results of the General Municipal Election held on November 3, 2020.

**Motion and second by Councilmembers Bonner/Greene to approve Resolution No. 2020-49.**

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

### **PRESENTATION TO OUTGOING COUNCIL MEMBER**

- Presentation to Outgoing Council Member

The following presented to Councilmember Bonner in person:

- State Senator Melissa Melendez
- Riverside County Sheriff's Department Lieutenant James Rays

The following presented to Councilmember Bonner virtually:

- City of Wildomar Mayor Dustin Nigg
- Elsinore Valley Municipal Water District Director Darcy Burke
- Riverside Transit Agency Chair of the Board Councilwoman Bridgette Moore
- Canyon Lake Property Owners Association Board President Chris Poland
- Canyon Lake Chamber of Commerce President Jeanne O'Dell

The following agencies were not available to attend the meeting but sent certificates of recognition for Councilmember Bonner:

- Congressman Ken Calvert
- Supervisor Kevin Jeffries
- City of Lake Elsinore
- City of Menifee
- City of Murrieta
- City of Perris
- City of Temecula
- Riverside County Transportation Commission

City Manager Mann presented a plaque and street sign to Councilmember Bonner on behalf of the City of Canyon Lake.

- Comments by Outgoing Council Member

Councilmember Bonner gave his outgoing Councilmember comments and left the room.

#### PRESENTATION TO OUTGOING MAYOR

City Manager Mann presented a commemorative gavel to Mayor Ehrenkranz on behalf of the City.

#### CERTIFICATES OF ELECTION AND OATH OF OFFICE

- Presentation of Certificates of Election

- Oath of Office to Newly Elected City Council Members

Councilman Elect Dale Welty was sworn in by his son Nicholas Welty.

City Clerk Sauseda presented him with the official Certificate of Election and asked him to take his seat at the dais.

Mayor Ehrenkranz was sworn in by State Senator Melissa Melendez.

City Clerk Sauseda presented him with the official Certificate of Election and asked him to resume his seat at the dais.

Councilman Greene was sworn in by Kelly Smith.

City Clerk Sauseda presented him with the official Certificate of Election and asked him to resume his seat at the dais.

- Comments by Newly Elected City Council Members

Councilmembers Welty, Greene, and Mayor Ehrenkranz made brief comments.

CITY COUNCIL REORGANIZATION

- Selection of Mayor
- Selection of Mayor Pro Tem

**Motion and second by Councilmembers Greene/Ehrenkranz to appoint Kasey Castillo as the Mayor and Jeremy Smith as the Mayor Pro Tem.**

**Motion carried 5-0, with Councilmembers Castillo, Ehrenkranz, Greene, Smith, and Welty voting aye.**

Mayor Castillo called for a recess at 7:38 p.m.

-----  
 RECESS  
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Mayor Castillo reconvened the meeting at 7:44 p.m.

**ROLL CALL**

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

**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 joined the meeting via teleconference and gave an update on behalf of the Canyon Lake Chamber of Commerce.

**PUBLIC SAFETY UPDATE**

❖ Sheriff

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

Lieutenant Rayls also introduced Deputy Verostek to the City Council.

❖ Fire

Kirk Barnett, Division Chief, gave an update on the statistics and answered questions from the Council.

❖ Code Enforcement

Senior Code Enforcement Officer Gina Dickson joined the meeting via teleconference and gave a brief update and answered questions from the Council.

**PUBLIC COMMENT**

There were no comments.

**CONSENT CALENDAR**

- (2) Waive Full Reading, Read all Ordinances by Title Only
- (3) Resolution - Adoption of Resolution No. 2020-50, Approving Claims and Demands of the City
- (4) Minutes - Approval of City Council Minutes
  - November 4, 2020 – Regular City Council Meeting
- (5) Resolution - Adoption of Resolution 2020-51, Updating Authorized Signatories for the Citizens Trust Investment Account
- (6) Contract Amendment – Approval of an Amended and Restated Legal Services Agreement with Cole Huber LLP for City Attorney Services

**Motion and second by Mayor Pro Tem Smith/ Councilmember Greene to approve the Consent Calendar with the exception of Item 6.**

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

**PULLED CONSENT CALENDAR ITEMS**

Item 6 was pulled for discussion.

**Motion and second by Mayor Pro Tem Smith/ Councilmember Ehrenkranz to approve the Consent Calendar with the exception of Item 6.**

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

## **BUSINESS ITEMS**

- (7) Agreement - Select Consultants to Prepare a Specific Plan and Environmental Documentation for the Towne Center Specific Plan Using a Combination of City and SB 2 State Planning Grant Funding

Presentation by City Planner Jim Morrissey

There were no public comments.

**Motion and second by Councilmembers Greene/Ehrenkranz to approve Item 7.**

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

- (8) Lease Amendment - Seventh Amendment to Library Lease

Presentation by Administrative Services Manager Mike Borja.

There were no public comments.

**Motion and second by Mayor Pro Tem Smith/ Councilmember Greene to approve the Lease Amendment.**

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

## **PUBLIC HEARING**

- (10) Resolution – Adoption of Resolution 2020-52, Authorizing the Allocation of Fiscal Year 21/22 Community Development Block Grant Funds

- Public Hearing Opened  
Mayor Castillo opened the public hearing at 8:45 p.m.
- Staff Presentation  
Administrative Services Manager Mike Borja presented the item.
- Questions to Staff by City Council  
Staff addressed questions from the Council.
- Testimony by Proponents  
There were none.
- Testimony by Opponents  
There were none.

- Response by Proponents  
There were none.

- Public Hearing Closed  
Mayor Castillo closed the public hearing at 8:53 p.m.

- Discussion by City Council  
There was none.

- Action by City Council

**Motion and second by Mayor Pro Tem Smith/Councilmember Ehrenkranz to approve Resolution No. 2020-52.**

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

### **CITY MANAGER COMMENTS**

City Manager Mann gave updates since the last meeting.

City Manager Mann discussed moving the next City Council meeting to Wednesday, January 13, 2021.

### **COMMITTEE AND COUNCIL REPORTS/COMMENTS**

- **COUNCILMEMBER EHRENKRANZ**

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

- **COUNCILMEMBER GREENE**

Councilmember Greene gave updates about the RCA & RCTC merger.

- **MAYOR PRO TEM SMITH**

Mayor Pro Tem Smith gave updates from RTA and wished everyone a Merry Christmas.

- **COUNCILMEMBER WELTY**

Councilmember Welty thanked former Councilman Randy Bonner for establishing the roundtable meetings and stated he is looking forward to seeing those meetings continue.

- **MAYOR CASTILLO**

Mayor Castillo expressed her appreciation for the agencies who took time to recognize former Councilman Randy Bonner. She briefly spoke about the Veterans Day event and stated she was looking forward to the event next year. She reported from the Finance & Planning Committee that a traffic engineer report was in progress which would identify if additional steps could be taken to ensure the safety of the residents at the Skylink

entrance on Railroad Canyon. She thanked those who participated in the turkey drive and also thanked Management Analyst Tyler Ferrari for all his hard work. Lastly, she wished everyone a Happy Holidays, Merry Christmas, and a Happy New Year.

### **ANNOUNCEMENTS**

Mayor Castillo announced that the next regular City Council meeting would be on Wednesday, January 13, 2021, at 5:00 p.m. for closed session and 6:30 p.m. for open session.

### **ADJOURNMENT**

The meeting was adjourned at 9:11 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:** Terry Shea, Finance Director  
**DATE:** January 13, 2021  
**SUBJECT:** Review of Fiscal Year 2019-20 Audited Financial Statements

---

### Recommendation

It is recommended that the City Council receive and file the Fiscal Year 2019-20 Annual Financial Statements, the Report on Internal Controls and the Audit Communications Letter.

### Background

Attached you will find the City of Canyon Lakes' Annual Financial Report (Report) and associated letters prepared by Lance, Soll & Lunghard, LLP (LSL). The Report expresses an "unmodified opinion" for the City acknowledging the City's finances and accounting procedures are in order.

In early December, Lance, Soll & Lunghard, LLP (LSL) audited the City's financial records inclusive of reviewing its internal controls and testing procedures. As a result of that effort, along with an unmodified opinion in the Audit Report, LSL issued two letters. As covered in the attached Internal Control Letter, LSL found that the City has no internal control deficiencies or compliance issues.

The General Fund fund balance on June 30, 2020 was \$4,061,424, of which \$7,046 was nonspendable, \$75,000 was assigned and \$3,979,378 was unassigned and available to fund ongoing operations. Total General Fund revenues and transfers were \$5,495,175 and expenditures were \$5,913,001, leaving the General Fund with a decrease in Fund Balance of \$417,826.

### Budget (or Fiscal) Impact

No there is fiscal impact.

## **Attachments**

1. Annual Financial Report Fiscal Year 2019-20
2. LSL Certified Public Accountants Audit Communications Letter of 12/28/20
3. LSL Certified Public Accountants Report on Internal Controls
4. Appropriations Limit Report

# **ATTACHMENT 1**



**CITY OF CANYON LAKE,  
CALIFORNIA**

**ANNUAL FINANCIAL REPORT**

**Year Ended June 30, 2020**

**City of Canyon Lake**  
**Annual Financial Report**  
**June 30, 2020**  
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**City of Canyon Lake**  
**Annual Financial Report**  
**June 30, 2020**

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## INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Members of the City Council  
City of Canyon Lake, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Canyon Lake, California, (the City) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



To the Honorable Mayor and Members of the City Council  
City of Canyon Lake, California

***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Canyon Lake, California, as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison schedules for the general fund and gas tax special revenue fund, the schedule of proportionate share of the net pension liability, the schedule of plan contributions, and the schedule of changes in Total OPEB liability and related ratios, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and schedules are fairly stated, in all material respects in relation to the basic financial statements as a whole.



To the Honorable Mayor and Members of the City Council  
City of Canyon Lake, California

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 28, 2020 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

*Lance, Soll & Lingham, LLP*

Brea, California  
December 28, 2020

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## Management's Discussion and Analysis

As management of the City of Canyon Lake, California (City), we are pleased to offer to the readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2020.

### Financial Highlights

- The assets and deferred outflows of the City exceeded its liabilities and deferred inflows at the end of fiscal year 2020 by \$12,366,972. The difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources is referred to as net position.
- The City's total net position decreased by \$492,408 during fiscal year 2019-2020.
- As of June 30, 2020, the City's governmental funds reported combined fund balances of \$6,151,575, a decrease of \$89,327 from the prior fiscal year, and \$4,392,995 of the governmental funds' fund balances are assigned and unassigned.
- As of June 30, 2020, assigned and unassigned fund balances for the General Fund was \$4,054,378 or 68.6 percent of total General Fund expenditures.
- The City's total debt for governmental activities decreased by \$46,446 as a result of principal payments paid on the RCTC and Riverside County loans. The unfunded pension liability of \$417,619 and the unfunded OPEB liability of \$298,346 are included in these financial statements. For the business-type activities the City's debt increased by \$500,000 with a new loan from Citizens Business Bank for the purchase of a building.

### Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the City of Canyon Lake's basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements:** The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner that is similar to a private-sector business.

Government-wide financial statements include a statement of net position and a statement of activities. The statement of net position presents information on all of the City's assets, deferred outflows of resources and liabilities, and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases may provide a useful indicator on whether the financial position of the City is improving or deteriorating.

The *statement of activities* provides information showing how the City's net position changed during the most recent fiscal year. These changes are reported using the full accrual basis of accounting that is when the economic event occurs, rather than when cash is received or paid. Under this basis of accounting, revenues and expenses are reported in the statement for some items that will only result in future cash inflows or outflows such as vacation earned but not paid and uncollected taxes.

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety, economic development, building and planning, animal control, and public works. The business-type activities of the City include rental activities.

The government-wide financial statements can be found on pages 14 - 16 of this report.

**Fund financial statements:** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds:** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements.

Because the focus of governmental funds is more narrow than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains seven individual governmental funds for financial reporting purposes. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund and Gas Tax Special Revenue Fund, which are considered to be major funds. Data from the remaining governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

The City adopts an annual appropriated budget for its General Fund, Special Revenue Funds, and Capital Projects Fund. A budgetary comparison statement has been provided for the General Fund and Major Special Revenue Gas Tax Fund in order to demonstrate compliance with this budget.

The governmental fund financial statements can be found on pages 17 - 20 of this report.

**Proprietary Funds:** The City maintains one type of proprietary fund. *Enterprise funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses an enterprise fund to account for rental activities of a City-owned building.

Proprietary funds provide the same kind of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide information for the City's rental activities, which is considered a major fund of the City.

The basic proprietary fund financial statements can be found on pages 21 – 23 of this report.

**Fiduciary funds:** *Fiduciary funds* are used to account for resources held for the benefit of parties outside the City. Fiduciary funds are not included in the government-wide financial statements because the resources of those funds are not available to support the City's own programs.

The basic fiduciary fund financial statement can be found on page 24 of this report.

**Notes to the basic financial statements:** The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 25 - 55 of this report.

**Other information:** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information (RSI), as listed on the Table of Contents and which can be found on pages 56 - 60.

Combining statements for nonmajor governmental funds are presented immediately following the required supplementary information and can be found on pages 62 - 67 of this report.

## Government-wide financial analysis

As noted earlier, net position may, over time, serve as a useful indicator of the City's financial position. For the fiscal year ended June 30, 2020, the City's assets and deferred outflows exceeded its liabilities and deferred inflows by \$12,366,972 as summarized below:

### Statement of Net position

|                                        | Governmental Activities |                      | Business-Type Activities |             | Total                |                      |
|----------------------------------------|-------------------------|----------------------|--------------------------|-------------|----------------------|----------------------|
|                                        | 2020                    | 2019                 | 2020                     | 2019        | 2020                 | 2019                 |
| <b>Assets:</b>                         |                         |                      |                          |             |                      |                      |
| Current and other assets               | \$ 7,159,493            | \$ 7,199,111         | \$ 504,832               | \$ -        | \$ 7,664,325         | \$ 7,199,111         |
| Capital assets (net of depreciation)   | 6,748,698               | 7,115,631            | -                        | -           | 6,748,698            | 7,115,631            |
| Total assets                           | <u>13,908,191</u>       | <u>14,314,742</u>    | <u>504,832</u>           | <u>-</u>    | <u>14,413,023</u>    | <u>14,314,742</u>    |
| <b>Deferred outflows of resources:</b> |                         |                      |                          |             |                      |                      |
| Pension related items                  | 135,739                 | 126,417              | -                        | -           | 135,739              | 126,417              |
| OPEB related                           | 160,096                 | 7,112                | -                        | -           | 160,096              | 7,112                |
|                                        | <u>295,835</u>          | <u>133,529</u>       | <u>-</u>                 | <u>-</u>    | <u>295,835</u>       | <u>133,529</u>       |
| <b>Liabilities:</b>                    |                         |                      |                          |             |                      |                      |
| Current and other liabilities          | 1,025,462               | 963,914              | 240                      | -           | 1,025,702            | 963,914              |
| Long-term liabilities                  | 733,509                 | 591,843              | 500,000                  | -           | 1,233,509            | 591,843              |
| Total liabilities                      | <u>1,758,971</u>        | <u>1,555,757</u>     | <u>500,240</u>           | <u>-</u>    | <u>2,259,211</u>     | <u>1,555,757</u>     |
| <b>Deferred inflows of resources:</b>  |                         |                      |                          |             |                      |                      |
| Pension related items                  | 30,806                  | 33,134               | -                        | -           | 30,806               | 33,134               |
| OPEB related                           | 51,869                  | -                    | -                        | -           | 51,869               | -                    |
|                                        | <u>82,675</u>           | <u>33,134</u>        | <u>-</u>                 | <u>-</u>    | <u>82,675</u>        | <u>33,134</u>        |
| <b>Net position:</b>                   |                         |                      |                          |             |                      |                      |
| Net investment in capital assets       | 6,748,698               | 7,069,185            | -                        | -           | 6,748,698            | 7,069,185            |
| Restricted                             | 1,751,534               | 1,761,652            | -                        | -           | 1,751,534            | 1,761,652            |
| Unrestricted                           | <u>3,862,148</u>        | <u>4,028,543</u>     | <u>4,592</u>             | <u>-</u>    | <u>3,866,740</u>     | <u>4,028,543</u>     |
| Total net position                     | <u>\$ 12,362,380</u>    | <u>\$ 12,859,380</u> | <u>\$ 4,592</u>          | <u>\$ -</u> | <u>\$ 12,366,972</u> | <u>\$ 12,859,380</u> |

The City's net position only include infrastructure assets such as roads, streets, lighting systems, drainage systems, bridges, etc. that were added in the fiscal years ending June 30, 2004 through 2020. Historically, the City has not recorded these assets. Under GASB 34, the City has elected not to retroactively include the value of major infrastructure assets in the statement of net position.

Excluding the unknown value of infrastructure assets, net investment in capital assets represents 55.0 percent of the City's net position. The City uses capital assets to provide services to citizens; consequently, these assets are not available for future spending. An additional portion of the City's net position, \$1,751,534 or 14.2 percent, represent resources that are subject to restrictions on how they may be used. The remaining balance, (unrestricted net position), is \$3,866,740.

**Statement of Activities:** The statement of activities shows how the City's net position changed during the fiscal years 2019-20 and 2018-19. Provided below is a summary of changes in net position.

### Statement of Changes in Net position

|                                    | Governmental Activities |               | Business-Type Activities |      | Total         |               |
|------------------------------------|-------------------------|---------------|--------------------------|------|---------------|---------------|
|                                    | 2020                    | 2019          | 2020                     | 2019 | 2020          | 2019          |
| Revenues:                          |                         |               |                          |      |               |               |
| Program Revenues:                  |                         |               |                          |      |               |               |
| Charges for services               | \$ 438,738              | \$ 345,117    | \$ 17,915                | \$ - | \$ 456,653    | \$ 345,117    |
| Operating grants and contributions | 857,731                 | 826,963       | -                        | -    | 857,731       | 826,963       |
| General revenues                   | 5,046,809               | 4,996,429     | 1,742                    | -    | 5,048,551     | 4,996,429     |
| Total revenues                     | 6,343,278               | 6,168,509     | 19,657                   | -    | 6,362,935     | 6,168,509     |
| Expenses:                          |                         |               |                          |      |               |               |
| General government                 | 1,232,932               | 993,596       | -                        | -    | 1,232,932     | 993,596       |
| Public safety                      | 4,268,744               | 3,716,396     | -                        | -    | 4,268,744     | 3,716,396     |
| Public works                       | 915,811                 | 902,770       | -                        | -    | 915,811       | 902,770       |
| Community development              | 422,764                 | 373,441       | -                        | -    | 422,764       | 373,441       |
| Rental activities                  | -                       | -             | 11,772                   | -    | 11,772        | -             |
| Interest on long-term debt         | 27                      | 587           | 3,293                    | -    | 3,320         | 587           |
| Total expenses                     | 6,840,278               | 5,986,790     | 15,065                   | -    | 6,855,343     | 5,986,790     |
| Change in net position             | (497,000)               | 181,719       | 4,592                    | -    | (492,408)     | 181,719       |
| Net position - beginning           | 12,859,380              | 12,677,661    | -                        | -    | 12,859,380    | 12,677,661    |
| Net position - ending              | \$ 12,362,380           | \$ 12,859,380 | \$ 4,592                 | \$ - | \$ 12,366,972 | \$ 12,859,380 |

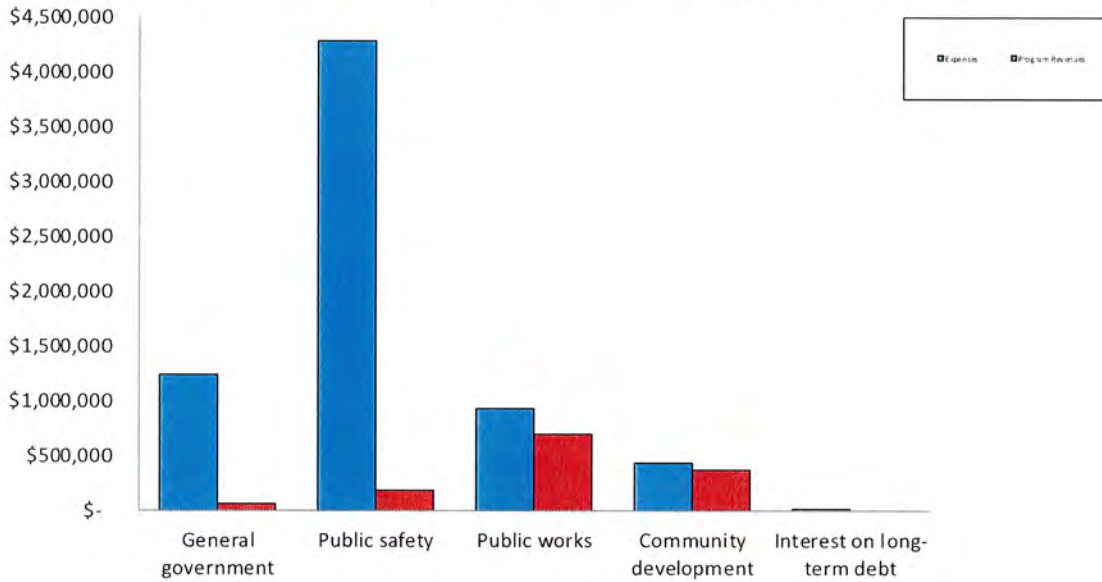
The City's net position decreased overall by \$492,408 during the current fiscal year. The reason for the decrease is explained in the governmental activities discussion below.

**Governmental activities:** Net position from governmental activities assets decreased by \$497,000. Key elements of the increase are as follows:

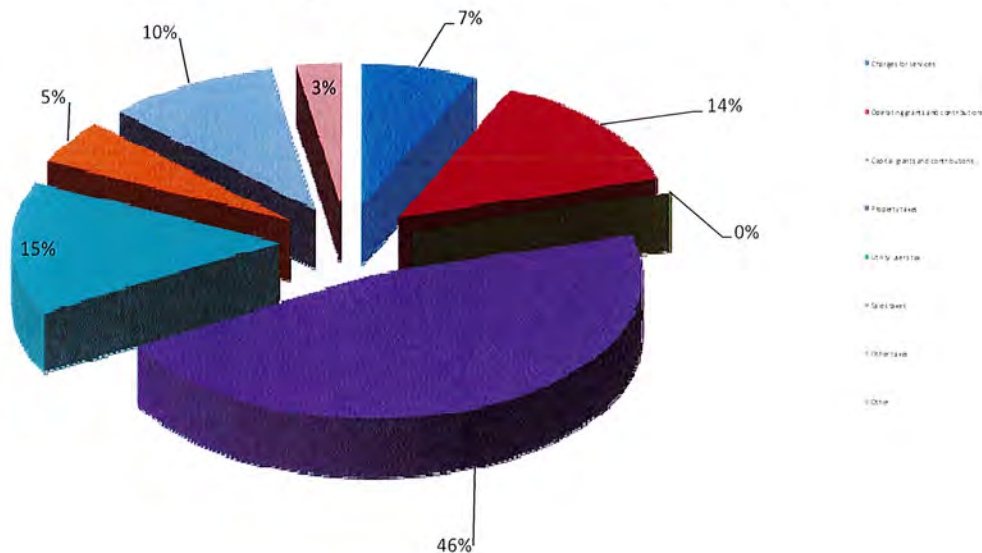
- General Fund expenditures over the revenues of \$417,826.
- Gas Tax Fund revenues over expenditures of \$145,657.
- Non-major governmental funds revenues over expenditures of \$182,842.
- Governmental expenditures reduced by principal payments and capital asset purchases of \$46,446 and \$207,897, respectively.
- Offset by depreciation expense of \$574,830.

The charts below provide graphic representation of the City's expenses compared to program revenues by function and its revenue by source.

**Expenses and Program Revenues - Governmental Activities**



**Revenues by Source - Governmental Activities**



The governmental activities expenses and program revenues chart is designed to reflect expenses associated with each City function and the revenues that are directly attributable to each function. It is important to note that general revenues such as property, sales and other taxes are not directly attributable to specific functions and are therefore used to support program activities citywide. Regarding the revenues by source chart, it shows that 46 percent of governmental activities revenues came from property tax revenue.

**Business-type activities:** For the City's business-type activities, the results for the current fiscal year were positive. Overall net position increased to an ending balance of \$4,592. The Rental Fund accounts for the activity of a City-owned building. The total increase in net position for business-type activities was \$4,592. Fiscal year 2019-20 was the first year of operations of the Rental Fund.

### **Financial Analysis of City's Funds**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

**Governmental Funds:** The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the City's net resources available for spending at the end of the fiscal year. Please refer to pages 17 - 20 for more detail on governmental funds.

As of June 30, 2020, the City's governmental funds reported combined ending fund balances of \$6,151,575, a decrease of \$89,327 in comparison with the prior year. Of the \$6,151,575, \$4,392,995 or 66.8 percent constitutes assigned and unassigned fund balance. The remainder of fund balance is nonspendable, restricted or committed to indicate that it is not available for new spending or constraints are placed on the use of resources, respectively. The decrease in governmental fund balance is due to a decrease in the fund balance of the General Fund of \$417,826, an increase in the Gas Tax Fund of \$145,657 and an increase of non-major governmental funds of \$182,842. For the General Fund this is a decrease of \$655,774 from the last fiscal year's increase of \$237,648. General Fund revenues of \$5,480,175 were up \$129,148 over the prior year amount of \$5,351,027. The major components of the increase are, Property Taxes increased \$104,716 due to higher assessed values, Business License Fees increased \$62,837 and Building Permit Fees increased \$75,641 due to the new Fee Schedule adopted, Real Property Transfer tax increased \$19,048 and Miscellaneous income was up \$54,267. These were offset by decreases in Sales Tax and UUT of \$156,824 and \$40,549 respectively. General Fund expenditures of \$5,913,001 were up \$799,922 from the prior year amount of \$5,113,079. The major components of this are Fire Protection costs increased by \$400,751 due to the requirement of the new contract with the County of Riverside, Building Department costs increased by \$65,000 due to changes in the fee structure as the result of a new contract with a service provider and additional activity, the City Manager's Department costs increased by \$147,000 for additional professional services for a fire services study and capital expenditures of \$47,000 for a new boat and computers and salary and benefits were up \$148,400 across all Departments. These increases were offset by decreases in expenditures for the City Attorney of \$21,000 and Public Works costs of \$5,000. The increase in the Gas Tax Fund is revenues of \$467,904 were greater than expenditures of \$322,247.

**General Fund Financial and Budgetary Highlights**

The General Fund is the chief operating fund of the City. At June 30, 2020, unassigned fund balance was \$3,979,378. As a measure of the General Fund’s financial condition, it may be useful to compare the unassigned fund balance to total expenditures. Unassigned fund balance represents 67.3 percent of General Fund expenditures. For the fiscal year, the General Fund’s fund balance decreased \$417,826 from the prior year. The differences between the General Fund budget and actual are summarized below:

- General Fund actual revenues were above budget by \$233,450 mainly due to higher than anticipated property taxes, sales tax, licenses and permits and investment income.
- Actual expenditures were \$184,829 less than the final budgeted amount of \$6,097,830, with police fire protection services being lower than anticipated and community development costs being higher than expected due to a change in the contract of the planning and building vendor.

**Capital Assets and Debt Administration**

**Capital Assets:** City investment in capital assets for its governmental type activities as of June 30, 2020, amounted to \$6,748,698 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, machinery/vehicles and infrastructure assets.

Capital assets events during the current fiscal year included the following:

- Purchase of office equipment \$16,488.
- Purchase of a boat \$29,468.
- Construction of a wrought iron fence (Railroad Canyon Rd) \$161,941.

Additional information on the City’s capital assets can be found on page 39 in the notes to the basic financial statements and a summary is provided below.

**City of Canyon Lake  
Capital Assets (net of depreciation)**

|                                   | Governmental Activities |                     | Business-Type Activities |             | Total               |                     |
|-----------------------------------|-------------------------|---------------------|--------------------------|-------------|---------------------|---------------------|
|                                   | 2020                    | 2019                | 2020                     | 2019        | 2020                | 2019                |
| Land                              | \$ 130,000              | \$ 130,000          | \$ -                     | \$ -        | \$ 130,000          | \$ 130,000          |
| Building and improvements         | 394,787                 | 416,574             | -                        | -           | 394,787             | 416,574             |
| Machinery, equipment and vehicles | 199,889                 | 177,057             | -                        | -           | 199,889             | 177,057             |
| Infrastructure                    | 6,024,022               | 6,392,000           | -                        | -           | 6,024,022           | 6,392,000           |
| Total                             | <u>\$ 6,748,698</u>     | <u>\$ 7,115,631</u> | <u>\$ -</u>              | <u>\$ -</u> | <u>\$ 6,748,698</u> | <u>\$ 7,115,631</u> |

**Long-term liabilities:** At the end of fiscal year 2020, the City's total long-term liabilities outstanding was \$535,088. This amount was comprised of a \$500,000 loan from Citizens Business Bank which is secured by the City investments held by Citizens Business Bank, and \$35,088 in compensated absences.

Outstanding long-term liabilities of the City is summarized below, and additional information can be found on pages 39 - 41 in the notes to basic financial statements.

**City of Canyon Lake  
Outstanding Long-Term Liabilities**

|                                  | Governmental Activities |                  | Business-Type Activities |             | Total             |                  |
|----------------------------------|-------------------------|------------------|--------------------------|-------------|-------------------|------------------|
|                                  | 2020                    | 2019             | 2020                     | 2019        | 2020              | 2019             |
| Compensated absences             | \$ 35,088               | \$ 11,410        | \$ -                     | \$ -        | \$ 35,088         | \$ 11,410        |
| Loan payable County of Riverside | -                       | 27,184           | -                        | -           | -                 | 27,184           |
| Loan payable RCTC                | -                       | 19,262           | -                        | -           | -                 | 19,262           |
| Loan payable CBB                 | -                       | -                | 500,000                  | -           | 500,000           | -                |
| Total long-term liabilities      | <u>\$ 35,088</u>        | <u>\$ 57,856</u> | <u>\$ 500,000</u>        | <u>\$ -</u> | <u>\$ 535,088</u> | <u>\$ 57,856</u> |

**Pension Plan Obligations**

The City implemented GASB Statement No. 68 during fiscal year 2014-15 which resulted in an ending net pension liability of \$233,356 at June 30, 2015, \$228,126 at June 30, 2016, \$319,581 at June 30, 2017, \$380,550 at June 30, 2018, \$375,028 at June 30, 2019 and \$417,619 at June 30, 2020. Additional information can be found on pages 42 - 49 in the notes to the basic financial statements.

The City implemented GASB Statement No. 75 during fiscal year 2017-18 which resulted in an ending total OPEB liability of \$134,345 at June 30, 2018, \$164,664 at June 30, 2019 and \$298,346 at June 30, 2020. Additional information can be found on pages 50 - 52 in the notes to the basic financial statements.

**Economic Factors and Next Year's Budgets and Rates**

In preparing the budget for fiscal year 2020-21, management was conservative in its projections for revenues and budgeted increases in public safety costs as dictated by the police and fire contracts.

The Operating Budget for fiscal year 2020-21 anticipates having a surplus of \$149,830 for the General Fund.

- Anticipated General Fund Revenues of \$6,474,100, an increase of \$1,287,375 from the previous year due to projected increases in property taxes, sales tax, refuse disposal franchise fees, and business licenses fees. In addition, the City has adopted three new fees, the EMS Subscription Program, Residential Rental Registration and the Fire Life Safety Inspection Program.
- Proposed General Fund Expenditures of \$6,324,270, an increase of \$469,211 over the previous year, due to increased costs in personnel with a full year for the Administrative Analyst position, a new position in the Finance Department, and raises for City employees and additional capital outlay of \$55,100 for an ADA project and new furniture.

Detailed information about the economic analysis, revenue assumptions, and other budgetary process parameters utilized in the annual budget preparation, can be obtained from the City's 2020-21 Budget which is available at City Hall.

### **Requests for Information**

This financial report is designed to provide a general overview of the City's finances for all those with interest in the government's finances. Questions concerning any of the information provided in this report, or requests for additional information, should be addressed to the City Clerk, City of Canyon Lake, 31516 Railroad Canyon Road, Canyon Lake, California 92587, or call (951) 244-2955.

**City of Canyon Lake  
Statement of Net Position  
June 30, 2020**

|                                                 | Governmental<br>Activities | Business-Type<br>Activities | Total                |
|-------------------------------------------------|----------------------------|-----------------------------|----------------------|
| <b>ASSETS</b>                                   |                            |                             |                      |
| Cash and investments                            | \$ 6,486,999               | \$ 13,984                   | \$ 6,500,983         |
| Investments in real estate                      | -                          | 727,239                     | 727,239              |
| Receivables:                                    |                            |                             |                      |
| Accounts                                        | 154,662                    | -                           | 154,662              |
| Interest                                        | 12,282                     | -                           | 12,282               |
| Intergovernmental                               | 262,113                    | -                           | 262,113              |
| Prepaid items                                   | 7,046                      | -                           | 7,046                |
| Internal balances                               | 236,391                    | (236,391)                   | -                    |
| Capital assets, net of accumulated depreciation | 6,748,698                  | -                           | 6,748,698            |
| <b>Total assets</b>                             | <b>13,908,191</b>          | <b>504,832</b>              | <b>14,413,023</b>    |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>           |                            |                             |                      |
| Pension related items                           | 135,739                    | -                           | 135,739              |
| OPEB related items                              | 160,096                    | -                           | 160,096              |
|                                                 | <u>295,835</u>             | <u>-</u>                    | <u>295,835</u>       |
| <b>LIABILITIES</b>                              |                            |                             |                      |
| Accounts payable                                | 977,918                    | 240                         | 978,158              |
| Deposits payable                                | 30,000                     | -                           | 30,000               |
| Compensated absences, due within one year       | 17,544                     | -                           | 17,544               |
| Noncurrent liabilities:                         |                            |                             |                      |
| Compensated absences                            | 17,544                     | -                           | 17,544               |
| Notes payable                                   | -                          | 500,000                     | 500,000              |
| Total OPEB liability                            | 298,346                    | -                           | 298,346              |
| Net pension liability                           | 417,619                    | -                           | 417,619              |
| <b>Total liabilities</b>                        | <b>1,758,971</b>           | <b>500,240</b>              | <b>2,259,211</b>     |
| <b>DEFERRED INFLOWS OF RESOURCES</b>            |                            |                             |                      |
| Pension related items                           | 30,806                     | -                           | 30,806               |
| OPEB related items                              | 51,869                     | -                           | 51,869               |
|                                                 | <u>82,675</u>              | <u>-</u>                    | <u>82,675</u>        |
| <b>NET POSITION</b>                             |                            |                             |                      |
| Net investment in capital assets                | 6,748,698                  | -                           | 6,748,698            |
| Restricted:                                     |                            |                             |                      |
| Public works                                    | 1,620,486                  | -                           | 1,620,486            |
| Public safety                                   | 115,230                    | -                           | 115,230              |
| Equipment                                       | 15,818                     | -                           | 15,818               |
| Unrestricted                                    | 3,862,148                  | 4,592                       | 3,866,740            |
| <b>Total net position</b>                       | <b>\$ 12,362,380</b>       | <b>\$ 4,592</b>             | <b>\$ 12,366,972</b> |

The accompanying notes are an integral part of these financial statements

**City of Canyon Lake  
Statement of Activities  
For the Year Ended June 30, 2020**

|                                | Program Revenues        |                                          |                                        |      |
|--------------------------------|-------------------------|------------------------------------------|----------------------------------------|------|
| Expenses                       | Charges for<br>Services | Operating<br>Grants and<br>Contributions | Capital<br>Grants and<br>Contributions |      |
| Governmental activities:       |                         |                                          |                                        |      |
| General government             | \$ 1,232,932            | \$ 46,683                                | \$ 9,628                               | \$ - |
| Public safety                  | 4,268,744               | 24,514                                   | 155,948                                | -    |
| Public works                   | 915,811                 | -                                        | 692,155                                | -    |
| Community development          | 422,764                 | 367,541                                  | -                                      | -    |
| Interest on long-term debt     | 27                      | -                                        | -                                      | -    |
| Total governmental activities  | 6,840,278               | 438,738                                  | 857,731                                | -    |
| Business-type activities:      |                         |                                          |                                        |      |
| Rental                         | 11,772                  | 17,915                                   | -                                      | -    |
| Interest on long-term debt     | 3,293                   | -                                        | -                                      | -    |
| Total business-type activities | 15,065                  | 17,915                                   | -                                      | -    |
| Total Primary Government       | \$ 6,855,343            | \$ 456,653                               | \$ 857,731                             | \$ - |

General revenues:

    Taxes:

        Property tax, levied for general purpose

        Utility users tax

        Transient occupancy tax

        Franchise tax

        Sales tax

        Other taxes

    Use of money and property

    Other

Total general revenues

Change in net position

Net position, beginning of year

Net position, end of year

The accompanying notes are an integral part of these financial statements

Net (Expense) Revenue  
and Changes in Net Position

| <u>Governmental<br/>Activities</u> | <u>Business-Type<br/>Activities</u> | <u>Total</u>   |
|------------------------------------|-------------------------------------|----------------|
| \$ (1,176,621)                     | \$ -                                | \$ (1,176,621) |
| (4,088,282)                        | -                                   | (4,088,282)    |
| (223,656)                          | -                                   | (223,656)      |
| (55,223)                           | -                                   | (55,223)       |
| (27)                               | -                                   | (27)           |
| (5,543,809)                        | -                                   | (5,543,809)    |
| -                                  | 6,143                               | 6,143          |
| -                                  | (3,293)                             | (3,293)        |
| -                                  | 2,850                               | 2,850          |
| (5,543,809)                        | 2,850                               | (5,540,959)    |
| 2,950,640                          | -                                   | 2,950,640      |
| 945,807                            | -                                   | 945,807        |
| 52,132                             | -                                   | 52,132         |
| 357,732                            | -                                   | 357,732        |
| 326,534                            | -                                   | 326,534        |
| 244,747                            | -                                   | 244,747        |
| 55,491                             | -                                   | 55,491         |
| 113,726                            | 1,742                               | 115,468        |
| 5,046,809                          | 1,742                               | 5,048,551      |
| (497,000)                          | 4,592                               | (492,408)      |
| 12,859,380                         | -                                   | 12,859,380     |
| \$ 12,362,380                      | \$ 4,592                            | \$ 12,366,972  |

The accompanying notes are an integral part of these financial statements

**City of Canyon Lake  
Balance Sheet  
Governmental Funds  
June 30, 2020**

|                                      | General             | Special<br>Revenue<br>Gas Tax<br>Fund | Total<br>Non-major<br>Governmental<br>Funds | Total<br>Governmental<br>Funds |
|--------------------------------------|---------------------|---------------------------------------|---------------------------------------------|--------------------------------|
| <b>ASSETS</b>                        |                     |                                       |                                             |                                |
| Cash and investments                 | \$ 4,484,770        | \$ 901,219                            | \$ 1,101,010                                | \$ 6,486,999                   |
| Receivables:                         |                     |                                       |                                             |                                |
| Accounts                             | 154,662             | -                                     | -                                           | 154,662                        |
| Interest                             | 12,282              | -                                     | -                                           | 12,282                         |
| Intergovernmental                    | 164,475             | 29,848                                | 67,790                                      | 262,113                        |
| Prepaid items                        | 7,046               | -                                     | -                                           | 7,046                          |
| Due from other funds                 | 236,391             | -                                     | -                                           | 236,391                        |
| Total assets                         | <u>\$ 5,059,626</u> | <u>\$ 931,067</u>                     | <u>\$ 1,168,800</u>                         | <u>\$ 7,159,493</u>            |
| <b>LIABILITIES AND FUND BALANCES</b> |                     |                                       |                                             |                                |
| Liabilities:                         |                     |                                       |                                             |                                |
| Accounts payable                     | \$ 968,202          | \$ 9,477                              | \$ 239                                      | \$ 977,918                     |
| Deposits                             | 30,000              | -                                     | -                                           | 30,000                         |
| Total liabilities                    | <u>998,202</u>      | <u>9,477</u>                          | <u>239</u>                                  | <u>1,007,918</u>               |
| Fund Balances:                       |                     |                                       |                                             |                                |
| Nonspendable                         | 7,046               | -                                     | -                                           | 7,046                          |
| Restricted                           | -                   | 921,590                               | 829,944                                     | 1,751,534                      |
| Assigned                             | 75,000              | -                                     | 338,617                                     | 413,617                        |
| Unassigned                           | 3,979,378           | -                                     | -                                           | 3,979,378                      |
| Total fund balances                  | <u>4,061,424</u>    | <u>921,590</u>                        | <u>1,168,561</u>                            | <u>6,151,575</u>               |
| Total liabilities and fund balances  | <u>\$ 5,059,626</u> | <u>\$ 931,067</u>                     | <u>\$ 1,168,800</u>                         | <u>\$ 7,159,493</u>            |

The accompanying notes are an integral part of these financial statements

**City of Canyon Lake  
Reconciliation of the Balance Sheet of  
Governmental Funds to the Statement of Net Position  
June 30, 2020**

|                                                                                                                                                                                                                                                                                                                                                                                             |                  |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------|
| Fund balances of governmental funds                                                                                                                                                                                                                                                                                                                                                         |                  | \$ 6,151,575                |
| Amounts reported for governmental activities in the statement of net position are different because:                                                                                                                                                                                                                                                                                        |                  |                             |
| Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.                                                                                                                                                                                                                                                                   |                  | 6,748,698                   |
| Deferred outflow of resources relate to:                                                                                                                                                                                                                                                                                                                                                    |                  |                             |
| Pension related deferred outflows of resources                                                                                                                                                                                                                                                                                                                                              |                  | 135,739                     |
| OPEB related deferred outflows of resources                                                                                                                                                                                                                                                                                                                                                 |                  | 160,096                     |
| Long-term liabilities applicable to the City's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. All liabilities, both current and long-term are reported in the statement of net position. |                  |                             |
| Balances at June 30, are:                                                                                                                                                                                                                                                                                                                                                                   |                  |                             |
| Compensated absences                                                                                                                                                                                                                                                                                                                                                                        | \$ (35,088)      |                             |
| Total OPEB liability                                                                                                                                                                                                                                                                                                                                                                        | (298,346)        |                             |
| Net pension liability                                                                                                                                                                                                                                                                                                                                                                       | <u>(417,619)</u> | (751,053)                   |
| Deferred inflows of resources relate to:                                                                                                                                                                                                                                                                                                                                                    |                  |                             |
| Pension related deferred outflows of resources                                                                                                                                                                                                                                                                                                                                              |                  | (30,806)                    |
| OPEB related deferred outflows of resources                                                                                                                                                                                                                                                                                                                                                 |                  | <u>(51,869)</u>             |
| Net position of governmental activities                                                                                                                                                                                                                                                                                                                                                     |                  | <u><u>\$ 12,362,380</u></u> |

The accompanying notes are an integral part of these financial statements

**City of Canyon Lake**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2020**

|                                                           | General             | Special<br>Revenue<br>Gas Tax<br>Fund | Total<br>Non-major<br>Governmental<br>Funds | Total<br>Governmental<br>Funds |
|-----------------------------------------------------------|---------------------|---------------------------------------|---------------------------------------------|--------------------------------|
| <b>REVENUES</b>                                           |                     |                                       |                                             |                                |
| Taxes                                                     | \$ 4,738,327        | \$ -                                  | \$ -                                        | \$ 4,738,327                   |
| Licenses and permits                                      | 526,325             | -                                     | -                                           | 526,325                        |
| Fines and forfeitures                                     | 24,514              | -                                     | -                                           | 24,514                         |
| Intergovernmental                                         | 18,559              | 458,526                               | 373,988                                     | 851,073                        |
| Use of money and property                                 | 102,173             | 9,378                                 | 6,211                                       | 117,762                        |
| Other                                                     | 70,277              | -                                     | -                                           | 70,277                         |
| Total revenues                                            | <u>5,480,175</u>    | <u>467,904</u>                        | <u>380,199</u>                              | <u>6,328,278</u>               |
| <b>EXPENDITURES</b>                                       |                     |                                       |                                             |                                |
| Current:                                                  |                     |                                       |                                             |                                |
| General government                                        | 1,121,766           | -                                     | -                                           | 1,121,766                      |
| Public safety                                             | 4,251,332           | -                                     | 6,217                                       | 4,257,549                      |
| Public works                                              | 75,850              | 160,306                               | 140,000                                     | 376,156                        |
| Community development                                     | 422,764             | -                                     | -                                           | 422,764                        |
| Capital outlay                                            | 41,289              | 161,941                               | 4,667                                       | 207,897                        |
| Debt service:                                             |                     |                                       |                                             |                                |
| Principal                                                 | -                   | -                                     | 46,446                                      | 46,446                         |
| Interest and fiscal charges                               | -                   | -                                     | 27                                          | 27                             |
| Total expenditures                                        | <u>5,913,001</u>    | <u>322,247</u>                        | <u>197,357</u>                              | <u>6,432,605</u>               |
| Excess (deficiency) of revenues over (under) expenditures | <u>(432,826)</u>    | <u>145,657</u>                        | <u>182,842</u>                              | <u>(104,327)</u>               |
| <b>OTHER FINANCING SOURCES (USES)</b>                     |                     |                                       |                                             |                                |
| Sale of capital assets                                    | 15,000              | -                                     | -                                           | 15,000                         |
| Total other financing sources (uses)                      | <u>15,000</u>       | <u>-</u>                              | <u>-</u>                                    | <u>15,000</u>                  |
| Net change in fund balances                               | (417,826)           | 145,657                               | 182,842                                     | (89,327)                       |
| Fund balances, beginning of year                          | 4,479,250           | 775,933                               | 985,719                                     | 6,240,902                      |
| Fund balances, end of year                                | <u>\$ 4,061,424</u> | <u>\$ 921,590</u>                     | <u>\$ 1,168,561</u>                         | <u>\$ 6,151,575</u>            |

The accompanying notes are an integral part of these financial statements

**City of Canyon Lake  
 Reconciliation of the Statement of Revenues,  
 Expenditures, and Changes in Fund Balances of  
 Governmental Funds to the Statement of Activities  
 For the Year Ended June 30, 2020**

|                                                                                                                                                                                                                                                                                                                                                                     |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Net change in fund balances - total governmental funds                                                                                                                                                                                                                                                                                                              | \$ (89,327)         |
| <p>Amounts reported for governmental activities in the statement of activities different because:</p>                                                                                                                                                                                                                                                               |                     |
| <p>Governmental funds report capital outlays as expenditures. However, in statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense or are allocated to the appropriate functional expense when the cost is below capitalization threshold. This activity is reconciled as follows:</p> |                     |
| Cost of assets capitalized                                                                                                                                                                                                                                                                                                                                          | 207,897             |
| Depreciation expense                                                                                                                                                                                                                                                                                                                                                | (574,830)           |
| <p>Governmental funds report principal payments as expenditures. In the statement of activities, principal payments are applied to the appropriate long-term liability.</p>                                                                                                                                                                                         |                     |
|                                                                                                                                                                                                                                                                                                                                                                     | 46,446              |
| <p>Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:</p>                                                                                                                                                                        |                     |
| Pension related net of adjustments                                                                                                                                                                                                                                                                                                                                  | (30,941)            |
| OPEB related net of adjustments                                                                                                                                                                                                                                                                                                                                     | (32,567)            |
| Increase in compensated absences payable                                                                                                                                                                                                                                                                                                                            | <u>(23,678)</u>     |
| Change in net position of governmental activities                                                                                                                                                                                                                                                                                                                   | <u>\$ (497,000)</u> |

The accompanying notes are an integral part of these financial statements

**City of Canyon Lake**  
**Statement of Revenues, Expenses and Changes in Fund Net Position**  
**Proprietary Funds**  
**For the Year Ended June 30, 2020**

|                             | <u>Enterprise Fund</u> |
|-----------------------------|------------------------|
|                             | <u>Rental</u>          |
| <b>ASSETS</b>               |                        |
| Current Assets:             |                        |
| Cash and investments        | \$ 13,984              |
| Investment in real estate   | 727,239                |
| Total current assets        | 741,223                |
| Total assets                | 741,223                |
| <b>LIABILITIES</b>          |                        |
| Current Liabilities:        |                        |
| Accounts payable            | 240                    |
| Due to other funds          | 236,391                |
| Total current liabilities   | 236,631                |
| Long-Term Liabilities:      |                        |
| Note payable - CBB          | 500,000                |
| Total long-term liabilities | 500,000                |
| Total liabilities           | 736,631                |
| <b>NET POSITION</b>         |                        |
| Unrestricted                | 4,592                  |
| Total net position          | \$ 4,592               |

The accompanying notes are an integral part of these financial statements

**City of Canyon Lake**  
**Statement of Revenues, Expenses and Changes in Fund Net Position**  
**Proprietary Funds**  
**For the Year Ended June 30, 2020**

|                               | Enterprise Fund |
|-------------------------------|-----------------|
|                               | Rental          |
| <b>OPERATING REVENUES</b>     |                 |
| Rental income                 | \$ 17,915       |
| Other income                  | 1,742           |
|                               | 19,657          |
| <b>OPERATING EXPENSES</b>     |                 |
| Property management           | 8,849           |
| Repairs and maintenance       | 1,655           |
| Utilities                     | 1,118           |
| Other operating expenses      | 150             |
|                               | 11,772          |
| Operating income              | 7,885           |
| <b>NON-OPERATING EXPENSES</b> |                 |
| Interest expense              | 3,293           |
| Change in net position        | 4,592           |
| Net Position, Beginning       | -               |
| Net Position, Ending          | \$ 4,592        |

The accompanying notes are an integral part of these financial statements

**City of Canyon Lake  
Statement of Cash Flows  
Proprietary Funds  
For the Year Ended June 30, 2020**

|                                                                                             | Enterprise Fund<br>Rental |
|---------------------------------------------------------------------------------------------|---------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                                                 |                           |
| Receipts from customers                                                                     | \$ 17,915                 |
| Payments to suppliers for goods and services                                                | (11,532)                  |
| Other revenues                                                                              | 1,742                     |
|                                                                                             | 8,125                     |
| Net cash provided by operating activities                                                   | 8,125                     |
| <b>CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES</b>                                         |                           |
| Investment in real estate                                                                   | (727,239)                 |
| Capital debt proceeds                                                                       | 500,000                   |
| Interfund loan                                                                              | 236,391                   |
| Interest payments                                                                           | (3,293)                   |
|                                                                                             | 5,859                     |
| Net cash provided by capital financing activities                                           | 5,859                     |
| Net increase in cash and cash equivalents                                                   | 13,984                    |
| Cash and cash equivalents, beginning                                                        | -                         |
| Cash and cash equivalents, ending                                                           | \$ 13,984                 |
| <b>RECONCILIATION OF OPERATING INCOME TO NET<br/>CASH PROVIDED BY OPERATING ACTIVITIES:</b> |                           |
| Operating income                                                                            | \$ 7,885                  |
| Adjustments to reconcile operating income to net<br>cash provided by operating activities:  |                           |
| Increase (decrease) in operating liabilities:                                               |                           |
| Accounts payable                                                                            | 240                       |
|                                                                                             | 240                       |
| Net cash provided by operating activities                                                   | \$ 8,125                  |

The accompanying notes are an integral part of these financial statements

**City of Canyon Lake  
Statement of Fiduciary Assets and Liabilities  
June 30, 2020**

|                            | Agency<br>Fund |
|----------------------------|----------------|
| <b>ASSETS</b>              |                |
| Accounts receivable        | \$ 18,549      |
| Due from other governments | 31,142         |
| Total assets               | \$ 49,691      |
| <b>LIABILITIES</b>         |                |
| Due to General Fund        | \$ 18,549      |
| Deposits                   | 31,142         |
| Total liabilities          | \$ 49,691      |

The accompanying notes are an integral part of these financial statements

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**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Note 1: Organization and Summary of Significant Accounting Policies**

**a. Description of the reporting entity**

The City of Canyon Lake was incorporated on December 1, 1990 under the laws of the State of California and enjoys all the rights and privileges pertaining to "General Law" cities. The City operates under a council-manager form of government and currently provides a wide variety of services to its citizens, including public safety, public services, community development, general administrative and other services.

There are no separate legal entities over which the City is financially accountable for.

**b. Government-wide and fund financial statements**

The government-wide financial statements include a statement of net position and a statement of activities. These statements present summaries of governmental and business-type activities for the City accompanied by a total column. Fiduciary activities of the City are not included in these statements. Certain eliminations have been made as prescribed by GASB Statement No. 34 in regard to interfund activities, payables, and receivables. All internal balances in the statement of net position have been eliminated except those representing balances between the governmental activities and the business-type activities, which are presented as internal balances and eliminated in the total primary government column. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions, that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenue are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 1: Organization and Summary of Significant Accounting Policies (continued)**

**c. Measurement focus, basis of accounting, and financial statement presentation**

The government-wide statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Agency funds use the accrual basis of accounting, but have no measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the cash flows. Accordingly, all of the City's assets and liabilities, including capital assets, as well as infrastructure assets, and long-term liabilities, are included in the accompanying statement of net position. The statement of activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The types of transactions reported as program revenues for the City are reported in three categories: 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified-accrual basis of accounting*. Under the modified-accrual basis of accounting, revenues are recognized in these funds when susceptible to accrual (i.e. when they are both measurable and available). "Measurable" means the amount of the transaction 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. For this purpose, the City considers property taxes collected after year-end, as available if they are collected within 60 days of the end of the current fiscal period. Other revenue susceptible to accrual includes sales tax, state gasoline taxes, investment income, and certain other intergovernmental revenues. Expenditures in the governmental funds are generally recognized in the accounting period in which the related fund liability is incurred, if measurable, except for unmatured principal and interest on general long-term debt, as well as compensated absences and claims and judgments, which are recognized when due.

**d. Fund classifications**

The City reports the following major governmental funds:

The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government not accounted and reported in another fund.

The *Gas Tax Fund* accounts for the repair and maintenance of streets and traffic signals of the City.

The City reports the following major proprietary funds

The *Rental Fund* accounts for the activities of a City-owned building.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 1: Organization and Summary of Significant Accounting Policies (continued)**

**d. Fund classifications (continued)**

Additionally, the City reports the following fund types:

The *Special Revenue Funds* are used to account for the proceeds of specific revenue resources that are restricted or committed to expenditures for specific purposes other than debt service and capital projects.

The *Capital Projects Fund* accounts for city-wide capital improvement projects.

The *Agency Fund* is used to account for the resources held by the City in a fiduciary capacity.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the City's policy to use the restricted resources first, and then unrestricted resources, as they are needed.

**e. Financial statement elements**

***Deposits and investments***

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Investments are reported at fair value. The City's policy is to hold investments until maturity or until market values equal or exceed cost. The State Treasurers Investment Pool operates in accordance with appropriate State laws and regulations. The reported value of the Pool is the same as the fair value of the Pool shares.

***Receivables and payables***

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 1: Organization and Summary of Significant Accounting Policies (continued)**

**e. Financial statement elements (continued)**

***Receivables and payables (continued)***

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in the applicable governmental funds to indicate that they are not available for appropriation and are not expendable, available financial resources.

Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

***Property taxes***

The County of Riverside collects property taxes for the City. Tax liens attach annually as of 12:01 A.M. on the first day in January preceding the fiscal year for which the taxes are levied. The tax levy covers the fiscal period July 1<sup>st</sup> to June 30<sup>th</sup>. All secured personal property taxes and one-half of the taxes on real property are due November 1<sup>st</sup>, the second installment is due February 1<sup>st</sup>. All taxes are delinquent, if unpaid, on December 10<sup>th</sup> and April 10<sup>th</sup> respectively. Unsecured personal property taxes become due on the first of March each year and are delinquent, if unpaid, on August 31<sup>st</sup>.

***Prepaid costs***

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements using the purchases method.

***Capital assets***

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than or equal to \$1,000 (amount not rounded) and an estimated useful life of at least two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement are reported at acquisition value at the date of acquisition.

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend the assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 1: Organization and Summary of Significant Accounting Policies (continued)**

**e. Financial statement elements (continued)**

***Capital assets (continued)***

Property, plant and equipment of the primary government, is depreciated using the straight-line method over the following estimated useful lives.

| Assets                | Years   |
|-----------------------|---------|
| Buildings             | 39      |
| Building improvements | 10      |
| Infrastructure        | 20 - 50 |
| Vehicles              | 5 - 10  |
| Office equipment      | 5 - 10  |
| Computer equipment    | 5       |

***Use of estimates***

The financial statements have been prepared in accordance with generally accepted accounting principles in the United States of America and include amounts based on estimates and assumptions by management. Actual results could differ from those amounts.

***Compensated absences***

The City provides to its employees a comprehensive annual leave program. Leave pay is payable at the time it is taken or upon termination.

The total amount of liability for compensated absences is segregated between short-term and long-term with both portions reflected in the government-wide statements. The short-term portion is determined to be the amount due to employees for future absences which is attributable to services already rendered and which is expected to be paid during the next fiscal year.

***Long-term obligations***

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities, statement of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 1: Organization and Summary of Significant Accounting Policies (continued)**

**e. Financial statement elements (continued)**

***Long-term obligations (continued)***

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

***Pension Plan***

For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. CalPERS audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications.

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used.

|                         |                               |
|-------------------------|-------------------------------|
| Valuation Date (VD)     | June 30, 2018                 |
| Measurement Date (MD)   | June 30, 2019                 |
| Measurement Period (MP) | July 1, 2018 to June 30, 2019 |

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 1: Organization and Summary of Significant Accounting Policies (continued)**

**e. Financial statement elements (continued)**

***Other Postemployment Benefits (OPEB)***

For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the City's plan (OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis. For this purpose, benefit payments are reported at fair value.

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

|                    |                               |
|--------------------|-------------------------------|
| Valuation Date     | June 30, 2020                 |
| Measurement Date   | June 30, 2020                 |
| Measurement Period | July 1, 2019 to June 30, 2020 |

***Deferred outflows/inflows of resources***

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expenses) until then. The City currently has pension related deferred outflows of resources.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The City currently has pension related deferred inflows of resources.

***Fund equity***

Beginning with fiscal year 2011, the City implemented GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 1:        *Organization and Summary of Significant Accounting Policies (continued)***

**e.        *Financial statement elements (continued)***

***Fund equity, (continued)***

Nonspendable – amounts that are not in a spendable form (such as inventory) or are required to be maintained intact.

Restricted – amounts constrained to specific purposes by their providers (such as grantors, bondholders and higher levels of government), through constitutional provisions or by enabling legislation.

Committed – amounts constrained to specific purposes by a government itself, using the highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level of action to remove or change the constraint.

Assigned – amounts a government intends to use for a specific purpose; intent can be expressed by the City Council or by an official or body to which the City Council delegates the authority.

Unassigned – amounts that are for any purpose; positive amounts are reported only in a general fund.

The City Council may establish (and modify or rescind) fund balance commitments by passage of an ordinance or resolution.

When both restricted and unrestricted resources are available for use when an expenditure is incurred, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed. It is the City's policy to consider committed amounts as being reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Note 2: Budgetary Information**

The City prepares its budgets on the basis of estimated actual expenditures and, accordingly, the budget amounts included in the accompanying financial statements are presented on a basis consistent with generally accepted accounting principles.

Each year, the City Manager submits a proposed budget to the City Council during May. The City Council holds budget hearings during May and June. The final budget is adopted by the City Council in June.

No budget expenditures can be disbursed without proper appropriations. Once the budget is adopted, no additional funds can be authorized without the City Council's approval. The level of budgetary control (the level on which expenditures may not legally exceed appropriations) is at the individual fund level. The City Manager can authorize budget transfers between departments without additional appropriations.

Throughout the year, budgeted expenditures are reviewed and projections are made by the City Manager. Therefore, any necessary changes are submitted for approval to the City Council with a recorded action for any budget adjustments.

Formal budgetary integration is employed as a management control device during the year for all the governmental type funds. Budgets for all the governmental type funds are adopted on a basis consistent with generally accepted accounting principles, except for the Capital Projects Fund which does not have a legally adopted budget. Budgeted amounts are as originally adopted and are further amended by the City Council.

The following fund had expenditures in excess of appropriations:

| <u>Fund</u>  | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|--------------|---------------|---------------|-----------------|
| Gas Tax Fund | \$ 152,800    | \$ 322,247    | \$ (169,447)    |

**City of Canyon Lake  
Notes to the Basic Financial Statements  
June 30, 2020**

**III. DETAILED NOTES ON ALL FUNDS**

**Note 3: Cash and Investments**

Cash and investments as of June 30, 2020 are classified in the accompanying financial statements as follows:

|                                               |                            |
|-----------------------------------------------|----------------------------|
| Statement of Net position                     |                            |
| Cash and investments                          | \$ 6,500,983               |
| Investments in real estate                    | 727,239                    |
|                                               |                            |
| Statement of Fiduciary Assets and Liabilities |                            |
| Cash and investments                          | <u>                  -</u> |
|                                               |                            |
| Total cash and investments                    | <u><u>\$ 7,228,222</u></u> |

Cash and investments as of June 20, 2020 consists of the following:

|                                      |                            |
|--------------------------------------|----------------------------|
| Deposits with financial institutions | \$ 3,715,556               |
| Cash on hand                         | 300                        |
| Investments                          | <u>3,512,366</u>           |
| Total cash and investments           | <u><u>\$ 7,228,222</u></u> |

The City follows the practice of pooling cash and investments of all funds except for funds held by a fiscal agent. Interest income earned on pooled cash and investments is allocated quarterly to the various funds based on cash balances. Interest income from cash and investments with a fiscal agent is credited directly to the related fund.

The City reports its investments at fair value in the balance sheet. All investment income, including changes in the fair value of investments, is recognized as revenue in the operating statement.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 3: Cash and Investments (continued)**

***Authorized investments***

The table below identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the City's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the City, rather than the general provisions of the California Government Code or the City's investment policy.

| Authorized Investment Type          | Maximum Maturity | Maximum Percentage of Portfolio | Maximum Investment in one Issuer |
|-------------------------------------|------------------|---------------------------------|----------------------------------|
| U. S. Treasuries                    | 5 years          | None                            | None                             |
| Money Market Accounts               | N/A              | 10%                             | 5%                               |
| Certificates of Deposit             | 5 years          | None                            | None                             |
| Local Agency Investment Fund (LAIF) | N/A              | 50%                             | None                             |
| Federal Agency Securities           | 5 years          | None                            | None                             |
| Bankers Acceptances                 | 180 days         | 10%                             | 5%                               |
| Commercial Paper                    | 270 days         | 10%                             | 10%                              |
| Medium-Term Notes                   | 5 years          | 15%                             | 5%                               |
| Negotiable Certificates of Deposit  | 5 years          | 30%                             | 5%                               |
| Repurchase Agreements               | 1 year           | 10%                             | None                             |

***Interest rate risk***

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations. Information about the sensitivity of the fair values of the City's investments to market interest rate fluctuations are presented below.

| Investment type                    | Total               | 12 months or less   | 13 to 24 months     | 25 to 60 months   |
|------------------------------------|---------------------|---------------------|---------------------|-------------------|
| Local Agency Investment Fund       | \$ 10,204           | \$ 10,204           | \$ -                | \$ -              |
| Negotiable certificates of deposit | 301,607             | -                   | 301,607             | -                 |
| Federal agency securities          | 1,807,296           | 395,392             | 747,127             | 664,777           |
| Corporate debt securities          | 464,900             | 100,455             | 303,070             | 61,375            |
| Money market                       | 201,120             | 201,120             | -                   | -                 |
| Real estate                        | 727,239             | 727,239             | -                   | -                 |
| <b>Totals</b>                      | <b>\$ 3,512,366</b> | <b>\$ 1,434,410</b> | <b>\$ 1,351,804</b> | <b>\$ 726,152</b> |

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 3: Cash and Investments (continued)**

***Credit risk***

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Information about the minimum rating required by the California Government Code, the City's investment policy, or debt agreements, and the actual rating as of year-end for each type of investment held by the City can be found below.

| <u>Investment type</u>             | <u>Total</u>        | <u>Minimum legal rating</u> | <u>Ratings as of year end</u> |
|------------------------------------|---------------------|-----------------------------|-------------------------------|
| Local Agency Investment Fund       | \$ 10,204           | N/A                         | Not rated                     |
| Negotiable certificates of deposit | 301,607             | N/A                         | Not rated                     |
| Federal agency securities          | 1,807,296           | AA-a2                       | AA+                           |
| Corporate debt securities          | 464,900             | A                           | A-, A, & A+                   |
| Money market                       | 201,120             | N/A                         | Not rated                     |
| Real estate                        | 727,239             | N/A                         | Not rated                     |
| Totals                             | <u>\$ 3,512,366</u> |                             |                               |

***Concentration of credit risk***

The investment policy of the City contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. Investments in any one issuer (other than Mutual Funds and External Investment Pools) that represent 5% or more of the City's investments are as follows:

| <u>Issuer</u>            | <u>Investment Type</u>    | <u>Reported Amounts</u> |
|--------------------------|---------------------------|-------------------------|
| Federal Home Loan Bank   | Federal agency securities | \$ 560,919              |
| Federal Farm Credit Bank | Federal agency securities | 599,831                 |
| Tenn Valley Authority    | Federal agency securities | 220,592                 |
| Freddie Mac              | Federal agency securities | 200,080                 |
| PNC Bank                 | Corporate debt securities | 202,620                 |

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 3: Cash and Investments (continued)**

***Custodial credit risk***

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure deposits by pledging first deed mortgage notes having a value of 150% of the secured public deposits. As of June 30, 2020, the City had deposits of \$4,073,997 with financial institutions in excess of federal depository insurance limits that were held in collateralized accounts.

***Investments in State Investment Pool***

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the City's investment in this Pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. LAIF is not registered with the Securities and Exchange Commission and is not rated. Deposits and withdrawals are made on the basis of \$1 and not fair value. Accordingly, the City's investment in this pool is measured on uncategorized inputs not defined as level 1, 2 or 3.

LAIF has reported to its participating agencies that, as of June 30, 2020, the carrying amount (at amortized cost) of the Pool was \$100,978,752,029 and the estimated fair value of the pool was \$101,607,078,218. The City's proportionate share of the Pool's market value (as determined by LAIF) as of June 30, 2020, was \$10,204. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations.

***Fair Value Measurement***

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 3: Cash and Investments (continued)**

The City has the following recurring fair value measurements as of June 30, 2020:

| Investments by Fair Value Level    | Fair Value Measurement Using |         |              |         |
|------------------------------------|------------------------------|---------|--------------|---------|
|                                    | Total                        | Level 1 | Level 2      | Level 3 |
| Negotiable certificates of deposit | \$ 301,607                   | \$ -    | \$ 301,607   | \$ -    |
| Federal agency securities          | 1,807,296                    | -       | 1,807,296    | -       |
| Corporate debt securities          | 464,900                      | -       | 464,900      | -       |
| Money Market                       | 201,120                      | -       | 201,120      | -       |
|                                    | 2,774,923                    | \$ -    | \$ 2,774,923 | \$ -    |
| Uncategorized:                     |                              |         |              |         |
| Local Agency Investment Fund       | 10,204                       |         |              |         |
| Real estate                        | 727,239                      |         |              |         |
| Totals                             | \$ 3,512,366                 |         |              |         |

**Note 4: Interfund Receivables and Payables**

The composition of interfund balances at June 30, 2020 is as follows:

**Due to/from Other Funds:**

| Receivable Fund | Payable Fund | Amount     |
|-----------------|--------------|------------|
| General Fund    | Rental Fund  | \$ 236,391 |

The above amount owed to the General Fund was for a temporary loan to the Rental Fund for the purchase of a building as an investment. The amount will be repaid to the General Fund in Fiscal Year 2020-21.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 5: Capital Assets**

Capital asset activity for the year ended June 30, 2020 was as follows:

|                                              | Beginning<br>Balance | Additions           | Deletions       | Ending<br>Balance   |
|----------------------------------------------|----------------------|---------------------|-----------------|---------------------|
| <b>Governmental activities:</b>              |                      |                     |                 |                     |
| Capital assets, not being depreciated:       |                      |                     |                 |                     |
| Land                                         | \$ 130,000           | \$ -                | \$ -            | \$ 130,000          |
| Total capital assets, not being depreciated  | <u>130,000</u>       | <u>-</u>            | <u>-</u>        | <u>130,000</u>      |
| Capital assets, being depreciated:           |                      |                     |                 |                     |
| Buildings                                    | 745,026              | -                   | -               | 745,026             |
| Machinery & equipment                        | 335,851              | 16,488              | (43,255)        | 309,084             |
| Vehicles                                     | 234,123              | 29,468              | (22,622)        | 240,969             |
| Infrastructure                               | 10,074,564           | 161,941             | -               | 10,236,505          |
| Total capital assets, being depreciated      | <u>11,389,564</u>    | <u>207,897</u>      | <u>(65,877)</u> | <u>11,531,584</u>   |
| Less accumulated depreciation for:           |                      |                     |                 |                     |
| Buildings                                    | (328,452)            | (21,787)            | -               | (350,239)           |
| Machinery & equipment                        | (253,299)            | (11,779)            | 43,255          | (221,823)           |
| Vehicles                                     | (139,618)            | (11,345)            | 22,622          | (128,341)           |
| Infrastructure                               | (3,682,564)          | (529,919)           | -               | (4,212,483)         |
| Total accumulated depreciation               | <u>(4,403,933)</u>   | <u>(574,830)</u>    | <u>65,877</u>   | <u>(4,912,886)</u>  |
| Total capital assets, being depreciated, net | <u>6,985,631</u>     | <u>(366,933)</u>    | <u>-</u>        | <u>6,618,698</u>    |
| Governmental activities capital assets, net  | <u>\$ 7,115,631</u>  | <u>\$ (366,933)</u> | <u>\$ -</u>     | <u>\$ 6,748,698</u> |

Depreciation expense was charged to functions of the primary government as follows:

|                                                      |                   |
|------------------------------------------------------|-------------------|
| Governmental activities:                             |                   |
| General government                                   | \$ 23,980         |
| Public safety                                        | 11,195            |
| Public works                                         | 539,655           |
| Total depreciation expense - governmental activities | <u>\$ 574,830</u> |

**Note 6: Compensated Absences**

|                      | Beginning<br>Balance | Additions | Reductions | Ending<br>Balance | Due Within<br>One Year |
|----------------------|----------------------|-----------|------------|-------------------|------------------------|
| Compensated Absences | \$ 11,410            | \$ 25,915 | \$ 2,237   | \$ 35,088         | \$ 17,544              |

Liabilities for compensated absences are typically liquidated by the General Fund.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 7: Long-Term Liabilities**

Long-term liability activity for the year ended June 30, 2020 was as follows:

**Governmental Activities:**

|                                           | Beginning<br>Balance | Additions   | Reductions       | Ending<br>Balance | Due Within<br>One Year |
|-------------------------------------------|----------------------|-------------|------------------|-------------------|------------------------|
| <b>Long-term debt</b>                     |                      |             |                  |                   |                        |
| <i>Direct borrowings:</i>                 |                      |             |                  |                   |                        |
| Loan Payable - County of<br>Riverside     | \$ 27,184            | \$ -        | \$ 27,184        | \$ -              | \$ -                   |
| RCTC Loan                                 | 19,262               | -           | 19,262           | -                 | -                      |
|                                           | <u>46,446</u>        | <u>-</u>    | <u>46,446</u>    | <u>-</u>          | <u>-</u>               |
| Governmental activities<br>long-term debt | <u>\$ 46,446</u>     | <u>\$ -</u> | <u>\$ 46,446</u> | <u>\$ -</u>       | <u>\$ -</u>            |

**Loan Payable - County of Riverside**

In June 2003, the City entered into an agreement with the County of Riverside (the County) to obtain a loan for \$1,000,000 to finance the costs of structural repairs to Railroad Canyon Road. The loan is interest free. The loan did not have a set debt service schedule and was due within ten (10) years of the agreement and no later than June 30, 2013. The agreement was amended subsequent to June 30, 2013 and is now due within seven years, and has a set schedule of repayment, and is due no later than October 15, 2019. The City has pledged its Measure A funds for repayment of the debt. The County may accelerate and demand in full immediate repayment if the City commits any material breach to the Agreement. The loan was paid in full as of June 30, 2020.

**Loan Payable – Riverside County Transportation Commission**

In January 2013, the City entered into an agreement with the Riverside County Transportation Commission (RCTC) to obtain a loan for \$557,000 of Measure A Funds to finance construction costs for Railroad Canyon Road. The loan bears interest at the rate of .91% per annum. Principal and interest are payable in monthly installments of \$7,000 commencing on January 18, 2013, until paid in full on December 18, 2019. The City has pledged its future Measure A revenues for the repayment of the loan. The loan was paid in full as of June 30, 2020.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 7: Long-Term Liabilities (continued)**

***Business-Type Activities:***

|                           | <u>Beginning<br/>Balance</u> | <u>Additions</u> | <u>Reductions</u> | <u>Ending<br/>Balance</u> | <u>Due Within<br/>One Year</u> |
|---------------------------|------------------------------|------------------|-------------------|---------------------------|--------------------------------|
| <b>Long-term debt</b>     |                              |                  |                   |                           |                                |
| <i>Direct borrowings:</i> |                              |                  |                   |                           |                                |
| Note Payable - CBB        | \$ -                         | \$ 500,000       | \$ -              | \$ 500,000                | -                              |

***Loan Payable – Citizens Business Bank***

In March 2020, the City entered into an agreement with Citizens Business Bank to obtain a loan to finance the purchase of a building. The loan bears an interest rate of LIBOR plus 2.5% per annum. Principal plus all accrued interest is due in full on March 11, 2022. The City began paying regular monthly payments of all accrued interest in April 2020. Therefore, no accrued interest is expected to be due when the loan matures. The loan is secured by the investments of the City held by Citizens Business Bank. The principal balance as of June 30, 2020 is \$500,000.

**Note 8: Operating Leases**

The City leases equipment under a noncancelable operating lease. Total costs for the lease was \$13,121 for the fiscal year ended June 30, 2020. The future minimum annual lease payments for the lease are as follows:

| <u>Year Ending<br/>June 30,</u> | <u>Total</u>    |
|---------------------------------|-----------------|
| 2021                            | \$ 7,332        |
| 2022                            | 2,444           |
|                                 | <u>\$ 9,776</u> |

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 8: Operating Leases (continued)**

The City leases office space under a noncancelable operating lease. Total costs for the lease was \$31,590 for the fiscal year ended June 30, 2020. The Lease Term begins March 27, 2019 and expires March 26, 2024. The future minimum annual lease payments for the lease are as follows:

| Year Ending<br>June 30, | Total      |
|-------------------------|------------|
| 2021                    | \$ 32,604  |
| 2022                    | 34,008     |
| 2023                    | 34,008     |
| 2024                    | 22,672     |
|                         | \$ 123,292 |

**Note 9: Retirement Plan**

**A. General Information about the Pension Plan**

***Plan Description***

All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS.) The Plan consists of individual rate plans (benefit tiers) within a safety risk pool (police and fire) and a miscellaneous risk pool (all other). Plan assets may be used to pay benefits for any employer rate plan of the safety and miscellaneous pools. Accordingly, rate plans within the safety or miscellaneous pools are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous or safety risk pools. The City sponsors two miscellaneous plans. Benefit provisions under the Plan are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS' website, at [www.calpers.ca.gov](http://www.calpers.ca.gov).

***Benefits Provided***

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 5 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 9: Retirement Plan (continued)**

**A. General Information about the Pension Plan (continued)**

**Benefits Provided (continued)**

The Plan operates under the provisions of the California Public Employees' Retirement Law (PERL), the California Public Employees' Pension Reform Act of 2013 (PEPRA), and the regulations, procedures and policies adopted by the CalPERS Board of Administration. The Plan's authority to establish and amend the benefit terms are set by the PERL and PEPRA, and may be amended by the California state legislature and in some cases require approval by the CalPERS Board.

The Plan's provisions and benefits in effect at June 30, 2020, are summarized as follows:

|                                                   | Miscellaneous               |                                |
|---------------------------------------------------|-----------------------------|--------------------------------|
|                                                   | Prior to<br>January 1, 2013 | On or after<br>January 1, 2013 |
| Hire date                                         |                             |                                |
| Benefit formula                                   | 2 % @ 55                    | 2% @ 62                        |
| Benefit vesting schedule                          | 5 years service             | 5 years service                |
| Benefit payments                                  | monthly for life            | monthly for life               |
| Retirement age                                    | 50 - 67+                    | 52 - 67+                       |
| Monthly benefits, as a % of eligible compensation | 1.426% to 2.418%            | 1.000% to 2.500%               |
| Required employee contribution rates              | 6.906%                      | 6.750%                         |
| Required employer contribution rates              | 9.680%                      | 6.985%                         |

**Contributions**

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. For public agency cost-sharing plans covered by either the Miscellaneous or Safety risk pools, the Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Employer contribution rates may change if plan contracts are amended. Payments made by the employer to satisfy contribution requirements that are identified by the pension plan terms as plan member contribution requirements are classified as plan member contributions. Employer Contributions to the Plan for the fiscal year ended June 30, 2020 were \$66,387. The actual employer payments of \$49,184 made to CalPERS by the City during the measurement period ended June 30, 2019, differed from the City's proportionate share of the employer's contributions of \$56,768 by \$7,584, which is being amortized over the expected average remaining service lifetime in the Public Agency Cost-Sharing Multiple Employer Plan.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 9: Retirement Plan (continued)**

**B. Net Pension Liability**

The City's net pension liability for the Plan is measured as the total pension liability, less the pension plan's fiduciary net position. The net pension liability of the Plan is measured as of June 30, 2019, using an annual actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability is as follows.

**Actuarial Methods and Assumptions Used to Determine Total Pension Liability**

|                                  | Miscellaneous                                                                                                                         |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Valuation Date                   | 6/30/2018                                                                                                                             |
| Measurement Date                 | 6/30/2019                                                                                                                             |
| Actuarial Cost Method            | Entry Age Normal in accordance with the requirements of GASB 68                                                                       |
| Asset Valuation Method           | Market Value of Assets                                                                                                                |
| Actuarial Assumptions:           |                                                                                                                                       |
| Discount Rate                    | 7.15%                                                                                                                                 |
| Inflation                        | 2.50%                                                                                                                                 |
| Salary Increases                 | Varies by Entry Age and Service                                                                                                       |
| Mortality Rate Table (1)         | Derived using CALPERS' membership data for all Funds                                                                                  |
| Post Retirement Benefit Increase | The lesser of contract COLA or 2.50% until Purchasing Power Protection Allowance floor on purchasing power applies, 2.50% thereafter. |

(1) The mortality table used was developed based on CalPERS' specific data. The probabilities of mortality are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015. Pre-retirement and Post-retirement mortality rates include 15 years of projected mortality improvement using 90% of Scale MP-2016 published by the Society of Actuaries. For more details on this table, please refer to the CalPERS Experience Study and Review of Actuarial Assumptions report from December 2017 that can be found on the CalPERS website.

All other actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from 1997 to 2015, including updates to salary increase, mortality and retirement rates. The Experience Study report can be obtained at CalPERS' website, at [www.calpers.ca.gov](http://www.calpers.ca.gov).

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 9: Retirement Plan (continued)**

**B. Net Pension Liability (continued)**

**Long-term Expected Rate of Return**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The expected real rates of return by asset class are as follows:

| Asset Class <sup>1</sup> | Current Target<br>Allocation | Real Return<br>Years 1 - 10 <sup>2</sup> | Real Return<br>Years 11+ <sup>3</sup> |
|--------------------------|------------------------------|------------------------------------------|---------------------------------------|
| Global Equity            | 50.0%                        | 4.80%                                    | 5.98%                                 |
| Fixed Income             | 28.0%                        | 1.00%                                    | 2.62%                                 |
| Inflation Assets         | 0.0%                         | 0.77%                                    | 1.81%                                 |
| Private Equity           | 8.0%                         | 6.30%                                    | 7.23%                                 |
| Real Assets              | 13.0%                        | 3.75%                                    | 4.93%                                 |
| Liquidity                | 1.0%                         | 0.00%                                    | (0.92%)                               |
| Total                    | <u>100%</u>                  |                                          |                                       |

<sup>1</sup> In the System's CAFR, fixed income is included in global debt securities; liquidity is included in short-term investments; inflation assets are included in both global equity securities and global debt securities

<sup>2</sup> An expected inflation of 2.00% used for this period

<sup>3</sup> An expected inflation of 2.92% used for this period

**Change of Assumptions**

There were no changes in assumptions.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 9: Retirement Plan (continued)**

***B. Net Pension Liability (continued)***

***Discount Rate***

The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

***Pension Plan Fiduciary Net Position***

Information about the pension plan's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fiduciary net position are presented in CalPERS' audited financial statements, which are publicly available reports that can be obtained at CalPERS' website, at [www.calpers.ca.gov](http://www.calpers.ca.gov). The plan's fiduciary net position and additions to/deductions from the plan's fiduciary net position have been determined on the same basis used by the pension plan, which is the economic resources measurement focus and the accrual basis of accounting. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. Investments are reported at fair value.

The plan fiduciary net position disclosed in the GASB 68 accounting valuation report may differ from the plan assets reported in the funding actuarial valuation report due to several reasons. First, for the accounting valuations, CalPERS must keep items such as deficiency reserves, fiduciary self-insurance and Other Post-Employment Benefits (OPEB) expense included as assets. These amounts are excluded for rate setting purposes in the funding actuarial valuation. In addition, differences may result from early Comprehensive Annual Financial Report closing and final reconciled reserves.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 9: Retirement Plan (continued)**

**C. Proportionate Share of Net Pension Liability**

The following table shows the Plan's proportionate share of the net pension liability over the measurement period.

|                            | Increase (Decrease)                    |                                       |                                                  |
|----------------------------|----------------------------------------|---------------------------------------|--------------------------------------------------|
|                            | Plan Total Pension<br>Liability<br>(a) | Plan Fiduciary<br>Net Position<br>(b) | Plan Net Pension<br>Liability<br>(c) = (a) - (b) |
| Balance at: 6/30/2018 (MD) | \$ 1,716,141                           | \$ 1,341,113                          | \$ 375,028                                       |
| Balance at: 6/30/2019 (MD) | \$ 1,787,628                           | \$ 1,370,009                          | \$ 417,619                                       |
| Net Changes during 2018-19 | \$ 71,487                              | \$ 28,896                             | \$ 42,591                                        |

Valuation Date (VD), Measurement Date (MD).

The City's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2019, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018, rolled forward to June 30, 2019, using standard update procedures. The City's proportion of the net pension liability was determined by CalPERS using the output from the Actuarial Valuation System and the fiduciary net position, as provided in the CalPERS Public Agency Cost-Sharing Allocation Methodology Report, which is a publicly available report that can be obtained at CalPERS' website, at [www.calpers.ca.gov](http://www.calpers.ca.gov). The City's proportionate share of the net pension liability for the Miscellaneous Plan as of the June 30, 2018, and 2019 measurement dates was as follows:

|                                     | Miscellaneous |
|-------------------------------------|---------------|
| Proportionate Share - June 30, 2018 | 0.00995%      |
| Proportionate Share - June 30, 2019 | 0.01043%      |
| Change - Increase (Decrease)        | 0.00048%      |

**Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the City's proportionate share of the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.15 percent, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.15 percent) or 1 percentage-point higher (8.15 percent) than the current rate:

|                                               | Discount Rate - 1%<br>(6.15%) | Current Discount<br>Rate (7.15%) | Discount Rate + 1%<br>(8.15%) |
|-----------------------------------------------|-------------------------------|----------------------------------|-------------------------------|
| Miscellaneous Plan's Net<br>Pension Liability | \$ 658,060                    | \$ 417,619                       | \$ 219,152                    |

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 9: Retirement Plan (continued)**

**C. Proportionate Share of Net Pension Liability (continued)**

**Subsequent Events**

There were no subsequent events that would materially affect the results presented in this disclosure.

**Amortization of Deferred Outflows and Deferred Inflows of Resources**

Under GASB 68, gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time.

The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense.

The amortization period differs depending on the source of the gain or loss:

|                                                                                  |                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Net difference between projected and actual earnings on pension plan investments | 5 year straight-line amortization                                                                                                                                                                                |
| All other amounts                                                                | Straight-line amortization over the average expected remaining service lives (EARSL) of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period |

The expected average remaining service lifetime (EARSL) is calculated by dividing the total future service years by the total number of plan participants (active, inactive, and retired) in the Public Agency Cost-Sharing Multiple-Employer Plan (PERF C).

The EARSL for PERF C for the measurement period ending June 30, 2019 is 3.8 years, which was obtained by dividing the total service years of 530,470 (the sum of remaining service lifetimes of the active employees) by 140,593 (the total number of participants: active, inactive, and retired). Note that inactive employees and retirees have remaining service lifetimes equal to 0. Also note that total future service is based on the members' probability of decrementing due to an event other than receiving a cash refund.

**City of Canyon Lake  
Notes to the Basic Financial Statements  
June 30, 2020**

**Note 9: Retirement Plan (continued)**

***D. Pension Expense and Deferred Outflows and Deferred Inflows of Resources Related to Pensions***

As of the start of the measurement period (July 1, 2018), the City's net pension liability was \$375,028. For the measurement period ending June 30, 2019 (the measurement date), the City incurred a pension expense/(income) of \$97,329 for the Plan.

As of June 30, 2020, the City has deferred outflows and deferred inflows of resources related to pensions as follows:

|                                                                                  | Deferred Outflows<br>of Resources | Deferred Inflows<br>of Resources |
|----------------------------------------------------------------------------------|-----------------------------------|----------------------------------|
| Differences Between Expected and Actual Experience                               | \$ 29,005                         | \$ (2,247)                       |
| Changes of Assumptions                                                           | 19,914                            | (7,059)                          |
| Net Difference Between Projected and Actual Earnings on Pension Plan Investments | -                                 | (7,302)                          |
| Change in Employer's Proportion                                                  | 20,433                            | -                                |
| Difference in Actual vs. Projected Contributions                                 | -                                 | (14,198)                         |
| Pension Contributions Subsequent to Measurement Date                             | 66,387                            | -                                |
| Total                                                                            | \$ 135,739                        | \$ (30,806)                      |

These amounts above are net of outflows and inflows recognized in the 2018-19 measurement period expense. Contributions subsequent to the measurement date of \$66,387 reported with deferred outflows of resources will be recognized as a reduction of the net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in future pension expense as follows:

| Measurement<br>Period Ended<br>June 30: | Deferred<br>Outflows/(Inflows)<br>of Resources |
|-----------------------------------------|------------------------------------------------|
| 2020                                    | \$ 32,307                                      |
| 2021                                    | (437)                                          |
| 2022                                    | 5,200                                          |
| 2023                                    | 1,476                                          |

***E. Payable to the Pension Plan***

At June 30, 2020, the City reported a payable of \$0 for the outstanding amount of contributions to the pension plan required for the year then ended.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 10: Other Postemployment Benefits (OPEB)**

The City has established a Retiree Healthcare Plan (HC Plan), and participates in a single-employer defined benefit retiree healthcare plan. The Plan provides post-employment medical insurance to eligible retirees through the California Public Employees Retirement System. State statutes within the Public Employees' Retirement Law establish menus of benefit provisions as well as other requirements and may be amended by CalPERS. The District selected an optional benefit provision specifically for health benefits in compliance with the Public Employees Medical and Hospital Care Act (PEMHCA). A separate financial report is not prepared for the HC Plan.

***Employees Covered***

As of the June 30, 2020 actuarial valuation, the following current and former employees were covered by the benefit terms under the HC Plan:

|                                                                  |           |
|------------------------------------------------------------------|-----------|
| Active employees                                                 | 10        |
| Inactive employees or beneficiaries currently receiving benefits | 1         |
| <b>Total</b>                                                     | <b>11</b> |

***Contributions***

The contribution requirements of the Plan are established by the City Council. On February 19, 2014, the City Council adopted Resolution No. 2014-7 to reduce the amount of employer's contribution to the minimum amount under PEMHCA, based upon a formula established by the Public Employees Retirement System, and Resolution No. 2014-8 to confirm the contribution will be for employees with a minimum of 20 years of services to the City. For the fiscal year ended June 30, 2020, the City's required minimum payments amounted to \$3,972 in payment for premiums.

***Total OPEB Liability***

The City's total OPEB liability was measured as of June 30, 2020 and the total OPEB liability used to calculate the total OPEB liability was determined by an actuarial valuation dated June 30, 2020, based on the following actuarial methods and assumptions:

| Actuarial Assumptions:                        | June 30, 2020                                                 |
|-----------------------------------------------|---------------------------------------------------------------|
| Discount Rate                                 | 2.20%                                                         |
| Inflation                                     | 2.75%                                                         |
| Healthcare Trend                              | 4.00%                                                         |
| Salary Increases                              | 2.75%                                                         |
| Mortality Rate                                | 2017 CalPERS Mortality for Miscellaneous and School Employees |
| Pre-Retirement Turnover Healthcare Trend Rate | 2017 CalPERS 2.0% at 62 Rates for Miscellaneous Employees     |

**City of Canyon Lake  
Notes to the Basic Financial Statements  
June 30, 2020**

**Note 10: Other Postemployment Benefits (OPEB) (continued)**

***Discount Rate***

The discount rate used to measure the total OPEB liability was 2.20% percent. The projection of cash flows used to determine the discount rate assumed that City contributions will be made at rates equal to the actuarially determined contribution rates.

***Changes in the Total OPEB Liability***

The changes in the total OPEB liability for the HC Plan are as follows:

|                                                       | <b>Total OPEB<br/>Liability</b> |
|-------------------------------------------------------|---------------------------------|
| <b>Balance at June 30, 2019</b>                       |                                 |
| (Rollback balance June 30, 2020)                      | \$ 164,664                      |
| <b>Changes recognized for the measurement period:</b> |                                 |
| Service Cost                                          | 24,506                          |
| Interest                                              | 6,109                           |
| Changes of assumptions                                | 162,794                         |
| Experience (gains)/losses                             | (54,994)                        |
| Contributions - employer                              | -                               |
| Benefit payments                                      | (4,733)                         |
| <b>Net Changes</b>                                    | <b>133,682</b>                  |
| <b>Balance at June 30, 2020</b>                       |                                 |
| (Measurement Date June 30, 2020)                      | <b>\$ 298,346</b>               |

***Sensitivity of the Total OPEB Liability to Changes in the Discount Rate***

The following presents the total OPEB liability of the City if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2020:

|                         | 1% Decrease<br>1.20% | Current<br>Discount Rate<br>2.20% | 1% Increase<br>3.20% |
|-------------------------|----------------------|-----------------------------------|----------------------|
| Total OPEB Liability \$ | 354,648              | \$ 298,346                        | \$ 253,457           |

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 10: Other Postemployment Benefits (OPEB) (continued)**

***Sensitivity of the Total OPEB Liability to Changes in the Health Care Cost Trend Rates***

The following presents the total OPEB liability of the City if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2020:

|                      | 1% Decrease | Current<br>Healthcare Cost Trend Rates | 1% Increase |
|----------------------|-------------|----------------------------------------|-------------|
| Total OPEB Liability | \$ 240,459  | \$ 298,346                             | \$ 375,274  |

For the fiscal year ended June 30, 2020, the City recognized OPEB expense of \$37,300. A breakdown of OPEB expense is as follows:

| <b>Description</b>                               | <b>Amount</b>    |
|--------------------------------------------------|------------------|
| Service cost                                     | \$ 24,506        |
| Interest cost                                    | 6,109            |
| Recognition on experience (gains)/loss deferrals | (3,125)          |
| Recognition of assumption change deferrals       | 9,810            |
| <b>Total OPEB expense</b>                        | <b>\$ 37,300</b> |

As of the fiscal year ended June 30, 2020 the City reported deferred outflows of resources related to OPEB from the following sources:

|                                                       | Deferred<br>Outflows<br>of Resources | Deferred<br>Inflows<br>of Resources |
|-------------------------------------------------------|--------------------------------------|-------------------------------------|
| Changes of assumptions                                | \$ 160,096                           | \$ -                                |
| Differences between expected<br>and actual experience | -                                    | (51,869)                            |
| <b>Total</b>                                          | <b>\$ 160,096</b>                    | <b>\$ (51,869)</b>                  |

The deferred item will be amortized and recognized in pension expense as follows:

| <b>Fiscal Year Ended<br/>June 30:</b> | <b>Deferred<br/>Outflows/(Inflows)<br/>of Resources</b> |
|---------------------------------------|---------------------------------------------------------|
| 2021                                  | \$ 6,685                                                |
| 2022                                  | 6,685                                                   |
| 2023                                  | 6,685                                                   |
| 2024                                  | 6,685                                                   |
| 2025                                  | 6,685                                                   |
| Thereafter:                           | 74,802                                                  |

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 11: Risk Management**

The City is a member of the Public Entity Risk Management Authority (PERMA), a joint powers authority formed under Section 990 of the California Government Code for the purpose of jointly funding programs of insurance coverage for its members. PERMA is comprised of thirty-one participating member agencies: twenty-one cities, four transit agencies and six special districts. The City participates in the liability, employment practices liability, property, auto physical damage, crime and cyber liability insurance programs of PERMA. The City joined PERMA on July 1, 2011.

The liability program provides coverage up to \$50 million per occurrence for personal injury, bodily injury, property damage and public officials' errors and omissions. The City has selected a \$0 self-insured retention for this coverage and participates in risk sharing pools for losses up to \$1 million, followed by PERMA's membership in the Public Risk Innovation, Solutions, and Management (PRISM) for \$49 million of excess liability coverage.

The employment practices liability program provides up to \$50 million coverage for employment related lawsuits, such as wrongful termination and discrimination. The City self-insures up to \$25,000 per occurrence and participates in the Employment Risk Management Authority (ERMA) for losses up to \$1 million. Coverage above \$1 million and up to \$50 million is available through PERMA's membership in PRISM for liability coverage.

The property insurance program is group purchased under a master property insurance policy with accumulated values from all participants effecting lower rates and broader coverage for members. The program covers real property, business personal property, inland marine coverage for special mobile equipment and business interruption. Commercial property coverage is written on a replacement cost basis and all risk, eliminating the traditional commercial "named peril" policy.

The auto physical damage insurance program is also group purchased under a master insurance policy with accumulated values from all participants effecting lower rates for members. Auto physical damage coverage is written on an agreed amount basis.

The crime insurance program provides public employee dishonesty, forgery or alteration, and computer fraud coverage under a master insurance policy.

The cyber liability program provides coverage for information security & privacy liability, privacy notification costs, regulatory defense & penalties, website media content liability, cyber extortion, first party data protection & business interruption losses.

The City is insured with the State Compensation Insurance Fund for workers' compensation claims. There is no deductible requirement for this coverage.

The amount of the settlements has not exceeded the above coverage for the past three fiscal years.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 12: Commitments and Contingencies**

The City has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursement to the grantor agency for expenditures disallowed under terms of the grant. City management believes such disallowances, if any, would not have a material effect on the City's financial position.

**Note 13: Fund Equity**

The City has established certain fund balance designations to report the amounts in the following funds, which represent available spendable resources which are restricted, committed or assigned for a specific purpose:

|                        | General<br>Fund     | Major Fund<br>Gas Tax<br>Fund | Non-Major<br>Governmental<br>Funds | Total               |
|------------------------|---------------------|-------------------------------|------------------------------------|---------------------|
| Fund Balances:         |                     |                               |                                    |                     |
| Nonspendable:          |                     |                               |                                    |                     |
| Prepaid items          | \$ 7,046            | \$ -                          | \$ -                               | \$ 7,046            |
| Restricted for:        |                     |                               |                                    |                     |
| Public works           | -                   | 921,590                       | 698,896                            | 1,620,486           |
| Public safety          | -                   | -                             | 115,230                            | 115,230             |
| Equipment              | -                   | -                             | 15,818                             | 15,818              |
| Assigned to:           |                     |                               |                                    |                     |
| Self-insured retention | 15,000              | -                             | -                                  | 15,000              |
| Litigation             | 25,000              | -                             | -                                  | 25,000              |
| Equipment replacement  | 35,000              | -                             | -                                  | 35,000              |
| Capital projects       | -                   | -                             | 338,617                            | 338,617             |
| Unassigned:            | 3,979,378           | -                             | -                                  | 3,979,378           |
|                        | <u>\$ 4,061,424</u> | <u>\$ 921,590</u>             | <u>\$ 1,168,561</u>                | <u>\$ 6,151,575</u> |

**Note 14: Jointly Governed Organization**

The City, in conjunction with 4 other governmental entities, created the Southwest Communities Financing Authority (Authority) on November 30, 2004. The Authority was formed to issue bonds for the construction of an animal shelter to be used by the member agencies. The Authority's board is comprised of one member from each participating entity. The City has the following fiscal obligations: debt repayment of bonds issued, administrative costs and operation of the animal shelter. The debt service payments and the animal shelter operating costs will be prorated to each member based on the percentage of the animals housed at the facility, on an annual basis. The administrative costs will be borne equally by all members. The City incurred costs of \$110,291 for the fiscal year ended June 30, 2020, which included \$37,534 in interest on the bonds issued. To obtain the financial statements for the Authority please contact the Authority at 33751 Mission Trail, Wildomar, CA 92595.

**City of Canyon Lake**  
**Notes to the Basic Financial Statements**  
**June 30, 2020**

**Note 15: COVID-19 Considerations**

On March 11, 2020, the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of businesses and shelter in place orders for all but those deemed essential services. While the business disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings and shelter in place orders. As a result, the outbreak has caused uncertainty in the financial markets. Although the City's services are considered essential, the City's office was closed to the public. Some of the City's major revenue sources have been directly impacted by these events, however it is uncertain whether this matter will negatively impact the City. Therefore, the ultimate financial impact and duration cannot be estimated at this time.

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**REQUIRED SUPPLEMENTARY INFORMATION**

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**City of Canyon Lake**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended June 30, 2020**

|                                                              | Budgeted Amounts    |                     | Actual<br>Amounts   | Variance with<br>Final Budget |
|--------------------------------------------------------------|---------------------|---------------------|---------------------|-------------------------------|
|                                                              | Original            | Final               |                     | Positive<br>(Negative)        |
| <b>REVENUES</b>                                              |                     |                     |                     |                               |
| Taxes                                                        | \$ 4,680,400        | \$ 4,700,400        | \$ 4,738,327        | \$ 37,927                     |
| Licenses and permits                                         | 383,300             | 423,300             | 526,325             | 103,025                       |
| Fines and forfeitures                                        | 15,000              | 15,000              | 24,514              | 9,514                         |
| Intergovernmental                                            | 14,000              | 14,000              | 18,559              | 4,559                         |
| Use of money and property                                    | 72,025              | 72,025              | 102,173             | 30,148                        |
| Other                                                        | 22,000              | 22,000              | 70,277              | 48,277                        |
| <b>Total revenues</b>                                        | <u>5,186,725</u>    | <u>5,246,725</u>    | <u>5,480,175</u>    | <u>233,450</u>                |
| <b>EXPENDITURES</b>                                          |                     |                     |                     |                               |
| Current:                                                     |                     |                     |                     |                               |
| General government                                           | 954,349             | 1,107,403           | 1,121,766           | (14,363)                      |
| Public safety                                                | 4,446,161           | 4,464,578           | 4,251,332           | 213,246                       |
| Public works                                                 | 117,000             | 117,000             | 75,850              | 41,150                        |
| Community development                                        | 311,260             | 367,560             | 422,764             | (55,204)                      |
| Capital outlay                                               | 41,289              | 41,289              | 41,289              | -                             |
| <b>Total expenditures</b>                                    | <u>5,870,059</u>    | <u>6,097,830</u>    | <u>5,913,001</u>    | <u>184,829</u>                |
| Excess (deficiency) of revenues<br>over (under) expenditures | <u>(683,334)</u>    | <u>(851,105)</u>    | <u>(432,826)</u>    | <u>418,279</u>                |
| <b>OTHER FINANCING SOURCES</b>                               |                     |                     |                     |                               |
| Sale of capital assets                                       | 15,000              | 15,000              | 15,000              | -                             |
| <b>Total other financing sources</b>                         | <u>15,000</u>       | <u>15,000</u>       | <u>15,000</u>       | <u>-</u>                      |
| Net change in fund balance                                   | (668,334)           | (836,105)           | (417,826)           | 418,279                       |
| Fund balance, beginning of year                              | 4,479,250           | 4,479,250           | 4,479,250           | -                             |
| Fund balance, end of year                                    | <u>\$ 3,810,916</u> | <u>\$ 3,643,145</u> | <u>\$ 4,061,424</u> | <u>\$ 418,279</u>             |

**City of Canyon Lake  
Required Supplementary Information  
Budgetary Comparison Schedule  
Gas Tax Special Revenue Fund  
For the Year Ended June 30, 2020**

|                                 | Budgeted Amounts    |                   | Actual<br>Amounts | Variance with<br>Final Budget<br>Positive<br>(Negative) |
|---------------------------------|---------------------|-------------------|-------------------|---------------------------------------------------------|
|                                 | Original            | Final             |                   |                                                         |
| <b>REVENUES</b>                 |                     |                   |                   |                                                         |
| Intergovernmental               | \$ 476,200          | \$ 476,200        | \$ 458,526        | \$ (17,674)                                             |
| Use of money and property       | 1,000               | 1,000             | 9,378             | 8,378                                                   |
| Total revenues                  | <u>477,200</u>      | <u>477,200</u>    | <u>467,904</u>    | <u>(9,296)</u>                                          |
| <b>EXPENDITURES</b>             |                     |                   |                   |                                                         |
| Current:                        |                     |                   |                   |                                                         |
| Public works                    | 152,800             | 152,800           | 160,306           | (7,506)                                                 |
| Capital Outlay                  | -                   | 161,444           | 161,941           | (497)                                                   |
| Total expenditures              | <u>152,800</u>      | <u>314,244</u>    | <u>322,247</u>    | <u>(8,003)</u>                                          |
| Net change in fund balance      | 324,400             | 162,956           | 145,657           | (17,299)                                                |
| Fund balance, beginning of year | <u>775,933</u>      | <u>775,933</u>    | <u>775,933</u>    | <u>-</u>                                                |
| Fund balance, end of year       | <u>\$ 1,100,333</u> | <u>\$ 938,889</u> | <u>\$ 921,590</u> | <u>\$ (17,299)</u>                                      |

**City of Canyon Lake**  
**Required Supplementary Information**  
**Schedule of the Local Government's Proportionate Share of the**  
**Plan's Net Pension Liability and Related Ratios as of the Measurement Date**  
**Last 10 Years\***  
**For the Year Ended June 30, 2020**

| Measurement Date | Employer's Proportion of the Collective Net Pension Liability <sup>1</sup> | Employer's Proportionate Share of the Collective Net Pension Liability | Employer's Covered Payroll | Employer's Proportionate Share of the Collective Net Pension Liability as a percentage of the Employer's Covered Payroll | Pension Plan's Fiduciary Net Position as a percentage of the Total Pension Liability |
|------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 6/30/2014        | 0.00375%                                                                   | \$ 233,356                                                             | \$ 97,906                  | 238.35%                                                                                                                  | 82.11%                                                                               |
| 6/30/2015        | 0.00332%                                                                   | 228,126                                                                | 241,941                    | 94.29%                                                                                                                   | 82.84%                                                                               |
| 6/30/2016        | 0.00369%                                                                   | 319,581                                                                | 257,514                    | 124.10%                                                                                                                  | 77.98%                                                                               |
| 6/30/2017        | 0.00384%                                                                   | 380,550                                                                | 408,132                    | 93.24%                                                                                                                   | 77.26%                                                                               |
| 6/30/2018        | 0.00389%                                                                   | 375,028                                                                | 367,763                    | 101.98%                                                                                                                  | 78.15%                                                                               |
| 6/30/2019        | 0.00408%                                                                   | 417,619                                                                | 399,181                    | 104.62%                                                                                                                  | 76.64%                                                                               |

<sup>1</sup> Proportion of the net pension liability represents the plan's proportion of PERF C, which includes both the Miscellaneous and Safety Risk Pools excluding the 1959 Survivors Risk Pool.

\* Measurement date 6/30/2014 (fiscal year 2015) was the first year of implementation. Additional years will be presented as information becomes available.

**City of Canyon Lake  
Required Supplementary Information  
Schedule of Plan Contributions  
Last 10 Years\*  
For the Year Ended June 30, 2020**

| Fiscal Year | Actuarially<br>Determined<br>Contribution | Contributions in<br>Relation to the<br>Actuarially<br>Determined<br>Contribution | Contribution<br>Deficiency (Excess) | Employer's Covered<br>Payroll | Contributions as a<br>Percentage of<br>Covered Payroll |
|-------------|-------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------|-------------------------------|--------------------------------------------------------|
| 2014-15     | \$ 21,700                                 | \$ (21,700)                                                                      | \$ -                                | \$ 241,941                    | 8.97%                                                  |
| 2015-16     | 28,593                                    | (28,593)                                                                         | -                                   | 257,514                       | 11.10%                                                 |
| 2016-17     | 36,602                                    | (36,602)                                                                         | -                                   | 408,132                       | 8.97%                                                  |
| 2017-18     | 38,386                                    | (38,386)                                                                         | -                                   | 367,763                       | 10.44%                                                 |
| 2018-19     | 49,184                                    | (49,184)                                                                         | -                                   | 399,181                       | 12.32%                                                 |
| 2019-20     | 66,387                                    | (66,387)                                                                         | -                                   | 514,343                       | 12.91%                                                 |

\* Measurement date 6/30/2014 (fiscal year 2015) was the first year of implementation. Additional years will be presented as information becomes available.

**Notes to Schedule:**

Change in Benefit Terms: None

Changes in Assumptions: There were no changes in assumptions in 2019. In 2018, demographic assumptions and inflation rate were changed in accordance to the CalPERS Experience Study and Review of Actuarial Assumptions December 2017. There were no changes in the discount rate. In 2017, the accounting discount rate was reduced from 7.65 percent to 7.15 percent. In 2016, there were no changes. In 2015, amounts reported reflect an adjustment of the discount rate from 7.5 percent (net of administrative expense) to 7.65 percent (without a reduction for pension plan administrative expense). In 2014, amounts reported were based on the 7.5 percent discount rate.

**City of Canyon Lake  
Required Supplementary Information  
Schedule of Changes in the Total OPEB Liability and Related Ratios  
as of the Measurement Date  
Last 10 Years\*  
For the Year Ended June 30, 2020**

| Measurement Period                                                      | 2018                     | 2019                     | 2020                     |
|-------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>Total OPEB Liability</b>                                             |                          |                          |                          |
| Service Cost                                                            | \$ 21,629                | \$ 22,224                | \$ 24,506                |
| Interest on the Total OPEB Liability                                    | 4,592                    | 5,011                    | 6,109                    |
| Actual and expected experience difference                               | -                        | -                        | -                        |
| Changes in assumptions                                                  | -                        | 7,672                    | 162,794                  |
| Experience (gains)/losses                                               | -                        | -                        | (54,994)                 |
| Changes in benefit terms                                                | -                        | -                        | -                        |
| Benefit payments                                                        | (4,412)                  | (4,588)                  | (4,733)                  |
| <b>Net change in Total OPEB Liability</b>                               | <u>21,809</u>            | <u>30,319</u>            | <u>133,682</u>           |
| <b>Total OPEB Liability - beginning</b>                                 | <u>112,536</u>           | <u>134,345</u>           | <u>164,664</u>           |
| <b>Total OPEB Liability - ending (a)</b>                                | <u><u>\$ 134,345</u></u> | <u><u>\$ 164,664</u></u> | <u><u>\$ 298,346</u></u> |
| <br>                                                                    |                          |                          |                          |
| <b>Total OPEB Liability - ending (a)</b>                                | \$ 134,345               | \$ 164,664               | \$ 298,346               |
| <br>                                                                    |                          |                          |                          |
| Plan fiduciary net position as a percentage of the total OPEB liability | 0.00%                    | 0.00%                    | 0.00%                    |
| <br>                                                                    |                          |                          |                          |
| Covered employee payroll                                                | \$ 300,891               | \$ 371,707               | \$ 483,844               |
| <br>                                                                    |                          |                          |                          |
| Total OPEB liability as a percentage of covered employee payroll        | 44.65%                   | 44.30%                   | 61.66%                   |

Notes to schedule:

Contributions are not based on a measure of pay for the OPEB plan, therefore covered employee payroll is used.

*The following assumptions were changed from the prior valuation:*

Mortality tables were updated to the 2017 CalPERS Mortality for Miscellaneous and Schools Employees; retirement tables were updated to the 2017 CalPERS 2.0%@62 Rates for Miscellaneous Employees; discount rate decreased to 2.20% from 3.50% by using the BondBuyer 20 Index at June 30, 2020.

\* Fiscal Year 2017-18 was the first year of implementation, additional years information will be added as it becomes available.

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## NONMAJOR GOVERNMENTAL FUNDS

### **Special Revenue Funds**

Measure A – This fund is used to account for the construction, reconstruction, alteration, and maintenance of the streets of the City.

AQMD – This fund is used to account for the receipt of AB 2766 funds to implement programs that reduce air pollution from motor vehicles. Local Governments receive forty percent of the motor vehicle registration fee surcharge of \$4 per vehicle collected by the Department of Motor Vehicles.

Law Enforcement Grants – This fund is used to account for the *Supplemental Law Enforcement Grant* funds used for front line law enforcement services, and for the *California Law Enforcement Equipment Program* for the purchase of equipment to assist law enforcement to prevent and reduce crime.

Miscellaneous Grants – This fund is used to account for specific revenue resources that are restricted or committed to expenditure for specific purposes other than capital projects.

### **Capital Projects Fund**

Capital Projects – This fund accounts for City-wide capital improvement projects.

**City of Canyon Lake  
Combining Balance Sheet  
Nonmajor Governmental Funds  
June 30, 2020**

|                                      | Special Revenue Funds |                   |                              |                         |
|--------------------------------------|-----------------------|-------------------|------------------------------|-------------------------|
|                                      | Measure A             | AQMD              | Law<br>Enforcement<br>Grants | Miscellaneous<br>Grants |
| <b>ASSETS</b>                        |                       |                   |                              |                         |
| Cash and investments                 | \$ 548,405            | \$ 107,701        | \$ 90,230                    | \$ 16,057               |
| Receivables:                         |                       |                   |                              |                         |
| Intergovernmental                    | 39,258                | 3,532             | 25,000                       | -                       |
| Total assets                         | <u>\$ 587,663</u>     | <u>\$ 111,233</u> | <u>\$ 115,230</u>            | <u>\$ 16,057</u>        |
| <b>LIABILITIES AND FUND BALANCES</b> |                       |                   |                              |                         |
| Liabilities:                         |                       |                   |                              |                         |
| Accounts payable                     | \$ -                  | \$ -              | \$ -                         | \$ 239                  |
| Total liabilities                    | <u>-</u>              | <u>-</u>          | <u>-</u>                     | <u>239</u>              |
| Fund Balances:                       |                       |                   |                              |                         |
| Restricted for:                      |                       |                   |                              |                         |
| Public works                         | 587,663               | 111,233           | -                            | -                       |
| Public safety                        | -                     | -                 | 115,230                      | -                       |
| Equipment                            | -                     | -                 | -                            | 15,818                  |
| Assigned to:                         |                       |                   |                              |                         |
| Capital projects                     | <u>-</u>              | <u>-</u>          | <u>-</u>                     | <u>-</u>                |
| Total fund balances                  | <u>587,663</u>        | <u>111,233</u>    | <u>115,230</u>               | <u>15,818</u>           |
| Total liabilities and fund balances  | <u>\$ 587,663</u>     | <u>\$ 111,233</u> | <u>\$ 115,230</u>            | <u>\$ 16,057</u>        |

| <u>Capital Projects<br/>Fund</u> | <u>Total<br/>Non-major<br/>Governmental<br/>Funds</u> |
|----------------------------------|-------------------------------------------------------|
| Capital<br>Projects              |                                                       |
| \$ 338,617                       | \$ 1,101,010                                          |
| -                                | 67,790                                                |
| <u>\$ 338,617</u>                | <u>\$ 1,168,800</u>                                   |

|             |               |
|-------------|---------------|
| <u>\$ -</u> | <u>\$ 239</u> |
| -           | 239           |

|                   |                     |
|-------------------|---------------------|
| -                 | 698,896             |
| -                 | 115,230             |
| -                 | 15,818              |
| <u>338,617</u>    | <u>338,617</u>      |
| <u>338,617</u>    | <u>1,168,561</u>    |
| <u>\$ 338,617</u> | <u>\$ 1,168,800</u> |

**City of Canyon Lake**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Nonmajor Governmental Funds**  
**For the Year Ended June 30, 2020**

|                                  | Special Revenue Funds |                   |                              |                         |
|----------------------------------|-----------------------|-------------------|------------------------------|-------------------------|
|                                  | Measure A             | AQMD              | Law<br>Enforcement<br>Grants | Miscellaneous<br>Grants |
| <b>REVENUES</b>                  |                       |                   |                              |                         |
| Intergovernmental                | \$ 203,882            | \$ 14,158         | \$ 155,948                   | \$ -                    |
| Use of money and property        | 5,115                 | 1,096             | -                            | -                       |
| Total revenues                   | <u>208,997</u>        | <u>15,254</u>     | <u>155,948</u>               | <u>-</u>                |
| <b>EXPENDITURES</b>              |                       |                   |                              |                         |
| Current:                         |                       |                   |                              |                         |
| General government               | -                     | -                 | -                            | 3,696                   |
| Public safety                    | -                     | -                 | 140,000                      | -                       |
| Capital Outlay                   | -                     | -                 | -                            | 2,159                   |
| Debt service:                    |                       |                   |                              |                         |
| Principal                        | 46,446                | -                 | -                            | -                       |
| Interest and fiscal charges      | 27                    | -                 | -                            | -                       |
| Total expenditures               | <u>46,473</u>         | <u>-</u>          | <u>140,000</u>               | <u>5,855</u>            |
| Net change in fund balances      | 162,524               | 15,254            | 15,948                       | (5,855)                 |
| Fund balances, beginning of year | <u>425,139</u>        | <u>95,979</u>     | <u>99,282</u>                | <u>21,673</u>           |
| Fund balances, end of year       | <u>\$ 587,663</u>     | <u>\$ 111,233</u> | <u>\$ 115,230</u>            | <u>\$ 15,818</u>        |

| <u>Capital Projects<br/>Fund</u> | <u>Total<br/>Non-major<br/>Governmental<br/>Funds</u> |
|----------------------------------|-------------------------------------------------------|
| \$ -                             | \$ 373,988                                            |
| -                                | 6,211                                                 |
| -                                | 380,199                                               |
|                                  |                                                       |
| 2,521                            | 6,217                                                 |
| -                                | 140,000                                               |
| 2,508                            | 4,667                                                 |
| -                                | 46,446                                                |
| -                                | 27                                                    |
| <u>5,029</u>                     | <u>197,357</u>                                        |
| (5,029)                          | 182,842                                               |
| <u>343,646</u>                   | <u>985,719</u>                                        |
| <u>\$ 338,617</u>                | <u>\$ 1,168,561</u>                                   |

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## **AGENCY FUND**

Agency Fund - To account for collections from citizens for solid waste services by the City on behalf of CR&R and payments made by the City to CR&R. To account for TUMF and MSHCP fees received from developers and builders and paid to WRCOG. To account for developer deposits received for various planning projects.

**City of Canyon Lake**  
**Statement of Changes in Fiduciary Assets and Liabilities**  
**For the Year Ended June 30, 2020**

| <b>Agency Fund</b>         | Balance<br>June 30, 2019 | Additions           | Deletions           | Balance<br>June 30, 2020 |
|----------------------------|--------------------------|---------------------|---------------------|--------------------------|
| <b>ASSETS</b>              |                          |                     |                     |                          |
| Cash and investments       | \$ 60,307                | \$ 1,417,955        | \$ 1,478,262        | \$ -                     |
| Accounts receivable        | -                        | 18,549              | -                   | 18,549                   |
| Due from other governments | 46,845                   | 31,142              | 46,845              | 31,142                   |
| <b>Total assets</b>        | <b>\$ 107,152</b>        | <b>\$ 1,467,646</b> | <b>\$ 1,525,107</b> | <b>\$ 49,691</b>         |
| <b>LIABILITIES</b>         |                          |                     |                     |                          |
| Due to General Fund        | \$ -                     | \$ 18,549           | \$ -                | \$ 18,549                |
| Deposits                   | 107,152                  | 1,467,646           | 1,543,656           | 31,142                   |
| <b>Total liabilities</b>   | <b>\$ 107,152</b>        | <b>\$ 1,486,195</b> | <b>\$ 1,543,656</b> | <b>\$ 49,691</b>         |

## **ATTACHMENT 2**





December 28, 2020

To the Honorable Mayor and Members of the City Council  
City of Canyon Lake, California

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Canyon Lake, California (the City) for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 6, 2020. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2019-2020. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimates of its net pension liability and net other post-employment benefits liability based on actuarial valuation specialist assumptions. We evaluated the key factors and assumptions used to develop the net pension liability and net other post-employment benefits liability in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

#### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.





To the Honorable Mayor and Members of the City Council  
City of Canyon Lake, California

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No misstatements were found.

### ***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated December 28, 2020.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Other Matters**

We applied certain limited procedures to management discussion and analysis, budgetary comparison schedule for the General Fund and Gas Tax special revenue fund, the schedule of proportionate share of the net pension liability, the schedule of plan contributions, and the schedule of changes in total other post-employment benefits (OPEB) liability and related ratios, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared



To the Honorable Mayor and Members of the City Council  
City of Canyon Lake, California

and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

#### New Accounting Standards

The following new Governmental Accounting Standards Board (GASB) pronouncements were effective for fiscal year 2019-2020 audit:

GASB Statement No. 95, *Postponement of Effective Dates of Certain Authoritative Guidance* – The following pronouncements have been postponed as a temporary relief to governments and other stakeholders in light of the COVID-19 pandemic and the new effective date is reflected in the following fiscal years.

GASB Statement No. 88, *Certain Disclosure Related to Debt, including Direct Borrowing and Direct Placements*.

The following Governmental Accounting Standards Board (GASB) pronouncements are effective in the following fiscal year audit and should be reviewed for proper implementation by management:

Fiscal year 2021

GASB Statement No. 84, *Fiduciary Activities*.

GASB Statement No. 90, *Majority Equity Interests - an Amendment of GASB Statement Nos. 14 and 61*.

Fiscal year 2022

GASB Statement No. 87, *Leases*.

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*.

Fiscal year 2023

GASB Statement No. 91, *Conduit Debt Obligations*.

#### Restriction on Use

This information is intended solely for the use of City Council and management of the City of Canyon Lake, California and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Lance, Soll &amp; Luyhard, LLP". The signature is written in a cursive, flowing style.

Brea, California



## **ATTACHMENT 3**





INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council  
City of Canyon Lake, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Canyon Lake, California (the City), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 28, 2020.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.





To the Honorable Mayor and Members of the City Council  
City of Canyon Lake, California

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Lance, Soll & Luyhard, LLP*

Brea, California  
December 28, 2020

# ATTACHMENT 4





INDEPENDENT ACCOUNTANTS' REPORT ON AGREED-UPON  
PROCEDURES APPLIED TO APPROPRIATIONS LIMIT WORKSHEETS

To the Honorable Mayor and Members of the City Council  
City of Canyon Lake, California

We have performed the procedures enumerated below to the accompanying Appropriations Worksheet No. 4 (or other alternative computation) of the City of Canyon Lake, California (the City), for the year ended June 30, 2020. These procedures, which were agreed to by the City and the League of California Cities (as presented in the publication entitled Agreed-Upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIII-B of the California Constitution), were performed solely to assist the City in meeting the requirements of Section 1.5 of Article XIII-B of the California Constitution. The City's management is responsible for the Appropriations Limit Worksheet No. 4 (or other alternative computation).

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested, or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed Worksheets No. 1 through No. 7 (or other alternative computations) and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned worksheets to those that were selected by a recorded vote of the City Council.

**Finding:** No exceptions were noted as a result of our procedures.

2. For the accompanying Appropriations Limit Worksheet Exhibit A, we multiplied the top line, last year's limit, item (c), ratio of change, and agreed the resulting amount to this year's limit.

**Finding:** No exceptions were noted as a result of our procedures.

3. We compared the current year information presented in the accompanying Appropriations Limit Worksheet No. 4 to the other worksheets described in No. 1 above.

**Finding:** No exceptions were noted as a result of our procedures.

4. We compared the prior year appropriations limit presented in the accompanying Appropriations Limit Worksheet No. 4 to the prior year appropriations limit adopted by the City Council for the prior year.

**Finding:** No exceptions were noted as a result of our procedures.





To the Honorable Mayor and Members of the City Council  
City of Canyon Lake, California

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit Worksheet No. 4 (or other alternative computation). Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by the League publication entitled Article XIII B Appropriations Limitation Uniform Guidelines.

This report is intended solely for the information and use of the City Council and Management of the City of Canyon Lake, California, and is not intended to be, and should not be, used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

*Lane, Soll & Lughard, LLP*

Brea, California  
December 22, 2020

CITY OF CANYON LAKE, CALIFORNIA  
FISCAL YEAR 2019 – 2020  
APPROPRIATIONS LIMIT CALCULATION

|                                                                       |                     |
|-----------------------------------------------------------------------|---------------------|
| A. 2018-2019 APPROPRIATIONS LIMIT:                                    | \$ 5,893,480        |
| B. 2019-2020 CHANGE IN PER CAPITA PERSONAL INCOME:                    | 1.0385              |
| C. 2019-2020 CHANGE IN POPULATION:                                    | 1.0064              |
| D. RATIO OF CHANGE (1.0385 x 1.0064):                                 | <u>x 1.0451</u>     |
| E. 2019-2020 APPROPRIATIONS LIMIT:<br>( $\$5,893,480 \times 1.0451$ ) | <u>\$ 6,159,276</u> |





## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**BY:** Mike Borja, Administrative Services Manager

**DATE:** January 13, 2021

**SUBJECT:** Adoption of Resolution No. 2021-02, Authorizing the City Manager to Execute a Purchase and Sale Agreement for Property Located at 31520 Railroad Canyon Road (APN: 355-330-009)

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### Recommendation

That the City Council adopt Resolution No. 2021-02, authorizing the City Manager to execute a Purchase and Sale agreement, along with any documents necessary to effectuate the purchase of property located at 31520 Railroad Canyon Road in the City of Canyon Lake (APN: 355-330-009), for a sum not to exceed \$400,000, plus closing costs (estimated not to exceed \$2,000 after credits are applied).

### Background

The property in question is located in the Canyon Lake Towne Center at 31520 Railroad Canyon Road. It is a middle unit, consisting of 2,613 square feet of land area (3,300 square feet of building size) adjacent to the right side of City Hall's main offices.

In keeping with the City's Council's established goals, it is anticipated that the purchase of this property would bring several benefits for the City.

- The City currently owns the space used by the library, which the County rents from the City. To provide extra needed space for the library, the City rents a portion of the property in question, commonly referred to as the "library annex." As the County has notified the City that the library will be relocating in the Spring/Summer of 2021, the City is contemplating moving the Council Chambers upstairs into the space currently occupied by the library. It would be helpful for the City to control the library annex area so that it could be incorporated into the new Council Chambers.
- In addition to the library annex, the property consists of three other suites. Currently, two of those suites are rented out to paying tenants and one is vacant. In the short-term, these suites would provide revenue for the City. Long-term, these suites could provide options for future expansion of City operations.

- As redevelopment of the Towne Center is a likely component of the City's long-term vision/strategic plan, and as assembling parcels is a necessary component of achieving redevelopment, City control of numerous parcels in the Towne Center will ultimately aid in redevelopment efforts.
- Given current low interest rates, investing a portion of the City's reserves in real estate will likely produce higher returns than banks and investment funds can offer. In addition, the negotiated purchase price should be below current market value, creating immediate equity for the City.

Due to time constraints and the City Council's meeting schedule, and based on direction given by the Council to the City Manager, staff has moved to open escrow and has completed the required due diligence on the property. Due diligence included a structural inspection, termite inspection, an evaluation of the current tenant leases, and a review of the property's current profit & loss statement. The property inspection revealed a number of minor needed repairs, all of which the seller has remedied. The property now appears to be in good condition and no significant repairs are anticipated in the near future.

Should the City Council adopt Resolution 2021-02, the City Manager will complete the acquisition process. Close of escrow would be anticipated on or about January 25, 2021.

### **Fiscal Impact**

Staff has reviewed the investments held at Citizens Trust and found that the next maturity date is in April, 2021. Therefore, staff recommends that the City not use any of these funds for this purchase. Rather, staff recommends that the City utilize a portion of its existing line of credit with Citizens Business Bank to fund the purchase, with the understanding that the line of credit will be repaid once January revenue disbursements from the County for property taxes, the Fire Structure Fee and the EMS Subscription Program are received.

### **Attachments**

1. Resolution No. 2021-02

# ATTACHMENT 1



**RESOLUTION NO. 2021-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE AND SALE AGREEMENT FOR THE ACQUISITION OF REAL PROPERTY LOCATED AT 31520 RAILROAD CANYON ROAD (ASSESSOR PARCEL NUMBER 355-330-009)**

**WHEREAS**, 31520 Railroad Canyon Road, identified as Assessor Parcel Numbers 355-330-009 (the “Property”) is located in the City of Canyon Lake’s Towne Center; and

**WHEREAS**, the proposed purchase of the Property is for use as a public facility, investment purposes, and ultimately commercial development intended to seed the revitalization of the Canyon Lake Towne Center; and

**WHEREAS**, staff has negotiated a purchase price of \$400,000, which has been agreed to by John Regus, trustee, by execution of the Purchase and Sale Agreement, subject to City Council approval; and

**WHEREAS**, the City Council finds that the public interest would be served by purchasing the property at the negotiated price of \$400,000, and that additional cost and expense of a full appraisal is not necessary as the City does not intend to pursue acquisition under Title 7 of Part 3 of the Code of Civil Procedure; and

**WHEREAS**, funding for a portion of the purchase of the Property is from the General Fund with the remainder of the purchase price to be financed by a loan to be negotiated by the City Manager on commercially reasonable terms; and

**WHEREAS**, the City Manager recommends entering into a Purchase and Sale Agreement with Jack Regus, trustee, for the purchase of the Property; and

**WHEREAS**, the proposed acquisition is exempt from review under the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2), (3) and 15378(a) of the CEQA Guidelines because the proposed acquisition does not constitute the approval of a project under CEQA and, therefore, environmental review under CEQA is not required at this time.

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

**Section 1.** Each of the above recitals is true and correct and is adopted by the City Council of the City of Canyon Lake.

**Section 2.** The City Council authorizes General Fund expenditures in an amount not to exceed \$400,000, plus closing costs not to exceed \$2,000 after applied credits, towards the purchase of the Property.

**Section 3.** The City Council authorizes the City Manager to negotiate and obtain a loan or loans on commercially reasonable terms to finance the purchase of the Property.

**Section 4.** The City Council authorizes the City Manager, or their designee, to do any and all things and to execute and deliver any and all documents and certificates which they may deem necessary or advisable in order to consummate the transactions authorized hereby, including but not limited to the execution of the any agreements, deeds, notes, the filing of any documents and otherwise effectuate the purpose of this Resolution.

**PASSED, APPROVED, AND ADOPTED** on this 13<sup>th</sup> day of January, 2021.

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Kasey Castillo, Mayor

ATTEST:

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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:** January 13, 2021

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

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### Recommendation

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

### Background

Under the current service agreement with PV Maintenance, the City has been utilizing their services for all its street and facility maintenance needs. In addition, they assisted with various city projects such as the power wash of the Veteran's bricks at the Veterans Park, installation of hand sanitizing stations throughout City Hall, as well as the install of the City's new drop box in front of City Hall.

On December 31, 2020, the current service agreement with PV Maintenance expired. Given the history the City has with PV Maintenance, and the exceptional workmanship they have demonstrated, staff recommends extending the current agreement for two (2) additional years to continue working under an on-call bases as needed. In addition, PV Maintenance will continue to provide the cleaning services for the catch basins per the City's MS4 Permit requirements issued through the Riverside County Flood Control & Water Conservation District.

### Fiscal Impact

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

### Attachments

1. PV Maintenance Public Works Agreement
2. Payment Schedule



# ATTACHMENT 1





## CITY OF CANYON LAKE PUBLIC WORKS AGREEMENT

This Agreement is made and effective this 13<sup>th</sup> day of January 2021 (the “Effective Date”), by and between the City of Canyon Lake, a California general law city (“CITY”), located at 31516 Railroad Canyon Road, Canyon Lake, CA 92587 and PV Maintenance Inc., California corporation (“CONTRACTOR”), located at 23282 Arroyo Vista Rancho Santa Margarita, CA 92688.

### WITNESSETH:

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

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

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

### ARTICLE 1. COMPLETE AGREEMENT

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

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

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

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

## **ARTICLE 2. SCOPE OF WORK**

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

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

## **ARTICLE 3. TERM**

The TERM of this Agreement is from the Effective Date through December 31, 2022.

## **ARTICLE 4. MAXIMUM OBLIGATION**

Notwithstanding any provisions of this Agreement to the contrary, CITY and CONTRACTOR mutually agree that CITY's maximum cumulative payment obligation hereunder shall not exceed the City Manager's authority for the Scope of Work which shall include all amounts payable to CONTRACTOR for its labor, subcontracts, leases, materials, equipment, the deliverables, and costs arising from CONTRACTOR's performance of this Agreement. CONTRACTOR exceeds the maximum cumulative amount at its own risk and expense. The CITY and CONTRACTOR agree to maintain 2020 service pricing thru the first year of the contract (2021), but with an option to possibility increase service pricing for the second year (2022)

## **ARTICLE 5. PAYMENT**

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

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

- Serial identification of progress bills: i.e., Progress Bill No. 1 for the first invoice, etc.
- The beginning and ending dates of the billing period
- A task summary containing the original contract amount, the amount of prior billings, the total due the current period, the balance available under the Agreement and the percentage of completion
- At CITY's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, and/or a brief description of the work
- The CONTRACTOR's signature

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

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

### **ARTICLE 6. PREVAILING WAGES**

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

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

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

### **ARTICLE 7. CONTRACTOR’S LICENSE**

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

A – General Engineering License

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

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

### **ARTICLE 8. REGISTRATION REQUIREMENTS**

Not Applicable because of the amount of the contract: Pursuant to Section 1771.1(a) of the Labor Code, CONTRACTOR must be registered with the Department of Industrial Relations (DIR) of the State of California in order to be eligible to work on public works projects. CONTRACTOR must ensure registration with the DIR that is active and in good standing. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after May 1, 2019) unless registered with the Department of Industrial Relations pursuant

to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after May 1, 2019) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

The project is subject to compliance monitoring and enforcement by the Department of Industrial Relations as to prevailing wages.

Although CONTRACTOR is not required to register with the Department of Industrial Relations due to the Small Project Exemption, CONTRACTOR is still required to maintain certified payroll records on a continuous basis, and provide them to the Labor Commissioner's Office upon request. CONTRACTOR will also submit current certified payroll records with any and all invoices submitted for payment on contract.

### **ARTICLE 9. NOTICES**

All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of said notices in person or by depositing said notices in the U.S. mail, registered or certified mail, return receipt requested, or postage prepaid and addressed as follows:

TO CITY: City of Canyon Lake  
Attn: Chris Mann, City Manager  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587

TO CONTRACTOR: PV Maintenance  
Attn: Joe Garza, Manager  
23282 Arroyo Vista  
Rancho Santa Margarita, CA 92688

### **ARTICLE 10. INDEPENDENT CONTRACTORS**

CONTRACTOR's relationship to CITY in the performance of this Agreement is that of an independent contractor. CONTRACTOR's personnel performing services under this Agreement shall at all times be under CONTRACTOR's exclusive direction and control and shall be considered exclusively to be employees of CONTRACTOR and not employees of CITY. CONTRACTOR shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation and similar matters.

### **ARTICLE 11. INSURANCE**

Prior to the beginning of and throughout the duration of the Work, CONTRACTOR and its subcontractors shall maintain insurance in conformance with the requirements set forth below. CONTRACTOR will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth herein, CONTRACTOR agrees to amend, supplement or endorse the existing coverage to do so.

CONTRACTOR shall not allow any subcontractor to commence work on any subcontract until CONTRACTOR has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to CITY. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. All insurance coverage and limits provided by CONTRACTOR and available or applicable under this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage.

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

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

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

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

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

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

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

### **Other provisions or requirements**

**a. Proof of insurance** CONTRACTOR shall provide certificates of insurance to CITY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by CITY'S risk manager prior to commencement of performance. Current certification of insurance shall be kept on file with CITY at all times during the term of this contract. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

**b. Duration of coverage** CONTRACTOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONTRACTOR, his agents, representatives, employees or subcontractors. CONTRACTOR must maintain general liability and umbrella or excess liability insurance for as long as there is a statutory exposure to completed operations claims. CITY and its officers, officials, employees, and agents shall continue as additional insureds under such policies.

**c. Primary/noncontributing** Coverage provided by CONTRACTOR shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before the CITY's own insurance or self-insurance shall be called upon to protect it as a named insured.

**d. CITY's rights of enforcement** In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONTRACTOR or CITY will withhold amounts sufficient to pay premium from CONTRACTOR payments. In the alternative, CITY may cancel this Agreement.

**e. Acceptable insurers** All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the CITY's risk manager.

**f. Waiver of subrogation** All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONTRACTOR or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONTRACTOR hereby waives its own right of recovery against CITY, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

**g. Enforcement of contract provisions (non estoppel).** CONTRACTOR acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform CONTRACTOR of non-compliance with any requirement imposes no additional obligations on the CITY nor does it waive any rights hereunder.

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

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

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

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

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

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

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

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

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

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

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

#### **ARTICLE 12. CHANGES**

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

#### **ARTICLE 13. TERMINATION**

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

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

#### **ARTICLE 14. INDEMNITY, DEFENSE AND HOLD HARMLESS AGREEMENT**

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

## **ARTICLE 15. ASSIGNMENT AND SUBCONTRACTING**

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

## **ARTICLE 16. RECORD AUDIT**

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

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

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

CONTRACTOR shall be excused from performing its obligations under this Agreement in the event, but only for so long as, the performance of such obligation is prevented, delayed, retarded or hindered by acts of God, fire, earthquake, floods, explosion, war, invasion, insurrection, riot, failure of transportation, strikes, or laws, orders of government or civil or military authorities or any other cause, whether similar or dissimilar to the foregoing, not within the reasonable control of CONTRACTOR.

## **ARTICLE 18. SUBSURFACE HAZARDOUS MATERIALS**

In the event trenches or other excavations extend deeper than four (4) feet below the surface, the CONTRACTOR shall promptly, and before the following conditions are disturbed, notify the CITY in writing of any:

1. Material that the CONTRACTOR believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class 1, Class 11, or Class 111 disposal site in accordance with the provisions of existing law.
2. Subsurface or latent physical conditions at the site differing from those indicated.
3. Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in the Work or the character provided for in the CONTRACT.

#### **ARTICLE 19. PROVISIONS REQUIRED BY LAW**

Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction. No waiver of any term or condition of this Agreement shall be a continuing waiver thereof.

Clayton and Cartwright Acts: The CONTRACTOR and any and all subcontractors offer and agree to assign to the CITY all rights, title and interest in and to all causes of action they may have under Section 4 of the Clayton Act (15 USC Section 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Profession Code) arising from purchases of goods, services or materials pursuant to the public works contract or any subcontract.

Trenching: For any jobs involving trenching more than four (4) feet deep, the CONTRACTOR shall notify the CITY of hazardous materials, subsurface or latent physical site conditions different from those indicated in information about the site made available to bidders, as well as unusual site conditions and the CITY shall investigate those as required by Public Contracts Code Section 7104.

#### **ARTICLE 20. LEGAL PROVISIONS**

- A. Governing Law.** The laws of the State of California shall govern this agreement.
- B. Compliance with applicable laws.** CONTRACTOR and any subcontractor shall comply with all applicable local, state, and federal laws and regulations applicable to the performance of the work hereunder.
- C. Attorneys' Fees.** If either party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- D. Venue.** In the event that CONTRACTOR **brings any action against** the CITY under this Agreement, the parties agree that trial of such action shall be vested exclusively in Riverside County.

**E. Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be duly executed on the respective dates set forth opposite their signatures.

CITY OF CANYON LAKE

CONTRACTOR

\_\_\_\_\_  
Date

12/16/20

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Mann, City Manager

  
\_\_\_\_\_  
Joe Garza, PV Maintenance Manager

**EXHIBIT "A"**  
**PAYMENT SCHEDULE**

## **ATTACHMENT 2**



## City of Canyon Lake Street Maintenance Services

|                                                     | Activity Descriptions            | Units | Unit Price |
|-----------------------------------------------------|----------------------------------|-------|------------|
| <b>Roadway Maintenance</b>                          |                                  |       |            |
| 100                                                 | Pothole/Hand Patching            | SF    | \$ 4.35    |
| 101                                                 | R&R 4" AC Surface < 500 SF       | \$    | Cost + 15% |
| 200                                                 | Street Tree Trimming > 18" Dia   | \$    | Cost + 15% |
| 201                                                 | Tree trimming 12" Max Dia        | EA    | \$ 82.50   |
| 203                                                 | New Sign Installation            | EA    | \$ 82.50   |
| 204                                                 | New Sign Post Installation       | EA    | \$ 165.00  |
| 205                                                 | Sign Cost + 15%                  | \$    | Cost + 15% |
| 206                                                 | Graffiti Removal                 | HR    | \$ 78.75   |
| 207                                                 | Sidewalk Grinding                | EA    | \$ 46.20   |
| 208                                                 | Patch Sidewalk with Temp AC      | SF    | \$ 20.90   |
| 210                                                 | Guardrail replacement            | LF    | \$ 165.00  |
| 212                                                 | Drop Inlet Cleaning              | EA    | \$ 38.50   |
| 213                                                 | Storm Patrol                     | HR    | \$ 176.00  |
| 401                                                 | 1- person crew                   | HR    | \$ 95.01   |
| 402                                                 | 2- person crew                   | HR    | \$ 153.59  |
| 405                                                 | Maint Sup. & Inspection          | HR    | \$ 94.60   |
| 406                                                 | Materials Cost + 15%             | \$    | Cost + 15% |
| 407                                                 | Pick up truck                    | HR    | \$ 23.10   |
| 408                                                 | Flatbed Truck                    | HR    | \$ 25.30   |
| 410                                                 | Other Equipment & Subcontractors | \$    | Cost + 15% |
| 411                                                 | Illegal Sign Removal             | HR    | \$ 95.01   |
| 412                                                 | Illegal Dump Removal             | HR    | \$ 153.59  |
| 413                                                 | Shopping Cart Removal            | HR    | \$ 95.01   |
| 414                                                 | City Hall Maint 1 Person         | HR    | \$ 95.01   |
| 415                                                 | City Hall Maint 2 Person         | HR    | \$ 153.59  |
| 416                                                 | Sign Maintenance                 | HR    | \$ 95.01   |
| <b>Drainage Maintenance</b>                         |                                  |       |            |
| 312                                                 | Catch Basin Cleaning             | EA    | \$ 55.00   |
| <b>Special Event Support &amp; On-Call Services</b> |                                  |       |            |
| 110                                                 | Detours & Road Closures          | HR    | \$ 82.50   |
| 403                                                 | 1 Person Call out/ Overtime      | HR    | \$ 140.92  |
| 404                                                 | 2 Person Call out/ Overtime      | HR    | \$ 247.82  |
| <b>Pavement Marking</b>                             |                                  |       |            |
| 500                                                 | Striping/ Stenciling             | \$    | Cost + 15% |
| 501                                                 | Sandblasting/ Paint removal      | \$    | Cost + 15% |
| 502                                                 | Curb Painting                    | \$    | \$ 2.50    |





## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**BY:** Mike Borja, Administrative Services Manager

**DATE:** January 13, 2021

**SUBJECT:** Adoption of Resolution No. 2021-03 Rejecting All Bids for the Roof Rehabilitation Project BID No. 2020-02

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### Recommendation

That the City Council adopt Resolution No. 2021-03 rejecting all bids received for Roof Rehabilitation Project BID No. 2020-02 for the property located at 31540-42 Railroad Canyon Road in the Canyon Lake Towne Center.

### Background

On December 3, 2020 bids were received and revealed for the City's Roof Rehabilitation Project at 31540-42 Railroad Canyon Road, with the anticipation to award the project at the December 7<sup>th</sup> City Council meeting. The project consists of extensive repair of the existing roof, which City staff determined that it required the more immediate attention. The bids that were received and opened on December 3, 2020 were as follow:

- Commercial Water Roofing System - \$228,225
- Letner Roofing Company - \$274,750
- Best Contracting Services Inc. - \$321,900

Per the City's Fiscal Year 20/21 approved budget, City Council approved expenditures towards building improvements in the amount of \$101,200 for the property to address both exterior and interior deficiencies. Because the amounts of the bids that were received exceeded total approved expenditures, City staff is recommending rejecting all bids, restructure the project bid documents, and go out to bid again at a later time that is to be determined. The advantage to rejecting all bids and restructuring the project bid documents will allow the restructuring of the bid schedule to reidentify core items along with alternatives that can be added or subtracted to the project based on project budget.

### Fiscal Impact

No impact to the General Fund. The City's Rental - Fund 60 account identifies previously approved FY2020-2021 funds for building improvements.

**Attachments**

1. Resolution No. 2021-03

# ATTACHMENT 1



**RESOLUTION NO. 2021-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, REJECTING ALL BIDS FOR THE ROOF REHABILITATION PROJECT BID 2020-02**

**WHEREAS**, the City of Canyon Lake authorized the receipt of bids for the Roof Rehabilitation Project at 31540-42 Railroad Canyon Road in the Canyon Lake Towne Center; and

**WHEREAS**, pursuant to the bid authorization, the City received sealed competitive bids for the Roof Rehabilitation Project before 2 p.m. on December 3, 2020; and

**WHEREAS**, three (3) sealed bids were received and open on December 3, 2020, in accordance with the advertised date for acceptance of bids from the following vendors:

- (1) Commercial Water Roofing System - \$228,225
- (2) Letner Roofing Company - \$274,750
- (3) Best Contracting Services Inc. - \$321,900

; and

**WHEREAS**, the bids submitted by all three vendors were determined to exceed the City's estimate and budget for this project; and

**WHEREAS**, the City Council may, in its discretion, reject all bids without having to give a reason pursuant to Public Contract Code Section 20166; and

**WHEREAS**, the Notice Inviting Bids and Specifications reserve the right of the City to reject any or all bids; and

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

**Section 1.** The City Council rejects all bids received for the Roof Rehabilitation Project BID No. 2020-02.

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**Section 2.** The City Council authorizes the City Manager to restructure the bid schedule to include the desired project items along with alternatives that can be added or subtracted to the project based on project budget.

**PASSED, APPROVED, AND ADOPTED** on this 13<sup>th</sup> day of January, 2021.

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Kasey Castillo, Mayor

ATTEST:

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Ana V. Sauseda, CMC  
City Clerk



## STAFF REPORT

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Chris Mann, City Manager *CM*  
**DATE:** January 13, 2021  
**SUBJECT:** Ratification of City of Canyon Lake COVID-19 Prevention Program

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### Recommendation

That the City Council ratify and approve the attached COVID-19 Prevention Program for the City of Canyon Lake as adopted by the City Manager on December 17, 2020.

### Background

All California employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). As the City Council meets once per month, there was an immediate need to implement this policy before the City Council meeting on January 13, 2021. This policy was adopted by the City Manager on December 17, 2020 to ensure that the City was in compliance with these regulations and with the requirements of California AB 685 (2020), which became effective on January 1, 2021.

The CPP provides guidance on best practices to minimize the risks and spread of COVID-19 and provides procedures for the City and all employees to follow in the event of instances of potential COVID-19 illness.

The purpose of this policy, including its enactment, is so that the City can take all reasonable steps that a responsible employer would take to prevent and eliminate employee exposure to COVID-19 in an expedited manner and to mitigate any hazards associated with such exposure.

### Fiscal Impact

No impact to the General Fund.

### Attachments

1. COVID-19 PREVENTION PROGRAM – Implemented December 17, 2020



# **ATTACHMENT 1**



## COVID-19 PREVENTION PROGRAM (CPP) FOR THE CITY OF CANYON LAKE

All California employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). This policy is adopted to ensure that the CITY OF CANYON LAKE (the "Agency") is compliant with these regulations and with the requirements of California AB 685 (2020).

It further provides guidance on best practices to minimize the risks and spread of COVID-19 and provides procedures for the Agency and all employees to follow in the event of instances of potential COVID-19 illness.

The purpose of this policy, including its enactment, is so that the Agency can take all reasonable steps that a responsible employer would take to prevent and eliminate employee exposure to COVID-19 in an expedited manner and to mitigate any hazards associated with such exposure.

Where required by this policy, the Agency has identified the specific provisions that apply by placing an "X" or completing the additional information in the spaces provided.

**TO ALL EMPLOYEES: COVID-19 is an infectious disease that can be spread through the air. COVID-19 may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth. An infectious person may have no symptoms.**

**Date Adopted: December 17, 2020**

### 1. AUTHORITY AND RESPONSIBILITY

The CITY HUMAN RESOURCES SPECIALIST, or designee, has overall authority and responsibility for implementing the provisions of this CPP in all Agency workplaces and is designated as the Agency's Workplace Infection Prevention Coordinator. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using, and must use, safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

### 2. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The Agency shall employ the following procedures to aid in the identification and evaluation of Covid-19 hazards within the Agency workplaces:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplaces.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and

COVID-19 Prevention Policy, Adopted Dec. 17, 2020

Page 1

- prevention.
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### 3. DEFINITIONS

The definitions section is critical to your understanding of this policy. Some definitions include definitions in combination. Wherever a definition includes a previously defined term, those previously defined terms are shown in *italics*.

a) “Infectious Period” means the time period a COVID-19 positive individual is infectious as defined by the State Department of Public Health.

b) “Notice of Potential Exposure” means (any of):

1. Notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite.
2. Notification from an employee or an employee representative or emergency contact that the employee is a qualifying individual.
3. Notification from an employer-provided testing protocol that the employee is a qualifying individual.
4. Notification from a subcontracting employer that a qualifying individual was on the worksite.

c) “Qualifying Individual” means any person who has (any of):

1. A lab-confirmed case of COVID-19
2. A Positive COVID-19 diagnosis from a licensed health care provider
3. A COVID-19 related order to isolate provided to them by a public health official.
4. Died due to COVID-19.

d) “Worksite” means the building, store, facility, or other location where a worker worked during the infectious period. It does not include buildings, floors, or other locations that a qualified individual did not enter.

e) “Exposed Workplace” means any work location, work area or common area at a worksite used or accessed by a qualifying individual during the high-risk period, including bathrooms, walkways, hallways, aisles, meal, and rest areas, and waiting areas.

f) “High Risk Period” means, the “*infectious period*” and any of the following:

1. For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until at least 10 days after symptoms first appeared and until 24 hours have passed after symptoms have disappeared and no fever (without taking fever-reducing medication) is present.
2. For persons who test positive for COVID-19 but do not develop symptoms, from two days before the specimen for their first positive test was collected until 10 days after the test was

collected.

g) "COVID-19 Outbreak" means in non-residential, non-healthcare settings, three probable or confirmed COVID-19 cases within any 14-day period, of people who are epidemiologically linked in the setting, not from the same household and not identified as close contacts in any other investigation.

h) "Close Contact" means being within 6 feet of another person for an aggregate of 15 minutes in any 24-hour period."

i) "Epidemiologically Linked" means those who are connected because they were in "*Close Contact*" or those that are members of a risk cohort as defined by public health authorities and including those that have identifiable connections between them such as shared office space or other contact indicating a higher risk of spread than arises from incidental community contact.

j) "COVID-19 Symptoms" means fever of 100.4 degrees or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea, unless these symptoms are determined by a licensed health care professional to be caused by a known condition other than COVID-19.

k) "Possible Exposure" means direct contact for more than 15 minutes (in total) in any 24-hour period with a person who is a *qualifying individual* during their *high-risk period* OR having direct contact with another person who is a *qualifying individual* and to whom they are *epidemiologically linked* during their *high-risk period*.

#### 4. EMPLOYEE PARTICIPATION

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Employees are not compelled to disclose medical information unless required by law and specified in this Prevention Program Policy. Employees will not be subject to retaliation for disclosing a positive COVID-19 test or diagnosis or an order to quarantine or isolate.

Employee personally identifying information shall not be released and is exempt from disclosure under the California Public Records Act, as the privacy interests of employees in this personally identifiable information outweighs the interest in public disclosure of such information.

#### 5. EMPLOYEE SCREENING

Employees are required to pre-screen themselves by deliberately assessing the following, daily, prior to or upon arrival at their worksite.

Screening processes include:

- Sanitize hands**
- Verify they have a mask**
- Self-assessment for any COVID-19 Symptoms**

X Self-assess any contact resulting in “possible exposure” (see definition)

X Temperature Check (must be below 100.3F)

If an employee has symptoms of COVID-19, a temperature above 100.3 degrees or has a “possible exposure, they must not enter the worksite and must contact their supervisor to report their absence related to failing pre-screening procedures.

## 6. CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- X All identified hazards will be reported to the CITY HUMAN RESOURCES SPECIALIST within 24 hours
- X The CITY HUMAN RESOURCES SPECIALIST will take appropriate remedial action immediately or as soon as possible after the hazard becomes known.
- X Once an immediate hazard has been mitigated, the CITY HUMAN RESOURCES SPECIALIST will ensure that COVID-19 Hazards transition into the Agency’s control model in 7), below.

## 7. CONTROL OF COVID-19 HAZARDS

### a) Physical Distancing

Where possible, all persons present on Agency property must ensure at least six feet of physical distance is maintained at all times from anyone who is not a member of their immediate household. When six feet of distancing cannot be achieved, individuals are to maintain as much distance as possible.

To the extent possible, the Agency evaluates the operational needs to assess whether remote work arrangements are possible, it limits the number of persons in any one area at any given time including visitors and members of the public.

Employees should, to the extent possible, avoid all face-to-face gatherings, including meetings even in small groups and use teleconferencing tools to interact with other staff. Meals and breaks should be taken in a staggered fashion at different times. Arrival and departure times for employees may be adjusted, along with work schedules, if that is needed to reduce interpersonal contact and to maintain delivery of Agency services to the public.

### b) Face Coverings

The Agency provides clean, undamaged, disposable face coverings (masks) and will ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the

California Department of Public Health (CDPH) or local health department.

Face coverings will be available at the public entryway to all Agency buildings. When arriving at a workplace, employees and members of the public are required to wear a face covering before entering or immediately upon entry if using an agency-provided mask.

The following are exceptions to the use of face coverings in the workplace:

- When an employee is alone in their own office if that office is a private, fully enclosed space with the door closed.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- When performing specific tasks that cannot feasibly be performed with a face covering.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

#### c) Engineering controls

The Agency will maximize, to the extent feasible, the quantity of outside air circulated in our buildings with mechanical or natural ventilation systems by ensuring the exchange with outside air unless doing so is unreasonable due to exterior air quality or outdoor temperatures falling outside the range of 50 degrees to eighty-five degrees Fahrenheit.

The Agency will evaluate the use of air exchange filters that provide the maximum filtration efficiency compatible with the existing central ventilation system in each location.

#### d) Cleaning and Disinfecting

The Agency will direct its janitorial contractor to utilize the following cleaning and disinfection measures for frequently touched surfaces:

- X Sanitizing using a commercial grade sanitizer or other disinfectant solution designed to eliminate bacteriological or viral agents including coronavirus-type viruses.
- X Semi-weekly deep cleaning of all surfaces, doorknobs, switches, buttons, handles, elevator buttons, touchscreen surfaces with a commercial-grade sanitizer or other disinfectant solution designed to eliminate bacteriological or viral agents including coronavirus-type viruses.

In the event of a documented COVID-19 case in our workplace, we will implement the following procedures:

- X The workspace of the affected individual when a single case is discovered will be closed to use for a period of 72 hours.

- X Deep cleaning of all surfaces, handles, switches, buttons, and other touch surfaces in the workspace will be conducted prior to re-opening the area for use by any employee. Deep cleaning shall only be conducted by staff trained to perform maintenance functions that include training in the use of chemical disinfectant agents or by outside vendors with the same training.
- X In the event that a single workplace has three or more documented, epidemiologically linked cases within any 14-day period, an outside vendor will be contracted with to provide deep-cleaning / disinfection services for affected employee workstations/offices and common areas. That worksite will be closed to use until the deep cleaning has been completed.

e) Shared vehicles, tools, equipment, and personal protective equipment (PPE)

PPE must not be shared, e.g., masks, respirators, gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses. Each user of shared materials is responsible for disinfection of the item before and after use, using disinfectant agents and disposable paper towels provided by the Agency. If supplies are needed to perform disinfection tasks, employees shall contact their supervisor to obtain such supplies.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Employees shall, in addition to disinfecting surfaces described herein, use hand sanitizer before and after touching shared items (see below).

f) Hand sanitizing

Handwashing with warm water and soap for a minimum of 20 seconds is the preferred method to sanitize hands. When an employee is unable to wash their hands for at least 20 seconds, the use of an effective hand sanitizer is an effective and acceptable alternative.

To implement effective hand sanitizing procedures, the Agency will allow employees to use lavatory facilities for handwashing on an as-needed basis. Handwashing should always be for a period greater than 20 seconds in each session, using soap, and drying with disposable towels immediately after. The agency will provide effective hand sanitizer and a sanitation station inside each workplace.

Employees may choose and are encouraged to use their own hand-sanitizer according to preference. Do not use disinfectant sprays or wipes designed for cleaning or disinfection of non-porous surfaces on your skin. Acceptable hand sanitizer includes only those that meet the following parameters:

- **MUST** contain at least 60% ethanol (ethyl alcohol) or isopropyl alcohol (isopropanol or 2-propanol)
- **DO NOT** contain Methanol and/or 1-propanol which can be toxic to humans and which may be

absorbed through the skin.

g) Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

**8. INVESTIGATING AND RESPONDING TO COVID-19 CASES**

When the Agency receives Notice of a Potential Exposure to COVID-19 it shall, within one business day:

- a) Provide a written notice to all employees, and the employer of any subcontracted employees, who were present in the workplace (worksite) with the qualifying individual within the period of time they may have been infectious that they may have been exposed to COVID-19. Copies of these notices shall be retained for at least three (3) years.
- b) The notice in a) (above) shall provide information regarding COVID-19 related benefits that the employee may be entitled to under Federal State or local laws including worker's compensation, COVID-19 leave, Employer-provided sick leave, or other state-mandated leave, and shall explain any anti-retaliation and anti-discrimination protections the employee may have.
- c) The notice in a) (above) shall include a copy of this policy and provide information about the specific disinfection and safety plan that will be completed per the then current Centers for Disease Control (CDC) guidelines.

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure will be required to take a COVID-19 test. The Agency will pay for the cost of the first test. Employees who have had a potential exposure may be required to stay home until they satisfy any applicable return-to-work requirements. Where feasible, employees will be assigned work remotely if they are unable to be physically present in the workplace.

**9. RESPONSE TO COVID-19 OUTBREAK**

If the Agency is notified that the number of cases meet the California Department of Public Health definition of a "COVID-19 Outbreak", the Agency will, within 48 hours, notify the Local Public Health Agency of the names, number, occupation, and worksite of each employee who is a qualifying individual along with the business address and NAICS (SIC) code of the worksite(s) where the qualifying individuals work. The Agency will supplement this notification by providing the same information for each subsequent lab-confirmed case of COVID-19 at the worksite(s).

CDPH has defined a COVID-19 Outbreak, in non-residential, non-healthcare settings as: "Three probable or confirmed COVID-19 cases within any 14-day period of people who are epidemiologically linked in the setting, not from the same household and not identified as close contacts in any other investigation."

## 10. SYSTEM FOR COMMUNICATING

The Agency has implemented a two-way communication system to ensure that information is shared promptly with and from all employees and, when required, to recognized employee representatives in a form that is readily understood.

- a) Employees should immediately inform their supervisor verbally or in writing if they are suffering from COVID-19 symptoms (see definition), if they have had any COVID-19 possible exposure (see definition) in or away from the workplace that they become aware of, or of possible COVID-19 hazards at the workplace. Retaliation or discriminatory treatment for making a report under this policy is prohibited.
- b) Employees making such a report will be provided with a copy of this policy, and direction regarding whether they must remain away from the worksite, what the conditions must be met to allow their return to the worksite, any available leave, or other benefits during the period of absence from work, and information about how and where they can get tested for COVID-19 if a test has not yet been taken.
- c) Our procedures or policies for accommodating employees with documented medical or other conditions that put them at increased risk of severe COVID-19 illness may include staggering work hours, remote or partially remote work, to ensure minimized contact with other employees. In cases where a medical provider for an employee with a qualifying disability has disclosed the need for restrictions and the employee's essential functions are impacted by these restrictions, the Agency will engage in an Interactive Process with the employee to evaluate accommodations that may be made that will allow the employee to perform the essential functions of their job, and whether such accommodation(s) are reasonable.
- d) If an employee is concerned that they have had possible exposure to COVID-19 as defined in this policy, away from the worksite, they should immediately contact their medical provider for information on where testing may be available to them. If recommended by their medical provider, they should self-isolate until test results are returned to them. If an employee receives a recommendation to self-isolate from a medical provider while awaiting COVID-19 test results, they must not come to work and must contact their supervisor to report a COVID-19-related need for absence from work. The purpose of this subsection is to reduce the likelihood that an employee may, without their knowledge bring COVID-19 into the workplace without their knowledge, such as prior to experiencing symptoms.
- e) In the event the Agency is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. As noted in this policy, the first test mandated by the Agency will be at no cost to the employee.
- f) When an employee tests positive for COVID-19 or has possible exposure, the employee is requested and strongly encouraged to disclose the following: When they had a positive test, when (if applicable) they first experienced symptoms of COVID-19, a description of all times they were present in the workplace from the period of time two days prior to the positive test or experiencing symptoms – whichever is earlier, and a listing of all other individuals that they had more than a total of 15 minutes of close contact with at the workplace during that time

period.

g) When necessary, the Agency will share information relating to possible exposure with any affected employee. The Agency does so to prevent further spread and will only share the information needed to accomplish that goal. To the extent possible, the Agency will not disclose any private medical information or the identity of any employee who tests positive or is unable to come to work due to possible exposure.

## 11. TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- Distribution of this and any other COVID-19 policies and procedures designed to protect employees from COVID-19 hazards.
- Distribution of information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

If you have questions about any of the topic areas listed above and have not been provided with information such that you clearly understand each, please first review this Coronavirus Preparedness Plan in detail and request to discuss the plan and the above guidance with your supervisor.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## 12. EXCLUSION OF COVID-19 CASES

When the Agency has a COVID-19 case or possible exposure in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work

requirements are met.

- X Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- X Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it is established that the COVID-19 exposure is work related. Providing employees at the time of exclusion with information on available benefits, including available statutory paid leave, accrued sick leave or vacation leave approval, available State Disability Leave, and other programs.

### 13. REPORTING, RECORDKEEPING AND ACCESS

It is our policy to report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department. The Agency also will make a report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

The Agency maintains records of the steps taken to implement our written COVID-19 Prevention Program for three (3) years in accordance with CCR Title 8 section 3203(b).

The Agency also makes written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

The Agency uses the attached form: **Appendix C: Investigating COVID-19 Cases** to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### 14. RETURN TO WORK CRITERIA

Positive COVID-19 cases with COVID-19 symptoms will not return to work until at least 72 hours have passed since the employee is no longer symptomatic, and at least 10 days have passed since the date of the positive test or COVID-19 symptoms first appeared, whichever is later.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

A negative COVID-19 test will not be required for an employee to return to work; however, an employee who had a positive COVID-19 test, has no symptoms, or no longer has symptoms, and has two subsequent consecutive negative COVID-19 tests spaced 24 hours apart may return to work before the 10 days waiting time (above) has elapsed.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is

lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

By: 

CHRIS MANN, CITY MANAGER

### EMPLOYEE ACKNOWLEDGEMENT

I, \_\_\_\_\_ acknowledge receipt of this policy and confirm that I have read and understand the contents and will follow the policy as written. I further acknowledge that if I have questions about this policy or about COVID-19, prevention of COVID-19, impacts upon the workplace or other questions related to COVID-19 that I will address those questions to my direct supervisor.

Date: \_\_\_\_\_ By: \_\_\_\_\_

**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, may be considered potentially infectious. Particular attention will be paid to areas where people may congregate or encounter one another, regardless of whether employees are performing an assigned work task or not. For example: meeting spaces, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be for all persons at the workplace or those who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:**

**Date:**

**Name(s) of other participating employees and authorized employee representatives:**

| Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards | Places and times | Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers | Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
|                                                                                                                                 |                  |                                                                                                                           |                                                                                                          |
|                                                                                                                                 |                  |                                                                                                                           |                                                                                                          |
|                                                                                                                                 |                  |                                                                                                                           |                                                                                                          |
|                                                                                                                                 |                  |                                                                                                                           |                                                                                                          |
|                                                                                                                                 |                  |                                                                                                                           |                                                                                                          |

## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

| Exposure Controls                                                                            | Status | Person Assigned to Correct | Date Corrected |
|----------------------------------------------------------------------------------------------|--------|----------------------------|----------------|
| <b>Engineering</b>                                                                           |        |                            |                |
| Barriers/partitions                                                                          |        |                            |                |
| Ventilation (amount of fresh air and filtration maximized)                                   |        |                            |                |
| Additional room air filtration                                                               |        |                            |                |
|                                                                                              |        |                            |                |
|                                                                                              |        |                            |                |
| <b>Administrative</b>                                                                        |        |                            |                |
| Physical distancing                                                                          |        |                            |                |
| Surface cleaning and disinfection (frequently enough and adequate supplies)                  |        |                            |                |
| Hand washing facilities (adequate numbers and supplies)                                      |        |                            |                |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions |        |                            |                |
|                                                                                              |        |                            |                |
|                                                                                              |        |                            |                |
| <b>PPE (not shared, available and being worn)</b>                                            |        |                            |                |
| Face coverings (cleaned sufficiently often)                                                  |        |                            |                |
| Gloves                                                                                       |        |                            |                |
| Face shields/goggles                                                                         |        |                            |                |
| Respiratory protection                                                                       |        |                            |                |
|                                                                                              |        |                            |                |

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, except for unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:**

|                                                                                                                                                                                                            |  |                                                                                                           |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------|--|
| <b>Employee (or non-employee*) name:</b>                                                                                                                                                                   |  | <b>Occupation (if non-employee, why they were in the workplace):</b>                                      |  |
| <b>Location where employee worked (or non-employee was present in the workplace):</b>                                                                                                                      |  | <b>Date investigation was initiated:</b>                                                                  |  |
| <b>Was COVID-19 test offered?</b>                                                                                                                                                                          |  | <b>Name(s) of staff involved in the investigation:</b>                                                    |  |
| <b>Date and time the COVID-19 case was last present in the workplace:</b>                                                                                                                                  |  | <b>Date of the positive or negative test and/or diagnosis:</b>                                            |  |
| <b>Date the case first had one or more COVID-19 symptoms:</b>                                                                                                                                              |  | <b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b> |  |
| <b>Results of the evaluation of the COVID-19 case, all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed:</b> |  |                                                                                                           |  |
| <b>Notice given (within one business day, in a way that does not reveal any personal identifying</b>                                                                                                       |  |                                                                                                           |  |

| information of the COVID-19 case) of the potential COVID-19 exposure to:                                   |                                          |                                                    |  |
|------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------|--|
| All employees who may have had COVID-19 exposure and their authorized representatives.                     | Date:                                    |                                                    |  |
|                                                                                                            | Names of employees that were notified:   |                                                    |  |
| Independent contractors and other employers present at the workplace during the high-risk exposure period. | Date:                                    |                                                    |  |
|                                                                                                            | Names of individuals that were notified: |                                                    |  |
| What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?           |                                          | What could be done to reduce exposure to COVID-19? |  |
| Was local health department notified?                                                                      |                                          | Date:                                              |  |

\*If an employer is made aware of a non-employee infection source and their COVID-19 status.



## Multiple COVID-19 Infections and COVID-19 Outbreaks – ADDITIONAL POLICIES

This section of CPP will be added to the Agency’s Coronavirus Prevention Policy if a COVID-19 Outbreak occurs, and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### COVID-19 testing

- The Agency will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees’ working hours.
- COVID-19 testing consists of the following:
  - All employees in an exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

### COVID-19 investigation, review, and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

**Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Major COVID-19 Outbreaks – ADDITIONAL POLICIES**

If the Agency workplace experiences twenty (20) or more COVID-19 cases in any thirty (30) day period, this Section of the CPP will become operative and stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

## Employer-Provided Housing – ADDITIONAL POLICIES

### COVID-19 Prevention in Employer-Provided Housing

This section of the CPP shall become operative if the Employer Provides Housing to Employees. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether rent or fees are paid or collected.

This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:

- The employer is a government entity; or
- The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.

The requirements below for Physical distancing and controls, Face coverings, Cleaning and disinfecting, Screening, and Isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.]

The Employer will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### a) Physical distancing and controls

The employer will ensure, as applicable:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents of different family units, in housing units, common areas, and other areas of the premises.
- Where residents are from different family units, beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers’ heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

b) Face coverings

The Employer will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

c) Cleaning and disinfection

The employer will ensure, where residents are members of separate family units, that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

d) Screening

All residents are encouraged to report any COVID-19 symptoms, positive tests or possible exposure to the employee's direct supervisor through the employee.

e) COVID-19 testing

The employer will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupant members of an employee's immediate family who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

f) Isolation of COVID-19 cases and persons with COVID-19 possible exposure

If applicable, the employer will effectively isolate COVID-19 exposed residents or positive cases from all other occupants who are not in the same immediate family. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.

g) Confidentiality Requirements

The Employer will keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP Investigating and Responding to COVID-19 Cases.

h) Isolation requirements

The employer will not require isolation outside the express requirements of this policy - CPP Exclusion of COVID-19 Cases, and Return to Work Criteria, or any applicable local or state health officer orders.





## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**BY:** Ana V. Sauseda, City Clerk

**DATE:** January 13, 2021

**SUBJECT:** 2021 Committee & Agency Assignments

---

### **Recommendation**

That the City Council review and appoint Councilmembers to the various committees and agencies and direct the City Clerk to notify respective agencies of any changes and post the FPPC Form 806 to the City's website.

### **Background**

Every year, the City Council reviews its representatives and alternates to various agencies as well as City committees to determine if any changes or additions are appropriate. Attached is a list of agencies to which the City Councilmembers are currently representing the City.

The City Clerk's Department has posted a Form 806, so action may be taken by the City Council. Following the City Council's selection of representatives, the City Clerk will notify the various agencies of any changes.

### **Fiscal Impact**

There is no impact.

### **Attachments**

1. Committee Roster for 2020
2. Blank Committee Roster for 2021



# **ATTACHMENT 1**



# 2020 Committee & Agency Assignments

| CITY OF CANYON LAKE COMMITTEE ASSIGNMENTS |        |              |               |         |                                       |  |
|-------------------------------------------|--------|--------------|---------------|---------|---------------------------------------|--|
| STANDING COMMITTEES                       | Chair  | Member       | Meeting Date  | Time    | Place                                 |  |
| Finance & Planning Committee              | Jeremy | Kasey        | 1st Wednesday | 4:00 PM | Canyon Lake City Hall Council Chamber |  |
| AD HOC COMMITTEES                         | Member | Meeting Date | Time          | Place   |                                       |  |
| Cannabis Committee                        | Larry  | Randy        |               |         |                                       |  |
| Fire Committee                            | Larry  | Jeremy       |               |         |                                       |  |
| Veterans Day Committee                    | Kasey  | Jordan       |               |         | Canyon Lake City Hall Council Chamber |  |

| REGIONAL AGENCY ASSIGNMENTS                                                       |                                                   |                                                             |                     |             |                                                         |  |
|-----------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------|---------------------|-------------|---------------------------------------------------------|--|
| Canyon Lake Emergency Preparedness Committee                                      | Council Liaison                                   | Staff Support                                               | Meeting Date        | Time        | Place                                                   |  |
|                                                                                   | Larry                                             | Mike                                                        | 1st Thursday        | 6:30 PM     | Canyon Lake City Hall Council Chamber                   |  |
| <b>LESJWA - Lake Elsinore San Jacinto Watersheds Authority **</b>                 | <b>Delegate</b>                                   | <b>Alternate</b>                                            | <b>Meeting Date</b> | <b>Time</b> | <b>Place</b>                                            |  |
|                                                                                   | Kasey                                             | Randy                                                       | 3rd Thursday        | 3:00 PM     | EVMWD, 31315 Chaney St, Lake Elsinore                   |  |
| <b>LOSSAN - Los Angeles - San Diego - San Luis Obispo Rail Corridor Agency **</b> | <b>Board Member</b>                               | *****                                                       | <b>Meeting Date</b> | <b>Time</b> | <b>Place</b>                                            |  |
|                                                                                   | Randy                                             |                                                             |                     |             |                                                         |  |
| <b>Move I-15 Through Temecula Valley Task Force</b>                               | <b>Committee Member</b>                           | <b>Committee Member</b>                                     | <b>Meeting Date</b> | <b>Time</b> | <b>Place</b>                                            |  |
|                                                                                   | Jeremy                                            | Randy                                                       | Quarterly           | TBD         | TBD                                                     |  |
| <b>Public Entity Risk Management Authority (PERMA) **</b>                         | <b>Member</b>                                     | <b>Alternate</b>                                            | <b>Meeting Date</b> | <b>Time</b> | <b>Place</b>                                            |  |
|                                                                                   | Chris                                             | Mike                                                        | 6x per year         |             | Rancho Mirage                                           |  |
| <b>Quail Valley Environmental Coalition (501C3)</b>                               | <b>Member</b>                                     | <b>Member</b>                                               | <b>Meeting Date</b> | <b>Time</b> | <b>Place</b>                                            |  |
|                                                                                   | Kasey                                             | Randy                                                       | Quarterly           | 4:00 PM     | Volunteer Fire Hall<br>23890 La Bertha Ln, Quail Valley |  |
| <b>RCA - Western Riverside County - Regional Conservation Authority **</b>        | <b>Board Member to the RCA Board of Directors</b> | <b>Alternate Board Member to the RCA Board of Directors</b> | <b>Meeting Date</b> | <b>Time</b> | <b>Place</b>                                            |  |
|                                                                                   | Larry                                             | Jeremy                                                      | 1st Monday          | 1:00 PM     | 4080 Lemon St, 1st Floor, Riverside                     |  |
| <b>RCTC - Riverside County Transportation Commission **</b>                       | <b>Commissioner</b>                               | <b>Commissioner Alternate</b>                               | <b>Meeting Date</b> | <b>Time</b> | <b>Place</b>                                            |  |
|                                                                                   | Randy                                             | Jeremy                                                      | 2nd Wednesday       |             | 4080 Lemon St, 1st Floor, Riverside                     |  |
| <b>RTA - Riverside Transit Agency **</b>                                          | <b>Director</b>                                   | <b>Alternate Director</b>                                   | <b>Meeting Date</b> | <b>Time</b> | <b>Place</b>                                            |  |
|                                                                                   | Jeremy                                            | Randy                                                       | 4th Thursday        | 2:00PM      | 4080 Lemon St, 1st Floor, Riverside                     |  |

| SCAG - Southern California Association of Governments<br>Energy & Environment Committee ** | Stipend | Energy & Environment<br>Committee Member | .....                                   | Meeting Date | Time    | Place                                    |
|--------------------------------------------------------------------------------------------|---------|------------------------------------------|-----------------------------------------|--------------|---------|------------------------------------------|
|                                                                                            | \$120   | Jordan                                   |                                         |              |         | 818 West 7th St. 12th Floor, Los Angeles |
| SCAG - Southern California Association of Governments<br>Transportation Committee **       | Stipend | Transportation Committee<br>Member       | .....                                   | Meeting Date | Time    | Place                                    |
|                                                                                            | \$120   | Jeremy                                   |                                         |              |         |                                          |
| SCFA - Executive Management Committee **                                                   | Stipend | Member                                   | .....                                   | Meeting Date | Time    | Place                                    |
|                                                                                            | None    | Chris                                    |                                         | As Needed    |         | Murielita City Hall                      |
| SCFA - JPA (Animal Friends) **                                                             | Stipend | Board Member                             | Alternate<br>Board Member               | Meeting Date | Time    | Place                                    |
|                                                                                            | None    | Randy                                    | Larry                                   | As Needed    |         | 33751 Mission Trail, Wildomar            |
| VECTOR - Northwest Mosquito and Vector Control District **                                 | Stipend | Trustee                                  | Alternate Trustee                       | Meeting Date | Time    | Place                                    |
|                                                                                            | \$100   | Jordan                                   | Jeremy                                  | 3rd Thursday | 3:00 PM | 1966 Compton Ave., Corona                |
| WCE - Western Community Energy **                                                          | Stipend | Board Member                             | .....                                   | Meeting Date | Time    | Place                                    |
|                                                                                            |         | Jordan                                   |                                         |              |         |                                          |
| WCE - Technical Advisory Committee **                                                      | Stipend | Member                                   | .....                                   | Meeting Date | Time    | Place                                    |
|                                                                                            |         | Chris                                    |                                         |              |         |                                          |
| WRCOG - Western Riverside Council of Governments<br>Executive Committee **                 | Stipend | Executive<br>Committee Member            | Executive Committee<br>Member Alternate | Meeting Date | Time    | Place                                    |
|                                                                                            | \$150   | Jordan                                   | Randy                                   | 1st Monday   | 2:00 PM | 4080 Lemon St, 1st Floor, Riverside      |
| WRCOG - Technical Advisory Committee **                                                    | Stipend | Committee Member                         | .....                                   | Meeting Date | Time    | Place                                    |
|                                                                                            | None    | Chris                                    |                                         |              |         |                                          |

## **ATTACHMENT 2**



# 2021 Committee & Agency Assignments

## CITY OF CANYON LAKE COMMITTEE ASSIGNMENTS

| STANDING COMMITTEES          | Chair  | Member | Meeting Date  | Time    | Place                                 |
|------------------------------|--------|--------|---------------|---------|---------------------------------------|
| Finance & Planning Committee |        |        | 1st Wednesday | 4:00 PM | Canyon Lake City Hall Council Chamber |
| AD HOC COMMITTEES            | Member | Member | Meeting Date  | Time    | Place                                 |
| Cannabis Committee           |        |        |               |         |                                       |
| Fire Committee               |        |        |               |         |                                       |
| Veterans Day Committee       |        |        |               |         | Canyon Lake City Hall Council Chamber |

## REGIONAL AGENCY ASSIGNMENTS

| Canyon Lake Emergency Preparedness Committee                               | Stipend | Council Liaison                            | Staff Support                                        | Meeting Date  | Time    | Place                                                   |
|----------------------------------------------------------------------------|---------|--------------------------------------------|------------------------------------------------------|---------------|---------|---------------------------------------------------------|
|                                                                            | None    |                                            |                                                      | 1st Thursday  | 6:30 PM | Canyon Lake City Hall Council Chamber                   |
| LESJWA - Lake Elsinore San Jacinto Watersheds Authority **                 | Stipend | Delegate                                   | Alternate                                            | Meeting Date  | Time    | Place                                                   |
|                                                                            | None    |                                            |                                                      | 3rd Thursday  | 3:00 PM | EVMWD, 31315 Chaney St, Lake Elsinore                   |
| LOSSAN - Los Angeles - San Diego - San Luis Obispo Rail Corridor Agency ** | Stipend | Board Member                               | *****                                                | Meeting Date  | Time    | Place                                                   |
|                                                                            |         |                                            |                                                      |               |         |                                                         |
| Move I-15 Through Temecula Valley Task Force                               | Stipend | Committee Member                           | Committee Member                                     | Meeting Date  | Time    | Place                                                   |
|                                                                            | None    |                                            |                                                      | Quarterly     | TBD     | TBD                                                     |
| Public Entity Risk Management Authority (PERMA) **                         | Stipend | Member                                     | Alternate                                            | Meeting Date  | Time    | Place                                                   |
|                                                                            | None    |                                            |                                                      | 6x per year   |         | Rancho Mirage                                           |
| Quail Valley Environmental Coalition (501C3)                               | Stipend | Member                                     | Member                                               | Meeting Date  | Time    | Place                                                   |
|                                                                            | None    |                                            |                                                      | Quarterly     | 4:00 PM | Volunteer Fire Hall<br>23890 La Bertha Ln, Quail Valley |
| RCA - Western Riverside County - Regional Conservation Authority **        | Stipend | Board Member to the RCA Board of Directors | Alternate Board Member to the RCA Board of Directors | Meeting Date  | Time    | Place                                                   |
|                                                                            | \$100   |                                            |                                                      | 1st Monday    | 1:00 PM | 4080 Lemon St, 1st Floor, Riverside                     |
| RCTC - Riverside County Transportation Commission **                       | Stipend | Commissioner                               | Commissioner Alternate                               | Meeting Date  | Time    | Place                                                   |
|                                                                            | \$100   |                                            |                                                      | 2nd Wednesday |         | 4080 Lemon St, 1st Floor, Riverside                     |
| RTA - Riverside Transit Agency **                                          | Stipend | Director                                   | Alternate Director                                   | Meeting Date  | Time    | Place                                                   |
|                                                                            | \$150   |                                            |                                                      | 4th Thursday  | 2:00PM  | 4080 Lemon St, 1st Floor, Riverside                     |

| SCAG - Southern California Association of Governments<br>Energy & Environment Committee ** | Stipend | Energy & Environment<br>Committee Member | .....                                   | Meeting Date | Time    | Place                                    |
|--------------------------------------------------------------------------------------------|---------|------------------------------------------|-----------------------------------------|--------------|---------|------------------------------------------|
|                                                                                            | \$120   |                                          |                                         |              |         | 818 West 7th St. 12th Floor, Los Angeles |
| SCAG - Southern California Association of Governments<br>Transportation Committee **       | Stipend | Transportation Committee<br>Member       | .....                                   | Meeting Date | Time    | Place                                    |
|                                                                                            | \$120   |                                          |                                         |              |         |                                          |
| SCFA - Executive Management Committee **                                                   | Stipend | Member                                   | .....                                   | Meeting Date | Time    | Place                                    |
|                                                                                            | None    |                                          |                                         | As Needed    |         | Murietta City Hall                       |
| SCFA - JPA (Animal Friends) **                                                             | Stipend | Board Member                             | Alternate<br>Board Member               | Meeting Date | Time    | Place                                    |
|                                                                                            | None    |                                          |                                         | As Needed    |         | 33751 Mission Trail, Wildomar            |
| VECTOR - Northwest Mosquito and Vector Control District **                                 | Stipend | Trustee                                  | Alternate Trustee                       | Meeting Date | Time    | Place                                    |
|                                                                                            | \$100   |                                          |                                         | 3rd Thursday | 3:00 PM | 1966 Compton Ave., Corona                |
| WCE - Western Community Energy **                                                          | Stipend | Board Member                             | .....                                   | Meeting Date | Time    | Place                                    |
|                                                                                            |         |                                          |                                         |              |         |                                          |
| WCE - Technical Advisory Committee **                                                      | Stipend | Member                                   | .....                                   | Meeting Date | Time    | Place                                    |
|                                                                                            |         |                                          |                                         |              |         |                                          |
| WRCOG - Western Riverside Council of Governments<br>Executive Committee **                 | Stipend | Executive<br>Committee Member            | Executive Committee Member<br>Alternate | Meeting Date | Time    | Place                                    |
|                                                                                            | \$150   |                                          |                                         | 1st Monday   | 2:00 PM | 4080 Lemon St, 1st Floor, Riverside      |
| WRCOG - Technical Advisory Committee **                                                    | Stipend | Committee Member                         | .....                                   | Meeting Date | Time    | Place                                    |
|                                                                                            | None    |                                          |                                         |              |         |                                          |



## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**DATE:** January 13, 2021

**SUBJECT:** 2021 City Council Goals – Discussion and Possible Adoption of Proposed Goals

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### **Recommendation:**

That the City Council adopt goals for the 2021 calendar year. Based on input from councilmembers and staff, this report identifies a number of proposed goals for consideration and adoption.

### **Background:**

The purpose of the City Council's annual goals session is to clearly identify and adopt a list of agreed upon priorities for the year. Once adopted, these goals will help guide the Council and staff to ensure that time and other resources are allocated in a manner consistent with the Council's shared vision for the City. A matrix reviewing the status of the City Council's current goals will also be presented as a way to track and measure progress. In no order of priority, ten potential goals for 2021 are suggested for discussion and possible adoption.

The following are the identified potential goals for 2021:

- 1) Establish the Canyon Lake Fire Department
- 2) Draft and Adopt a New Personnel Policy Manual
- 3) Improve Building Department Operations and Reduce Costs
- 4) Complete the 6<sup>th</sup> Cycle General Plan Housing Element Update
- 5) Consider Moving the Council Chambers Upstairs Following Library Relocation
- 6) Move Economic Development Initiatives Forward: BLM Land; Towne Center Specific Plan. Identification of Developable Parcels, Attract New Businesses, Investments, Etc.

- 7) Protect Water Quality through Compliance with MS4 Permit Requirements
- 8) Expand Communications/Public Engagement Efforts
- 9) Build & Maintain Positive Regional Relationships
- 10) Put on Successful Events: Veterans Day; Winter Wonderland; State of the City

**Fiscal Impact**

No fiscal impact at this time. However, adopted goals will help to inform the development of the budget for Fiscal Year 2021/2022.

**Attachments**

1. 2020 Adopted Goals
2. Goals Presentation – To be Provided at the City Council Meeting

# ATTACHMENT 1





# City Council Goals

2020

- 1) Address Budget Deficit/Public Safety Contracts
- 2) Implement EMS Subscription Program
- 3) Implement Residential Rental Program
- 4) Implement Life Safety Inspection Program
- 5) Renegotiate Trash Hauling Franchise Agreement with CR&R
- 6) Move Economic Development Initiatives Forward: BLM Land; Towne Center Specific Plan, Identification of Developable Parcels, Attract New Businesses, Investments, Etc.
- 7) Digitize Files & Move Servers to the Cloud
- 8) Explore Establishing a Zip Code Specific to Canyon Lake
- 9) Expand Communications/Public Engagement Efforts
- 10) Protect Water Quality through Compliance with MS4 Permit Requirements
- 11) Complete Housing Element Update
- 12) Maintain Positive Relationship with the POA
- 13) Build Positive Regional Relationships
- 14) Establish an Internship Program
- 15) Begin Contemplating Long-Range Visioning/Strategic Planning
- 16) Put on Successful Events: Veterans Day; Winter Wonderland; 30<sup>th</sup> Anniversary Gala/State of the City





## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**BY:** Jim Morrissey, City Planner

**DATE:** January 13, 2021

**SUBJECT:** Introduction and First Reading of Ordinance No. 203, An Ordinance of the City Council of the City of Canyon Lake, California, Approving an Amendment to the Canyon Lake Municipal Code, Title 9: Planning and Zoning, Section 18.25. Swimming Pools

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### Recommendation

That the City Council:

1. Find the proposed Zoning Ordinance amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.
2. Approve the Introduction and First Reading of Ordinance No. 203, an Ordinance of the City Council of the City of Canyon Lake, California, Approving an Amendment to the Canyon Lake Municipal Code, Title 9: Planning and Zoning, Section 18.25. Swimming Pools

### Background

The City of Canyon Lake permits the installation of swimming pools for private use, provided they are located at least five feet from adjoining property lines and the on-site dwelling. In one circumstance the City has been working with a property owner who undertook improvements for a new swimming pool without building permits that extended beyond their rear yard property boundaries and encroached into the Lake area owned by Elsinore Valley Municipal Water District. Based upon the City's enforcement action and subsequent acceptance of a settlement agreement by the property owner, the property owner is required to obtain building permits for the swimming pool prior to February 15, 2021 and correct the placement of the pool so that it does not encroach into the Lake. Approval of the proposed ordinance amendment on January 13, 2021, will allow the applicant the opportunity to comply with the terms of the settlement agreement. The

permits and new pool design will conform to the proposed amendment to the Zoning Ordinance.

### **Discussion**

The proposed amendment to the Zoning Ordinance would only change the rear yard setback requirements for pools on residential properties in which the rear yard also adjoins the Lake. It is presumed the current five-foot setback requirement around the pool exists to ensure adequate space for pedestrian movement and to separate pool improvements from the adjoining property. In most conditions the adjoining property is an occupied residential lot. However, the ordinance amendment would provide an exception for properties in which the rear yard abuts the Lake and there are no adjoining residents. In those circumstances a pool could be placed adjacent to the rear property line if the rear yard property line also adjoins the Lake. In those circumstances where a pool is placed in the corner of a parcel adjoining the Lake, no rear yard setback would be required. However, the existing five-foot setback for the side yard would remain.

The current ordinance requirements are shown below, with underlining noting the additions.

- a. Private swimming pools for the use of the occupants of the premises and their nonpaying guests shall be located not nearer than five (5) feet to any property line or dwelling; except as follows:
  1. Residential properties located within that portion of Canyon Lake which adjoin the Lake along the rear property line are not required to provide a five-foot rear yard setback when the pool is placed along said rear property line. All other setback distances shall be met.
  2. Any pool improvement, including footings, cannot encroach or extend beyond the rear property line, without express written authorization of the owner of the lake.

### **Fiscal Impact**

No fiscal impact would occur due to the adoption of this ordinance amendment.

### **Attachments**

1. Ordinance No. 203
2. Public Hearing Notice

# ATTACHMENT 1



## ORDINANCE NO. 203

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING AN AMENDMENT TO THE CANYON LAKE MUNICIPAL CODE, TITLE 9: PLANNING AND ZONING, SECTION 18.25. SWIMMING POOLS

THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES ORDAIN AS FOLLOWS:

**SECTION 1. Environmental Determination and Findings.** The proposed amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

#### **SECTION 2. Municipal Code Amendments.**

Title 9, Planning and Zoning; Section 18.25 of the Canyon Lake Municipal Code is hereby amended as provided below, which is incorporated herein by this reference as though set forth in full.

- a. Private swimming pools for the use of the occupants of the premises and their nonpaying guests shall be located not nearer than five (5) feet to any property line or dwelling, except as follows:
  1. Residential properties located within that portion of the City which adjoin the lake along the rear property line are not required to provide a five-foot rear yard setback when the pool is placed along said rear property line. All other setback distances shall be met.
  2. Any pool improvement, including footings, cannot encroach or extend beyond the rear property line, without the express written authorization of the owner of the lake.

**SECTION 3. Concluding Facts and Reasons.** Based on the substantial evidence presented to the City Council during the public hearing on the Ordinance, and the specific findings set forth in the Recitals, and Sections 1 and 2, above, the City Council hereby concludes that the proposed Amendment to the City of Canyon Lake Municipal Code is consistent with the goals, policies, plans, and exhibits of the General Plan. Staff has thoroughly reviewed the proposed Municipal Code Amendment and the conditions under which it will be implemented and has determined the proposed Municipal Code provisions to be consistent with the applicable goals, policies, plans, and exhibits of the General Plan. Additionally the City Council finds that the proposed Amendment to the City of Canyon Lake Municipal Code would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

**SECTION 4. Severability.** If any section, sentence, clause or phrase of this Ordinance or the application thereof to any entity, person or circumstance is held for any reason to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance and each section, sentence, clause or phrase

thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**SECTION 5. Effective Date.** This Ordinance shall become effective thirty (30) days following its adoption.

**SECTION 6. Publication and Posting.** The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

**PASSED APPROVED AND ADOPTED** this 13th day of January, 2021.

\_\_\_\_\_  
Kasey Castillo, 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 conduct a public hearing at its regularly scheduled meeting on January 13, 2021, at 6:30 p.m. or as soon thereafter as it may be heard. The meeting will take place in the City Council Chamber at City Hall, located at 31516 Railroad Canyon Road, Canyon Lake, CA 92587.

**AT THE PUBLIC HEARING, THE CITY COUNCIL WILL CONSIDER** an amendment to the City of Canyon Lake Zoning Ordinance, Section 18.25. Swimming Pools, to eliminate the required rear yard setback for swimming pools located adjacent to the rear property line, if the parcel is adjacent to the lake, and no improvements encroach beyond the property line.

Environmental Determination: A Categorical Exemption, Section 153030, New Construction or Conversion of Small Structures, Guidelines for Implementation of the California Environmental Quality Act (CEQA), will be considered for compliance with the California Environmental Quality Act.

Anyone wishing to protest this action must file a written response or may appear virtually at the public hearing. Prior to the hearing, written comments in favor or against should be sent to the Canyon Lake City Hall, City Clerk's Office at 31516 Railroad Canyon Road, Canyon Lake, CA 92587. If you challenge any project or fee in court, you may be held to raising only those issues you or someone else raised at the public hearing or in written correspondence to the City Clerk at or prior to the public hearing as described in this notice.

The proposed environmental finding may be viewed 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](http://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](mailto:PublicComment@canyonlakeca.gov). The City Clerk will read these public comment submissions into the record during the "Public Comments" portion of the agenda.

For additional information contact Ana V. Sauseda, City Clerk, at [asauseda@canyonlakeca.gov](mailto:asauseda@canyonlakeca.gov)

\_\_\_\_\_  
/s/

Ana V. Sauseda  
City Clerk

**Published 01/01/2021**