



CITY OF CANYON LAKE
City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
www.canyonlakeca.gov

Mayor Kasey Castillo
Mayor Pro Tem Jeremy Smith
Council Members:
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, June 2, 2021

Closed Session 4:30 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 open to the public at limited capacity. Alternatively, members of the public may observe the City Council meeting by selecting the Live Stream icon on the main page: www.canyonlakeca.gov, the City's Facebook page, Time Warner/Spectrum Channel 29, or on FIOS/Frontier Channel 39.

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

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

CLOSED SESSION – 4:30 P.M.

CLOSED SESSION CALLED TO ORDER

ROLL CALL

PUBLIC COMMENT

LIMIT 3 MINUTES

Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to submit a public comment card or 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.

- A. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION – Pursuant to paragraph (4) of subdivision (d) of Section 54956.9 – 1 case
- B. 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
- C. 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
- D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Pursuant to paragraph (1) of subdivision (d) of Section 54956.9
City of Canyon Lake, et al. v. Jensen, Riverside Superior Court Case No. CVRI2100821
- E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Paragraph (1) of subdivision (d) of Section 54956.9.
Name of case: In Re Western Community Energy. Bankruptcy Court for the Central District of California
Case No. 6:21-bk-12821
- F. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 - 1 case

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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*

- Honoring Former Councilman Jordan Ehrenkranz

COMMUNITY REPORTS - LIMIT 3 MINUTES

- Elsinore Valley Municipal Water District Update – Vice President Darcy Burke
- Canyon Lake Property Owners Association Update – President Joe Kamashian
- Chamber of Commerce Update – President Jeanne O'Dell

PUBLIC SAFETY UPDATE

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

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PUBLIC COMMENT

LIMIT 3 MINUTES

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CONSENT CALENDAR

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

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Resolution – Adoption of Resolution No. 2021-26, Approving Claims and Demands of the City
- (3) Minutes – Approval of City Council Minutes
  - May 5, 2021 – Regular City Council Meeting
- (4) Resolution – Adoption of Resolution No. 2021-27, Approving the North Gate Park Conceptual Plan and Directing the City Manager to Move Forward with Planning, Design and Land Acquisition
- (5) Resolution – Adoption of Resolution No. 2021-32, Declaring a Vacancy on the City Council and Setting the Schedule for an Appointment Process
- (6) Second Reading of Ordinance No. 207 – An Ordinance of the City Council of the City of Canyon Lake, California, to Update the Local Development Mitigation Fee for Funding the Preservation of Natural Ecosystems in accordance with the Western Riverside County Multiple Species Habitat Conservation Plan and LDMF Resolution
- (7) Committee Assignments – Review and Revise 2021 Agency and Committee Assignments

PULLED CONSENT CALENDAR ITEMS

PUBLIC HEARING

- (8) Resolution – Adoption of Resolution No. 2021-28, Establishing Solid Waste Collection Rates and EMS Program Fees for the 2021-2022 Fiscal Year and Providing for Collection Thereof on the Property Tax Roll

BUSINESS ITEMS

- (9) Agreement - Additional Information on the Selection of Consultant to Prepare an Update to the **City's** General Plan Safety Element

- (10) Agreement - Amendment to Cooperative Agreement with the County of Riverside for Fire Protection Services
- (11) Resolution - Adoption of Resolution No. 2021-29, Authorizing the City Manager to enter into a Cooperative Agreement with the County of Riverside County for Dispatch and Communication Services
- (12) Agreement - Amendment to the Agreement between the City of Canyon Lake and Hinderliter de Llamas and Associates (HDL)
- (13) Approval of City Budget
- Adoption of Resolution No. 2021-30, Approving **the City's Fiscal Year** 2021-2022 Budget and Appropriations Limit
  - Adoption of Resolution No. 2021-31, Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2021-22
- (14) Fire Department Startup Update – Presentation by Fire Consultant/Interim Fire Chief Jeff LaTendresse

#### CITY MANAGER COMMENTS

#### COMMITTEE AND COUNCIL REPORTS/COMMENTS

#### ANNOUNCEMENTS

The next regular meeting will be Wednesday, July 7, 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).

June 2, 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 May 27, 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:** June 2, 2021  
**SUBJECT:** Adoption of Resolution No. 2021-26, Allowing Certain Claims and Demands as Set Forth in Exhibit A

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### **Recommendation**

That the City Council adopt Resolution No. 2021-26, allowing certain claims and demands as set forth in Exhibit A.

### **Background**

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of May 5, 2021.

### **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. 2021-26



# ATTACHMENT 1



**RESOLUTION NO. 2021-26**

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

**WHEREAS**, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on June 2, 2021; and

**WHEREAS**, Exhibit A was presented at the regular meeting of the City Council on June 2, 2021, at which all present, were given an opportunity to comment.

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

Demands are approved as shown on the Demand\Warrant Register of June 2nd, in the amount of \$940,705.26 as follows:

|                           |    |                   |                                       |
|---------------------------|----|-------------------|---------------------------------------|
| Payroll Earnings (Gross)  | \$ | 63,172.25         | (2nd Half of April & 1st Half of May) |
| Payroll Taxes - Employer  |    | 1,122.10          | (2nd Half of April & 1st Half of May) |
| On-line Retirement        |    | 8,028.12          | (2nd Half of April & 1st Half of May) |
| On-line Health            |    | 4,101.11          | (For the Month of May)                |
| Nationwide Deferred Comp. |    | 2,624.76          | (For the Month of April)              |
| General                   |    | 861,656.92        |                                       |
| TOTAL                     | \$ | <u>940,705.26</u> |                                       |

**PASSED, APPROVED AND ADOPTED** this 2nd day of June, 2021.

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Kasey Castillo, Mayor

ATTEST:

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Ana V. Sauseda, CMC  
City Clerk



Exhibit A



## Claims and Demands



**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name                               | Transaction Description                                      | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|-------------------------------------------|--------------------------------------------------------------|--------------|-----------|------------------|
| 26633        | 5/5/2021               | Affordable Auto Repair                    | Replace Oil Pressure Sensor & Switch in GMC Sierra 1500,4/19 | 439.77       | 10        | GENERAL          |
| Total 26633  | 5/5/2021               |                                           |                                                              | 439.77       |           |                  |
| 26634        | 5/5/2021               | Albert A. Webb Associates                 | Professional Services for State SB2 Planning, 4/24/2021      | 21,262.50    | 10        | GENERAL          |
| Total 26634  | 5/5/2021               |                                           |                                                              | 21,262.50    |           |                  |
| 26635        | 5/5/2021               | AMP GLOBAL LLC                            | Rent for 31526 Railroad Cyn. Rd. Ste #4 June 2021            | 412.00       | 10        | GENERAL          |
| Total 26635  | 5/5/2021               |                                           |                                                              | 412.00       |           |                  |
| 26636        | 5/5/2021               | AMP GLOBAL LLC                            | Rent for Admin Bldg. for the month of June 2021              | 2,834.00     | 10        | GENERAL          |
| Total 26636  | 5/5/2021               |                                           |                                                              | 2,834.00     |           |                  |
| 26637        | 5/5/2021               | CANYON LAKE PEST CONTROL, Steven E. Young | Monthly Pest Control for Fire Station, April 2021            | 40.00        | 10        | GENERAL          |
| Total 26637  | 5/5/2021               |                                           |                                                              | 40.00        |           |                  |
| 26638        | 5/5/2021               | Corelogic Information Solutions, INC.     | Database for Code Enforcement, April 2021                    | 160.55       | 10        | GENERAL          |
| Total 26638  | 5/5/2021               |                                           |                                                              | 160.55       |           |                  |
| 26639        | 5/5/2021               | Joseph Dandrea                            | Refund for Overpayment on Business License                   | 2.00         | 10        | GENERAL          |
| Total 26639  | 5/5/2021               |                                           |                                                              | 2.00         |           |                  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name                     | Transaction Description                                 | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|---------------------------------|---------------------------------------------------------|--------------|-----------|------------------|
| 26640        | 5/5/2021               | DATA TICKET                     | Citation Processing (1035), Code Enforcement March 2021 | 193.00       | 10        | GENERAL          |
| 26640        | 5/5/2021               | DATA TICKET                     | Monthly EMS Response Fee (1241), March 2021             | 100.00       | 10        | GENERAL          |
| 26640        | 5/5/2021               | DATA TICKET                     | Parking Citations (0506), March 2021                    | 300.00       | 10        | GENERAL          |
| Total 26640  | 5/5/2021               |                                 |                                                         | 593.00       |           |                  |
| 26641        | 5/5/2021               | Delgado Janitorial Services     | Janitorial Services for the Month of April 2021         | 1,124.50     | 10        | GENERAL          |
| 26641        | 5/5/2021               | Delgado Janitorial Services     | Janitorial Services for the Month of April 2021         | 56.00        | 60        | ENTERPR... FUND  |
| Total 26641  | 5/5/2021               |                                 |                                                         | 1,180.50     |           |                  |
| 26642        | 5/5/2021               | Jordan Ehrenkranz               | Auto Allowance for the month of May 2021 - Ehrenkranz   | 100.00       | 10        | GENERAL          |
| Total 26642  | 5/5/2021               |                                 |                                                         | 100.00       |           |                  |
| 26643        | 5/5/2021               | Jeremy Smith                    | Auto Allowance for the month of May 2021 - Smith        | 100.00       | 10        | GENERAL          |
| Total 26643  | 5/5/2021               |                                 |                                                         | 100.00       |           |                  |
| 26644        | 5/5/2021               | Kasey Castillo                  | Auto Allowance for the month of May 2021 - Castillo     | 100.00       | 10        | GENERAL          |
| Total 26644  | 5/5/2021               |                                 |                                                         | 100.00       |           |                  |
| 26645        | 5/5/2021               | Kansas City Life Group Benefits | Life Insurance for Employee's 5/15/21 to 6/14/21        | 151.74       | 10        | GENERAL          |
| Total 26645  | 5/5/2021               |                                 |                                                         | 151.74       |           |                  |

**City of Canyon Lake**  
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 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name          | Transaction Description                                      | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|----------------------|--------------------------------------------------------------|--------------|-----------|------------------|
| 26646        | 5/5/2021               | Larry Greene         | Auto Allowance for the month of May 2021 - Greene            | 100.00       | 10        | GENERAL          |
| Total 26646  | 5/5/2021               |                      |                                                              | 100.00       |           |                  |
| 26647        | 5/5/2021               | Jeff LaTendresse     | Monthly Contracted Services for Interim Fire Chief, May 2020 | 7,272.72     | 10        | GENERAL          |
| 26647        | 5/5/2021               | Jeff LaTendresse     | Reimbursement for Parking at John Wayne Airport, 4/26        | 94.00        | 10        | GENERAL          |
| Total 26647  | 5/5/2021               |                      |                                                              | 7,366.72     |           |                  |
| 26648        | 5/5/2021               | Pensco Trust Company | Refund of Developer Deposit - 22380 Pin Tail Drive           | 821.00       | 10        | GENERAL          |
| Total 26648  | 5/5/2021               |                      |                                                              | 821.00       |           |                  |
| 26649        | 5/5/2021               | PETERSON ELECTRIC    | Trouble Shoot Exterior Lights & Sign on New Suite, 4/19/21   | 143.00       | 60        | ENTERPR... FUND  |
| Total 26649  | 5/5/2021               |                      |                                                              | 143.00       |           |                  |
| 26650        | 5/5/2021               | Sallie Sue Putt      | Refund for Overpayment on Business License, 4/15/2021        | 6.00         | 10        | GENERAL          |
| Total 26650  | 5/5/2021               |                      |                                                              | 6.00         |           |                  |
| 26651        | 5/5/2021               | PV Maintenance Inc.  | Cleaned Debris-Railroad Cyn Rd&Powerwash Memorial April 2021 | 384.62       | 10        | GENERAL          |
| 26651        | 5/5/2021               | PV Maintenance Inc.  | Cleaned Debris-Railroad Cyn Rd&Powerwash Memorial April 2021 | 529.11       | 20        | GAS TAX          |
| Total 26651  | 5/5/2021               |                      |                                                              | 913.73       |           |                  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name                                  | Transaction Description                                     | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|----------------------------------------------|-------------------------------------------------------------|--------------|-----------|------------------|
| 26652        | 5/5/2021               | Rogers, Anderson, Malody & Scott, LLP        | Accounting services for the month of February 2021          | 5,240.00     | 10        | GENERAL          |
| Total 26652  | 5/5/2021               |                                              |                                                             | 5,240.00     |           |                  |
| 26653        | 5/5/2021               | RingCentral Inc.                             | Annual Contract for City Hall New Phones-4/18/21 to 4/17/22 | 7,210.25     | 10        | GENERAL          |
| Total 26653  | 5/5/2021               |                                              |                                                             | 7,210.25     |           |                  |
| 26654        | 5/5/2021               | Riverside County Sheriff Dept. Lake Elsinore | Sheriff's Contract Law 2/11/21 to 3/10/21                   | 145,493.18   | 10        | GENERAL          |
| Total 26654  | 5/5/2021               |                                              |                                                             | 145,493.18   |           |                  |
| 26655        | 5/5/2021               | SAFAI CORPORATION                            | Refund of Developer Deposit - 22480 Compass Drive           | 1,071.00     | 10        | GENERAL          |
| Total 26655  | 5/5/2021               |                                              |                                                             | 1,071.00     |           |                  |
| 26656        | 5/5/2021               | Simpler Life Emergency Provisions            | Emergency Preparedness Kits for City Employee's, 4/27/2021  | 2,021.92     | 10        | GENERAL          |
| Total 26656  | 5/5/2021               |                                              |                                                             | 2,021.92     |           |                  |
| 26657        | 5/5/2021               | STAPLES                                      | General Office Supplies, 4/25/21                            | 599.87       | 10        | GENERAL          |
| Total 26657  | 5/5/2021               |                                              |                                                             | 599.87       |           |                  |
| 26658        | 5/5/2021               | The Gas Company                              | Gas Charges 3/31/21 to 4/29/21                              | 8.85         | 10        | GENERAL          |
| 26658        | 5/5/2021               | The Gas Company                              | Gas Charges for 31520 Railroad Cyn. Rd. 3/31/21 to 4/29/21  | 16.34        | 60        | ENTERPR... FUND  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name                        | Transaction Description                                   | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|------------------------------------|-----------------------------------------------------------|--------------|-----------|------------------|
| Total 26658  | 5/5/2021               |                                    |                                                           | 25.19        |           |                  |
| 26659        | 5/5/2021               | Time Warner Cable                  | Digital Converter for City Hall, 4/22/21 to 5/21/21       | 5.52         | 10        | GENERAL          |
| Total 26659  | 5/5/2021               |                                    |                                                           | 5.52         |           |                  |
| 26660        | 5/5/2021               | Toshiba America Business Solutions | Color & Black/White Monthly Copy Costs 3/26/21 to 4/25/21 | 312.68       | 10        | GENERAL          |
| Total 26660  | 5/5/2021               |                                    |                                                           | 312.68       |           |                  |
| 26661        | 5/5/2021               | Dale Welty                         | Auto Allowance for the month of May 2021 - Welty          | 100.00       | 10        | GENERAL          |
| Total 26661  | 5/5/2021               |                                    |                                                           | 100.00       |           |                  |
| 26662        | 5/5/2021               | Chris & Doris Wilkeson             | Refund of Developer Deposit - 30040 Cross Hill Drive      | 821.00       | 10        | GENERAL          |
| Total 26662  | 5/5/2021               |                                    |                                                           | 821.00       |           |                  |
| 26663        | 5/20/2021              | Abila                              | Additional Accounting Software Subscription, 5/17/2021    | 50.00        | 10        | GENERAL          |
| Total 26663  | 5/20/2021              |                                    |                                                           | 50.00        |           |                  |
| 26664        | 5/20/2021              | AMERICAN FORENSIC NURSES INC       | Sheriff's Blood Draw, 3/15/2021                           | 275.00       | 10        | GENERAL          |
| 26664        | 5/20/2021              | AMERICAN FORENSIC NURSES INC       | Sheriff's Blood Draw, 4/15/2021                           | 110.00       | 10        | GENERAL          |
| Total 26664  | 5/20/2021              |                                    |                                                           | 385.00       |           |                  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name               | Transaction Description                             | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|---------------------------|-----------------------------------------------------|--------------|-----------|------------------|
| 26665        | 5/20/2021              | American Legal Publishing | Editing of City Municipal Code, April 2021          | 67.89        | 10        | GENERAL          |
| 26665        | 5/20/2021              | American Legal Publishing | Internet Editing of City Municipal Code, April 2021 | 6.30         | 10        | GENERAL          |
| Total 26665  | 5/20/2021              |                           |                                                     | 74.19        |           |                  |
| 26666        | 5/20/2021              | Michael Armstrong         | Memeorial Day Event - Bugle Player 4/22/21          | 150.00       | 10        | GENERAL          |
| Total 26666  | 5/20/2021              |                           |                                                     | 150.00       |           |                  |
| 26667        | 5/20/2021              | Bill Blankenship          | Economic Development Consulting April 2021          | 2,500.00     | 10        | GENERAL          |
| Total 26667  | 5/20/2021              |                           |                                                     | 2,500.00     |           |                  |
| 26668        | 5/20/2021              | BIO-TOX LABORATORIES      | Sheriff's Blood Draws, 3/11/21 & 3/18/21            | 516.00       | 10        | GENERAL          |
| 26668        | 5/20/2021              | BIO-TOX LABORATORIES      | Sheriff's Blood Draws, 3/4/21 to 3/25/21            | 911.00       | 10        | GENERAL          |
| Total 26668  | 5/20/2021              |                           |                                                     | 1,427.00     |           |                  |
| 26669        | 5/20/2021              | Control Pump              | Monthly Landscape Booster Station, April 2021       | 375.00       | 20        | GAS TAX          |
| 26669        | 5/20/2021              | Control Pump              | Monthly Landscape Booster Station, February 2021    | 375.00       | 20        | GAS TAX          |
| Total 26669  | 5/20/2021              |                           |                                                     | 750.00       |           |                  |
| 26670        | 5/20/2021              | CR&R                      | Trash Services for Rental Bldg. May 2021            | 164.80       | 60        | ENTERPR... FUND  |
| Total 26670  | 5/20/2021              |                           |                                                     | 164.80       |           |                  |
| 26671        | 5/20/2021              | CTAI Pacific Greenscape   | Landscape for Fire Station 60 May 2021              | 250.00       | 10        | GENERAL          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name                           | Transaction Description                                      | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|---------------------------------------|--------------------------------------------------------------|--------------|-----------|------------------|
| 26671        | 5/20/2021              | CTAI Pacific Greenscape               | Landscape Maintenance for Median & Parkways May 2021         | 4,500.00     | 20        | GAS TAX          |
| 26671        | 5/20/2021              | CTAI Pacific Greenscape               | Repair Low Pressure Irrigation Issues on Railroad Cyn Rd5/12 | 1,746.00     | 20        | GAS TAX          |
| Total 26671  | 5/20/2021              |                                       |                                                              | 6,496.00     |           |                  |
| 26672        | 5/20/2021              | DIRECTV                               | Satellite for Fire Station, 5/12/21 to 6/11/21               | 116.54       | 10        | GENERAL          |
| Total 26672  | 5/20/2021              |                                       |                                                              | 116.54       |           |                  |
| 26673        | 5/20/2021              | Discount Hauling and Cleanup Services | Removed Demo & Haul Away 45' Trailer on Sorrel Ln, 5/18/21   | 2,650.00     | 20        | GAS TAX          |
| Total 26673  | 5/20/2021              |                                       |                                                              | 2,650.00     |           |                  |
| 26674        | 5/20/2021              | STATE OF CA DEPT. OF JUSTICE          | Sheriff's Blood Analysis, March 2021                         | 35.00        | 10        | GENERAL          |
| Total 26674  | 5/20/2021              |                                       |                                                              | 35.00        |           |                  |
| 26675        | 5/20/2021              | Embroidery & More                     | Ladies Jackets with City Logo - Lozano & Ward                | 106.58       | 10        | GENERAL          |
| Total 26675  | 5/20/2021              |                                       |                                                              | 106.58       |           |                  |
| 26676        | 5/20/2021              | Five-Star Military Vehicle Rental Co  | Memorial Day Event - Military Vehicle Rental 4/4/21          | 600.00       | 10        | GENERAL          |
| Total 26676  | 5/20/2021              |                                       |                                                              | 600.00       |           |                  |
| 26677        | 5/20/2021              | FRIDAY FLYER                          | 1/4 Page Advertisement of City Wide Clean Up Event, 4/2/21   | 150.00       | 10        | GENERAL          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name             | Transaction Description                                    | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|-------------------------|------------------------------------------------------------|--------------|-----------|------------------|
| 26677        | 5/20/2021              | FRIDAY FLYER            | 1/4 Page Advertisement of City Wide Clean Up Event, 4/9/21 | 150.00       | 10        | GENERAL          |
| 26677        | 5/20/2021              | FRIDAY FLYER            | Ordinance No. 206 Observed Holidays, 5/14/21               | 25.20        | 10        | GENERAL          |
| 26677        | 5/20/2021              | FRIDAY FLYER            | Ordinance No. 207 Natural Ecosystems - 5/14/2021           | 31.50        | 10        | GENERAL          |
| Total 26677  | 5/20/2021              |                         |                                                            | 356.70       |           |                  |
| 26678        | 5/20/2021              | Frontier Communications | Internet for City Hall & Admin, 5/10/21 to 6/9/21          | 202.28       | 10        | GENERAL          |
| 26678        | 5/20/2021              | Frontier Communications | Phones for Fire Station, 5/13/21 to 6/12/21                | 397.91       | 10        | GENERAL          |
| Total 26678  | 5/20/2021              |                         |                                                            | 600.19       |           |                  |
| 26679        | 5/20/2021              | NANCY GREENHALGH        | Retiree Health Insurance for June 2021                     | 168.56       | 10        | GENERAL          |
| Total 26679  | 5/20/2021              |                         |                                                            | 168.56       |           |                  |
| 26680        | 5/20/2021              | Jack Smith              | Refund for Overpayment on Building Permit, 4/19/2021       | 380.03       | 10        | GENERAL          |
| Total 26680  | 5/20/2021              |                         |                                                            | 380.03       |           |                  |
| 26681        | 5/20/2021              | JK Catering             | Catering for Memorial Day Event, 4/23/21                   | 271.88       | 10        | GENERAL          |
| Total 26681  | 5/20/2021              |                         |                                                            | 271.88       |           |                  |
| 26682        | 5/20/2021              | Joe's Hardware          | Cable Ties for Admin Office, 5/18/21                       | 8.36         | 10        | GENERAL          |
| Total 26682  | 5/20/2021              |                         |                                                            | 8.36         |           |                  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number   | Matching Document Date | Vendor Name                              | Transaction Description                                          | Check Amount | Fund Code | Fund Short Title |
|----------------|------------------------|------------------------------------------|------------------------------------------------------------------|--------------|-----------|------------------|
| 26683          | 5/20/2021              | Robert Kielty                            | Refund Deposits-30761<br>Burning Tree & 30548 Early<br>Round Dr. | 1,642.00     | 10        | GENERAL          |
| Total<br>26683 | 5/20/2021              |                                          |                                                                  | 1,642.00     |           |                  |
| 26684          | 5/20/2021              | Lifesigns Inc.                           | Interpreter for Investigation,<br>4/15/2021                      | 825.00       | 10        | GENERAL          |
| 26684          | 5/20/2021              | Lifesigns Inc.                           | Interpreter for Investigation,<br>4/21/2021                      | 918.75       | 10        | GENERAL          |
| Total<br>26684 | 5/20/2021              |                                          |                                                                  | 1,743.75     |           |                  |
| 26685          | 5/20/2021              | Brian Meineke                            | Refund for Overpayment on<br>Business License, 3/22/2021         | 4.00         | 10        | GENERAL          |
| Total<br>26685 | 5/20/2021              |                                          |                                                                  | 4.00         |           |                  |
| 26686          | 5/20/2021              | Nate Volk                                | Video Broadcast Mtg. for<br>5/21/21                              | 500.00       | 10        | GENERAL          |
| Total<br>26686 | 5/20/2021              |                                          |                                                                  | 500.00       |           |                  |
| 26687          | 5/20/2021              | Pitney Bowes, Inc.                       | Red Ink for Postage<br>Machine, 5/17/21                          | 87.00        | 10        | GENERAL          |
| Total<br>26687 | 5/20/2021              |                                          |                                                                  | 87.00        |           |                  |
| 26688          | 5/20/2021              | PZL, Inc.                                | Planning Services for April<br>2021                              | 3,900.00     | 10        | GENERAL          |
| Total<br>26688 | 5/20/2021              |                                          |                                                                  | 3,900.00     |           |                  |
| 26689          | 5/20/2021              | Rogers, Anderson,<br>Malody & Scott, LLP | Accounting services for the<br>month of April 2021               | 5,496.00     | 10        | GENERAL          |
| 26689          | 5/20/2021              | Rogers, Anderson,<br>Malody & Scott, LLP | Accounting services for the<br>month of March 2021               | 5,771.50     | 10        | GENERAL          |
| Total<br>26689 | 5/20/2021              |                                          |                                                                  | 11,267.50    |           |                  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name                                  | Transaction Description                                    | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|----------------------------------------------|------------------------------------------------------------|--------------|-----------|------------------|
| 26690        | 5/20/2021              | Regional Conservation Authority              | MSHCP Fees collected for May 2021                          | 6,702.00     | 50        | AGENCY           |
| Total 26690  | 5/20/2021              |                                              |                                                            | 6,702.00     |           |                  |
| 26691        | 5/20/2021              | RIVERSIDE COUNTY FIRE DEPT                   | Fire Protection Services for 3rd Qtr. (Jan.-Mar.) FY 20-21 | 450,495.31   | 10        | GENERAL          |
| Total 26691  | 5/20/2021              |                                              |                                                            | 450,495.31   |           |                  |
| 26692        | 5/20/2021              | Riverside County Sheriff Dept. Lake Elsinore | Sheriff's Contract Law 3/11/21 to 4/7/21                   | 133,849.00   | 10        | GENERAL          |
| Total 26692  | 5/20/2021              |                                              |                                                            | 133,849.00   |           |                  |
| 26693        | 5/20/2021              | Special District Risk Management Authority   | Dental & Vision Insurance for June 2021                    | 538.69       | 10        | GENERAL          |
| Total 26693  | 5/20/2021              |                                              |                                                            | 538.69       |           |                  |
| 26694        | 5/20/2021              | STATE COMP. INS. FUND                        | Workers Comp Insurance for May 2021                        | 401.92       | 10        | GENERAL          |
| Total 26694  | 5/20/2021              |                                              |                                                            | 401.92       |           |                  |
| 26695        | 5/20/2021              | Steve's Towing Inc.                          | Towed City Enforcement Boat to Repair Shop, 4/20/21        | 540.00       | 10        | GENERAL          |
| Total 26695  | 5/20/2021              |                                              |                                                            | 540.00       |           |                  |
| 26696        | 5/20/2021              | Syntech Group                                | IT Services for May 2021                                   | 1,875.00     | 10        | GENERAL          |
| Total 26696  | 5/20/2021              |                                              |                                                            | 1,875.00     |           |                  |
| 26697        | 5/20/2021              | Temecula Drain Service & Plumbing Inc.       | Unclogged Sink at Nikki's Hair Salon (31542), 4/23/21      | 165.00       | 60        | ENTERPR... FUND  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name                | Transaction Description                                 | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|----------------------------|---------------------------------------------------------|--------------|-----------|------------------|
| Total 26697  | 5/20/2021              |                            |                                                         | 165.00       |           |                  |
| 26698        | 5/20/2021              | The Christmas Kings        | Tree & Lighting for Veteran's Memorial Park, 3/31/21    | 21,300.00    | 10        | GENERAL          |
| Total 26698  | 5/20/2021              |                            |                                                         | 21,300.00    |           |                  |
| 26699        | 5/20/2021              | Tim Sun                    | Reimburse for City Enforcement Shirt Purchased, 5/20/21 | 55.14        | 10        | GENERAL          |
| Total 26699  | 5/20/2021              |                            |                                                         | 55.14        |           |                  |
| 26700        | 5/20/2021              | Time Warner Cable          | Internet for Fire Station, 5/10/21 to 6/9/21            | 114.98       | 10        | GENERAL          |
| Total 26700  | 5/20/2021              |                            |                                                         | 114.98       |           |                  |
| 26701        | 5/20/2021              | Toshiba Financial Services | Monthly Copier Lease for Admin & City Hall, 6/10/2021   | 799.32       | 10        | GENERAL          |
| Total 26701  | 5/20/2021              |                            |                                                         | 799.32       |           |                  |
| 26702        | 5/20/2021              | U. S. Bank                 | See Credit Card Review                                  | 3,750.63     | 10        | GENERAL          |
| Total 26702  | 5/20/2021              |                            |                                                         | 3,750.63     |           |                  |
| 26703        | 5/20/2021              | Verizon Wireless           | Cell Phones, 4/4/21 to 5/3/21                           | 206.39       | 10        | GENERAL          |
| 26703        | 5/20/2021              | Verizon Wireless           | Ipad & SIM Card Device, 4/4/21 to 5/3/21                | 157.08       | 10        | GENERAL          |
| Total 26703  | 5/20/2021              |                            |                                                         | 363.47       |           |                  |
| EFT327       |                        | SOUTHERN CALIFORNIA EDISON | Electricity for City Hall Admin 3/21/21 to 4/20/21      | 143.67       | 10        | GENERAL          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name                | Transaction Description                                      | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|----------------------------|--------------------------------------------------------------|--------------|-----------|------------------|
| Total EFT327 |                        |                            |                                                              | 143.67       |           |                  |
| EFT328       |                        | SOUTHERN CALIFORNIA EDISON | Electricity for 31520 Railroad Cyn Rd 3/21/21 to 4/20/21     | 37.41        | 60        | ENTERPR... FUND  |
| Total EFT328 |                        |                            |                                                              | 37.41        |           |                  |
| EFT329       |                        | SOUTHERN CALIFORNIA EDISON | Electricity for Fire Station 3/17/21 to 4/14/21              | 313.41       | 10        | GENERAL          |
| Total EFT329 |                        |                            |                                                              | 313.41       |           |                  |
| EFT330       |                        | SOUTHERN CALIFORNIA EDISON | Electricity for Traffic Signals 3/22/21 to 4/21/21           | 56.97        | 20        | GAS TAX          |
| Total EFT330 |                        |                            |                                                              | 56.97        |           |                  |
| EFT331       |                        | SOUTHERN CALIFORNIA EDISON | Electricity for 31526 Railroad Cyn Rd Ste. 3 3/21 to 4/20/21 | 41.14        | 10        | GENERAL          |
| Total EFT331 |                        |                            |                                                              | 41.14        |           |                  |
| EFT332       |                        | SOUTHERN CALIFORNIA EDISON | Electricity for 31542 Railroad Cyn Rd Ste. 2 & 3 3/17to4/14  | 423.74       | 60        | ENTERPR... FUND  |
| Total EFT332 |                        |                            |                                                              | 423.74       |           |                  |
| EFT333       |                        | SOUTHERN CALIFORNIA EDISON | Electricity for Traffic Signals 3/21/21 to 4/20/21           | 9.35         | 20        | GAS TAX          |
| Total EFT333 |                        |                            |                                                              | 9.35         |           |                  |
| EFT334       |                        | SOUTHERN CALIFORNIA EDISON | Electricity for Traffic Signals 3/17/21 to 4/14/21           | 208.32       | 20        | GAS TAX          |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number | Matching Document Date | Vendor Name                    | Transaction Description                            | Check Amount | Fund Code | Fund Short Title |
|--------------|------------------------|--------------------------------|----------------------------------------------------|--------------|-----------|------------------|
| Total EFT334 |                        |                                |                                                    | 208.32       |           |                  |
| EFT335       |                        | SOUTHERN CALIFORNIA EDISON     | Electricity for City Hall 3/17/21 to 4/14/21       | 729.20       | 10        | GENERAL          |
| Total EFT335 |                        |                                |                                                    | 729.20       |           |                  |
| EFT336       |                        | SOUTHERN CALIFORNIA EDISON     | Electricity for Pump Station 3/11/21 to 4/8/21     | 182.97       | 20        | GAS TAX          |
| Total EFT336 |                        |                                |                                                    | 182.97       |           |                  |
| EFT337       |                        | Sparkletts                     | Drinking Water for City Hall & Admin April 2021    | 128.48       | 10        | GENERAL          |
| Total EFT337 |                        |                                |                                                    | 128.48       |           |                  |
| EFT338       |                        | SOUTHERN CALIFORNIA EDISON     | Electricity for Traffic Signals 3/26/21 to 4/28/21 | 378.03       | 20        | GAS TAX          |
| Total EFT338 |                        |                                |                                                    | 378.03       |           |                  |
| EFT339       |                        | ELSINORE VALLEY MUNI WATER DIS | Water for Fire Station 3/29/21 to 4/27/21          | 385.71       | 10        | GENERAL          |
| Total EFT339 |                        |                                |                                                    | 385.71       |           |                  |
| EFT340       |                        | ELSINORE VALLEY MUNI WATER DIS | Water for 31520 Railroad Cyn Rd 3/25/21 to 4/25/21 | 73.21        | 60        | ENTERPR... FUND  |
| Total EFT340 |                        |                                |                                                    | 73.21        |           |                  |
| EFT341       |                        | ELSINORE VALLEY MUNI WATER DIS | Water for City Hall 3/25/21 to 4/25/21             | 159.09       | 10        | GENERAL          |
| Total EFT341 |                        |                                |                                                    | 159.09       |           |                  |

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 5/1/2021 Through 5/31/2021

| Check Number    | Matching Document Date | Vendor Name                       | Transaction Description                                           | Check Amount | Fund Code | Fund Short Title   |
|-----------------|------------------------|-----------------------------------|-------------------------------------------------------------------|--------------|-----------|--------------------|
| EFT342          |                        | ELSINORE VALLEY<br>MUNI WATER DIS | Water for Rental Bldg.<br>(31542 Railroad Cyn Rd)<br>3/25 to 4/25 | 109.56       | 60        | ENTERPR...<br>FUND |
| Total<br>EFT342 |                        |                                   |                                                                   | 109.56       |           |                    |
| EFT343          |                        | SOUTHERN<br>CALIFORNIA EDISON     | Electricity for Pump Station<br>4/9/21 to 5/9/21                  | 156.02       | 20        | GAS TAX            |
| Total<br>EFT343 |                        |                                   |                                                                   | 156.02       |           |                    |
| EFT344          |                        | ELSINORE VALLEY<br>MUNI WATER DIS | Water for Irrigation 3/29/21<br>to 4/27/21                        | 1,107.98     | 20        | GAS TAX            |
| Total<br>EFT344 |                        |                                   |                                                                   | 1,107.98     |           |                    |
| Report Total    |                        |                                   |                                                                   | 861,656.92   |           |                    |

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

| Vendor ID                         | Invoice Description                                          | Cash Required |
|-----------------------------------|--------------------------------------------------------------|---------------|
| Affordable Auto Repair            | Replace Oil Pressure Sensor & Switch in GMC Sierra 1500,4/19 | 439.77        |
| Albert A. Webb Associates         | Professional Services for State SB2 Planning, 4/24/2021      | 21,262.50     |
| AMP                               | Rent for Admin Bldg. for the month of June 2021              | 2,834.00      |
|                                   | Rent for 31526 Railroad Cyn. Rd. Ste #4 June 2021            | 412.00        |
| CL PEST                           | Monthly Pest Control for Fire Station, April 2021            | 40.00         |
| Corelogic                         | Database for Code Enforcement, April 2021                    | 160.55        |
| Dandrea                           | Refund for Overpayment on Business License                   | 2.00          |
| DATA TICKET                       | Parking Citations (0506), March 2021                         | 300.00        |
|                                   | Citation Processing (1035), Code Enforcement March 2021      | 193.00        |
|                                   | Monthly EMS Response Fee (1241), March 2021                  | 100.00        |
| Delgado                           | Janitorial Services for the Month of April 2021              | 1,124.50      |
|                                   | Janitorial Services for the Month of April 2021              | 56.00         |
| Ehrenkranz                        | Auto Allowance for the month of May 2021 - Ehrenkranz        | 100.00        |
| Jeremy Smith                      | Auto Allowance for the month of May 2021 - Smith             | 100.00        |
| Kasey Castillo                    | Auto Allowance for the month of May 2021 - Castillo          | 100.00        |
| KCL Group Benefits                | Life Insurance for Employee's 5/15/21 to 6/14/21             | 151.74        |
| Larry Greene                      | Auto Allowance for the month of May 2021 - Greene            | 100.00        |
| LaTendresse                       | Monthly Contracted Services for Interim Fire Chief, May 2020 | 7,272.72      |
|                                   | Reimbursement for Parking at John Wayne Airport, 4/26        | 94.00         |
| Pensco Trust                      | Refund of Developer Deposit - 22380 Pin Tail Drive           | 821.00        |
| PETERSON                          | Trouble Shoot Exterior Lights & Sign on New Suite, 4/19/21   | 143.00        |
| Putt                              | Refund for Overpayment on Business License, 4/15/2021        | 6.00          |
| PVM                               | Cleaned Debris-Railroad Cyn Rd&Powerwash Memorial April 2021 | 529.11        |
|                                   | Cleaned Debris-Railroad Cyn Rd&Powerwash Memorial April 2021 | 384.62        |
| RAMS                              | Accounting services for the month of February 2021           | 5,240.00      |
| RingCentral Inc.                  | Annual Contract for City Hall New Phones-4/18/21 to 4/17/22  | 7,210.25      |
| Riv Co Sheriff Dept Lake Elsinore | Sheriff's Contract Law 2/11/21 to 3/10/21                    | 145,493.18    |
| SAFAI CORPORATION                 | Refund of Developer Deposit - 22480 Compass Drive            | 1,071.00      |
| Simpler Life                      | Emergency Preparedness Kits for City Employee's, 4/27/2021   | 2,021.92      |
| STAPLES                           | General Office Supplies, 4/25/21                             | 599.87        |
| The Gas Co                        | Gas Charges 3/31/21 to 4/29/21                               | 8.85          |

Date: 5/6/21

01:11:00 PM

06/02/2021 City Council Agenda

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

| Vendor ID                       | Invoice Description                                        | Cash Required |
|---------------------------------|------------------------------------------------------------|---------------|
|                                 | Gas Charges for 31520 Railroad Cyn. Rd. 3/31/21 to 4/29/21 | 16.34         |
| Time Warner                     | Digital Converter for City Hall, 4/22/21 to 5/21/21        | 5.52          |
| Toshiba Business Solutions, USA | Color & Black/White Monthly Copy Costs 3/26/21 to 4/25/21  | 312.68        |
| Welty                           | Auto Allowance for the month of May 2021 - Welty           | 100.00        |
| Wilkeson                        | Refund of Developer Deposit - 30040 Cross Hill Drive       | 821.00        |
| Report Total                    |                                                            | 199,627.12    |

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

| Vendor ID         | Invoice Description                                          | Cash Required |
|-------------------|--------------------------------------------------------------|---------------|
| ABILA             | Additional Accounting Software Subscription, 5/17/2021       | 50.00         |
| AMERICAN FORENSIC | Sheriff's Blood Draw, 4/15/2021                              | 110.00        |
|                   | Sheriff's Blood Draw, 3/15/2021                              | 275.00        |
| American Legal    | Internet Editing of City Municipal Code, April 2021          | 6.30          |
|                   | Editing of City Municipal Code, April 2021                   | 67.89         |
| Armstrong         | Memeorial Day Event - Bugle Player 4/22/21                   | 150.00        |
| Bill Blankenship  | Economic Development Consulting April 2021                   | 2,500.00      |
| BIO-TOX           | Sheriff's Blood Draws, 3/4/21 to 3/25/21                     | 911.00        |
|                   | Sheriff's Blood Draws, 3/11/21 & 3/18/21                     | 516.00        |
| Control Pump      | Monthly Landscape Booster Station, April 2021                | 375.00        |
|                   | Monthly Landscape Booster Station, February 2021             | 375.00        |
| CR&R              | Trash Services for Rental Bldg. May 2021                     | 164.80        |
| CTAI              | Repair Low Pressure Irrigation Issues on Railroad Cyn Rd5/12 | 1,746.00      |
|                   | Landscape Maintenance for Median & Parkways May 2021         | 4,500.00      |
|                   | Landscape for Fire Station 60 May 2021                       | 250.00        |
| DIRECTV           | Satellite for Fire Station, 5/12/21 to 6/11/21               | 116.54        |
| Discount Hauling  | Removed Demo & Haul Away 45' Trailer on Sorrel Ln, 5/18/21   | 2,650.00      |
| DOJ               | Sheriff's Blood Analysis, March 2021                         | 35.00         |
| Embroidery        | Ladies Jackets with City Logo - Lozano & Ward                | 106.58        |
| Five-Star         | Memorial Day Event - Military Vehicle Rental 4/4/21          | 600.00        |
| FRIDAY FLYER      | 1/4 Page Advertisement of City Wide Clean Up Event, 4/9/21   | 150.00        |
|                   | 1/4 Page Advertisement of City Wide Clean Up Event, 4/2/21   | 150.00        |
|                   | Ordinance No. 206 Observed Holidays, 5/14/21                 | 25.20         |
|                   | Ordinance No. 207 Natural Ecosystems - 5/14/2021             | 31.50         |
| Frontier          | Internet for City Hall & Admin, 5/10/21 to 6/9/21            | 202.28        |
|                   | Phones for Fire Station, 5/13/21 to 6/12/21                  | 397.91        |
| GREENHALGH        | Retiree Health Insurance for June 2021                       | 168.56        |
| Jack Smith        | Refund for Overpayment on Building Permit, 4/19/2021         | 380.03        |
| JK                | Catering for Memorial Day Event, 4/23/21                     | 271.88        |
| Joe's             | Cable Ties for Admin Office, 5/18/21                         | 5.11          |
|                   | Cable Ties for Admin Office, 5/18/21                         | 3.25          |
| Kielty            | Refund Deposits-30761 Burning Tree & 30548 Early Round Dr.   | 1,642.00      |
| Lifesigns Inc.    | Interpreter for Investigation, 4/15/2021                     | 825.00        |
|                   | Interpreter for Investigation, 4/21/2021                     | 918.75        |
| Meineke           | Refund for Overpayment on Business License, 3/22/2021        | 4.00          |

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

| Vendor ID                            | Invoice Description                                        | Cash Required |
|--------------------------------------|------------------------------------------------------------|---------------|
| Nate Volk                            | Video Broadcast Mtg. for 5/21/21                           | 500.00        |
| Pitney Bowes, Inc.                   | Red Ink for Postage Machine, 5/17/21                       | 87.00         |
| PZL, Inc.                            | Planning Services for April 2021                           | 3,900.00      |
| RAMS                                 | Accounting services for the month of March 2021            | 5,771.50      |
|                                      | Accounting services for the month of April 2021            | 5,496.00      |
| RCA                                  | MSHCP Fees collected for May 2021                          | 6,702.00      |
| Riv Co Fire                          | Fire Protection Services for 3rd Qtr. (Jan.-Mar.) FY 20-21 | 450,495.31    |
| Riv Co Sheriff Dept<br>Lake Elsinore | Sheriff's Contract Law 3/11/21 to 4/7/21                   | 133,849.00    |
| SDRMA                                | Dental & Vision Insurance for June 2021                    | 538.69        |
| STATE FUND                           | Workers Comp Insurance for May 2021                        | 401.92        |
| Steve's Towing                       | Towed City Enforcement Boat to Repair Shop, 4/20/21        | 540.00        |
| Syntech                              | IT Services for May 2021                                   | 1,875.00      |
| Temecula Drain                       | Unclogged Sink at Nikki's Hair Salon (31542), 4/23/21      | 165.00        |
| The Christmas Kings                  | Tree & Lighting for Veteran's Memorial Park, 3/31/21       | 21,300.00     |
| Tim Sun                              | Reimburse for City Enforcement Shirt Purchased, 5/20/21    | 55.14         |
| Time Warner                          | Internet for Fire Station, 5/10/21 to 6/9/21               | 114.98        |
| Toshiba                              | Monthly Copier Lease for Admin & City Hall, 6/10/2021      | 799.32        |
| US Bank                              | See Credit Card Review                                     | 3,750.63      |
| VerizonW                             | Cell Phones, 4/4/21 to 5/3/21                              | 206.39        |
|                                      | Ipad & SIM Card Device, 4/4/21 to 5/3/21                   | 157.08        |
| Report Total                         |                                                            | 657,385.54    |

**Labor Distribution**

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

Check Date: 05/14/2021  
Process: 2021051401  
Period: 05/01/2021 to 05/15/2021

**Department: (20)City Employees**

| Code          | Earning               | Hours        | Amount         | Deduction Code          | Amount        | Code  | Tax           | Amount  | Code  | Tax           | Amount         | Taxable | Tax    | Amount | Taxable | Amount        |
|---------------|-----------------------|--------------|----------------|-------------------------|---------------|-------|---------------|---------|-------|---------------|----------------|---------|--------|--------|---------|---------------|
| 125CO         | 125 Cash              |              | 472.54         | PTAXI Pre-Tax P.        | 299.66        | CA    | California SI | 4453.71 | CAETT | CA Edu & T    | 181.72         | 0.00    | 0.00   | 0.00   | 0.00    | 0.00          |
| 102           | ADML Admin Le         | 3.00         | 0.00           |                         |               | CASDI | CA SDI - Eir  | 4753.37 | CASUI | California SI | 57.04          | 0.00    | 0.00   | 0.00   | 0.00    | 4753.37       |
| 4280.83       | Reg Regular           |              | 4280.83        |                         |               | FITW  | Federal Incon | 4453.71 | MED-R | Medicare - E  | 513.69         | 4753.37 | 68.93  | 68.93  | 68.93   | 68.93         |
|               |                       |              |                |                         |               | MED   | Medicare      | 4753.37 |       |               | 68.92          |         |        |        |         |               |
|               | <b>Total Earnings</b> | <b>3.00</b>  | <b>4753.37</b> | <b>Total Deductions</b> | <b>299.66</b> |       |               |         |       |               | <b>821.37</b>  |         |        |        |         | <b>68.93</b>  |
| Enriquez,     |                       |              |                |                         |               |       |               |         |       |               |                |         |        |        |         |               |
| Erin L        | Regular               | 39.00        | 776.88         | 457B EE                 | 58.27         | CA    | California SI | 718.61  | CAETT | CA Edu & T    | 7.50           | 442.92  | 0.44   | 0.44   | 0.44    | 0.44          |
| 114           | Reg Regular           |              | 13.65          | Aflac Post              |               | CASDI | CA SDI - Eir  | 776.88  | CASUI | California SI | 9.33           | 442.92  | 17.71  | 17.71  | 17.71   | 776.88        |
| 19.9200       | Vac Vacation          | 0.25         | 0.00           |                         |               | FITW  | Federal Incon | 718.61  | MED-R | Medicare - E  | 21.03          | 776.88  | 11.26  | 11.26  | 11.26   | 776.88        |
|               |                       |              |                |                         |               | MED   | Medicare      | 776.88  |       |               | 11.26          |         |        |        |         |               |
|               | <b>Total Earnings</b> | <b>39.00</b> | <b>776.88</b>  | <b>Total Deductions</b> | <b>71.92</b>  |       |               |         |       |               | <b>49.12</b>   |         |        |        |         | <b>29.41</b>  |
| Ferrari,      |                       |              |                |                         |               |       |               |         |       |               |                |         |        |        |         |               |
| Tyler J       | 125 Cash              |              | 183.21         | PTXPE Pre-Tax P.        | 143.72        | CA    | California SI | 2168.66 | CAETT | CA Edu & T    | 71.62          | 0.00    | 0.00   | 0.00   | 0.00    | 0.00          |
| 115           | Reg Regular           |              | 2129.17        |                         |               | CASDI | CA SDI - Eir  | 2312.38 | CASUI | California SI | 27.75          | 0.00    | 0.00   | 0.00   | 0.00    | 2312.38       |
| 2129.17       | Vac Vacation          | 0.25         | 0.00           |                         |               | FITW  | Federal Incon | 2168.66 | MED-R | Medicare - E  | 189.20         | 2312.38 | 33.53  | 33.53  | 33.53   | 2312.38       |
|               |                       |              |                |                         |               | MED   | Medicare      | 2312.38 |       |               | 33.53          |         |        |        |         |               |
|               | <b>Total Earnings</b> | <b>0.25</b>  | <b>2312.38</b> | <b>Total Deductions</b> | <b>143.72</b> |       |               |         |       |               | <b>322.10</b>  |         |        |        |         | <b>33.53</b>  |
| Lozano,       |                       |              |                |                         |               |       |               |         |       |               |                |         |        |        |         |               |
| Kayla R       | 125 Cash              |              | 162.50         | PTXPE Pre-Tax P.        | 175.78        | CA    | California SI | 2590.89 | CAETT | CA Edu & T    | 114.46         | 0.00    | 0.00   | 0.00   | 0.00    | 0.00          |
| 117           | Hol Holiday           | 22.25        | 0.00           |                         |               | CASDI | CA SDI - Eir  | 2766.67 | CASUI | California SI | 33.20          | 0.00    | 0.00   | 0.00   | 0.00    | 2766.67       |
| 2604.17       | Reg Regular           |              | 2604.17        |                         |               | FITW  | Federal Incon | 2590.89 | MED-R | Medicare - E  | 277.81         | 2766.67 | 40.12  | 40.12  | 40.12   | 2766.67       |
|               | Sick Sick             | 0.50         | 0.00           |                         |               | MED   | Medicare      | 2766.67 |       |               | 40.12          |         |        |        |         |               |
|               | <b>Total Earnings</b> | <b>22.75</b> | <b>2766.67</b> | <b>Total Deductions</b> | <b>175.78</b> |       |               |         |       |               | <b>465.59</b>  |         |        |        |         | <b>40.12</b>  |
| Mann,         |                       |              |                |                         |               |       |               |         |       |               |                |         |        |        |         |               |
| Christopher F | 125 Cash              |              | 157.02         | 457B EE                 | 361.11        | CA    | California SI | 6970.35 | CAETT | CA Edu & T    | 556.17         | 0.00    | 0.00   | 0.00   | 0.00    | 0.00          |
| 111           | Auto Auto Allo        |              | 300.00         | PTXPE Pre-Tax P.        | 492.19        | CASDI | CA SDI - Eir  | 7823.65 | CASUI | California SI | 93.89          | 0.00    | 0.00   | 0.00   | 0.00    | 7823.65       |
| 7291.63       | ELECT Reimburs        |              | 75.00          |                         |               | FITW  | Federal Incon | 6970.35 | MED-R | Medicare - E  | 1341.26        | 7823.65 | 113.44 | 113.44 | 113.44  | 7937.09       |
|               | Hol Holiday           | 9.50         | 0.00           |                         |               | MED   | Medicare      | 7823.65 |       |               | 113.44         |         |        |        |         |               |
|               | MEM4 457B ER          |              | 722.22         |                         |               |       |               |         |       |               |                |         |        |        |         |               |
|               | Reg Regular           |              | 7291.63        |                         |               |       |               |         |       |               |                |         |        |        |         |               |
|               | <b>Total Earnings</b> | <b>9.50</b>  | <b>7823.65</b> | <b>Total Deductions</b> | <b>853.30</b> |       |               |         |       |               | <b>2104.76</b> |         |        |        |         | <b>113.44</b> |
| Sauseda,      |                       |              |                |                         |               |       |               |         |       |               |                |         |        |        |         |               |
| Ana           | 125 Cash              |              | 526.83         | 457B EE                 | 66.00         | CA    | California SI | 3553.08 | CAETT | CA Edu & T    | 83.87          | 0.00    | 0.00   | 0.00   | 0.00    | 0.00          |
| 108           | Reg Regular           |              | 3325.00        | PTAXI Pre-Tax P.        | 232.75        | CASDI | CA SDI - Eir  | 3851.83 | CASUI | California SI | 46.22          | 0.00    | 0.00   | 0.00   | 0.00    | 3851.83       |
| 3325.00       | Sick Sick             | 1.00         | 0.00           |                         |               | FITW  | Federal Incon | 3553.08 | MED-R | Medicare - E  | 284.29         | 3851.83 | 55.85  | 55.85  | 55.85   | 3907.68       |
|               |                       |              |                |                         |               | MED   | Medicare      | 3851.83 |       |               | 55.85          |         |        |        |         |               |
|               | <b>Total Earnings</b> | <b>1.00</b>  | <b>3851.83</b> | <b>Total Deductions</b> | <b>298.75</b> |       |               |         |       |               | <b>470.23</b>  |         |        |        |         | <b>55.85</b>  |

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

Check Date: 05/14/2021  
Process: 2021051401  
Period: 05/01/2021 to 05/15/2021

| Code                  | Earning | Hours | Amount | Code | Deduction    | Amount | Code | Tax           | Taxable | Amount        | Code                    | Tax           | Taxable | Amount       |                             |  |  |              |              |  |              |
|-----------------------|---------|-------|--------|------|--------------|--------|------|---------------|---------|---------------|-------------------------|---------------|---------|--------------|-----------------------------|--|--|--------------|--------------|--|--------------|
| Reg                   | Regular | 40.00 | 657.60 | 457B | 457B EE      | 49.32  | CA   | California SI | 608.28  | 0.00          | CAETT                   | CA Edu & T    | 657.60  | 0.66         |                             |  |  |              |              |  |              |
|                       |         |       |        | CASD | CA SDI - Err |        |      |               | 657.60  | 7.89          | CASUI                   | California SI | 657.60  | 26.31        |                             |  |  |              |              |  |              |
|                       |         |       |        | FITW | Federal Inco |        |      |               | 608.28  | 5.60          | MED-R                   | Medicare - E  | 657.60  | 9.54         |                             |  |  |              |              |  |              |
|                       |         |       |        | MED  | Medicare     |        |      |               | 657.60  | 9.54          |                         |               |         | 9.54         |                             |  |  |              |              |  |              |
| <b>Total Earnings</b> |         |       |        |      |              |        |      |               |         | <b>657.60</b> | <b>Total Deductions</b> |               |         | <b>49.32</b> | <b>Total Employer Taxes</b> |  |  | <b>23.03</b> | <b>Total</b> |  | <b>36.51</b> |

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

| Code                  | Earning        | Hours | Amount   | Code   | Deduction  | Amount | Code | Tax           | Taxable  | Amount        | Code                    | Tax           | Taxable  | Amount         |                             |  |  |                |              |  |               |
|-----------------------|----------------|-------|----------|--------|------------|--------|------|---------------|----------|---------------|-------------------------|---------------|----------|----------------|-----------------------------|--|--|----------------|--------------|--|---------------|
| 7                     | 125CO 125 Cash |       | 1502.10  | 457B   | 457B EE    | 534.70 | CA   | California SI | 21063.58 | 1015.34       | CAETT                   | CA Edu & T    | 1100.52  | 1.10           |                             |  |  |                |              |  |               |
| 4                     | ADML Admin Le  | 3.00  | 0.00     | AflacP | Aflac Post | 13.65  | CASD | CA SDI - Err  | 22942.38 | 275.32        | CASUI                   | California SI | 1100.52  | 44.02          |                             |  |  |                |              |  |               |
| 3                     | Auto Auto Allo |       | 300.00   | PTAXI  | Pre-Tax P  | 532.41 | FITW | Federal Inco  | 21063.58 | 2632.88       | MED-R                   | Medicare - E  | 22942.38 | 332.67         |                             |  |  |                |              |  |               |
|                       | ELECT Reimburs |       | 75.00    | PTXPE  | Pre-Tax P  | 811.69 | MED  | Medicare      | 22942.38 | 332.66        |                         |               |          |                |                             |  |  |                |              |  |               |
|                       | Hol Holiday    | 31.75 | 0.00     |        |            |        |      |               |          |               |                         |               |          |                |                             |  |  |                |              |  |               |
|                       | MEM4 457B ER   |       | 722.22   |        |            |        |      |               |          |               |                         |               |          |                |                             |  |  |                |              |  |               |
|                       | Reg Regular    | 79.00 | 21065.28 |        |            |        |      |               |          |               |                         |               |          |                |                             |  |  |                |              |  |               |
|                       | Sick Sick      | 1.50  | 0.00     |        |            |        |      |               |          |               |                         |               |          |                |                             |  |  |                |              |  |               |
|                       | Vac Vacation   | 0.25  | 0.00     |        |            |        |      |               |          |               |                         |               |          |                |                             |  |  |                |              |  |               |
| <b>Total Earnings</b> |                |       |          |        |            |        |      |               |          | <b>115.50</b> | <b>Total Deductions</b> |               |          | <b>1892.45</b> | <b>Total Employer Taxes</b> |  |  | <b>4256.20</b> | <b>Total</b> |  | <b>377.79</b> |

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

| Code                  | Earning     | Hours | Amount  | Code  | Deduction  | Amount | Code | Tax           | Taxable | Amount       | Code                    | Tax           | Taxable | Amount        |                             |  |  |               |              |  |              |
|-----------------------|-------------|-------|---------|-------|------------|--------|------|---------------|---------|--------------|-------------------------|---------------|---------|---------------|-----------------------------|--|--|---------------|--------------|--|--------------|
| DT                    | Double Ti   | 1.00  | 53.90   | 457B  | 457B EE    | 50.00  | CA   | California SI | 1852.92 | 55.50        | CAETT                   | CA Edu & T    | 0.00    | 0.00          |                             |  |  |               |              |  |              |
| 104                   | Overtime    | 2.50  | 101.06  | MEDI  | Health Ins | 161.99 | CASD | CA SDI - Err  | 2041.17 | 24.49        | CASUI                   | California SI | 0.00    | 0.00          |                             |  |  |               |              |  |              |
| 26.9500               | Reg Regular | 76.00 | 2048.20 | PTXPE | Pre-Tax P  | 138.25 | FITW | Federal Inco  | 1852.92 | 144.77       | MED-R                   | Medicare - E  | 2041.17 | 29.60         |                             |  |  |               |              |  |              |
| <b>Total Earnings</b> |             |       |         |       |            |        |      |               |         | <b>79.50</b> | <b>Total Deductions</b> |               |         | <b>350.24</b> | <b>Total Employer Taxes</b> |  |  | <b>254.36</b> | <b>Total</b> |  | <b>29.60</b> |

| Code                  | Earning     | Hours | Amount  | Code  | Deduction    | Amount | Code | Tax           | Taxable | Amount       | Code                    | Tax           | Taxable | Amount        |                             |  |  |               |              |  |              |
|-----------------------|-------------|-------|---------|-------|--------------|--------|------|---------------|---------|--------------|-------------------------|---------------|---------|---------------|-----------------------------|--|--|---------------|--------------|--|--------------|
| 125CO                 | 125 Cash    |       | 159.08  | CS    | Child Sup    | 120.50 | CA   | California SI | 1995.32 | 59.21        | CAETT                   | CA Edu & T    | 0.00    | 0.00          |                             |  |  |               |              |  |              |
| 120                   | Reg Regular | 76.00 | 1969.16 | PTXPE | Pre-Tax P    | 132.92 | CASD | CA SDI - Err  | 2128.24 | 25.54        | CASUI                   | California SI | 0.00    | 0.00          |                             |  |  |               |              |  |              |
| 25.9100               |             |       |         | FITW  | Federal Inco |        |      |               | 1995.32 | 168.40       | MED-R                   | Medicare - E  | 2128.24 | 30.86         |                             |  |  |               |              |  |              |
| <b>Total Earnings</b> |             |       |         |       |              |        |      |               |         | <b>76.00</b> | <b>Total Deductions</b> |               |         | <b>253.42</b> | <b>Total Employer Taxes</b> |  |  | <b>284.01</b> | <b>Total</b> |  | <b>30.86</b> |

| Code                  | Earning | Hours | Amount | Code | Deduction | Amount | Code | Tax           | Taxable | Amount       | Code                    | Tax           | Taxable | Amount      |                             |  |  |               |              |  |              |
|-----------------------|---------|-------|--------|------|-----------|--------|------|---------------|---------|--------------|-------------------------|---------------|---------|-------------|-----------------------------|--|--|---------------|--------------|--|--------------|
| Reg                   | Regular | 29.00 | 845.64 |      |           |        | CA   | California SI | 845.64  | 10.29        | CAETT                   | CA Edu & T    | 845.64  | 0.85        |                             |  |  |               |              |  |              |
|                       |         |       |        |      |           |        | CASD | CA SDI - Err  | 845.64  | 10.15        | CASUI                   | California SI | 845.64  | 33.83       |                             |  |  |               |              |  |              |
|                       |         |       |        |      |           |        | FITW | Federal Inco  | 845.64  | 73.44        | MED-R                   | Medicare - E  | 845.64  | 12.26       |                             |  |  |               |              |  |              |
|                       |         |       |        |      |           |        | MED  | Medicare      | 845.64  | 12.27        |                         |               |         |             |                             |  |  |               |              |  |              |
| <b>Total Earnings</b> |         |       |        |      |           |        |      |               |         | <b>29.00</b> | <b>Total Deductions</b> |               |         | <b>0.00</b> | <b>Total Employer Taxes</b> |  |  | <b>106.15</b> | <b>Total</b> |  | <b>46.94</b> |

**Labor Distribution**

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

Check Date: 05/14/2021  
Process: 2021051401  
Period: 05/01/2021 to 05/15/2021

| Code    | Earning               | Hours        | Amount         | Deduction               | Code               | Amount        | Taxable | Code                        | Amount        | Taxable | Amount       |
|---------|-----------------------|--------------|----------------|-------------------------|--------------------|---------------|---------|-----------------------------|---------------|---------|--------------|
| 125CO   | 125 Cash              |              | 499.58         | PTXPE Pre-Tax P.        | CA                 | 168.26        | 3012.72 | CAETT CA Edu & T            | 77.91         | 0.00    | 0.00         |
| 98      | DT Double Ti          | 1.00         | 65.60          |                         | CASDJ CA SDI - Err |               | 3180.98 | CASUI California SI         | 38.17         | 0.00    | 0.00         |
| 32.8000 | OT Overtime           | 2.50         | 123.00         |                         | FITW Federal Incon |               | 3012.72 | MED-R Medicare - E          | 283.94        | 46.12   | 46.12        |
|         | Reg Regular           | 57.00        | 1869.60        |                         | MED Medicare       |               | 3180.98 |                             | 46.12         |         |              |
|         | Sick Sick             | 19.00        | 623.20         |                         |                    |               |         |                             |               |         |              |
|         | <b>Total Earnings</b> | <b>79.50</b> | <b>3180.98</b> | <b>Total Deductions</b> |                    | <b>168.26</b> |         | <b>Total Employer Taxes</b> | <b>446.14</b> |         | <b>46.12</b> |

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

| Employees | Code                  | Earning        | Hours          | Amount                  | Deduction          | Code               | Amount | Taxable                     | Code                | Amount | Taxable       | Amount |
|-----------|-----------------------|----------------|----------------|-------------------------|--------------------|--------------------|--------|-----------------------------|---------------------|--------|---------------|--------|
| Female    | 2                     | 125CO 125 Cash |                | 658.66                  | 457B EE]           | CA                 | 50.00  | 7706.60                     | CAETT CA Edu & T    | 202.91 | 845.64        | 0.85   |
| Male      | 2                     | DT Double Ti   | 2.00           | 119.50                  | Child Sup          | CASDJ CA SDI - Err | 120.50 | 8196.03                     | CASUI California SI | 98.35  | 845.64        | 33.83  |
|           | OT Overtime           | 5.00           | 224.06         | MED]: Health Ins        | FITW Federal Incon |                    | 161.99 | 7706.60                     | MED-R Medicare - E  | 670.55 | 8196.03       | 118.84 |
|           | Reg Regular           | 238.00         | 6732.60        | PTXPE Pre-Tax P.        | MED Medicare       |                    | 439.43 | 8196.03                     |                     | 118.85 |               |        |
|           | Sick Sick             | 19.00          | 623.20         |                         |                    |                    |        |                             |                     |        |               |        |
|           | <b>Total Earnings</b> | <b>264.00</b>  | <b>8358.02</b> | <b>Total Deductions</b> |                    | <b>771.92</b>      |        | <b>Total Employer Taxes</b> | <b>1090.66</b>      |        | <b>153.52</b> |        |

**Report Total**

| Employees | Code                  | Earning        | Hours           | Amount                  | Deduction          | Code               | Amount  | Taxable                     | Code                | Amount  | Taxable       | Amount |
|-----------|-----------------------|----------------|-----------------|-------------------------|--------------------|--------------------|---------|-----------------------------|---------------------|---------|---------------|--------|
| Female    | 6                     | 125CO 125 Cash |                 | 2160.76                 | 457B EE]           | CA                 | 584.70  | 28770.18                    | CAETT CA Edu & T    | 1218.25 | 1946.16       | 1.95   |
| Male      | 5                     | ADML Admin Le  | 3.00            | 0.00                    | AflacP, Aflac Post | CASDJ CA SDI - Err | 13.65   | 31138.41                    | CASUI California SI | 373.67  | 1946.16       | 77.85  |
|           | Auto Auto-Allo        |                |                 | 300.00                  | Child Sup          | FITW Federal Incon | 120.50  | 28770.18                    | MED-R Medicare - E  | 3303.43 | 31138.41      | 451.51 |
|           | DT Double Ti          | 2.00           | 119.50          | MED]: Health Ins        | MED Medicare       |                    | 161.99  | 31138.41                    |                     | 451.51  |               |        |
|           | ELECT Reimburs        |                |                 | 75.00                   | PTAXI Pre-Tax P.   |                    | 532.41  |                             |                     |         |               |        |
|           | Hol Holiday           | 31.75          | 0.00            | PTXPE Pre-Tax P.        |                    |                    | 1251.12 |                             |                     |         |               |        |
|           | MEM4 457B ER          |                |                 | 722.22                  |                    |                    |         |                             |                     |         |               |        |
|           | OT Overtime           | 5.00           | 224.06          |                         |                    |                    |         |                             |                     |         |               |        |
|           | Reg Regular           | 317.00         | 27797.88        |                         |                    |                    |         |                             |                     |         |               |        |
|           | Sick Sick             | 20.50          | 623.20          |                         |                    |                    |         |                             |                     |         |               |        |
|           | Vac Vacation          | 0.25           | 0.00            |                         |                    |                    |         |                             |                     |         |               |        |
|           | <b>Total Earnings</b> | <b>379.50</b>  | <b>31300.40</b> | <b>Total Deductions</b> |                    | <b>2664.37</b>     |         | <b>Total Employer Taxes</b> | <b>5346.86</b>      |         | <b>531.31</b> |        |

*Chris Mann, City Manager*  
Date 5-18-21

**Labor Distribution**

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

Check Date: 04/30/2021  
Process: 2021043001  
Period: 04/16/2021 to 04/30/2021

**Department: (20)City Employees**

| Code    | Earning               | Hours       | Amount         | Deduction               | Code  | Tax           | Amount        | Taxable | Code  | Tax           | Amount        | Taxable | Amount       |
|---------|-----------------------|-------------|----------------|-------------------------|-------|---------------|---------------|---------|-------|---------------|---------------|---------|--------------|
| 125CO   | 125 Cash              |             | 472.54         | PTAXI Pre-Tax P.        | CA    | California SI | 299.66        | 4453.71 | CAETT | CA Edu & T    | 181.72        | 0.00    | 0.00         |
| 102     | ADML Admin Le         | 9.50        | 0.00           |                         | CASDJ | CA SDI - Eir  | 4753.37       | 4753.37 | CASUI | California SI | 57.04         | 0.00    | 0.00         |
| 4280.83 | Reg                   |             | 4280.83        |                         | FITW  | Federal Incon | 4453.71       | 4453.71 | MED-R | Medicare - E  | 513.69        | 4753.37 | 68.92        |
|         | Regular               |             |                |                         | MED   | Medicare      | 4753.37       | 4753.37 |       |               |               |         | Net Amt      |
|         | <b>Total Earnings</b> | <b>9.50</b> | <b>4753.37</b> | <b>Total Deductions</b> |       |               | <b>299.66</b> |         |       |               | <b>821.37</b> |         | <b>68.92</b> |

| Code    | Earning               | Hours        | Amount        | Deduction               | Code  | Tax           | Amount       | Taxable | Code  | Tax           | Amount       | Taxable | Amount       |
|---------|-----------------------|--------------|---------------|-------------------------|-------|---------------|--------------|---------|-------|---------------|--------------|---------|--------------|
| Reg     | Regular               | 35.00        | 697.20        | 457B 457B EE            | CA    | California SI | 52.29        | 744.51  | CAETT | CA Edu & T    | 8.07         | 796.80  | 0.80         |
| 114     | Sick                  | 5.00         | 99.60         | AflacP: Aflac Post      | CASDJ | CA SDI - Eir  | 13.65        | 796.80  | CASUI | California SI | 9.56         | 796.80  | 31.87        |
| 19.9200 | Rate                  |              |               |                         | FITW  | Federal Incon | 744.51       | 744.51  | MED-R | Medicare - E  | 23.62        | 796.80  | 11.55        |
|         |                       |              |               |                         | MED   | Medicare      | 796.80       | 796.80  |       |               |              |         | Net Amt      |
|         | <b>Total Earnings</b> | <b>40.00</b> | <b>796.80</b> | <b>Total Deductions</b> |       |               | <b>65.94</b> |         |       |               | <b>52.81</b> |         | <b>44.22</b> |

| Code    | Earning               | Hours       | Amount         | Deduction               | Code  | Tax           | Amount        | Taxable | Code  | Tax           | Amount        | Taxable | Amount       |
|---------|-----------------------|-------------|----------------|-------------------------|-------|---------------|---------------|---------|-------|---------------|---------------|---------|--------------|
| 125CO   | 125 Cash              |             | 183.21         | PTXPE Pre-Tax P.        | CA    | California SI | 143.72        | 2168.66 | CAETT | CA Edu & T    | 71.62         | 0.00    | 0.00         |
| 115     | Reg                   |             | 2129.17        |                         | CASDJ | CA SDI - Eir  | 2312.38       | 2312.38 | CASUI | California SI | 27.75         | 0.00    | 0.00         |
| 2129.17 | Salary                |             |                |                         | FITW  | Federal Incon | 189.20        | 2168.66 | MED-R | Medicare - E  | 189.20        | 2312.38 | 33.53        |
|         |                       |             |                |                         | MED   | Medicare      | 33.53         | 2312.38 |       |               |               |         | Net Amt      |
|         | <b>Total Earnings</b> | <b>0.00</b> | <b>2312.38</b> | <b>Total Deductions</b> |       |               | <b>143.72</b> |         |       |               | <b>322.10</b> |         | <b>33.53</b> |

| Code    | Earning               | Hours       | Amount         | Deduction               | Code  | Tax           | Amount        | Taxable | Code  | Tax           | Amount        | Taxable | Amount       |
|---------|-----------------------|-------------|----------------|-------------------------|-------|---------------|---------------|---------|-------|---------------|---------------|---------|--------------|
| 125CO   | 125 Cash              |             | 162.50         | PTXPE Pre-Tax P.        | CA    | California SI | 175.78        | 2590.89 | CAETT | CA Edu & T    | 114.46        | 0.00    | 0.00         |
| 117     | Reg                   |             | 2604.17        |                         | CASDJ | CA SDI - Eir  | 2766.67       | 2766.67 | CASUI | California SI | 33.20         | 0.00    | 0.00         |
| 2604.17 | Vac                   | 0.50        | 0.00           |                         | FITW  | Federal Incon | 2590.89       | 2590.89 | MED-R | Medicare - E  | 277.81        | 2766.67 | 40.12        |
|         |                       |             |                |                         | MED   | Medicare      | 40.11         | 2766.67 |       |               |               |         | Net Amt      |
|         | <b>Total Earnings</b> | <b>0.50</b> | <b>2766.67</b> | <b>Total Deductions</b> |       |               | <b>175.78</b> |         |       |               | <b>465.58</b> |         | <b>40.12</b> |

| Code    | Earning               | Hours       | Amount         | Deduction               | Code  | Tax           | Amount        | Taxable | Code  | Tax           | Amount         | Taxable | Amount        |
|---------|-----------------------|-------------|----------------|-------------------------|-------|---------------|---------------|---------|-------|---------------|----------------|---------|---------------|
| 125CO   | 125 Cash              |             | 157.02         | 457B 457B EE            | CA    | California SI | 361.11        | 6970.35 | CAETT | CA Edu & T    | 556.17         | 0.00    | 0.00          |
| 111     | Auto Auto Allo        |             | 300.00         | PTXPE Pre-Tax P.        | CASDJ | CA SDI - Eir  | 492.19        | 7823.65 | CASUI | California SI | 93.88          | 0.00    | 0.00          |
| 7291.63 | ELECT Reimburs        |             | 75.00          |                         | FITW  | Federal Incon | 1341.26       | 6970.35 | MED-R | Medicare - E  | 1341.26        | 7823.65 | 113.44        |
|         | MEM4 457B ER          |             | 722.22         |                         | MED   | Medicare      | 113.44        | 7823.65 |       |               |                |         | Net Amt       |
|         | <b>Total Earnings</b> | <b>0.00</b> | <b>7823.65</b> | <b>Total Deductions</b> |       |               | <b>853.30</b> |         |       |               | <b>2104.75</b> |         | <b>113.44</b> |

| Code    | Earning               | Hours       | Amount         | Deduction               | Code  | Tax           | Amount        | Taxable | Code  | Tax           | Amount        | Taxable | Amount       |
|---------|-----------------------|-------------|----------------|-------------------------|-------|---------------|---------------|---------|-------|---------------|---------------|---------|--------------|
| 125CO   | 125 Cash              |             | 526.83         | 457B 457B EE            | CA    | California SI | 66.00         | 3553.08 | CAETT | CA Edu & T    | 83.87         | 0.00    | 0.00         |
| 108     | Reg                   |             | 3325.00        | PTAXI Pre-Tax P.        | CASDJ | CA SDI - Eir  | 232.75        | 3851.83 | CASUI | California SI | 46.23         | 0.00    | 0.00         |
| 3325.00 | Salary                |             |                |                         | FITW  | Federal Incon | 284.29        | 3553.08 | MED-R | Medicare - E  | 284.29        | 3851.83 | 55.85        |
|         |                       |             |                |                         | MED   | Medicare      | 55.85         | 3851.83 |       |               |               |         | Net Amt      |
|         | <b>Total Earnings</b> | <b>0.00</b> | <b>3851.83</b> | <b>Total Deductions</b> |       |               | <b>298.75</b> |         |       |               | <b>470.24</b> |         | <b>55.85</b> |

| Code    | Earning               | Hours       | Amount         | Deduction               | Code  | Tax           | Amount        | Taxable | Code  | Tax           | Amount        | Taxable | Amount       |
|---------|-----------------------|-------------|----------------|-------------------------|-------|---------------|---------------|---------|-------|---------------|---------------|---------|--------------|
| 125CO   | 125 Cash              |             | 157.02         | 457B 457B EE            | CA    | California SI | 361.11        | 6970.35 | CAETT | CA Edu & T    | 556.17        | 0.00    | 0.00         |
| 111     | Auto Auto Allo        |             | 300.00         | PTXPE Pre-Tax P.        | CASDJ | CA SDI - Eir  | 492.19        | 7823.65 | CASUI | California SI | 93.88         | 0.00    | 0.00         |
| 7291.63 | ELECT Reimburs        |             | 75.00          |                         | FITW  | Federal Incon | 1341.26       | 6970.35 | MED-R | Medicare - E  | 1341.26       | 7823.65 | 113.44       |
|         | MEM4 457B ER          |             | 722.22         |                         | MED   | Medicare      | 113.44        | 7823.65 |       |               |               |         | Net Amt      |
|         | <b>Total Earnings</b> | <b>0.50</b> | <b>2766.67</b> | <b>Total Deductions</b> |       |               | <b>175.78</b> |         |       |               | <b>465.58</b> |         | <b>40.12</b> |

| Code    | Earning               | Hours       | Amount         | Deduction               | Code  | Tax           | Amount        | Taxable | Code  | Tax           | Amount        | Taxable | Amount       |
|---------|-----------------------|-------------|----------------|-------------------------|-------|---------------|---------------|---------|-------|---------------|---------------|---------|--------------|
| 125CO   | 125 Cash              |             | 526.83         | 457B 457B EE            | CA    | California SI | 66.00         | 3553.08 | CAETT | CA Edu & T    | 83.87         | 0.00    | 0.00         |
| 108     | Reg                   |             | 3325.00        | PTAXI Pre-Tax P.        | CASDJ | CA SDI - Eir  | 232.75        | 3851.83 | CASUI | California SI | 46.23         | 0.00    | 0.00         |
| 3325.00 | Salary                |             |                |                         | FITW  | Federal Incon | 284.29        | 3553.08 | MED-R | Medicare - E  | 284.29        | 3851.83 | 55.85        |
|         |                       |             |                |                         | MED   | Medicare      | 55.85         | 3851.83 |       |               |               |         | Net Amt      |
|         | <b>Total Earnings</b> | <b>0.00</b> | <b>3851.83</b> | <b>Total Deductions</b> |       |               | <b>298.75</b> |         |       |               | <b>470.24</b> |         | <b>55.85</b> |



**Labor Distribution**

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

Check Date: 04/30/2021  
Process: 2021043001  
Period: 04/16/2021 to 04/30/2021

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

| Employees | Code | Earnings              | Hours         | Amount         | Code  | Deduction               | Amount        | Code   | Tax   | Amount                      | Code | Tax   | Amount        | Taxable | Tax    | Amount                      | Taxable | Amount        |
|-----------|------|-----------------------|---------------|----------------|-------|-------------------------|---------------|--------|-------|-----------------------------|------|-------|---------------|---------|--------|-----------------------------|---------|---------------|
| Fergale   | 2    | 125CO 125 Cash        |               | 658.66         | 457B  | 457B EE!                |               | 50.00  | CA    | California SI               |      | CA    | CA Edu & T    | 6692.37 | 173.31 | 174.96                      | 0.18    |               |
| Mals      | 2    | Reg Regular           | 224.50        | 6438.98        | CS    | Child Sup               |               | 120.50 | CASDI | CA SDI - Err                |      | CASUI | California SI | 7181.80 | 86.19  | 174.96                      | 7.00    | Gross         |
|           |      | Vac Vacation          | 9.50          | 246.15         | MED.I | Health Ins              |               | 161.99 | FITW  | Federal Incoi               |      | MED-R | Medicare - E  | 6692.37 | 556.92 | 7181.80                     | 104.14  | Tot Liab      |
|           |      |                       |               | 439.43         | PTXPE | Pre-Tax P.              |               |        | MED   | Medicare                    |      |       |               | 7181.80 | 104.13 |                             |         | Net Amt       |
|           |      | <b>Total Earnings</b> | <b>234.00</b> | <b>7343.79</b> |       | <b>Total Deductions</b> | <b>771.92</b> |        |       | <b>Total Employee Taxes</b> |      |       | <b>920.55</b> |         |        | <b>Total Employer Taxes</b> |         | <b>111.32</b> |

**Department: (50)Council Members**

|                   |        |                       |             |               |      |                         |             |        |      |                             |  |       |               |        |      |                             |       |              |
|-------------------|--------|-----------------------|-------------|---------------|------|-------------------------|-------------|--------|------|-----------------------------|--|-------|---------------|--------|------|-----------------------------|-------|--------------|
| Castillo, Kasey A | Reg    | Regular               |             | 300.00        | CA   | California SI           |             | 300.00 | CA   | California SI               |  | CA    | CA Edu & T    | 300.00 | 0.00 | 300.00                      | 0.30  |              |
| Emp Id            | 110    |                       |             |               | FITW | Federal Incoi           |             | 300.00 | FITW | Federal Incoi               |  | CASUI | California SI | 300.00 | 0.00 | 300.00                      | 12.00 | Gross        |
| Salary            | 300.00 |                       |             |               | MED  | Medicare                |             | 300.00 | MED  | Medicare                    |  | MED-R | Medicare - E  | 300.00 | 4.35 | 300.00                      | 4.35  | Tot Liab     |
|                   |        |                       |             |               |      |                         |             |        |      |                             |  |       |               |        |      |                             |       | Net Amt      |
|                   |        | <b>Total Earnings</b> | <b>0.00</b> | <b>300.00</b> |      | <b>Total Deductions</b> | <b>0.00</b> |        |      | <b>Total Employee Taxes</b> |  |       | <b>4.35</b>   |        |      | <b>Total Employer Taxes</b> |       | <b>16.65</b> |

|                    |        |                       |             |               |      |                         |             |        |      |                             |  |       |               |        |      |                             |       |              |
|--------------------|--------|-----------------------|-------------|---------------|------|-------------------------|-------------|--------|------|-----------------------------|--|-------|---------------|--------|------|-----------------------------|-------|--------------|
| Ehrenkrauz, Jordan | Reg    | Regular               |             | 300.00        | CA   | California SI           |             | 300.00 | CA   | California SI               |  | CA    | CA Edu & T    | 300.00 | 0.00 | 300.00                      | 0.30  |              |
| Emp Id             | 62     |                       |             |               | FITW | Federal Incoi           |             | 300.00 | FITW | Federal Incoi               |  | CASUI | California SI | 300.00 | 0.00 | 300.00                      | 12.00 | Gross        |
| Salary             | 300.00 |                       |             |               | MED  | Medicare                |             | 300.00 | MED  | Medicare                    |  | MED-R | Medicare - E  | 300.00 | 4.35 | 300.00                      | 4.35  | Tot Liab     |
|                    |        |                       |             |               |      |                         |             |        |      |                             |  |       |               |        |      |                             |       | Net Amt      |
|                    |        | <b>Total Earnings</b> | <b>0.00</b> | <b>300.00</b> |      | <b>Total Deductions</b> | <b>0.00</b> |        |      | <b>Total Employee Taxes</b> |  |       | <b>4.35</b>   |        |      | <b>Total Employer Taxes</b> |       | <b>16.65</b> |

|                 |        |                       |             |               |      |                         |             |        |      |                             |  |       |               |        |      |                             |       |              |
|-----------------|--------|-----------------------|-------------|---------------|------|-------------------------|-------------|--------|------|-----------------------------|--|-------|---------------|--------|------|-----------------------------|-------|--------------|
| Greene, Larry B | Reg    | Regular               |             | 300.00        | CA   | California SI           |             | 300.00 | CA   | California SI               |  | CA    | CA Edu & T    | 300.00 | 0.00 | 300.00                      | 0.30  |              |
| Emp Id          | 103    |                       |             |               | FITW | Federal Incoi           |             | 300.00 | FITW | Federal Incoi               |  | CASUI | California SI | 300.00 | 0.00 | 300.00                      | 12.00 | Gross        |
| Salary          | 300.00 |                       |             |               | MED  | Medicare                |             | 300.00 | MED  | Medicare                    |  | MED-R | Medicare - E  | 300.00 | 4.35 | 300.00                      | 4.35  | Tot Liab     |
|                 |        |                       |             |               |      |                         |             |        |      |                             |  |       |               |        |      |                             |       | Net Amt      |
|                 |        | <b>Total Earnings</b> | <b>0.00</b> | <b>300.00</b> |      | <b>Total Deductions</b> | <b>0.00</b> |        |      | <b>Total Employee Taxes</b> |  |       | <b>4.35</b>   |        |      | <b>Total Employer Taxes</b> |       | <b>16.65</b> |

|                 |        |                       |             |               |      |                         |             |        |      |                             |  |       |               |        |      |                             |       |              |
|-----------------|--------|-----------------------|-------------|---------------|------|-------------------------|-------------|--------|------|-----------------------------|--|-------|---------------|--------|------|-----------------------------|-------|--------------|
| Smith, Jeremy A | Reg    | Regular               |             | 300.00        | CA   | California SI           |             | 300.00 | CA   | California SI               |  | CA    | CA Edu & T    | 300.00 | 0.00 | 300.00                      | 0.30  |              |
| Emp Id          | 109    |                       |             |               | FITW | Federal Incoi           |             | 300.00 | FITW | Federal Incoi               |  | CASUI | California SI | 300.00 | 0.00 | 300.00                      | 12.00 | Gross        |
| Salary          | 300.00 |                       |             |               | MED  | Medicare                |             | 300.00 | MED  | Medicare                    |  | MED-R | Medicare - E  | 300.00 | 4.35 | 300.00                      | 4.35  | Tot Liab     |
|                 |        |                       |             |               |      |                         |             |        |      |                             |  |       |               |        |      |                             |       | Net Amt      |
|                 |        | <b>Total Earnings</b> | <b>0.00</b> | <b>300.00</b> |      | <b>Total Deductions</b> | <b>0.00</b> |        |      | <b>Total Employee Taxes</b> |  |       | <b>4.35</b>   |        |      | <b>Total Employer Taxes</b> |       | <b>16.65</b> |

|               |        |                       |             |               |      |                         |             |        |      |                             |  |       |               |        |      |                             |       |              |
|---------------|--------|-----------------------|-------------|---------------|------|-------------------------|-------------|--------|------|-----------------------------|--|-------|---------------|--------|------|-----------------------------|-------|--------------|
| Walty, Dale M | Reg    | Regular               |             | 300.00        | CA   | California SI           |             | 300.00 | CA   | California SI               |  | CA    | CA Edu & T    | 300.00 | 0.00 | 300.00                      | 0.30  |              |
| Emp Id        | 118    |                       |             |               | FITW | Federal Incoi           |             | 300.00 | FITW | Federal Incoi               |  | CASUI | California SI | 300.00 | 0.00 | 300.00                      | 12.00 | Gross        |
| Salary        | 300.00 |                       |             |               | MED  | Medicare                |             | 300.00 | MED  | Medicare                    |  | MED-R | Medicare - E  | 300.00 | 4.35 | 300.00                      | 4.35  | Tot Liab     |
|               |        |                       |             |               |      |                         |             |        |      |                             |  |       |               |        |      |                             |       | Net Amt      |
|               |        | <b>Total Earnings</b> | <b>0.00</b> | <b>300.00</b> |      | <b>Total Deductions</b> | <b>0.00</b> |        |      | <b>Total Employee Taxes</b> |  |       | <b>4.35</b>   |        |      | <b>Total Employer Taxes</b> |       | <b>16.65</b> |





# Credit Card Review



**US BANK Statement dated 5/6/21**

| ITEM # | CREDITOR            | DESCRIPTION                                                          | AMOUNT      | ACCOUNT     |
|--------|---------------------|----------------------------------------------------------------------|-------------|-------------|
| 1      | Microsoft           | Emergency Preparedness Monthly Emails                                | \$ 52.00    | 10-425-6210 |
| 2      | Microsoft           | Microsoft 365 Monthly Fee - Business Premium for iCloud              | \$ 400.00   | 10-310-6210 |
| 3      | Microsoft           | Microsoft 365 Monthly Fee - Business Standard Emails                 | \$ 237.50   | 10-310-6210 |
| 4      | Amazon Prime        | Monthly Prime Membership Fee                                         | \$ 14.00    | 10-310-6210 |
| 5      | GoDaddy.com         | Web Domain Annual Renewal - 2 Years Standard SSL Certificate Renewal | \$ 189.98   | 10-310-6610 |
| 6      | Arlo Technologies   | Monthly Camera Service - City Hall                                   | \$ 9.99     | 10-550-6610 |
| 7      | Apple.com           | Ehrenkranz - iPhone Upgrade Cost for Additional Storage              | \$ 0.99     | 10-100-6220 |
| 8      | Arlo Technologies   | Monthly Camera Service - City Hall Admin                             | \$ 14.99    | 10-550-6610 |
| 9      | Staples             | General Office Supplies for Admin Office                             | \$ 28.98    | 10-310-6210 |
| 10     | DropBox Plus        | Online Data Transfer Service 5/4/2021 to 5/4/2022                    | \$ 119.88   | 10-310-6210 |
| 11     | Michaels Stores     | Dais Items for Ehrenkranz                                            | \$ 59.12    | 10-320-6220 |
| 12     | Adobe               | Monthly Subscription - Mann                                          | \$ 14.99    | 10-310-6210 |
| 13     | Buffalo Wild Wings  | Working Lunch - Mann, Borja, Sauseda, Lozano & Ferrari               | \$ 79.60    | 10-310-6510 |
| 14     | Zoom.US             | Monthly Subscription for Virtual Meetings                            | \$ 15.58    | 10-310-6210 |
| 15     | The Canyon Cowboy   | Working Lunch reg. Fire Dept. Startup - Mann & LaTendresse           | \$ 41.48    | 10-310-6510 |
| 16     | Covid Clinic        | Partial Refund Covid-19 Test for Employee                            | \$ (20.00)  | 10-310-6210 |
| 17     | Nothing Bundt Cakes | Council Birthday Recognition                                         | \$ 12.89    | 10-100-6225 |
| 18     | Chipotle            | Council Meeting Dinner 3/3/2021                                      | \$ 115.93   | 10-100-6225 |
| 19     | Best Best & Krieger | City Council Training                                                | \$ 150.00   | 10-100-6220 |
| 20     | Amsterdam           | Matte Finish Carabiner Bottle with City Logo                         | \$ 636.82   | 10-100-6830 |
| 21     | Office Depot        | Office Supplies - Pop Up Notes                                       | \$ 22.56    | 10-310-6210 |
| 22     | Office Depot        | Office Supplies - Pop Up Notes                                       | \$ 21.54    | 10-310-6210 |
| 23     | USPS                | Building Industry Association of So Cal - Notice of Public Meeting   | \$ 7.00     | 10-320-6220 |
| 24     | Tommy's Express     | Car Wash for City Vehicles                                           | \$ 102.95   | 10-520-6415 |
| 25     | Awthentik           | Military Banners and Poles                                           | \$ 1,324.68 | 10-320-6511 |
| 26     | Walgreens           | Printed Copies of Council Member Photo                               | \$ 21.05    | 10-100-6225 |
| 27     | The Creative Corner | Recognition for City Council Member - Ehrenkranz                     | \$ 76.13    | 10-100-6220 |

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

**\$ 3,750.63**

**Account Breakdown**

|                                                 |             |             |
|-------------------------------------------------|-------------|-------------|
| City Council Dept. Expense                      | 10-100-6220 | \$ 227.12   |
| City Council Meeting Expense                    | 10-100-6225 | \$ 149.87   |
| Council Meeting/Travel Expense                  | 10-100-6510 |             |
| Council Special Dept. Expense                   | 10-100-6520 | \$ 636.82   |
| Promotion and Advertising                       | 10-100-6830 |             |
| City Manager Office Expense                     | 10-310-6210 | \$ 855.03   |
| Conference/Meeting/Travel Expense               | 10-310-6510 | \$ 121.08   |
| 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 | \$ 189.98   |
| City Clerk Departmental Expense                 | 10-320-6220 | \$ 66.12    |
| City Clerk Conference/Meeting/Travel Expense    | 10-320-6510 |             |
| City Clerk Dues                                 | 10-320-6520 |             |
| Professional/Specialized Services               | 10-320-6610 |             |
| City Clerk Training and Education               | 10-320-6710 |             |
| City Clerk Military Banner Program              | 10-320-6511 | \$ 1,324.68 |
| 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 |             |
| Emergency Preparedness Office Supplies          | 10-425-6210 | \$ 52.00    |
| 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 | \$ 102.95   |
| Code Enforcement Membership Dues                | 10-520-6520 |             |
| Code Enforcement Training                       | 10-520-6710 |             |
| Building & Facilities Maintenance               | 10-550-6610 | \$ 24.98    |
| Building & Facilities Maint. Capital Outlay     | 10-550-8000 |             |
| Building & Facilities Maint. Furniture & Equip. | 10-550-8007 |             |
| Signal & Sign Maintenance                       | 20-000-6722 |             |
| Gas Tax Landscape Maintenance                   | 20-520-6720 |             |
| Rental Office Expense                           | 60-560-6210 |             |

**\$ 3,750.63**

Check Figure \$ -

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

Home Home Reporting Extra Information Equivocal Other Information

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

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: \$4,014.06**

**Payment Summary**

| Payment Confirmation Number | Payment Authorization Date | Receivable ID   | Receivable Description                                                 | Payment Method | Payment Account Nickname     | Selected Payment Amount |
|-----------------------------|----------------------------|-----------------|------------------------------------------------------------------------|----------------|------------------------------|-------------------------|
| 1001858831                  | 05/24/2021                 | 100000016396438 | Employer Contribution, PEPR, 26189, CalPERS, 05/01/2021 - 05/15/2021   | EFT - Debit    | Citizens Business Bank -5402 | \$2,684.26              |
| 1001858832                  | 05/24/2021                 | 100000016396398 | Employer Contribution, Classic, 1684, CalPERS, 05/01/2021 - 05/15/2021 | EFT - Debit    | Citizens Business Bank -5402 | \$1,329.80              |

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Build: v9.4.1.a Baseline: 210517\_171148\_v9.4.1\_Int.1498 UID: 318

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

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

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

**Payment Request Acceptance**

**Your request for payment has been accepted**

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

**Payment Setup Total**

**Total Payment Amount: \$4,014.06**

**Payment Summary**

| Payment Confirmation Number | Payment Authorization Date | Receivable ID   | Receivable Description                                                 | Payment Method | Payment Account Nickname     | Selected Payment Amount |
|-----------------------------|----------------------------|-----------------|------------------------------------------------------------------------|----------------|------------------------------|-------------------------|
| 1001845288                  | 05/04/2021                 | 100000016363409 | Employer Contribution, PEPPRA, 26189, CalPERS, 04/16/2021 - 04/30/2021 | EFT - Debit    | Citizens Business Bank -5402 | \$2,684.26              |
| 1001845289                  | 05/04/2021                 | 100000016363372 | Employer Contribution, Classic, 1684, CalPERS, 04/16/2021 - 04/30/2021 | EFT - Debit    | Citizens Business Bank -5402 | \$1,329.80              |

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Build: v9.4 Baseline: 210415\_152650\_v9.4\_Int.4600 **UID: 318**

Home | Profile | Reporting | Personal Information | Education | Other Organization

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: \$4,101.11**

Payment Summary

| Payment Confirmation Number | Payment Authorization Date | Receivable ID   | Receivable Description   | Payment Method | Payment Account Nickname     | Selected Payment Amount |
|-----------------------------|----------------------------|-----------------|--------------------------|----------------|------------------------------|-------------------------|
| 1001845275                  | 05/04/2021                 | 100000016404733 | Health PA Billing - PERS | EFT - Debit    | Citizens Business Bank -5402 | \$4,101.11              |

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*cm*

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CITY OF CANYON LAKE

PLAN SPONSOR: 0035273

### Acknowledgment

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

You can print this acknowledgment for your records.

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

Plan Number:**0035273002**

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

Payroll Center Number:**002**

### Payroll Received for Salary Reduction

Submission date:**05/04/2021**

Submission time:**12:49 PM**

Pay period end date:**04/30/2021**

Payment method:**Debit ACH**

Bank routing number:**122234149**

Bank account number:**245125402**

Contributions payment amount:**\$226.10**

Contributions count:**2**

Draft date:**05/05/2021**

*cm*

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

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

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CITY OF CANYON LAKE

PLAN SPONSOR: 0035273

### Acknowledgment

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

You can print this acknowledgment for your records.

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

Plan Number:**0035273001**

Payroll Center:**CITY OF CANYON LAKE**

Payroll Center Number:**001**

### Payroll Received for Salary Reduction

Submission date:**05/04/2021**

Submission time:**01:00 PM**

Pay period end date:**04/30/2021**

Payment method:**Debit ACH**

*CM*

Bank routing number:**122234149**

Bank account number:**245125402**

Contributions payment amount:**\$2,398.66**

Contributions count:**3**

Draft date:**05/05/2021**

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

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

## Investment Reports



# CITIZENSTRUST™

PO Box 2549

Rancho Cucamonga, CA 91729-2549

Return Service Requested

000000037 MCB1000050421315522 01 000000 37 004



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

RECEIVED

MAY 11 2021

BY: \_\_\_\_\_

STATEMENT FOR THE PERIOD FROM 04/01/2021 TO 04/30/2021  
ACCOUNT 1035003119

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

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

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




- \* TRANSACTION STATEMENT: A COMPLETE LISTING FOR THE PERIOD GROUPED BY TRANSACTION TYPE.
- \* DISCLOSURES: CITIZENS BUSINESS BANK MAY RECEIVE RESEARCH AND OTHER BENEFITS FROM BROKER DEALERS WHICH MAY BE CONSIDERED COMPENSATION TO US. UPON REQUEST WE WILL DISCLOSE DETAILS OF ANY COMPENSATION RECEIVED.
- \* TO TRUST BENEFICIARIES: UNDER SECTION 17200 OF CALIFORNIA PROBATE CODE, YOU MAY PETITION THE COURT TO OBTAIN A COURT REVIEW OF THE ACCOUNT AND THE ACTS OF THE TRUSTEE. CLAIMS AGAINST THE TRUSTEE FOR BREACH OF TRUST MUST BE MADE WITHIN THREE YEARS FROM THE DATE OF RECEIPT OF AN ACCOUNTING OR OTHER REPORT DISCLOSING FACTS GIVING RISE TO THE CLAIM.

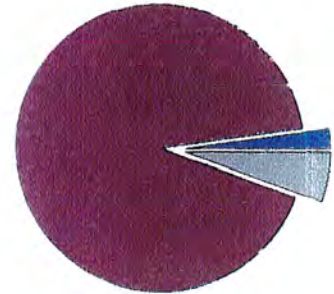


CITY OF CANYON LAKE  
 31516 RAILROAD CANYON RD  
 CANYON LAKE, CA 92587

|                                  |                                               |
|----------------------------------|-----------------------------------------------|
| 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                                                                                        | 04/01/2021          | 04/30/2021          | % Of Account  |
|-----------------------------------------------------------------------------------------------------------|---------------------|---------------------|---------------|
|  CASH & CASH EQUIVALENTS | 264,522.50          | 60,472.71           | 2.2%          |
|  FIXED INCOME          | 2,351,506.08        | 2,560,752.51        | 92.2%         |
|  MISCELLANEOUS         | 156,675.00          | 156,699.00          | 5.6%          |
| <b>Total</b>                                                                                              | <b>2,772,703.58</b> | <b>2,777,924.22</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>2,772,703.58</b> | <b>2,848,656.23</b> |                                 |              |
| Income                        | 878.72              | 52,667.85-          | Short Term                      | 0.00         |
| Asset Activity                | 204,456.25-         | 10,933.53           | <b>Total Gains / Losses</b>     | <b>0.00</b>  |
| Fees                          | 472.26-             | 1,843.90-           |                                 | 116.00       |
| Cash Management               | 204,049.79          | 43,578.22           |                                 |              |
| Change In Market Value        | 5,220.64            | 70,732.01-          |                                 |              |
| <b>Ending Market Value</b>    | <b>2,777,924.22</b> | <b>2,777,924.22</b> |                                 |              |

# Account Statement

Account Number: 1035003119

April 01, 2021 To April 30, 2021

## Portfolio Statement

| Quantity                           | Description                                                                          | Market Value | Cost Basis |
|------------------------------------|--------------------------------------------------------------------------------------|--------------|------------|
| <b>Cash &amp; Cash Equivalents</b> |                                                                                      |              |            |
| Cash Equivalents                   |                                                                                      |              |            |
| Unclassified                       |                                                                                      |              |            |
| 60,472.710                         | 31607A703<br>FIDELITY GOVERNMENT PORTFOLIO                                           | 60,472.71    | 60,472.71  |
|                                    | Total Unclassified                                                                   | 60,472.71    | 60,472.71  |
| Total                              | Cash Equivalents                                                                     | 60,472.71    | 60,472.71  |
| Total                              | <b>Cash &amp; Cash Equivalents</b>                                                   | 60,472.71    | 60,472.71  |
| <b>Fixed Income</b>                |                                                                                      |              |            |
| Taxable                            |                                                                                      |              |            |
| 100,000.000                        | 24422ERE1<br>JOHN DEERE CAPITAL CORP SERIES<br>MTN DTD 07/12/2011 3.9%<br>07/12/2021 | 100,707.00   | 101,045.62 |
| 34,722.220                         | 3130AJRE1<br>FEDERAL HOME LOAN BANK DTD<br>6/24/2020 CALL .75%<br>06/24/2025-2020    | 34,235.41    | 34,722.22  |
| 100,000.000                        | 3130AKDM5<br>FEDERAL HOME LOAN BANK DTD<br>10/28/2020 CALL .18%<br>10/28/2022-2021   | 99,932.00    | 100,000.00 |
| 100,000.000                        | 3130AKMR4<br>FEDERAL HOME LOAN BANK DTD<br>01/15/21 CALL .33%<br>01/15/2025-2021     | 98,530.00    | 99,910.00  |
| 150,000.000                        | 3130AL5X8<br>FEDERAL HOME LOAN DTD 2/24/2021<br>CALL .65% 02/24/2026-2021            | 148,287.00   | 150,000.00 |
| 150,000.000                        | 3130ALEK6<br>FEDERAL HOME LOAN BANK DTD<br>02/26/21 CALL .78%<br>02/26/2026-2021     | 149,043.00   | 150,000.00 |
| 105,000.000                        | 3133EEG79<br>FEDERAL FARM CREDIT BANK DTD<br>05/07/2015 2.15% 09/07/2023             | 109,693.50   | 109,678.70 |
| 100,000.000                        | 3133ELH56<br>FEDERAL FARM CREDIT BANK DTD<br>06/09/2020 CALL .27%<br>06/09/2022-2020 | 100,000.00   | 99,875.00  |
| 100,000.000                        | 3133EMAM4<br>FEDERAL FARM BANK DTD 09/21/2020<br>.25% 09/21/2023-2022                | 100,000.00   | 99,925.00  |
| 100,000.000                        | 3133EMHE5<br>FEDERAL FARM CREDIT BANK DTD<br>11/30/2020 CALL .17%<br>11/30/2022-2021 | 99,999.00    | 99,978.00  |

### Portfolio Statement ( Continued )

| Quantity             | Description                                                           | Market Value        | Cost Basis          |
|----------------------|-----------------------------------------------------------------------|---------------------|---------------------|
| <b>Taxable</b>       |                                                                       |                     |                     |
| 100,000.000          | 3134GWCZ7<br>FREDDIE MAC DTD 7/28/20 CALL .3%<br>10/28/2022-2021      | 100,024.00          | 99,985.00           |
| 100,000.000          | 3134GWMY9<br>FREDDIE MAC DTD 08/19/2020 CALL<br>.625% 08/19/2025-2021 | 99,317.00           | 100,000.00          |
| 100,000.000          | 3134GWVJ2<br>FREDDIE MAC DTD 9/30/2020 CALL<br>.4% 09/30/2024-2021    | 99,611.00           | 100,000.00          |
| 100,000.000          | 3134GWVN3<br>FREDDIE MAC DTD 09/30/2020 CALL<br>.6% 09/30/2025-2021   | 98,875.00           | 100,000.00          |
| 200,000.000          | 3135G06A6<br>FANNIE MAE DTD 10/20/2020 CALL<br>.58% 10/20/2025-2021   | 198,066.00          | 200,000.00          |
| 100,000.000          | 3135G06M0<br>FANNIE MAE DTD 12/16/2020 CALL<br>.5% 12/16/2024-2021    | 99,928.00           | 100,000.00          |
| 100,000.000          | 3135GA3W9<br>FANNIE MAE .6% 11/25/2025-2022                           | 98,906.00           | 100,000.00          |
| 200,000.000          | 3136G46A6<br>FANNIE MAE DTD 10/27/2020 CALL<br>.3% 10/27/2023-2021    | 200,038.00          | 200,000.00          |
| 205,000.000          | 3136G4A29<br>FANNIE MAE DTD 7/30/2020 CALL<br>.55% 07/30/2024-2021    | 205,106.60          | 205,000.00          |
| 100,000.000          | 3138L34N2<br>FANNIE MAE POOL FN AM3528 2.69%<br>10/01/2023            | 104,206.00          | 104,531.25          |
| 200,000.000          | 880591ER9<br>TENN VALLEY AUTHORITY DTD<br>09/29/14 2.875% 09/15/2024  | 216,248.00          | 207,804.88          |
| <b>Total</b>         | <b>Taxable</b>                                                        | <b>2,560,752.51</b> | <b>2,562,455.67</b> |
| <b>Total</b>         | <b>Fixed Income</b>                                                   | <b>2,560,752.51</b> | <b>2,562,455.67</b> |
| <b>Miscellaneous</b> |                                                                       |                     |                     |
| <b>Corp Bond-sma</b> |                                                                       |                     |                     |
| <b>Taxable Bonds</b> |                                                                       |                     |                     |
| 150,000.000          | 24422ERT8<br>JOHN DEERE CAPITAL CORP DTD<br>06/26/12 2.8% 01/27/2023  | 156,699.00          | 158,469.00          |
|                      | <b>Total Taxable Bonds</b>                                            | <b>156,699.00</b>   | <b>158,469.00</b>   |
| <b>Total</b>         | <b>Corp Bond-sma</b>                                                  | <b>156,699.00</b>   | <b>158,469.00</b>   |



# Account Statement

Account Number: **1035003119**

April 01, 2021 To April 30, 2021

## Portfolio Statement ( Continued )

| Quantity                           | Description                                                                            | Market Value        | Cost Basis          |
|------------------------------------|----------------------------------------------------------------------------------------|---------------------|---------------------|
| <b>Miscellaneous Sundry Assets</b> |                                                                                        |                     |                     |
| <b>Documents</b>                   |                                                                                        |                     |                     |
| 1,000                              | DOC199647<br>INVESTMENT MANAGEMENT AGREEMENT<br>CITY OF CANYON LAKE A/C#<br>1035003119 | 0.00                | 0.00                |
| <b>Total Documents</b>             |                                                                                        | 0.00                | 0.00                |
| <b>Total</b>                       | <b>Miscellaneous Sundry Assets</b>                                                     | 0.00                | 0.00                |
| <b>Total</b>                       | <b>Miscellaneous</b>                                                                   | 156,699.00          | 158,469.00          |
| <b>Grand Total Assets</b>          |                                                                                        | <b>2,777,924.22</b> | <b>2,781,397.38</b> |

## Account Activity Summary

|                                     | Total Cash  | Cost Basis<br>Excluding Cash | Market Value<br>Including Cash |
|-------------------------------------|-------------|------------------------------|--------------------------------|
| <b>Balances Beginning Of Period</b> | 0.00        | 2,780,990.92                 | 2,778,227.77                   |
| Prior Accruals                      |             |                              | 5,524.19-                      |
| Unrealized Appreciation This Period |             |                              | 5,220.64                       |
| Current Accruals                    |             |                              | 7,889.05                       |
| Asset Activity                      | 204,456.25- | 204,456.25                   | 204,456.25-                    |
| Cash Management                     | 204,049.79  | 204,049.79-                  | 204,049.79                     |
| Fees                                | 472.26-     | 0.00                         | 472.26-                        |
| Income                              | 878.72      | 0.00                         | 878.72                         |
| Realized Gain/loss                  |             |                              | 0.00                           |
| Non Cash Asset Changes              |             |                              |                                |
| <b>Balances End Of Period</b>       | 0.00        | 2,781,397.38                 | 2,785,813.27                   |

## Transaction Statement

| Date            | Quantity | Description                                                          | Transaction<br>Type | Cash   | Cost Basis   |
|-----------------|----------|----------------------------------------------------------------------|---------------------|--------|--------------|
| <b>04/01/21</b> |          | <b>Beginning Balance</b>                                             |                     | 0.00   | 2,780,990.92 |
| <b>Income</b>   |          |                                                                      |                     |        |              |
| <b>Interest</b> |          |                                                                      |                     |        |              |
| 04/01/21        |          | 31607A703<br>FIDELITY GOVERNMENT PORTFOLIO                           | INTEREST RCVD       | 0.63   |              |
| 04/05/21        |          | 3133EMAM4<br>FEDERAL FARM BANK DTD 09/21/2020                        | ACCRUED INT         | 9.72-  |              |
| 04/12/21        |          | .25% 09/21/2023-2022<br>3138L34N2<br>FANNIE MAE POOL FN AM3528 2.69% | ACCRUED INT         | 82.19- |              |
| 04/20/21        |          | 10/01/2023<br>3135G06A6<br>FANNIE MAE DTD 10/20/2020 CALL            | INTEREST RCVD       | 580.00 |              |
| 04/27/21        |          | .58% 10/20/2025-2021<br>3136G46A6<br>FANNIE MAE DTD 10/27/2020 CALL  | INTEREST RCVD       | 300.00 |              |
|                 |          | .3% 10/27/2023-2021                                                  |                     |        |              |

### Transaction Statement ( Continued )

| Date                         | Quantity     | Description                                                                        | Transaction Type | Cash               | Cost Basis          |
|------------------------------|--------------|------------------------------------------------------------------------------------|------------------|--------------------|---------------------|
| 04/28/21                     |              | 3130AKDM5<br>FEDERAL HOME LOAN BANK DTD<br>10/28/2020 CALL .18%<br>10/28/2022-2021 | INTEREST RCYD    | 90.00              |                     |
| Total Interest               |              |                                                                                    |                  | 878.72             | 0.00                |
| <b>Total Income</b>          |              |                                                                                    |                  | <b>878.72</b>      | <b>0.00</b>         |
| <b>Asset Activity</b>        |              |                                                                                    |                  |                    |                     |
| Assets Purchased             |              |                                                                                    |                  |                    |                     |
| 04/05/21                     | 100,000.000  | 3133EMAM4<br>FEDERAL FARM BANK DTD 09/21/2020<br>.25% 09/21/2023-2022              | BUY              | 99,925.00-         | 99,925.00           |
| 04/12/21                     | 100,000.000  | 3138L34N2<br>FANNIE MAE POOL FN AM3528 2.69%<br>10/01/2023                         | BUY              | 104,531.25-        | 104,531.25          |
| Total Assets Purchased       |              |                                                                                    |                  | 204,456.25-        | 204,456.25          |
| <b>Total Asset Activity</b>  |              |                                                                                    |                  | <b>204,456.25-</b> | <b>204,456.25</b>   |
| <b>Fees</b>                  |              |                                                                                    |                  |                    |                     |
| 04/27/21                     |              | MANAGEMENT FEES CITIZENS<br>BUSINESS BANK<br>FOR THE PERIOD ENDING 04/20/2021      | DISBURSEMENT     | 472.26-            |                     |
| <b>Total Fees</b>            |              |                                                                                    |                  | <b>472.26-</b>     | <b>0.00</b>         |
| <b>Cash Management</b>       |              |                                                                                    |                  |                    |                     |
| 04/30/21                     | 204,049.790- | 31607A703<br>NET CASH MANAGEMENT                                                   | NET CASH MGMT    | 204,049.79         | 204,049.79-         |
| <b>Total Cash Management</b> |              |                                                                                    |                  | <b>204,049.79</b>  | <b>204,049.79-</b>  |
| 04/30/21                     |              | <b>Ending Balance</b>                                                              |                  | <b>0.00</b>        | <b>2,781,397.38</b> |

### Disclosure

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

### Market Perspective

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

Account Number: 1035003119

April 01, 2021 To April 30, 2021

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**Tax Disclosure**

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1099S WILL BE POST-MARKED ON OR BEFORE FEBRUARY 28TH UNLESS THE ACCOUNT HOLDS COMPLEX ASSETS (REITS, GNMA, FNMA, OTHER GOV'T AGY) OR MASTER LIMITED PARTNERSHIPS (MLPS). THE LATTER WILL BE POST-MARKED BY MARCH 18TH. MAILING OF FIDUCIARY TAX INFORMATION WILL BEGIN MID-FEBRUARY AND CONTINUE THROUGH EARLY APRIL.



**MINUTES  
REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Wednesday, May 5, 2021**

**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 Castillo called the meeting to order at 5:00 p.m.

**CITY COUNCIL ROLL CALL**

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

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION**

A. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION –  
Pursuant to paragraph (4) of subdivision (d) of Section 54956.9 – 1 case

B. 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

C. 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

D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION –  
Pursuant to paragraph (1) of subdivision (d) of Section 54956.9  
City of Canyon Lake, et al. v. Jensen, Riverside Superior Court Case No.  
CVRI2100821

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

The City Council entered Closed Session at 5:00 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 Castillo called the meeting to order at 6:31 p.m.

### **INVOCATION**

Invocation was led by Mayor Pro Tem Smith.

### **FLAG SALUTE**

Flag Salute was led by Darcy Burke.

### **ROLL CALL**

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

Absent:

### **CLOSED SESSION REPORT**

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

## **APPROVAL OF THE CITY COUNCIL AGENDA**

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

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

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

- Citizen of the Month

Mayor Castillo presented Debby Gagnon with a certificate of recognition.

- Proclamation – National Police Week

Mayor Castillo presented Lieutenant Rayls with a proclamation.

Councilmember Greene said a few words recognizing resident Nancy Carrol for all her contributions to the City of Canyon Lake and wishing her well as she moves out of state.

## **COMMUNITY REPORTS**

- Elsinore Valley Municipal Water District Update

Vice President Darcy Burke 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 Board President 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  
President O'Dell was unable to attend the meeting.

## **PUBLIC SAFETY UPDATE**

### ❖ Sheriff

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

### ❖ Fire

Representatives from Calfire were unavailable to attend the meeting.

### ❖ Code Enforcement

Ruby Manzano, Senior Code Enforcement Officer, gave an update on the statistics and answered questions from the Council.

## **PUBLIC COMMENT**

The following members of the public spoke:

- Jack Wamsley

City Clerk Sauseda read emailed submissions from the following:

- Kim Floyd

## **CONSENT CALENDAR**

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Resolution - Adoption of Resolution No. 2021-22, Approving Claims and Demands of the City
- (3) Minutes – Approval of City Council Minutes
  - April 7, 2021 – Regular City Council Meeting
  - April 19, 2021 – Special City Council Meeting
- (4) Second Reading of Ordinance No. 206 – An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 2.40 of the Canyon Lake Municipal Code Regarding Holidays Observed by the City
- (5) Resolution – Adoption of Resolution 2021-23, Ratifying the Commercial Lease Agreement Between the City and Witten Properties LLC, for Office Space Located at 31520 Railroad Canyon Road, Suite D

Mayor Pro Tem Smith pulled Item 5.

**Motion and second by Councilmember Greene/ Mayor Pro Tem Smith to approve the Consent Calendar with the exception of Item 5.**

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

## **PULLED CONSENT CALENDAR ITEMS**

- (5) Resolution – Adoption of Resolution 2021-23, Ratifying the Commercial Lease Agreement Between the City and Witten Properties LLC, for Office Space Located at 31520 Railroad Canyon Road, Suite D

**Motion and second by Mayor Pro Tem Smith/ Councilmember Greene to approve Item 5.**

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

## **BUSINESS ITEMS**

(6) MSHCP – Introduction and First Reading of Ordinance No. 207, an Ordinance of the City Council of the City of Canyon Lake, California, to Update the Local Development Mitigation Fee for Funding the Preservation of Natural Ecosystems in accordance with the Western Riverside County Multiple Species Habitat Conservation Plan and LDMF Resolution; and Adoption of Resolution No. 2021-24, A Resolution of the City Council of the City of Canyon Lake, California, Establishing the Western Riverside County Multiple Species Habitat Conservation Plan Local Development Mitigation Fee Applicable to All Developments in the Plan Area

- Public Hearing Opened  
Mayor Castillo opened the Public Hearing at 7:10 p.m.
- Staff Presentation  
City Planner Jim Morrissey presented the item.
- Questions to Staff by City Council  
There were no questions.
- 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 7:15 p.m.
- Discussion by City Council
- Action by City Council

**Motion and second by Councilmembers Greene/Welty to approve the Introduction and First Reading of Ordinance No. 207.**

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

**Motion and second by Mayor Pro Tem Smith/ Councilmember Greene to adopt Resolution No. 2021-24.**

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

(7) Update – EVMWD Budget & Rates Hearing

Presentation by Bonnie Woodrome, Community Affairs Supervisor for the Elsinore Valley Municipal Water District.

The following members of the public spoke:

- Jack Wamsley

(8) Update – Presentation of Evaluation Methods and Conceptual Design Plan for the Towne Center Specific Plan

Presentation by City Planner Jim Morrissey.

There were no public comments.

(9) Agreement – Agreement between the City of Canyon Lake and Dudek for the Update to the Safety Element of the General Plan

Presentation by City Planner Morrissey.

There were no public comments.

**Motion and second by Councilmember Greene/ Mayor Pro Tem Smith to bring this item back at the next City Council meeting.**

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

(10) Contract – Award of Construction Contract for Railroad Canyon Road Striping and Signage Improvements Project

Presentation by Administrative Services Manager Mike Borja.

There were no public comments.

Councilmember Greene left the dais at 8:31 p.m. and returned at 8:33 p.m.

**Motion and second by Councilmember Greene/ Mayor Pro Tem Smith to approve Item 10.**

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

- (11) Resolution – Adoption of Resolution 2021-25 Approving Fiscal Year 2021-2022 Project List for Senate Bill 1 (SB 1) Road Maintenance and Rehabilitation Act Funding

Presentation by Administrative Services Manager Mike Borja.

There were no public comments.

Mayor Pro Tem Smith left the dais at 8:42 p.m. and returned at 8:44 p.m.

**Motion and second by Councilmembers Greene/ Welty to adopt Resolution No. 2021-25.**

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

- (12) Discussion – Presentation and Discussion of the Draft FY2021-22 Budget

Presentation by Finance Director Terry Shea.

The following members of the public spoke:

- Jack Wamsley

- (13) Discussion – Discussion of City-Sponsored Events for 2021

Presentation by City Clerk Ana Sauseda.

There were no public comments.

**Motion and second by Councilmember Greene/ Mayor Pro Tem Smith to approve the budget for the proposed events.**

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

- (14) Fire Department Startup Update – Presentation by Fire Consultant/Interim Fire Chief Jeff LaTendresse

Presentation by Fire Consultant/Interim Fire Chief LaTendresse.

### **CITY MANAGER COMMENTS**

There were no comments.

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

- **COUNCILMEMBER GREENE**

Councilmember Greene gave an update from RCA.

- **COUNCILMEMBER WELTY**

Councilmember Welty asked the community to offer their support to Jennie Ehrenkranz. He announced that LESJWA was cancelled and discussed the roundtable meeting.

- **MAYOR PRO TEM SMITH**

Mayor Pro Tem Smith spoke about Councilman Ehrenkranz. He also gave updates from RCTC, RTA, and SCAG.

- **MAYOR CASTILLO**

Mayor Castillo spoke about how somber the meeting was without Councilman Jordan. She spoke about Operation Juice Box and how people could donate.

## **ANNOUNCEMENTS**

Mayor Castillo announced that the next City Council meeting would take place on Wednesday, June 2nd at 5:30 p.m. for closed session and 6:30 p.m. for open session.

## **ADJOURNMENT**

The meeting was adjourned in honor of beloved friend and colleague Councilmember Jordan Ehrenkranz. The meeting was adjourned at 9:47 p.m.

Respectfully submitted,

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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:** Tyler Ferrari, Management Analyst

**DATE:** June 2, 2021

**SUBJECT:** Adoption of Resolution No. 2021-27, A Resolution of the City Council of the City of Canyon Lake Approving the North Gate Park Conceptual Plan and Directing the City Manager to Move Forward with Planning, Design and Land Acquisition

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### Recommendation

That the City Council adopt Resolution No. 2021-27, approving the North Gate Park Conceptual Plan and directing the City Manager to move forward with planning, design and land acquisition.

### Background

The City of Canyon Lake has continued to explore opportunities to improve amenities and services for residents and expand upon opportunities for economic development. Parcel 349-290-008, located on Greenwald Ave., just outside of the City's northwestern boundary, has been identified as a suitable site for the City's first public park. This parcel would also provide public access to the Bureau of Land Management (BLM) land directly to the south of the parcel, which the City is currently seeking to acquire from the BLM. This resolution directs the City Manager to move forward with the planning, design and land acquisition required in order to build the proposed park and create the needed access to the BLM land.

As part of Prop 68, the City has been allocated \$184,811 from the California Department of Parks and Recreation's "Per Capita Grant Program." These funds can be used for the development and construction of parks in local municipalities and counties. The City plans to apply this funding toward the development of this land into the "North Gate Park." This resolution authorizes the City Manager to apply for the use of these funds, and to research and apply for other grant funding.

On February 16, 2020, the City entered into an agreement with RHA Landscape Architects-Planners, Inc. for landscape design services related to this property. RHA worked with City staff to create a conceptual design for the park that includes access to current trails on adjacent parcels, trail signage, a dog park, public meeting/educational space, RV camping sites, an equestrian access trail (potentially with gate access from the Canyon Lake

Property Owners Association's Equestrian Center), numerous picnic tables, a sheltered picnic area, and RV & boat storage. These have all been identified as potential uses for this park that will provide Canyon Lake residents and the general public with amenities that advance the City's adopted vision of making Canyon Lake the "premier place to live in Southern California." Further, this plan will allow for eventual access to the BLM land, which is vital for future economic development opportunities for the City.

This conceptual plan has gone through several iterations but is still very much a draft. Should the City Council adopt this resolution, staff will begin a detailed process of planning and design for the park. This process will include numerous opportunities for public input and feedback prior to the plan being finalized.

### **Fiscal Impact**

None.

Approval of this conceptual plan will not result in any costs to the City.

Any costs related to planning and design work outside of the City Manager's spending authority will be brought to the City Council for approval at a future date, as will any land acquisition costs. It is anticipated that park construction will be funded through a combination of grant funding, development fees related to future development of the BLM land, and General Fund dollars.

### **Attachments**

1. Resolution No. 2021-27
2. North Gate Conceptual Park Plan

**ATTACHMENT 1**



**RESOLUTION NO. 2021-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE APPROVING THE NORTH GATE PARK CONCEPTUAL PLAN AND DIRECTING THE CITY MANAGER TO MOVE FORWARD WITH PLANNING, DESIGN AND LAND ACQUISITION**

**WHEREAS**, the City of Canyon Lake has no public parks and recreation facilities; and

**WHEREAS**, the City of Canyon Lake General Plan Policy OSP-1 requires the City of Canyon Lake to support the system of local parks, facilities, and programs to meet the recreational needs of the community; and

**WHEREAS**, the City of Canyon Lake contains federal lands, managed by the Bureau of Land Management, consisting of 800 acres located at two sites within the City; and

**WHEREAS**, the City of Canyon Lake has petitioned the federal government to transfer the two federal lands sites to the City for various uses, including future public parks and recreational uses; and

**WHEREAS**, one federal land site, designated Section 34 in the Canyon Lake General Plan Figure OS-1, on page V-4 of the Open Space Element, included herein as Attachment 1, is landlocked; and

**WHEREAS**, the City of Canyon Lake has limited land within its jurisdiction available for public parks and recreational facilities; and

**WHEREAS**, Public Resources Code Section 5301 authorizes the City of Canyon Lake to “acquire and hold land for public parks, or public boulevards, or both, by purchase or by condemnation”; and

**WHEREAS**, Public Resources Code Section 5302 authorizes the City of Canyon Lake to acquire or condemn land “within the corporate limits of the city...or conveniently adjacent. In either case it shall be subject to the jurisdiction of the municipality acquiring it, and to its laws, ordinances, rules, and regulations”; and

**WHEREAS**, the City of Canyon Lake has identified property, known as Assessor’s Parcel Number 349-290-008 (the “Property”), which is conveniently adjacent to the City of Canyon Lake and would also ensure that the Section 34 federal lands are not landlocked as appropriate for a potential future park; and

**WHEREAS**, the City Council has considered the conceptual plan included herein as Attachment 2, and approves of the park plan concept.

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

**SECTION 1. RECITALS:** The Recitals set out above are true and correct and are a substantive part of this Resolution.

**SECTION 2. FINDINGS:** The City Council finds and determines as follows:

- (A) There is strong public interest to be served by establishing a public park and recreational facility in the City of Canyon Lake.
- (B) The property identified as Assessor's Parcel Number 349-290-008 is particularly suitable for development of such a public park based on its location allowing access to federal site Section 34, and its location adjacent to the City of Canyon Lake.
- (C) The conceptual plan attached hereto as Attachment 2 demonstrates the types of public amenities that would serve the public interest.

**SECTION 3. FURTHER PLANNING:** The City Manager is hereby directed to solicit and obtain proposals for the planning and design of a public park and recreational facility at the Property, retain such professionals as may be required for such work.

**SECTION 4. ACQUISITION:** The City Manager is hereby directed to initiate the acquisition process for the Property through negotiation and/or condemnation. The City Manager is authorized and directed to retain such professionals as may be necessary for such process, including appraisers and property acquisition consultants.

**SECTION 5. FUNDING:** The City Manager is authorized and directed to research, apply for, and bring to the City Council for approval any federal, state, or other grant or other funding opportunities for the establishment of the proposed park.

**SECTION 6. CEQA:** The City Council finds that the approval of the conceptual plan and the directives given by this Resolution are exempt from CEQA because it can be seen with certainty that this Resolution will have no effect on the environment.

**PASSED, APPROVED AND ADOPTED** the 2nd day of June, 2021.

\_\_\_\_\_  
Kasey Castillo, Mayor

ATTEST:

\_\_\_\_\_  
Ana Sauseda, CMC  
City Clerk

## **ATTACHMENT 2**





## North Gate Park Conceptual Plan

The Canyon Lake North Gate Park project is an approximately 9-acre site located south of Greenwald Avenue to the west of, and directly adjacent to, the City's boundary line. Currently, the surrounding areas are used for hiking, equestrian, and mountain biking. The proposed design improvements would allow parking and access to the BLM land located to the south of the site as well as trail access along the west side of the site.

Site design improvements would include approximately 48,000 sf designated for 49 stalls of RV and boat storage area at the north end of the site. Storage area would be secured with an 8' tall fence and card key access at the entry gate. An open space area south of the storage area has been set aside for future expansion. The remaining areas of the park site would include (2) separate parking areas totaling 42 parking stalls including 4 disabled access stalls.

A community dog park with a 10,000 sf area for small sized dogs and a separate 15,000 sf area for large sized dogs is located in the middle of the site. Dog parks would be primarily composed of stabilized decomposed granite with a 6' tall fence and gates. Two shade structures with bench seating as well as drinking fountain with dog bowls and dog waste receptacles will be located within each dog park.

Other park amenities include an outdoor community educational space, 8 individual picnic areas with picnic tables, large picnic shelter with approximately 4 tables for group gatherings, trash receptacles located throughout the park, large turf areas for active play space, park lighting, pathway connections to adjacent existing trails, and road access to RV camping sites located within the BLM area to the south. A stabilized decomposed granite equestrian trail connection with 2-rail wood fencing will be provided from the west side of the site to the existing trails to the east of the site. Monument signs will be designed for both park entry and RV Park site entry.

Within the BLM area, site improvements would include a 26' wide asphalt loop road connecting approximately 21 RV sites. There will be a building with gates for check-in prior to entry of the RV campsite. RV sites will offer full electrical, water, and sewer hook-ups for the visitors. The remaining BLM site will remain undisturbed for future development.

Proposed landscape improvements within the park area will incorporate environmentally friendly, sustainable design principles, to include water-wise planting and irrigation, Water Quality and Storm Water Best Management Practices through creative rainwater capture, bio-swale water cleansing and detention basins. The overall design employs green technologies and design principles to achieve an innovative, resource conserving, maintenance friendly site that will minimize life cycle maintenance costs.

The landscape will consist of drought tolerant sustainable plantings, areas of functional drought tolerant turf grass and utilization of weather-based water conserving smart irrigation technology and management. Plant selections will compliment as well as be sensitive to adjacent properties surrounding the site. On site shade tree plantings will be located to maximize shade in pedestrian and vehicular paved areas to reduce heat gain thereby minimizing the heat island effect and to provide cool shaded, human scale outdoor spaces for visitors. The generous use of colorful or flowering shrub plantings will further appeal to the senses.

The project's high efficiency irrigation system will consist of the use of a web/weather based smart controller with automated system alerts via email or cell phone and audible and visual alarm indicators for rain shut-off and detection of waterline breaks or unscheduled water flow. The lateral systems will consist of low water demand devices including subgrade dripline, drip emitters and root watering systems which delivers water directly to the root zone and eliminates wasteful runoff. Also utilizing are high efficiency, matched precipitation pop-up MP Rotator spray heads in the functional turf areas.



# CANYON LAKE NORTH GATE PARK

06/02/2021 City Council Agenda





06/02/2021 City Council Agenda **CANYON LAKE NORTH GATE PARK**





## STAFF REPORT

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

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

**BY:** Ana V. Sauseda, City Clerk

**DATE:** June 2, 2021

**SUBJECT:** Adoption of Resolution No. 2021-32, Declaring a Vacancy on the City Council and Setting the Schedule for an Appointment Process

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### Recommendation

That the City Council adopt Resolution No. 2021-32, declaring a vacancy on the City Council and setting the schedule for an appointment process.

### Background

The City was notified on Tuesday, May 4<sup>th</sup>, of the passing of Councilmember Jordan Ehrenkranz. Therefore, commencing May 5, 2021, a vacancy exists on the City Council. According to Section 36512(b) of the Government Code, the City Council is required to take action to fill a vacancy that occurs in an elective office within 60 days of the commencement of the vacancy and sets forth options to fill the vacancy. Additionally, Canyon Lake Municipal Code Section 2.01.140 determines actions to be taken in the event of a vacancy and allows the Council to establish by resolution other processes for the appointment to vacant office that are not inconsistent with the ordinance. Resolution 2019-33, adopted September 4, 2019, established the process to be followed when a vacancy occurs on the City Council. The proposed Resolution further clarifies this process by specifying the dates applicable to this particular appointment.

### Fiscal Impact

There is no impact.

### Attachments

1. Resolution No. 2021-32



# **ATTACHMENT 1**



**RESOLUTION NO. 2021-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, DECLARING A VACANCY ON THE CITY COUNCIL AND SETTING THE SCHEDULE FOR AN APPOINTMENT PROCESS**

**WHEREAS**, the City of Canyon Lake was notified on May 4, 2021, of the passing of Councilmember Jordan Ehrenkranz; and

**WHEREAS**, a vacancy on the City Council occurred effective May 5, 2021; and

**WHEREAS**, the City Council adopted Ordinance No. 185 regarding filling City Councilmember vacancies on December 4, 2019; and

**WHEREAS**, Section 2.01.140(f) allows the City Council to establish by resolution other processes for the appointment to vacant office that are not inconsistent with the ordinance.

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

**Section 1.** Pursuant to City of Canyon Lake Municipal Code Section 2.01.140, the City Council declares that a vacancy exists on the City Council commencing May 5, 2021.

**Section 2.** Pursuant to the requirements of California Government Code Section 36512(b), the City Council has 60 days from the commencement of the vacancy to fill the vacancy by appointment or call a special election to fill the vacancy.

**Section 3.** Pursuant to City of Canyon Lake Municipal Code Section 2.01.140(f), the Council directs the City Clerk to open the application period on Monday, June 7, 2021, and close the application period on Thursday, June 17, 2021, at 5:00 p.m.

**Section 4.** All applications must be delivered in person or electronically by 5:00 p.m. on Thursday, June 17, 2021.

**Section 5.** The City Clerk is directed to publish a notice inviting applicants as outlined in the City Council Vacancy Policy.

**Section 6.** Per the City Council Vacancy Policy, the Mayor shall appoint an ad-hoc committee of the City Council to review all applications. No later than Monday, June 21, 2021, the ad-hoc committee shall forward a list of applicants chosen to be interviewed by the entire City Council to the City Manager.

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**Section 7.** A Special City Council Meeting will take place on Wednesday, June 23, 2021, during which applicants selected by the ad-hoc committee will be interviewed and a vote will be taken by the City Council.

**Section 8.** The individual selected by the City Council for appointment shall be sworn-in as a Member of the City Council directly following the City Council vote on June 23, 2021.

**PASSED, APPROVED AND ADOPTED** this 2nd day of June, 2021.

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Kasey Castillo, Mayor

ATTEST:

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Ana Sauseda, CMC  
City Clerk

**ORDINANCE NO. 207**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, TO UPDATE THE LOCAL DEVELOPMENT MITIGATION FEE FOR FUNDING THE PRESERVATION OF NATURAL ECOSYSTEMS IN ACCORDANCE WITH THE WESTERN RIVERSIDE COUNTY MULTIPLE SPECIES HABITAT CONSERVATION PLAN**

**WHEREAS**, the City Council of the City of Canyon Lake (“City”) finds that the ecosystems of the City and western Riverside County, and the vegetation communities and sensitive species they support are fragile, irreplaceable resources that are vital to the general welfare of all residents;

**WHEREAS**, these vegetation communities and natural areas contain habitat value which contributes to the City’s and the region’s environmental resources;

**WHEREAS**, special protections for these vegetation communities and natural areas are being established to prevent future endangerment of the plant and animal species that are dependent upon them;

**WHEREAS**, adoption and implementation of this Ordinance will help to enable the City to achieve the conservation goals set forth in the Western Riverside County Multiple Species Habitat Conservation Plan (“MSHCP”), adopted by the City Council on March 3, 2004 to implement the associated Implementing Agreement executed by the City Council on March 3, 2004, and to preserve the ability of affected property owners to make reasonable use of their land consistent with the requirements of the National Environmental Policy Act (“NEPA”), the California Environmental Quality Act (“CEQA”), the Federal Endangered Species Act (“FESA”), the California Endangered Species Act (“CESA”), the California Natural Community Conservation Planning Act (“NCCP Act”), and other applicable laws;

**WHEREAS**, the purpose and intent of this Ordinance is to update its Local Development Mitigation Fee to assist in the maintenance of biological diversity and the natural ecosystem processes that support this diversity; the protection of vegetation communities and natural areas within the City and western Riverside County which are known to support threatened, endangered, or key sensitive populations of plant and wildlife species; the maintenance of economic development within the City by providing a streamlined regulatory process from which development can proceed in an orderly process; and the protection of the existing character of the City and the region through the implementation of a system of reserves which will provide for permanent open space, community edges, and habitat conservation for species covered by the MSHCP;

**WHEREAS**, the findings set forth herein are based on the MSHCP and the 2020 Nexus Study, and the estimated implementation costs of the MSHCP as set forth in the 2020 Nexus Study, a copy of which is on file in the City Clerk’s office;

**WHEREAS**, The Western Riverside County Regional Conservation Authority (“RCA”) has prepared an updated nexus study entitled “WESTERN RIVERSIDE COUNTY MULTIPLE SPECIES HABITAT CONSERVATION PLAN NEXUS FEE STUDY UPDATE” (2020 Nexus Study”) pursuant to California Government code sections 66000 et seq. for the purpose of updating the Local Development Mitigation Fee (“LDMF”). On December 7, 2020, the RCA Board of Directors reviewed the 2020 Nexus Study and directed RCA Permittees to adopt this updated MSHCP fee ordinance.

**WHEREAS**, pursuant to Article 11, Section 7 of the California Constitution, the City is authorized to enact measures that protect the health, safety, and welfare of its citizens;

**WHEREAS**, pursuant to Government Code sections 66000 et seq., the City is empowered to impose fees and other exactions to provide necessary funding and public facilities required to mitigate the negative effect of new development projects;

**WHEREAS**, on March 3, 2004 the City Council took action on the MSHCP and the associated Implementing Agreement and adopted the original LDMF, and made appropriate findings pursuant to CEQA;

**WHEREAS**, the levying of LDMF has been reviewed by the City Council and staff in accordance with the California Environmental Quality Act (“CEQA”) and the State CEQA Guidelines and it has been determined that the adoption of this ordinance is exempt from CEQA pursuant to Section 21080(b)(8) of the California Public Resources Code and Sections 15273 and 15378(b)(4) of the State CEQA Guidelines; and

**WHEREAS**, pursuant to Government Code sections 66016, 66017, and 66018, the City has: (a) made available to the public, at least ten (10) days prior to its public hearing, data indicating the estimated cost required to provide the facilities and infrastructure for which these development fees are levied and the revenue sources anticipated to provide those facilities and infrastructure; (b) mailed notice at least fourteen (14) days prior to this meeting to all interested parties that have requested notice of new or increased development fees; and (c) held a duly noticed, regularly scheduled public hearing at which oral and written testimony was received regarding the proposed fees.

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

**SECTION 1.** Findings. The City Council finds and determines as follows:

**A.** The preservation of vegetation communities and natural areas within the City and western Riverside County which support species covered by the MSHCP is necessary to protect and promote the health, safety, and welfare of all the citizens of the City by reducing the adverse direct, indirect, and cumulative effects of urbanization and development and providing for permanent conservation of habitat for species covered by the MSHCP.

**B.** It is necessary to update certain development impact fees to ensure that all new development within the City pays its fair share of the costs of acquiring and preserving vegetation communities and natural areas within the City and the region which are known to support plant and wildlife species covered by the MSHCP.

**C.** A proper funding source to pay the costs associated with mitigating the direct, indirect, and cumulative impacts of development to the natural ecosystems within the City and the region, as identified in the MSHCP, is a development impact fee for residential, commercial, and industrial development. The amount of the fee is determined by the nature and extent of the impacts from the development to the identified natural ecosystems and or the relative cost of mitigating such impacts.

**D.** The MSHCP and the 2020 Nexus Study, a copy of which is on file in the City Clerk's office, provides a basis for the imposition of development impact fees on new construction.

**E.** The use of the development impact fees to mitigate the impacts to the City's and the region's natural ecosystems is reasonably related to the type and extent of impacts caused by development within the City.

**F.** The costs of funding the proper mitigation of natural ecosystems and biological resources impacted by development within the City and the region are apportioned relative to the type and extent of impacts caused by the development.

**G.** The facts and evidence provided to the City establish that there is a reasonable relationship between the need for preserving the natural ecosystems in the City and the region, as defined in the MSHCP, and the direct, indirect, and cumulative impacts to such natural ecosystems and biological resources created by the types of development on which the fee will be imposed, and that there is a reasonable relationship between the fee's use and the types of development for which the fee is charged. This reasonable relationship is described in more detail in the MSHCP and the 2020 Nexus Study.

**H.** The cost estimates for mitigating the impact of development on the City's and the region's natural ecosystem and biological resources, as set forth in the MSHCP, are reasonable and will not exceed the reasonably estimated total of these costs.

**I.** The fee set forth herein does not reflect the entire cost of the lands which need to be acquired in order to implement the MSHCP and mitigate the impact caused by new development. Additional revenues will be required from other sources. The City Council finds that the benefit to each development project is greater than the amount of the fee to be paid by the project.

**J.** The fees collected pursuant to this Ordinance shall be used to finance the acquisition and perpetual conservation of the natural ecosystems and certain improvements necessary to implement the goals and objectives of the MSHCP.

**SECTION 2.** Administrative Responsibility. The RCA is hereby reaffirmed as the Administrator of this Ordinance. The RCA is hereby authorized to receive all fees generated from the Local Development Mitigation Fee within the City, and to invest, account for, and expend such fees in accordance with the provisions of the MSHCP, MSHCP Implementing Ordinance, this Ordinance, and the MSHCP Mitigation Fee Implementation Manual. The detailed administrative procedures concerning the implementation of this Ordinance shall be contained in the MSHCP Mitigation Fee Implementation Manual adopted December 7, 2020 and as may be amended from time to time. The RCA Board of Directors may adopt a policy that will allow the City to authorize the RCA to calculate the fees due and collect those amounts directly from property owners. If such a policy is adopted, it will be included in the MSHCP Mitigation Fee Implementation Manual.

**SECTION 3.** Definitions. As used in this Ordinance, the following terms shall have the following meanings:

“Accessory Dwelling Unit” means an accessory dwelling unit as defined by California Government Code section 65852.2(j)(1), or as defined in any successor statute.

“City” means the City of Canyon Lake, California.

“City Council” means the City Council of the City of Canyon Lake, California.

“Credit” means a credit allowed pursuant to Section 10 of this Ordinance, which may be applied against the development impact fee paid.

“Development” means a human-created change to improved or unimproved real estate, including buildings or other structures, mining, dredging, filing, grading, paving, excavating, and drilling.

“Development Project” or “Project” means any project undertaken for the purpose of development pursuant to the issuance of a building permit by the City pursuant to all applicable ordinances, regulations, and rules of the City and state law.

“Junior Accessory Dwelling Unit” means a junior accessory dwelling unit as defined by California Government Code section 65852.22(h)(1), or as defined in any successor statute.

“Local Development Mitigation Fee” or “Fee” means the development impact fee imposed pursuant to the provisions of this Ordinance.

“Multiple Species Habitat Conservation Plan” or “MSHCP” means the Western Riverside County Multiple Species Habitat Conservation Plan, adopted by the City Council on March 3, 2004.

“MSHCP Conservation Area” has the same meaning and intent as such term is defined and utilized in the MSHCP.

“Ordinance” means this Ordinance No. 207 of the City of Canyon Lake, California.

“Project Area” means the area, measured in acres, within the Development Project including, without limitation, any areas to be developed as a condition of the Development Project. Except as otherwise provided herein, the Project Area is the area upon which the project will be assessed the Local Development Mitigation Fee. See the MSHCP Mitigation Fee Implementation Manual for additional guidance for calculating the Project Area.

“Revenue” or “Revenues” means any funds received by the City pursuant to the provisions of this Ordinance for the purpose of defraying all or a portion of the cost of acquiring and preserving vegetation communities and natural areas within the City and the region which are known to support threatened, endangered, or key sensitive populations of plant and wildlife species.

“Western Riverside County Regional Conservation Authority” or “RCA” means the governing body established pursuant to the MSHCP that is delegated the authority to oversee and implement the provisions of the MSHCP.

Any capitalized term not otherwise defined herein shall carry the same meaning and definition as that term is used and defined in the MSHCP.

**SECTION 4.** Local Development Mitigation and Local Infrastructure Fee.

**A. Adoption of Local Development Mitigation Fee Schedule.** The City Council shall adopt an applicable Local Development Mitigation Fee schedule provided by the RCA through a separate resolution, which may be amended from time to time.

**B. Public Projects.** The City is required to mitigate the impacts of Public Projects pursuant to the MSHCP and the MSHCP Implementing Agreement. The definition of Public Project and the method for mitigating Public Projects will be set forth in the MSHCP Mitigation Fee Implementation Manual.

**C. Periodic Fee Adjustment.** The Local Development Mitigation Fee schedule set forth in the fee resolution referenced above may be periodically reviewed and the amounts adjusted as set forth in the MSHCP Mitigation Fee Implementation Manual.

**D. Automatic Annual Fee Adjustment.** In addition to the Periodic Fee Adjustment mentioned above, the RCA shall provide the City with an automatic annual fee adjustment for the Local Development Mitigation Fee established by this Ordinance as set forth in the MSHCP Mitigation Fee Implementation Manual.

**SECTION 5.** Imposition of The Local Development Mitigation Fee.

**A.** The Local Development Mitigation Fee will be paid no later than at the issuance of a building permit. Notwithstanding any other provision of the City’s Municipal Code, no building

permit shall be issued for any Development Project unless the Local Development Mitigation Fee applicable to such Development Project has been paid. The amount of the Fee shall be calculated in accordance with the MSHCP Mitigation Fee Implementation Manual.

**B.** In lieu of the payment of the Local Development Mitigation Fee as provided above, the Fee for a Development may be paid through a Community Facilities District, provided that such arrangement is approved by the RCA in writing.

**SECTION 6.** Payment of Local Development Mitigation Fee.

**A.** The Local Development Mitigation Fee shall be paid in full in accordance with applicable law.

**B.** The Local Development Mitigation Fee required to be paid under this Ordinance shall be the fee in effect at the time the fee is paid for which the Local Development Mitigation Fee is assessed; provided, however, that Housing Development Projects as defined by California Government Code section 65589.5(h)(2) may be entitled to pay the fee in effect at the time of the preliminary application was submitted.

**C.** Notwithstanding anything in the City's Municipal Code, or any other written documentation to the contrary, the Local Development Mitigation Fee shall be paid whether or not the Development Project is subject to conditions of approval by the City imposing the requirement to pay the fee.

**D.** If all or part of the Development Project is sold prior to payment of the Local Development Mitigation Fee, the Project shall continue to be subject to the requirement to pay the fee as provided herein.

**E.** The fee title owner(s) of the Property is responsible for the payment of the Local Development Mitigation Fee.

**SECTION 7.** Refunds.

Under certain circumstances, such as double payment, expiration of a building permit, or fee miscalculation due to clerical error, an applicant may be entitled to a refund. Refunds will be reimbursed by the end of the fiscal year on a first come, first served basis, depending upon the net revenue stream. Refunds will only be considered reimbursable if requested within 3 years of the original LDMF payment. In all cases, the applicant must promptly submit a refund request with proof of LDMF payment to the RCA if RCA collected the LDMF, or if collected by a local jurisdiction, the refund request shall be submitted to that local jurisdiction, which will subsequently forward the request to RCA for verification, review, and possible action.

1. Expiration of Building Permits - If a building permit should expire, is revoked, or is voluntarily surrendered and is, therefore voided and no construction or improvement of land has commenced, then the applicant may be entitled to a refund of the LDMF collected which was paid

as a condition of approval, less administration costs. Any refund must be requested within three (3) years of the original payment. The applicant shall pay the current LDMF in effect at the time in full if s/he reapplies for the permit.

2. Double Payments – on occasion due to a clerical error, a developer has paid all or a portion of the required LDMF for project twice. In such cases, a refund of the double payment may be required.

3. Balance Due – when LDMF is incorrectly calculated due to City clerical error, it is the City’s responsibility to remit the balance due to RCA. The error must be discovered within three (3) years of the original payment for the City to be held accountable. The amount due can be remitted through alternate methods agreed to by the RCA Executive Committee. If first approved through RCA staff in writing, the calculation is not subject to additional review.

**SECTION 8.** Accounting and Disbursement of Collected Local Development Mitigation Fees.

**A.** All fees paid pursuant to this Ordinance shall be deposited, invested, accounted for, and expended in accordance with Section 66006 of the Government Code and all other applicable provisions of law.

**B.** Subject to the provisions of this section, all fees collected pursuant to this Ordinance shall be remitted to the Western Riverside County Regional Conservation Authority at least quarterly.

**C.** In the resolution mentioned in Section 4.A, the City may also add an additional cost to the Local Development Mitigation Fee schedule to cover the costs of collecting the fees from project proponents. Any amounts collected by the City shall not reduce the amount collected and remitted to the RCA under this Ordinance.

**SECTION 9.** Exemptions. The following types of construction shall be exempt from the provisions of this Ordinance:

**A.** Reconstruction or improvements that were damaged or destroyed by fire or other natural causes, provided that the reconstruction or improvements do not result in additional usable square footage.

**B.** Rehabilitation or remodeling to an existing Development Project, provided that the rehabilitation or remodeling does not result in additional usable square footage.

**C.** Accessory Dwelling Units, but only to the extent such fee is exempted under state law.

**D.** Junior Accessory Dwelling Units, but only to the extent such fee is exempted under state law.

**E.** Existing structures where the use is changed from an existing permitted use to a different permitted use, provided that no additional improvements are constructed and does not result in additional usable square footage.

F. Certain Agricultural Operations as allowed by the MSHCP, as amended.

G. Vesting Tentative Tract Maps entered into pursuant to Government Code section 66452 et seq. (also, Government Code section 66498.1 et seq.) and Development Projects which are the subject of a development agreement entered into pursuant to Government Code section 65864 et seq., prior to the effective date of Ordinance No. 68 wherein the imposition of new fees are expressly prohibited, provided that if the term of such a vesting map or development agreement is extended by amendment or by any other manner after the effective date of Ordinance No. 86 the MSHCP Fee shall be imposed.

Except as exempted above, all projects are required to make a mitigation payment/contribution and where no mitigation payment process is specified, the project will pay the updated per acre mitigation fee.

**SECTION 10.** Fee Credits. Any Local Development Mitigation Fee credit that may be applicable to a Development Project shall be determined by the City and approved by the RCA. All Fee Credits shall comply with the resolutions, ordinances, Implementing Agreement, and policies of the Western Riverside County Regional Conservation Authority including, without limitation, the MSHCP Mitigation Fee Implementation Manual.

**SECTION 11.** Severability. This Ordinance and the various parts, sections, and clauses thereof, are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid, the remainder of this Ordinance shall be affected thereby. If any part, sentence, paragraph, section, or clause of this Ordinance, or its application to any person entity is adjudged unconstitutional or invalid, such unconstitutionality or invalidity shall affect only such part, sentence, paragraph, section, or clause of this Ordinance, or person or entity; and shall not affect or impair any of the remaining provision, parts, sentences, paragraphs, sections, or clauses of this Ordinance, or its application to other persons or entities. The City Council hereby declares that this Ordinance would have been adopted had such unconstitutional or invalid part, sentence, paragraph, section, or clause of this Ordinance not been included herein; or had such person or entity been expressly exempted from the application of this Ordinance.

**SECTION 12.** CEQA Findings. The City Council hereby finds that in accordance with CEQA and the CEQA Guidelines the adoption of this Ordinance is exempt from CEQA pursuant to Section 21080(b)(8) of the California Public Resources Code and Sections 15273 and 15378(b)(4) of the State CEQA Guidelines.

**SECTION 13.** Ordinance Superseded. This Ordinance supersedes the provisions of Ordinance No. 86 provided this Ordinance is not declared invalid or unenforceable by a court of competent jurisdiction. If, for whatever reason, this Ordinance is declared invalid or unenforceable by a court of competent jurisdiction, Ordinance No. 86 and all other related ordinances and policies shall remain in full force and effect.

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**SECTION 14.** Effective Date. The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall within fifteen (15) days of its adoption cause it, or a summary of it, to be published in the Friday Flyer, a newspaper published and circulated in the City of Canyon Lake, and thereupon and thereafter this Ordinance shall take effect and be in force according to law. Pursuant to Section 13.2(A) of the MSHCP Implementing Agreement, the City Clerk shall send a copy of this Ordinance to RCA within 30 days of the date of adoption.

**PASSED, APPROVED, AND ADOPTED,** this 2nd day of June, 2021.

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Kasey Castillo, Mayor

ATTEST:

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Ana V. Sauseda, CMC  
City Clerk





ITEM NO. 7

## STAFF REPORT

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

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

**BY:** Ana V. Sauseda, City Clerk

**DATE:** June 2, 2021

**SUBJECT:** Review and Revise 2021 Agency and Committee Assignments

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### Recommendation

That the City Council 1) approve the attached 2021 Revised Committee Roster 2) direct the City Clerk to notify respective agencies of any changes and post the FPPC Form 806 to the City's website.

### Background

Mayor and Councilmembers serve on various regional intergovernmental committees and boards representing the City of Canyon Lake. In addition, they also serve on standing and ad-hoc committees and as delegates to local organizations. These assignments are reviewed and modified as needed.

On Tuesday, May 4, 2021, the City was notified of the passing of Councilmember Jordan Ehrenkranz. While the City continues to mourn this tremendous loss, it is necessary for the Council to review the 2021 Agency and Committee Assignments and approve the necessary revisions.

The City currently has vacancies on the following:

- Western Riverside Council of Governments (WRCOG)
- Western Community Energy (WCE)
- Northwest Mosquito and Vector Control
- City of Canyon Lake Veterans Day Committee

Staff recommends that the City Council approve the attached 2021 Revised Committee Roster with the recommendations from Mayor Castillo.

### Fiscal Impact

There is no impact.

### Attachments

1. 2021 Revised Committee Roster



# ATTACHMENT 1



# 2021 Committee & Agency Assignments

| CITY OF CANYON LAKE COMMITTEE ASSIGNMENTS                                  |                                            |                                                      |               |         |                                                         |  |
|----------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------|---------------|---------|---------------------------------------------------------|--|
| STANDING COMMITTEES                                                        | Chair                                      | Member                                               | Meeting Date  | Time    | Place                                                   |  |
| Finance & Planning Committee                                               | KASEY                                      | JEREMY                                               | 1st Wednesday | 4:00 PM | Canyon Lake City Hall Council Chamber                   |  |
| AD HOC COMMITTEES                                                          |                                            |                                                      |               |         |                                                         |  |
| Cannabis Committee                                                         | LARRY                                      | DALE                                                 |               |         |                                                         |  |
| Fire Committee                                                             | LARRY                                      | JEREMY                                               |               |         |                                                         |  |
| Veterans Day Committee                                                     | KASEY                                      |                                                      |               |         | 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                   |  |
| LESJWA - Lake Elsinore San Jacinto Watersheds Authority **                 | Delegate                                   | Alternate                                            | Meeting Date  | Time    | Place                                                   |  |
|                                                                            | DALE                                       | KASEY                                                | 3rd Thursday  | 3:00 PM | EVMWD, 31315 Chaney St, Lake Elsinore                   |  |
| LOSSAN - Los Angeles - San Diego - San Luis Obispo Rail Corridor Agency ** | Board Member                               | -----                                                | Meeting Date  | Time    | Place                                                   |  |
|                                                                            | JEREMY                                     |                                                      |               |         |                                                         |  |
| Move I-15 Through Temecula Valley Task Force                               | Committee Member                           | Committee Member                                     | Meeting Date  | Time    | Place                                                   |  |
|                                                                            | JEREMY                                     | LARRY                                                | Quarterly     | TBD     | TBD                                                     |  |
| Public Entity Risk Management Authority (PERMA) **                         | Member                                     | Alternate                                            | Meeting Date  | Time    | Place                                                   |  |
|                                                                            | CHRIS                                      | MIKE                                                 | 6x per year   |         | Rancho Mirage                                           |  |
| Quail Valley Environmental Coalition (501C3)                               | Member                                     | Member                                               | Meeting Date  | Time    | Place                                                   |  |
|                                                                            | DALE                                       | KASEY                                                | Quarterly     | 4:00 PM | Volunteer Fire Hall<br>23890 La Bertha Ln, Quail Valley |  |
| RCA - Western Riverside County - Regional Conservation Authority **        | Board Member to the RCA Board of Directors | Alternate Board Member to the RCA Board of Directors | Meeting Date  | Time    | Place                                                   |  |
|                                                                            | LARRY                                      | JEREMY                                               | 1st Monday    | 1:00 PM | 4080 Lemon St, 1st Floor, Riverside                     |  |
| RCTC - Riverside County Transportation Commission **                       | Commissioner                               | Commissioner Alternate                               | Meeting Date  | Time    | Place                                                   |  |
|                                                                            | JEREMY                                     | LARRY                                                | 2nd Wednesday |         | 4080 Lemon St, 1st Floor, Riverside                     |  |
| RTA - Riverside Transit Agency **                                          | Director                                   | Alternate Director                                   | Meeting Date  | Time    | Place                                                   |  |
|                                                                            | JEREMY                                     | LARRY                                                | 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   | JEREMY                                   |                                         |              |         |                                          |
| SCFA - Executive Management Committee **                                                   | Stipend | Member                                   | -----                                   | Meeting Date | Time    | Place                                    |
|                                                                                            | None    | TYLER                                    |                                         | As Needed    |         | Murieta City Hall                        |
| SCFA - JPA (Animal Friends) **                                                             | Stipend | Board Member                             | Alternate<br>Board Member               | Meeting Date | Time    | Place                                    |
|                                                                                            | None    | KASEY                                    | LARRY                                   | As Needed    |         | 33751 Mission Trail, Wildomar            |
| VECTOR - Northwest Mosquito and Vector Control District **                                 | Stipend | Trustee                                  | Alternate Trustee                       | Meeting Date | Time    | Place                                    |
|                                                                                            | \$100   | DALE                                     |                                         | 3rd Thursday | 3:00 PM | 1966 Compton Ave., Corona                |
| WCE - Western Community Energy **                                                          | Stipend | Board Member                             | -----                                   | Meeting Date | Time    | Place                                    |
|                                                                                            |         | KASEY                                    |                                         |              |         |                                          |
| 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 Member<br>Alternate | Meeting Date | Time    | Place                                    |
|                                                                                            | \$150   | KASEY                                    | LARRY                                   | 1st Monday   | 2:00 PM | 4080 Lemon St, 1st Floor, Riverside      |
| WRCOG - Technical Advisory Committee **                                                    | Stipend | Committee Member                         | -----                                   | Meeting Date | Time    | Place                                    |
|                                                                                            | None    | CHRIS                                    |                                         |              |         |                                          |



## STAFF REPORT

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

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

**DATE:** June 2, 2021

**SUBJECT:** Adoption of Resolution No. 2021-28, Establishing Solid Waste Collection Rates and EMS Program Fees for the 2021-2022 Fiscal Year and Providing for Collection Thereof on the Property Tax Roll

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### Recommendation

That the City Council conduct a public hearing and adopt Resolution No. 2021-28, establishing solid waste collection rates and EMS program fees for the 2021-2022 fiscal year and providing for collection thereof on the property tax roll.

### Background

#### *SOLID WASTE FEES*

As provided for in the franchise agreement, and consistent with the City's obligation to protect the public health and safety by ensuring that solid waste is regularly collected and processed in compliance with state law, the City regularly monitors the fees charged for solid waste collection services to ensure they are adequate to fund this necessary service.

On April 8, 2021, the City received correspondence from its contract solid waste hauler, CR&R Incorporated, requesting increases in the various rates charged for their services. A review of the change in the annual data from the Bureau of Labor Statistics (BLS) for calendar year 2020 revealed an increase in the Consumer Price Index (CPI) for All Urban Consumers of 1.87%. In addition, the County of Riverside's Waste Management Department has indicated that they will increase their disposal rate by 2.25%. Therefore, CR&R is requesting a new rate schedule which passes these adjustments through to the various rates.

The increased fees will total \$0.61 per month for residential standard service; from \$31.84 to \$32.45 per month. Similarly, for commercial, industrial, and multi-family residential refuse service, the typical three cubic yard bin with pick-ups once per week will increase from \$158.54 to \$161.58 per month, an increase of \$3.04.

The correspondence from CR&R also indicates that, while they do not intend to pass on any additional costs related to the implementation of SB 1383 at this time, the City should expect a request for more significant rate increases in 2022 in order to offset those costs.

PROPOSITION 218 COMPLIANCE: Public notice of this proposed rate increase was sent to all property owners and residents within the City's service area on April 16, 2021. Attachment 2 is a copy of this notice. All documents related to this fee increase have been made available at the City Clerk's office and City staff have accommodated requests for information in light of the COVID-19 restrictions and social distancing. To date, the City has received no protests. Any protests received will be presented at the June 2, 2021 hearing.

### *EMS PROGRAM FEES*

As provided for by Ordinance No. 187, adopted by the City Council on November 6, 2019, after three public meetings, the City Council is authorized to adopt an Emergency Medical Services Response Fee ("EMS Fee") to be charged to any person receiving Emergency Medical Services within the City of Canyon Lake. Additionally, the City Council has authorized a voluntary Emergency Medical Services Subscription Program Fee ("EMS Subscription Fee") which allows any resident, property owner, or business to voluntarily participate in the EMS Subscription Program, which exempts the resident, property owner, or business from payment of the EMS Fee if Emergency Medical Services are provided to residents or employees covered by the subscription.

The City Manager conducted a fee analysis in March of 2020 to determine the cost of providing Emergency Medical Services on a "per call" basis. Additionally, the City Manager calculated an EMS Subscription Fee at a flat monthly rate per residence or business that voluntarily participates. On June 3, 2020, the City Council set the EMS Fee for full cost recovery at a "per call" rate of \$1,483 and the EMS Subscription Fee at a flat monthly rate of \$16. No changes to these fee amounts are being proposed for Fiscal Year 2021-2022. Depending on participation levels and cost fluctuations, it is anticipated that these fees may be revised in the future.

PUBLIC NOTICE: Although a 45-day Proposition 218 notice is not required for the EMS Fee or EMS Subscription Fee, City staff included notice of this public hearing along with the Solid Waste Fee notice sent on April 16, 2021, to maximize public awareness of the program.

As described in the notices and in Ordinance No. 187, all City of Canyon Lake residents who receive residential solid waste collection services are automatically subscribed to the EMS Subscription Program and the fee will be collected in the same manner as solid waste service fees. No action is required for any resident or business that desires to voluntarily participate in the EMS Subscription Program.

Those residents that desired to opt-out of the EMS Subscription Program have sent notice to the City Clerk, and they will not be enrolled or charged the EMS Subscription Fee. If they receive EMS Services, they will be charged the EMS Fee.

### **Fiscal Impact**

Annual increased revenue from the solid waste franchise fee, utility user tax revenue, and EMS Program Fees.

### **Attachments**

1. Resolution No. 2021-28
2. Notice of Public Hearing (Prop 218 Notice)



# **ATTACHMENT 1**



**RESOLUTION NO. 2021-28**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING SOLID WASTE COLLECTION RATES AND EMS PROGRAM FEES FOR THE 2021-2022 FISCAL YEAR AND PROVIDING FOR COLLECTION THEREOF ON THE PROPERTY TAX ROLL**

**WHEREAS**, Proposition 218 was adopted on November 6, 1996, adding Article XIID, Section 6, to the California Constitution; and

**WHEREAS**, the City of Canyon Lake has adopted an exclusive franchise agreement (“Agreement”) with CR&R Environmental Services, Inc. (“CR&R”); and

**WHEREAS**, under the Agreement, CR&R provides solid waste collection services for the City of Canyon Lake; and

**WHEREAS**, pursuant to the provisions of State law, including but not limited to Health & Safety Code Sections 5470 et seq., the City of Canyon Lake may adopt and implement fees and charges to cover the cost of collection of solid waste within the City and, when adopted, may collect such fees for residential service on the property tax rolls; and

**WHEREAS**, the City has received correspondence from its contract solid waste hauler, CR&R Incorporated, requesting increases in the various rates charged for their services in order to pass through increases in CPI and Riverside County Waste Management Department disposal charges; and

**WHEREAS**, the proposed solid waste fees are set out on Exhibit “A”, attached and incorporated hereto; and

**WHEREAS**, the City has published notice of the collection of such residential fees on the property tax roll in the same manner, at the same time and subject to the same penalties as property taxes; and

**WHEREAS**, a written report of prospective solid waste collection fees for the fiscal year 2021-2022 has been prepared and filed with the City Clerk; and

**WHEREAS**, on June 2, 2021, the City Council conducted a duly noticed public hearing and heard all comments/protests regarding the solid waste fees; and

**WHEREAS**, the City Council finds from such reports that the amount of fees is the reasonable cost of service provided, plus direct and indirect overhead; that amounts collected will be used only for immediately available (and not standby) solid waste collection services; that such fees and charges are proportionate to the amount of service received, and that such fees and charges are not for traditional governmental services such as police, fire, or libraries; and

**WHEREAS**, the City Council further finds that this increase in rates is for the purpose of meeting operating expenses, including wage rates and fringe benefits, required for the collection of solid

waste within the City pursuant to its existing franchise, and that such action therefore is statutorily exempt from CEQA under Public Resources Code Section 21080(b) and Section 15273 of the CEQA guidelines; and

**WHEREAS**, the City of Canyon Lake has, by Ordinance No. 187, established the Emergency Medical Services Program to recover the costs of providing emergency medical services to the City of Canyon Lake; and

**WHEREAS**, pursuant to the provisions of Ordinance No. 187, the City of Canyon Lake may adopt and implement fees and charges to cover the cost of providing emergency medical services and may also establish an EMS Subscription Fee for those residents, property owners, and businesses that desire to voluntarily participate in the EMS Subscription Program, when adopted, may collect such fees on the property tax rolls; and

**WHEREAS**, the proposed EMS Program fees are set out on Exhibit “B”, attached and incorporated hereto; and

**WHEREAS**, although the notice provisions of Proposition 218 do not apply to the EMS Program, as the program consists of a fee for service that is not a property-related fee, the City nevertheless has published notice of the establishment and collection of such fees on the property tax roll in the same manner, at the same time and subject to the same penalties as property taxes in compliance with Ordinance No. 187; and

**WHEREAS**, on June 2, 2021, the City Council conducted a duly noticed public hearing and heard all comments/protests/opt-outs regarding the EMS Program fees; and

**WHEREAS**, the City Council finds from such reports that the amount of fees is the reasonable cost of service provided, plus direct and indirect overhead; that such fees and charges are proportionate to the amount of service received, and that such fees and charges are not for traditional governmental services such as police, fire, or libraries.

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

**SECTION 1.** RECITALS: The Recitals set out above are true and correct and are a substantive part of this Resolution.

**SECTION 2.** FINDINGS: As to the Solid Waste Fees set forth in Exhibit A, the City Council finds and determines as follows:

- (A) The City of Canyon Lake has provided the required written notice in accordance with Article XIID of the California Constitution. (Cal. Const., art. XIID, § 6(a)(1)).
- (B) The public hearing has occurred not less than 45 days after the mailing of the written notice. (Cal. Const., art. XIID, § 6(a)(2)).

- (C) Revenues derived from the proposed adjustments to the rates do not exceed the funds required to provide the services. (Cal. Const., art. XIID, § 6(b)(1)).
- (D) Revenues derived from the proposed adjustments to the rates are not used for any other purpose other than to provide the services. (Cal. Const., art. XIID, § 6(b)(2)).
- (E) The amount of the proposed adjustments to the rates imposed upon any parcel or person does not exceed the proportional cost of providing the services to that parcel. (Cal. Const., art. XIID, § 6(b)(3)).
- (F) The services are actually used by, or immediately available to, the owner of the parcels subject to the proposed adjustments to the rates. (Cal. Const., art. XIID, § 6(b)(4)).
- (G) The proposed adjustments to the rates are not imposed for general governmental services, where the service is available to the public in substantially the same manner as it is to property owners. (Cal. Const., art. XIID, § 6(b)(5)).
- (H) The City of Canyon Lake has received \_\_\_\_\_ timely-filed written protests.
- (I) Of those timely-filed written protests received, \_\_\_\_\_ valid protests were submitted by the record owners of one or more of the parcels mailed Proposition 218 notices. \_\_\_\_\_ protests were determined not to be valid for one of more of the following reasons: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.
- (J) The City Council conducted a fully noticed public hearing on June 2, 2021, at which time the public had the opportunity to provide testimony regarding the proposed increases and the City Council considered the testimony prior to making a final decision to adopt the proposed adjustments to the rates.

**SECTION 3. CEQA EXEMPTION:** The adoption of this Resolution is exempt from the Requirements of the California Environmental Quality Act (“CEQA”) pursuant to Public Resources Code Section 21080(b) and Section 15273 of the State CEQA Guidelines because the Resolution pertains to the adoption of rates necessary to maintain services within the City’s existing service area.

**SECTION 4. DECLARATION OF RESULTS:** The total number of valid protests received by the City of Canyon Lake does not constitute a majority of the parcels mailed Proposition 218 notices.

**SECTION 5. EFFECT OF PROTESTS:** The effect of the results of the protest count as described above in Section 4 is that the City Council is authorized to adopt the proposed adjustments to the rates as described in Exhibit “A” attached hereto and incorporated herein as though set forth in full.

**SECTION 6. ADOPTION OF FEE SCHEDULE:** The solid waste collection fees are increased in the amounts set out on Exhibit “A” attached hereto and incorporated herein as though set forth in full. Such increase shall be effective as of July 1, 2021.

**SECTION 7. ANNUAL CPI ADJUSTMENT:** Pursuant to Government Code section 53756, the City Council authorizes automatic adjustments to the rates described in Exhibit “A” beginning July 1, 2022, and continuing annually thereafter, effective on each July 1<sup>st</sup> through and including July 1, 2025, that pass through the increases tipping fees charged by Riverside County and adjusts for inflation. The rates shall be adjusted upward or downward annually by resolution of the City Council in accordance with the methodology set forth below:

- (A) Service Component: The Service Component comprises eighty-seven percent (87%) of the rate. The Service Component will be adjusted by the percentage increase in the Consumer Price Index (“CPI”), All Urban Consumers, for the Riverside/San Bernardino/Ontario metropolitan area, All Urban Consumers, Index CUURS49CSA0, as published by the United States Department of Labor, Bureau of Labor Statistics, for the March to March period immediately preceding the effective date of the rate adjustment.
- (B) Disposal/Waste Processing Component: The Disposal/Waste Processing Component comprises thirteen percent (13%) of the rate. The Disposal Waste Processing Component will be adjusted by the greater of (a) the percentage increase in the CPI for the January to December period immediately preceding the effective date of the rate adjustment; OR (b) the percentage increase in the per ton tipping fee established by the Riverside County Waste Management Department for disposal of Solid Waste generated within Riverside County for the January to December period immediately preceding the effective date of the rate adjustment.
- (C) Adjustments to Ancillary or Other Fees: All Ancillary or Other Fees outlined in the rate schedule that do not have a disposal/waste processing component shall be adjusted on an annual basis each July 1st by applying 100% of the percentage increase in the Consumer Price Index (CPI), All Urban Consumers, for the Riverside/San Bernardino/Ontario metropolitan area, All Urban Consumers, Index CUURS49CSA0, as published by the United States Department of Labor, Bureau of Labor Statistics, for the March to March period immediately preceding the effective date of the rate adjustment.

**SECTION 8. ADOPTION OF EMS PROGRAM FEES:** The EMS Program fees are established in the amounts set out on Exhibit “B” attached hereto and incorporated herein as though set forth in full. Such fees shall be effective immediately.

**SECTION 9. TAX ROLL COLLECTION:** Such residential solid waste fees and EMS Subscription fees shall be collected on the property tax rolls. The City Clerk is directed to file a certified copy of this resolution and of the report with the County Auditor. The City Clerk is authorized to remove any residence from the report that opts out of the EMS Subscription Program before the transmission of the report to the County Auditor. The County Auditor is designated and

empowered to collect the assessment as set out here as necessary. For purpose of tax roll collection, the fees set forth in the report shall be deemed to constitute special assessments against the respective parcels on which they are levied without regard to property valuation. The Assessment shall be collected at the same time and subject to the same procedures provided for such taxes. All laws applicable to the levy, collection and enforcement of ad valorem property taxes shall be applicable to such assessments, except that if any real property to which such fees or charges relate has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been created and attached thereon, prior to the date on which the first installment of such taxes would become delinquent, then the lien which would otherwise be imposed shall not attach to such real property and the fees or charges and interest shall be transferred to the unsecured roll for collection.

**PASSED, APPROVED AND ADOPTED** the 2<sup>nd</sup> day of June, 2021.

---

Kasey Castillo, Mayor

ATTEST:

---

Ana V. Sauseda, CMC  
City Clerk



Exhibit “A”



**CITY OF CANYON LAKE**

**EXHIBIT "A"**

Schedule of Rates  
(effective July 1, 2021)

1. Fully automated single family residential collection, fully mechanized recycling, composting, transfer and disposal:  
Monthly Rate: (includes Extraordinary Recycling Fee) \$ 29.88
  
2. Fully automated single family residential additional refuse, recycling or composting container:  
Monthly Rate Per Container: \$ 12.45
  
3. Single family residential additional bulky item pick up:  
Per Pick Up (two items per pick up): \$ 13.18  
  
Residential Organic AD Service \$ 2.57  
  
Additional Food Scrap Pail \$ 9.16
  
4. Commercial, industrial, and multi-family residential refuse monthly bin rates (one 3 cubic yard bin) with the following pick ups per week:

|          |           |
|----------|-----------|
| 1 x week | \$ 161.58 |
| 2 x week | \$ 321.72 |
| 3 x week | \$ 481.87 |
| 4 x week | \$ 641.97 |
| 5 x week | \$ 802.14 |
| 6 x week | \$ 962.26 |
  
5. Commercial, industrial, and multi-family residential recycle monthly bin rates (one 3 cubic yard bin) with the following pick ups per week:

|          |           |
|----------|-----------|
| 1 x week | \$ 70.01  |
| 2 x week | \$ 140.03 |
| 3 x week | \$ 210.04 |
| 4 x week | \$ 280.08 |
| 5 x week | \$ 350.07 |
| 6 x week | \$ 420.09 |

  
Commercial, industrial, and multi-family residential recycle monthly cart rate (one 96 gallon cart) with the following pick ups per week:

|          |          |
|----------|----------|
| 1 x week | \$ 44.09 |
|----------|----------|

  
Each Additional Commercial Recycling Cart \$ 36.50  
Each Additional Commercial Organic Bin Per Pick Up\* \$ 230.34  
Commercial Organic Cart Replacement Fee\* \$ 50.00  
Commercial Convert To Locking Bin- One Time Fee Per Bin\* \$ 59.67  
Organic Container Contamination Fee Per Occurrence\* \$ 50.00  
  
Recycle Container Contamination Fee \$ 62.35
  
6. Temporary 3 cubic yard bin rate: \$ 123.01 per bin
  
7. Redeliver and reinstatement rate: \$ 57.19 per occurrence

**CITY OF CANYON LAKE**

**EXHIBIT "A"**

Schedule of Rates  
(effective July 1, 2021)

|                                            |    |                            |
|--------------------------------------------|----|----------------------------|
| 8. 40 cubic yard roll-off bin rate:        | \$ | 300.11 + MRF/landfill fees |
| 9. 10 cubic yard roll-off/lowboy bin rate: | \$ | 300.11 + MRF/landfill fees |
| Compactor roll-off bin rate*:              | \$ | 444.61                     |
| Residential New Account Set up             | \$ | 32.68                      |
| Commercial New Account Set up              | \$ | 65.38                      |
| Commercial Bin Delivery (Permanent /Temp)* | \$ | 50.36                      |
| Rolloff New Account Set up                 | \$ | 65.38                      |
| Commercial Overflow                        | \$ | 68.59                      |
| Commercial Bulky Item Per Item*            | \$ | 19.46                      |
| Rolloff Delivery                           | \$ | 99.77                      |
| Rolloff False Run                          | \$ | 99.77                      |
| Rolloff Relocation                         | \$ | 111.00                     |
| Stinger Truck Fee Per Bin, Per Frequency*  | \$ | 30.41                      |

\*Denotes 2021 Fee

**Organic AD Rates**

Anaerobic Digester Rate Per Ton \$ 81.55

Commercial, industrial, and multi-family residential food monthly bin rates (one 2 cubic yard bin) with the following pick ups per week:

|          |    |          |
|----------|----|----------|
| 1 x week | \$ | 276.50   |
| 2 x week | \$ | 545.50   |
| 3 x week | \$ | 817.15   |
| 4 x week | \$ | 1,088.76 |
| 5 x week | \$ | 1,360.42 |
| 6 x week | \$ | 1,632.08 |

Commercial, industrial, and multi-family residential non-food monthly bin rates (one 2 cubic yard bin) with the following pick ups per week:

|          |    |          |
|----------|----|----------|
| 1 x week | \$ | 221.40   |
| 2 x week | \$ | 435.33   |
| 3 x week | \$ | 651.86   |
| 4 x week | \$ | 868.41   |
| 5 x week | \$ | 1,084.97 |
| 6 x week | \$ | 1,301.54 |

Commercial, industrial, and multi-family residential food monthly cart rate (one 64-gallon cart) with the following pick ups per week:

|          |    |        |
|----------|----|--------|
| 1 x week | \$ | 63.95  |
| 2 x week | \$ | 129.41 |
| 3 x week | \$ | 194.13 |
| 4 x week | \$ | 258.84 |
| 5 x week | \$ | 323.55 |
| 6 x week | \$ | 388.26 |

Exhibit “B”



**EXHIBIT B**  
**EXISTING EMERGENCY MEDICAL SERVICES PROGRAM FEES**  
**EFFECTIVE July 1, 2021**

EMS Subscription Fee and EMS Service Fee are unchanged from previous year.

Existing fees will continue as follows:

|                                               |         |
|-----------------------------------------------|---------|
| EMS Program Subscription Fee<br>Monthly Rate: | \$16    |
| EMS Program Service Fee<br>Per Call Rate:     | \$1,483 |



## **ATTACHMENT 2**





## NOTICE OF PUBLIC HEARING

### **MODIFICATION AND ADJUSTMENTS OF RATES OF SOLID WASTE SERVICES**

IN ACCORDANCE WITH SECTION 6(A) OF ARTICLE XIII D OF THE CALIFORNIA CONSTITUTION (PROPOSITION 218) AND GOVERNMENT CODE SECTIONS 53755 AND 53756 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 June 2, 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, on the question of a modification and adjustment of rates of solid waste services by CR&R Incorporated.

As provided for in the AMENDED AND RESTATED AGREEMENT BETWEEN THE CITY OF CANYON LAKE AND CR&R INCORPORATED, DBA CANYON LAKE ENVIRONMENTAL, FOR THE COLLECTION, TRANSPORTATION, RECYCLING, COMPOSTING, AND DISPOSAL OF SOLID WASTE, RECYCLABLES, COMPOSTABLES AND YARD WASTE AND TEMPORARY ROLL-OFF BINS/ROLL-OFF SERVICES, as amended (the “Franchise Agreement”), the “Schedule of Rates” set forth in Exhibit “A” of the Franchise Agreement shall be adjusted to reflect the annual change in certain consumer price indexes and adjustments to certain landfill tipping fees and/or organics processing fees as described below. The “Schedule of Rates” to be amended and approved by a Resolution of the Canyon Lake City Council is attached here to as Exhibit “A” and will be effective on July 1, 2021.

Government Code Section 53756 provides for refuse collection services to adopt a schedule of fees or charges for a property-related service for a period not to exceed five years. Please be advised that this serves as the notice of an annual consumer price index adjustment increase and Riverside County landfill or material recovery facility tipping fee increase for the years of 2021 – 2026.

Effective July 1, 2021 and each July 1 thereafter, the “Schedule of Rates”, including all ancillary fees and charges, as adjusted, shall be adjusted in accordance with the methodology set forth below:

#### Annual Adjustment of Rates

The rates in the Approved Rate Schedule shall be automatically adjusted on an annual basis to reflect the changes in: (1) the Bureau of Labor Statistics Consumer Price Index (CPI); and (2) landfill/organic waste processing fees.

The methodology for adjusting the rates in the approved rate schedule starting July 1, 2021 and succeeding years shall be as set forth below.

### Service Component

The Service Component of the rates shall comprise a set percentage of each rate. Residential Rates shall comprise a Service Component of 87% and Commercial Rates shall comprise a Service Component of 87%. The Service Component CPI Adjustment shall be equal to the amount derived by multiplying (1) the previous Service Component by (2) 100% of the percentage increase or decrease in the Bureau of Labor Statistics Consumer Price Index (CPI) for all Urban Consumers within the Riverside-San Bernardino-Ontario, CA. areas during the prior calendar year (Series ID CUURS49CSA0). The comparison shall be made for each calendar year (Annual Change) during the term thereof and shall be effective each July 1st.

### Landfill/Organics Waste Component

The landfill tipping fee and/or the organics processing fee adjustment shall be a 100% pass through of any tipping fee increases or decreases and shall be effective each July 1st of each calendar year.

The rate adjustments shall be calculated as follows:

1. CPI Formula:
  - a. Residential:  $(\text{Previous Rate} \times 87\%) \times \text{CPI}$
  - b. Commercial:  $(\text{Previous Rate} \times 87\%) \times \text{CPI}$
2. Landfill Tipping Fee Formula:
  - a. Residential:  $(\text{Previous Rate} \times 13\%) \times \text{CPI}$
  - b. Commercial:  $(\text{Previous Rate} \times 13\%) \times \text{CPI}$
3. Commercial Organic Rates CPI Formula:
  - a. Service:  $(\text{Previous Rate} \times \text{CPI})$
  - b. Digester:  $(\text{Previous Rate} \times \text{CPI})$

All other rates in the approved rate schedule including, but not limited to, various fees and rolloff haul rates, shall also be adjusted by 100% of the change in the Bureau of Labor Statistics Consumer Price Index (CPI) for all Urban Consumers within the Riverside-San Bernardino-Ontario, CA. areas during the prior calendar year (Series ID CUURS49CSA0). The comparison shall be made for each calendar year (Annual Change) during the term thereof and shall be effective each July 1st.

### **Proposition 218**

Record Owners, as defined under Proposition 218, and tenants may respond to the proposed fees in writing prior to or during the public hearing. Consistent with the provisions of Proposition 218 and Government Code Section 53755, this notice has been mailed to the record owners of the property at the addresses as they appear on the latest equalized assessment roll. If you object to the proposed fees as described in this Notice you may file a written protest with the City at or before the time set for the public hearing. Protests can be mailed or personally delivered to:

City of Canyon Lake  
Office of the City Clerk  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587

A valid protest must include:

1. The name of the person submitting the protest and their interest in the property (e.g. owner or tenant), and
2. Identification of the property by either assessor's parcel number or street address, and
3. A statement of protest ("I/we protest" will suffice), and
4. The original signature of the protesting owner or tenant (photocopies will not be accepted).

Please note that pursuant to Government Code section 53755(b) only one written protest will be counted per parcel. Multiple protests returned for a single property will be disallowed and the City Clerk will only accept one protest per property.

The City Clerk will determine the validity of all protests submitted and exclude any invalid protests from the final tabulation. The City Clerk may confer with the City Attorney in determining the validity of written protests. As part of this process, the City Attorney may view contested or suspect protest forms. The City Clerk's decision shall be final and binding.

**INQUIRIES:** For any and all information relating to the proceedings, including relating to protest procedure, contact the City Clerk - (951) 244-8547. For all inquiries relating to the solid waste rate increase, method of calculation and proposed fees, contact CR&R Incorporated at (800) 755-8112.

### **PUBLIC HEARING ON EMERGENCY MEDICAL SERVICES PROGRAM**

**NOTICE IS HEREBY GIVEN THAT** pursuant Chapter 3.44 of the Canyon Lake Municipal Code the City Council will conduct a public hearing at its regularly scheduled meeting on June 2, 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.

The City Council will consider the report prepared by the City Clerk the describing EMS Program fees and EMS fees to be placed on the tax rolls for real property for each eligible participant that has been subscribed to the EMS Program pursuant to Canyon Lake Municipal Code Section 3.44.030(a) for the upcoming fiscal year. The report may also describe the real property for each eligible participant who declined to participate in the EMS Program and for which delinquent EMS fees existed after April 1. The report will contain both prospective EMS Program fees and delinquent EMS fees and charges which may be placed on the tax rolls for residential and nonresidential property.

The subscription to the EMS Program covers all permanent residents at the residential premises or employees of a business ("Covered Persons"), regardless of the location where the Emergency Medical Services are rendered within the City. The existing fees to be considered by the City Council at the above-noticed public hearing are set forth in Exhibit "B."

At the public hearing described above, the City Council will also receive any objections to the collection of the fees, receive any notices to opt-out of the EMS Program, and will submit those enrolled in the EMS Program for collection as described below.

All Eligible Participants (as defined in Chapter 3.44) within the City of Canyon Lake who receive residential solid waste collection service pursuant to Canyon Lake Municipal Code Chapter 6.01 will be automatically subscribed in the EMS Program at the conclusion of the public hearing for which notice is provided above for the upcoming fiscal year (July 1, 2021 through June 30, 2022) at the residential property where they receive solid waste collection service. Each household subscribed to the EMS Program shall pay the annual EMS Program Fee. The EMS Program Fee will be collected on the property tax roll along with the residential solid waste collection charges as authorized by Canyon Lake Municipal Code Section 3.44.050 unless paid in advance.

**PARTICIPATION IN THE EMS PROGRAM IS VOLUNTARY**

Eligible Participants may decline to participate in the EMS Program for the upcoming fiscal year by submitting written notice to the City Clerk beginning on May 1, 2021 and continuing until the conclusion of the City Council public hearing described above. The Eligible Participants declining to participate will not be subscribed to the EMS Program for the upcoming fiscal year and no charges will be assessed or collected. No processing fee or charge will be assessed for declining to participate in the EMS Program.

**TO DECLINE TO PARTICIPATE IN THE EMS PROGRAM** please send via US Mail or personally deliver notice that you decline to participate to:

City of Canyon Lake  
Office of the City Clerk  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587

Any resident declining to participate in the EMS Program must include in their written notice:

1. The name of the person submitting the notice and their interest in the property (e.g. owner or tenant), and
2. Identification of the property by either assessor's parcel number or street address, and
3. A statement declining participation ("I/we decline to participate in the EMS Subscription Program" will suffice), and
4. The original signature of the declining owner or tenant (photocopies will not be accepted).

INQUIRIES: For any and all information relating to the proceedings, including relating to protests, objections, if you would like to decline to participate in the EMS Program, or for more information about the proposed fees, including the method of calculation, contact the City Clerk - (951) 244-8547.

/s/

---

Ana V. Sauseda, CMC  
City Clerk

**CITY OF CANYON LAKE**

**EXHIBIT "A"**

Schedule of Rates  
(effective July 1, 2021)

1. Fully automated single family residential collection, fully mechanized recycling, composting, transfer and disposal:  
Monthly Rate: (includes Extraordinary Recycling Fee) \$ 29.88
  
2. Fully automated single family residential additional refuse, recycling or composting container:  
Monthly Rate Per Container: \$ 12.45
  
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Per Pick Up (two items per pick up): \$ 13.18  
  
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Additional Food Scrap Pail \$ 9.16
  
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Each Additional Commercial Recycling Cart \$ 36.50  
Each Additional Commercial Organic Bin Per Pick Up\* \$ 230.34  
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Organic Container Contamination Fee Per Occurrence\* \$ 50.00  
  
Recycle Container Contamination Fee \$ 62.35
  
6. Temporary 3 cubic yard bin rate: \$ 123.01 per bin
  
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**CITY OF CANYON LAKE**

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Schedule of Rates  
(effective July 1, 2021)

|                                            |    |                            |
|--------------------------------------------|----|----------------------------|
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| 9. 10 cubic yard roll-off/lowboy bin rate: | \$ | 300.11 + MRF/landfill fees |
| Compactor roll-off bin rate*:              | \$ | 444.61                     |
| Residential New Account Set up             | \$ | 32.68                      |
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\*Denotes 2021 Fee

**Organic AD Rates**

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|          |    |          |
|----------|----|----------|
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| 5 x week | \$ | 1,084.97 |
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Commercial, industrial, and multi-family residential food monthly cart rate (one 64-gallon cart) with the following pick ups per week:

|          |    |        |
|----------|----|--------|
| 1 x week | \$ | 63.95  |
| 2 x week | \$ | 129.41 |
| 3 x week | \$ | 194.13 |
| 4 x week | \$ | 258.84 |
| 5 x week | \$ | 323.55 |
| 6 x week | \$ | 388.26 |

**EXHIBIT B**  
**EXISTING EMERGENCY MEDICAL SERVICES PROGRAM FEES**  
**EFFECTIVE July 1, 2021**

EMS Subscription Fee and EMS Service Fee are unchanged from previous year.

Existing fees will continue as follows:

|                                               |         |
|-----------------------------------------------|---------|
| EMS Program Subscription Fee<br>Monthly Rate: | \$16    |
| EMS Program Service Fee<br>Per Call Rate:     | \$1,483 |





## STAFF REPORT

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

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

**BY:** Jim Morrissey, City Planner

**DATE:** June 2, 2021

**SUBJECT:** Additional Information on the Selection of Consultant to Prepare an Update to the City's General Plan Safety Element.

---

### Recommendation

That the Council review additional company background information and select consultant to prepare an update to the General Plan Safety Element.

### Background

Staff presented information at the May 5, 2021 City Council meeting on the selection of a consultant to prepare the Safety Element of the General Plan. Three consultants submitted proposals. Staff recommended Dudek based upon their broad breath of work experience, work in the region, and Staff expertise covering a variety of planning and planning related topics, including geology, fire hazards, and environmental review. Staff also provided a matrix comparison of the costs associated with both the planning and environmental review components for each consultant.

### Analysis

Staff has attempted to synthesize the related experience of each consulting team in the preparation of only Safety Elements in the attached material. All consultants have prepared or are preparing Safety Elements.

### Attachments

1. Overview of consultant backgrounds
2. May 5, 2021 City Council Staff Report



# **ATTACHMENT 1**



## **Safety Element Consultant Experience**

### **Dudek; established 1980**

#### Overall Company Experience

- Comprehensive Planning
- Engineering, including staff geologist
- Urban Design
- Environmental Analysis
- Fire Safety
- Infrastructure
- Resource Management

#### Area Offices

- Riverside
- La Quinta
- Encinitas

#### Safety Element Projects – Current Contracts

- City of Highland (2020)
- City of Lomita (2020)
- City of South El Monte (2020)
- City of El Cajon (2020)

#### Transformative Climate Communities Plan – Recently Complete Contracts

- City of Indio
- City of Bakersfield

#### Climate Adaption Plan – Current Contract

- City of Rialto

#### Multi-Species Habitat Conservation Plan – Past Work

- County of Riverside

### **Atlas Planning Solutions; established 2019**

#### Overall Company Experience

- Comprehensive Planning
- Climate Adaptation
- Hazard Mitigation, including staff geologist

## **Safety Element Consultant Experience (Continued)**

### Office

- Riverside

### Safety Element Related Projects – Current Contracts

- City of Laguna Beach – 2021 Laguna Beach General Plan Safety Element Update
- City of Rancho Cucamonga - Local Hazard Mitigation Plan and Safety Element Updates
- San Bernardino County Transportation Authority and Western Riverside Council of Governments - Resilient IE: Western Riverside County and San Bernardino County Regional County Adaption Toolkit (Working with PlaceWorks consulting)

### Prior Employee Experience – Assisted in Preparation of just the Safety Element)

- City of Willits (2019)
- Town of Mammoth Lakes (2019)
- City of South Gate (2018)
- City of Laguna Beach (2018)
- City of Palm Desert (2017)
- City of Laguna Woods (2017)
- City of Lynwood (2015)
- City of Camarillo (2013)
- City of Saratoga (2012)
- City of Glendora (2008)

## **Emergency Planning Consultants (EPC); established 1984**

### Overall Company Experience

- Local Hazard Mitigation Plans
- Safety Elements

### Area Office

- San Diego

### Safety Element Projects Completed

- City of Bellflower
- City of Montebello

### Local Hazard Mitigation Plans (LHMPs)

- Prepared over 150 LHMPs for cities and counties throughout the State.

## **ATTACHMENT 2**





ITEM NO. \_\_\_\_\_

## STAFF REPORT

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

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

**BY:** Jim Morrissey, City Planner

**DATE:** May 5, 2021

**SUBJECT:** Agreement between the City of Canyon Lake and Dudek for the Update to the Safety Element of the General Plan

---

### Recommendation

That the City Council direct the City Manager to obtain an executed agreement with Dudek using the City's standard professional services contract for a sum not to exceed \$60,845, to update the Safety Element of the General Plan, as required by State law.

### Background

Cities and Counties are required to prepare and maintain their General Plans. The General Plan is required to contain the following seven basic elements:

- Land Use Element
- Circulation Element
- Open Space Element
- Conservation Element
- Housing Element
- Noise Element
- Safety Element

Additional elements are required in some cases based upon a jurisdiction's location, demographics or can be prepared to respond to important local needs. The City of Canyon Lake has recently updated its Housing Element and is in the process of undertaking an additional amendment as part of 6<sup>th</sup> Cycle update for jurisdictions in the SCAG region.

Jurisdictions are required to update their Safety Elements upon updating their Housing Elements, as noted in Government Code Section, 65302(g)(3), which states, in part:

“Upon the next revision of the housing element on or after January 1, 2014, the safety element shall be reviewed and updated as necessary to address the risk of fire for land

classified as state responsibility areas, as defined in Section 4102 of the Public Resources Code, and land classified as very high fire hazard severity zones, as defined in Section 51177.”

The Safety Element is intended to reduce the potential short and long-term risk of death, injuries, property damage, and economic and social dislocation resulting from:

- ✓ Fires
- ✓ Floods
- ✓ Droughts
- ✓ Earthquakes
- ✓ Landslides
- ✓ Climate change
- ✓ Other hazards

**Discussion**

Due to the City’s recent update to the Housing Element Staff advertised and obtained proposals from three consulting firms to update our Safety Element, which was last updated in 2012. The companies and their cost estimates are listed below.

| Company Name             | Safety Element Cost | Environmental Cost                                             | Total Costs                 | Scope of Services                         | Comments                                                                      |
|--------------------------|---------------------|----------------------------------------------------------------|-----------------------------|-------------------------------------------|-------------------------------------------------------------------------------|
| Atlas Planning Solutions | \$23,440.00         | Total: \$20,800.00/<br>\$16,700.00<br>(47%/41% of total costs) | \$44,240.00/<br>\$40,140.00 | Update Element and complete Initial Study | The lower price indicates an Addendum to the original environmental document. |
| EPC                      | \$45,000.00         | \$5,000.00 (10% of total costs)                                | \$50,000.00                 | Update Element and complete Initial Study |                                                                               |
| Dudek                    | \$46,540.00         | \$14,305.00 (24% of total costs)                               | \$60,845.00                 | Update Element and complete Initial Study |                                                                               |

The City of Canyon Lake has a unique combination of concerns that span fire safety, flooding, and seismic safety. Staff has recommended Dudek for a variety of reasons, including their long established and well-known experience in Riverside County and their broad breath of expertise in different fields, including fire safety, geologic/seismic, and environmental analysis. Staff also believes their level of effort on preparing the document compared to the environmental work was more proportional than the other estimates.

**Fiscal Impact**

\$50,000 was budgeted for in FY 2020/21. An additional \$10,845 will need to be provided for in the budget for FY 2021/22.

**Attachments**

1. Dudek work budget
2. Scope of Work

# **ATTACHMENT 1**





P2201197 (General Safety Element Update Environment)

City of Canyon Lake  
 P2201197 (General Safety Element Update & Environment)  
 DUDEK FEE ESTIMATE  
 Updated 4/21/2021

| Task                                          | Team Member                                | Dudek Labor Hours and Rates    |               |                |             |                      |              |               |                                |                     |                     | TOTAL DUDEK HOURS | DUDEK LABOR COSTS | OTHER DIRECT COSTS | TOTAL FEE |  |             |
|-----------------------------------------------|--------------------------------------------|--------------------------------|---------------|----------------|-------------|----------------------|--------------|---------------|--------------------------------|---------------------|---------------------|-------------------|-------------------|--------------------|-----------|--|-------------|
|                                               |                                            | Project Director/Environmental | Specialist II | Specialist III | Analyst III | Senior Specialist IV | Specialist V | Specialist II | Project Director/Environmental | Graphic Designer IV | Technical Editor II |                   |                   |                    |           |  |             |
| <b>Task 1   Project Administration</b>        |                                            | 10                             | 24            | 4              |             |                      |              |               |                                |                     |                     |                   |                   |                    |           |  |             |
|                                               | Billable Rate:                             | \$245.00                       | \$145.00      | \$160.00       | \$100.00    | \$230.00             | \$180.00     | \$145.00      | \$245.00                       | \$160.00            | \$130.00            |                   |                   |                    |           |  |             |
| <b>Task 2   Prepare Safety Element</b>        |                                            | 4                              | 8             | 4              | 16          |                      |              |               |                                |                     |                     |                   |                   |                    |           |  |             |
| 2.1                                           | Review Existing Safety Elements            | 8                              | 28            | 4              | 32          |                      |              |               |                                |                     |                     |                   |                   |                    |           |  | \$4,900.00  |
| 2.2                                           | Vulnerability Assessments                  | 4                              | 16            |                | 37          |                      |              |               |                                |                     |                     |                   |                   |                    |           |  | \$9,740.00  |
| 2.3                                           | Capability Assessments                     | 8                              | 16            | 8              | 32          | 8                    |              |               |                                |                     |                     |                   |                   |                    |           |  | \$8,560.00  |
| 2.4                                           | Safety Element                             | 24                             | 68            | 12             | 117         | 8                    | 8            |               |                                |                     |                     |                   |                   |                    |           |  | \$14,450.00 |
|                                               | <b>Subtotal Task 2</b>                     |                                |               |                |             |                      |              |               |                                |                     |                     |                   |                   |                    |           |  | \$37,650.00 |
| <b>Task 3   Environmental Documentation</b>   |                                            | 4                              |               |                |             | 2                    |              |               |                                |                     |                     |                   |                   |                    |           |  |             |
| 3.1                                           | Admin Negative Declaration                 | 12                             |               |                |             | 2                    |              |               |                                |                     |                     |                   |                   |                    |           |  | \$6,110.00  |
| 3.2                                           | Public Review Negative Declaration         | 3                              |               |                |             | 2                    |              |               |                                |                     |                     |                   |                   |                    |           |  | \$5,140.00  |
| 3.3                                           | Final Negative Declaration and NOD         | 19                             |               |                |             | 4                    |              |               |                                |                     |                     |                   |                   |                    |           |  | \$3,055.00  |
|                                               | <b>Subtotal Task 3</b>                     |                                |               |                |             |                      |              |               |                                |                     |                     |                   |                   |                    |           |  | \$14,305.00 |
| <b>Task 5   Approvals and Public Hearings</b> |                                            | 53                             | 108           | 16             | 117         | 12                   | 8            | 48            | 4                              | 20                  | 20                  |                   |                   |                    |           |  | \$2,320.00  |
|                                               | <b>Total Hours</b>                         |                                |               |                |             |                      |              |               |                                |                     |                     |                   |                   |                    |           |  | \$60,845.00 |
|                                               | <b>Total</b>                               |                                |               |                |             |                      |              |               |                                |                     |                     |                   |                   |                    |           |  | \$0.00      |
|                                               | <b>Percent of Hours (Base)</b>             | 13%                            | 27%           | 4%             | 29%         | 3%                   | 2%           | 12%           | 1%                             | 5%                  | 5%                  |                   |                   |                    |           |  |             |
| <b>Optional Services</b>                      |                                            |                                |               |                |             |                      |              |               |                                |                     |                     |                   |                   |                    |           |  |             |
| <b>Task 4   Public Outreach</b>               |                                            | 8                              | 14            |                |             |                      |              |               |                                |                     |                     |                   |                   |                    |           |  |             |
| 4.1                                           | Focused Stakeholder Engagement             | 8                              | 24            | 2              |             |                      |              |               |                                |                     |                     |                   |                   |                    |           |  | \$3,990.00  |
| 4.2                                           | Community Outreach Meetings                | 16                             | 38            | 2              |             |                      |              |               |                                |                     |                     |                   |                   |                    |           |  | \$5,760.00  |
|                                               | <b>Subtotal Task 4</b>                     |                                |               |                |             |                      |              |               |                                |                     |                     |                   |                   |                    |           |  | \$9,750.00  |
|                                               | <b>Total Optional + Base Hours and Fee</b> | 69                             | 146           | 18             | 117         | 12                   | 8            | 48            | 4                              | 20                  | 20                  |                   |                   |                    |           |  | \$70,595.00 |
|                                               | <b>Percent of Hours (Optional + Base)</b>  | 15%                            | 32%           | 4%             | 25%         | 3%                   | 2%           | 10%           | 1%                             | 4%                  | 4%                  |                   |                   |                    |           |  |             |



## **ATTACHMENT 2**



# Scope of Services

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## Project Understanding and Approach

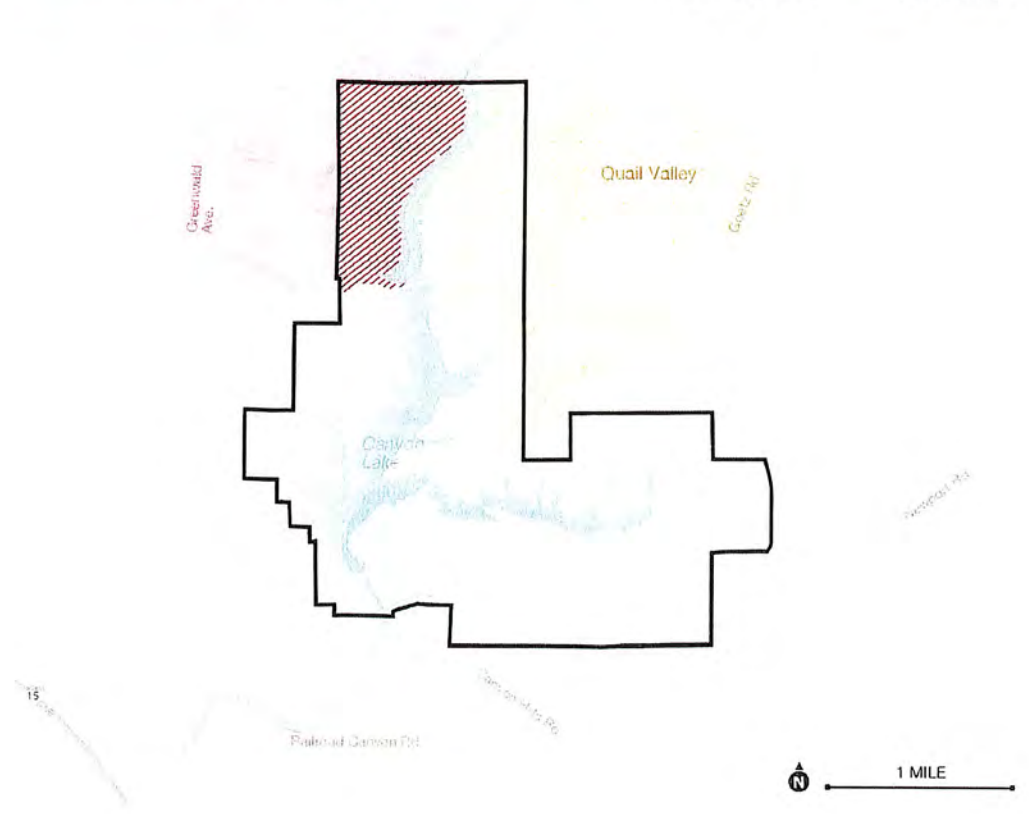
Our knowledge of the City stems from our long history working in Riverside County; our team's past experience working as a member of the planning staff for the adjacent City of Lake Elsinore; and the experiences from our team's family members who reside in the City. Our approach to this project incorporates our understanding of this unique, gated, lakefront City.

We recognize that a result of Senate Bill (SB) 379, the City must update its Safety Element to include climate adaptation and resilience consistent with the Adaptation Planning Guide. Additionally, SB 1035 added requirements to regularly review and update flood, fire hazards, and climate adaptation portions of the safety elements upon housing element updates every 8 years; and SB 1241 added new wildfire mitigation and risk reduction requirements for safety elements for jurisdictions in State Responsibility Areas (SRAs) and Very High Fire Hazard Severity Zones (VHFHSZs). Dudek will build on the City's existing Safety Element adopted in 2012, as well as the County of Riverside's Safety Element adopted in 2019 to address the requirements of State law and Section 65302(g) of the California Government Code. Dudek will identify where new data and climate change forecasts exist. Using this data, as well as information from the California Communities Environmental Health Screening Tool (CalEnviroScreen), Dudek will identify key vulnerabilities in the City where hazards pose the greatest risk and populations face the most difficulty preparing for, responding to, and recovering from hazard events. Dudek will develop policy that addresses the specific needs identified in the Safety Element through data review and public outreach. Dudek will also focus on policy that has clear co-benefits and implements other community values and goals.

Through our research, we have discovered that the City includes an area identified as disadvantaged communities (or DACs) because the census tract ranks in the top 25 percent most disadvantaged in the state pursuant to CalEnviroScreen (Figure 1). Typically, a City would need to meet the requirements of SB 1000 and per Government Code Sections 65302 et seq. by preparing an Environmental Justice Element. However, we recognize that this area contains very few residences that may not be considered DACs. Accordingly, we assume the City would coordinate with the Office of Planning and Research to clarify that preparation of an Environmental Justice Element is not warranted in this unique instance.

Figure 2. CalEnviroScreen 3.0 SRAusH01

CalEnviroScreen LEAST DISADVANTAGED MOST Canyon Lake City Limits Disadvantaged Communities



# Scope of Work

## Task 1 Project Administration

Dudek will prepare for and attend a kickoff meeting with City staff to review the scope of work and to discuss the schedule, process, work products, and availability of background data and reports. Dudek will prepare a critical path schedule, a Sharefile for information sharing and document delivery, an online GIS database through Urban Footprint, and a list of data needs. Dudek assumes the City will provide the data needs required for this planning process, including necessary GIS data.

After the kickoff meeting, Dudek will participate in up to four (4) one-hour calls with City staff. This task also includes up to two (2) one-hour calls with CALFIRE for coordination in the planning process.

### Task 1 Deliverables

- Kickoff meeting agenda
- List of data needs
- Up to four (4) conference calls with City staff
- Up to two (2) one-hour conference calls with CALFIRE.

## Task 2 Prepare Safety Element

In accordance with SB 379, Dudek will review relevant climate related hazards including extreme heat, flooding, and wildfire and update relevant background information in accordance with the most recent requirements of the Office of Planning and Research Guidelines and requirements. To ensure that the Safety Element is easy to use by the City and all stakeholders and to create a coordinated resilience effort, Dudek will summarize each hazard in accordance with the California Adaptation Planning Guide 2.0 to prioritize safety issues in the community (as discussed in Task 2.3). This approach recognizes the interconnected nature of hazards and applies state-of-the-art resiliency planning for hazards across the landscape.

Dudek will review the existing Safety Elements for both the County of Riverside and the City, legislative updates, and guidance documents. Dudek will create a "regulatory crosswalk" (i.e., an organized approach for identifying regulatory requirements) that includes the key legal requirements of SB 379, SB 1035, as well as the recommendations included in the California Adaptation Planning Guide 2.0, 2017 Governor's Office of Planning and Research (OPR) GP Guidelines, the OPR Fire Hazard Planning GP Technical Advice Series Document, the 2012 Local Hazard Mitigation Plan, and 2018 State of California Multi-Hazard Mitigation Plan. This review will identify each section of the Safety Element that requires updating, including policy changes and updated data for maps and/or tables. These changes will be listed in the crosswalk and include the page number and recommended updates. Additionally, this review will include a performance review of the Safety Element to reflect on how well it was implemented, which identified projects were completed, and any other lessons learned. During this task, Dudek will also contact OPR to discuss the location of disadvantaged communities within the City boundaries. Dudek assumes that OPR will agree that preparation of an Environmental Justice Element is not warranted in this case.

**Task 2.1 Deliverables:**

- In-person or phone interviews with key personnel on current implementation of the Safety Element
- Regulatory Crosswalk of Safety Element and relevant legislation and guidance
- Review memorandum of the existing Safety Element

Dudek will perform a risk assessment in accordance with the guidance outlined in the California Adaptation Planning Guide 2.0 requirements. First, Dudek will map the spatial extent of the following hazards:

**Historic Hazards Influenced by Climate Change**

- Flooding
- Wildfires

**Emerging Climate-Related Hazards**

- Extreme heat

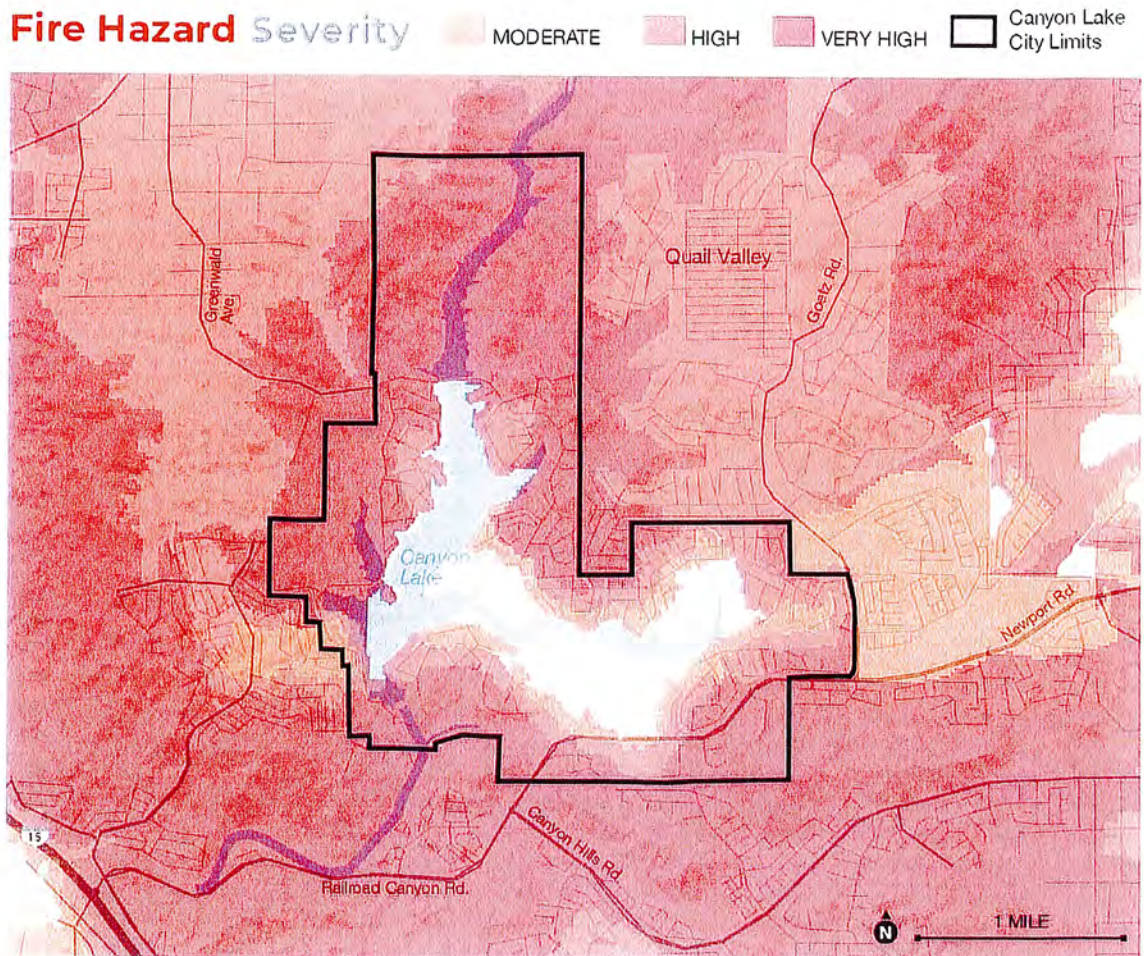
For each hazard, Dudek will assess each impact on four key elements: magnitude, timing, spatial extent, and level of certainty.. This section will include graphics of the hazard in map or chart form as appropriate for the hazard (see Figure 2). Dudek will collect and maintain all hazard-related GIS data in Urban Footprint, which the City will have access to through the duration of the project. Once the project is complete, Dudek GIS staff will work with the City to transfer the data to City servers.

In coordination with the first-responder stakeholders, Dudek will identify assist the City in identifying important critical assets needed to respond and recover from hazard events. The City will provide addresses or GIS data for each critical asset, and Dudek will assess if it is located in a hazard zone and work with stakeholders to understand existing or necessary improvements to reduce risk. Additionally, Dudek will work with the appropriate stakeholders to identify policies and site improvements that make each facility less vulnerable to the hazards that most threaten it.

**Task 2.2 Deliverables:**

- Vulnerability Assessment
- Maps of each applicable hazard in hard copy and electronic form
- GIS database of all spatial data collected by Dudek
- Interviews and coordination with first-responder stakeholders

Figure 3 - Example Fire Hazard Severity Map

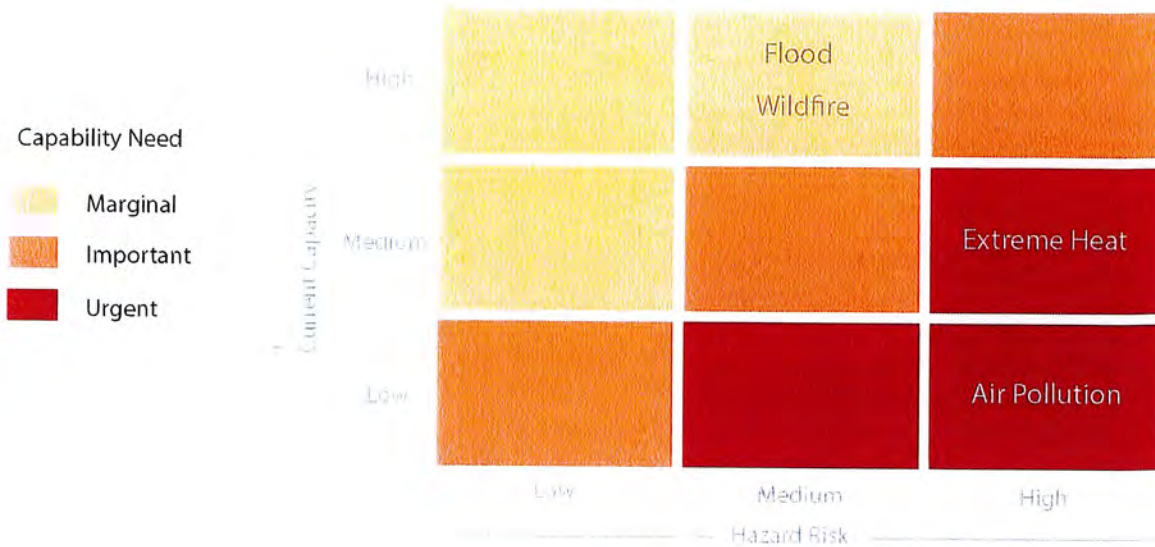


Task 2.3 - Capability Assessment -13

In accordance with the California Adaptation Planning Guide 2.0, Dudek will assess the current capacity of the communities and local services to highlight policies and characteristics that can be built upon. In accordance with SB 1035, Dudek will review current local policy (including the existing GP, Riverside County GP and Local Hazard Mitigation Plan) and compare it to the OPR Fire Hazard Planning GP Technical Advice Series Document. Dudek will also review evacuation routes, including minimum road widths and clearances around structures, as well as peak load water supply requirements for wildfire. The hazard risk assessment will present a matrix that cross references the hazard risk. Figure 4 outlines an example of the capability matrix that will be used to score and quickly communicate the City's current level of capability.

This assessment will be used to identify policy to build upon in the Safety Element, as well as inform the public and decision makers about the City's greatest vulnerabilities.

Figure 4 - Example Capability Matrix



Task 2.3 Deliverables:

- Capability Assessment
- Draft policy recommendations

Task 2.4 Safety Element

For this task, Dudek assumes the City will provide a word document of the previous Safety Element. Dudek will prepare a focused red-line Safety Element Update to address the requirements of SB 379 and OPR fire hazard planning guidelines. Dudek will build on the previous tasks and prepare goals based on the findings of the vulnerability and capability assessments, as well as drawing from the 2019 Riverside County Safety Element, where applicable. From these goals, Dudek will create measurable objectives that can be linked to data that the City already collects or that is being included in the data being generated. From these objectives, Dudek will create policies that can be seamlessly integrated into City policy, focusing on modification to existing policies and new policies that minimize risk.

Task 2.4 Deliverables

- One (1) unformatted Word document draft with graphics (Internal Review)
- Two (2) formatted drafts in InDesign (Public Review and Public Hearing Drafts)
- One (1) final Safety Element
- All background and base data, including any GIS maps and digital data files

## Task 3 – Environmental Documentation

Dudek assumes that a negative declaration will be the appropriate document to satisfy CEQA requirements because we do not anticipate that the Safety Element Updates would not result in significant adverse impacts to the physical environment. The revisions to the elements will build on the existing elements and previous analysis prepared for the General Plan. Although not anticipated, in the event that the findings of the Initial Study conclude that the policies, programs, implementation measures, or other component of the Safety Element could result in significant adverse impacts to the physical environment, Dudek will discuss with the City and provide a scope of services to complete a Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR).

### Project Description

Dudek will develop a project description that summarizes the key components of the Safety Element Update, with particular focus on the identified goals, policies, implementation measures, and programs within the elements. Dudek assumes that the Safety Element Update will not result in any specific physical development projects.

### Background Document Review

Dudek's CEQA planners will review the City's General Plan to document existing environmental conditions within the City, and will review policies from other General Plan elements that may be relevant to the implementation of the Safety Element Update.

### Preparation of the Administrative Draft IS/ND

Dudek will utilize Appendix G of the CEQA Guidelines as well as City guidance to ensure that necessary information and analysis is included in the IS/ND. Each section will provide a description of the relevant physical conditions and regulatory requirements and assess the project's impacts. All resources utilized in the preparation of the IS/ND and a list of preparers will be cited in respective sections of the document. Dudek will compare the environmental baseline conditions with the anticipated implementation of the Safety Element to identify any potential physical environmental impacts associated with the Safety Element. It is assumed no potentially impacts as a result of the project will be identified. We will submit the administrative draft IS/ND to City staff for review and make any final changes and revisions to the administrative draft IS/ND as requested by City staff.

### Task 3.1 Deliverables:

- Electronic Microsoft Word copy of administrative draft IS/MND to City staff

### Assumptions:

- Dudek assumes no physical development projects will be included in the Safety Element Update.
- Dudek assumes no potential significant impacts as a result of the project will be identified.
- Dudek assumes no technical reports will be required.
- Dudek will respond to one round of consolidated comments from the City on the administrative draft IS/ND.

- AB 52 government-to-government consultation will be handled by the City. Dudek will provide a template AB 52 notification letter to interested Native American tribes.

It is our expectation that the revised administrative draft IS/ND submittal will address all prior comments and, thus, will serve as the version for final City approval prior to public review. The subsequent submittal to City staff will include the draft IS/ND.

Dudek will also prepare the Notice of Intent to Adopt an ND, Notice of Completion, and project summary for submittal to the State Clearinghouse (SCH). Dudek assumes the City will post the NOI with the County Clerk and provide a date stamped copy for the City's administrative record as proof of posting. Dudek will mail a hard copy of the NOI to all contacts included in the distribution list. Dudek assumes the City will prepare the distribution list for the IS/ND. The distribution list would include all appropriate state and local agencies, Native American tribes, service providers, and interested parties. Dudek will handle production and distribution of the draft IS/ND for 30-day public review period. Dudek recommends that the IS/ND be posted on the City's website for interested parties to access during the public review period.

#### Task 3.2 Deliverables:

- Electronic PDF copy each of the NOI and public review draft IS/ND to and City staff
- Three hard copies of NOI and public review draft IS/ND to City staff
- A total of up to 30 hard copies of the NOI to contacts on the distribution list
- A total of 15 CDs containing the NOC, summary form, NOI, public review draft IS/ND to the SCH
- One hard copy of the NOC form for the SCH

#### Assumptions:

- Attendance will not be necessary at a public meeting for the draft IS/ND.
- The revised administrative draft IS/ND submittal will satisfactorily address all prior City comments.
- No hard copies of the draft ND will be submitted to SCH.
- The City will post a notice in the local newspaper, if desired.

The following sections will make up the final ND, which will be attached to the draft IS/ND. Dudek assumes one electronic round of review/comments/revisions between the City and Dudek, with consolidated comments provided to Dudek in Microsoft Word format. Dudek recommends the final ND be made available on the City's website.

#### Responses to Comments

After the public circulation period closes, Dudek will review comments received on the draft document and consult with the City regarding any substantive comments. If warranted, Dudek will prepare written responses to

substantive comments and/or a memo discussing the public comments. Although responses to comments on a draft IS/ND are not required (other than requirements relative to state agencies), this approach is intended to assist the decision makers by providing them a full understanding of the public's concerns, if any, during approval of the Safety Element, and IS/ND. The budget for this task assumes that Dudek would respond to no more than 15 individual comments (one comment letter may contain multiple individual comments) received during the public review period for the IS/ND.

#### Revisions to the Draft IS/ND

If applicable, a discussion of any revisions made to the draft IS/ND, based on comments received during the public review period, will be included in the final ND.

#### Notice of Determination

Dudek will prepare the Notice of Determination (NOD) and the City will file the NOD with the County Clerk and SCH within 5 days of approval of the ND. The City will be responsible to providing a check for review fees required by the California Department of Fish and Wildlife. This fee is required at the time the NOD is filed.

#### Task 3.3 Deliverables:

- Electronic Microsoft Word copy of final ND
- Three hard copies of final ND
- Three CDs containing the final ND and draft IS/ND
- One electronic copy each of the NOD to the City

#### Assumptions:

- Dudek will respond to one round of comments from the City for the final ND.

## Task 4: (Optional) - Public Outreach

Dudek understands the importance of public outreach for both the City and its residents. While not explicitly included in the RFP for this project, Dudek values this optional task as an important part of the planning process. Early stakeholder engagement leads to improved outcomes and broader support for the project, and continued outreach for the entirety of the planning process creates a community that is vested in the final product. Dudek will work with City staff to ensure that public engagement is productive, and the knowledge gained from the outreach is incorporated into the Safety Element.

Dudek will work with City staff to identify a list of stakeholders. These may include members of the police and fire departments, Canyon Lake Property Owners Association, Canyon Lake Chamber of Commerce, and local agencies such as Lake Elsinore San Jacinto Watersheds Authority (LESJWA), Northwest Mosquito and Vector Control District and Regional Conservation Authority. Dudek will lead a stakeholder kickoff meeting where Dudek staff introduces the plan and requests preliminary information. Up to six (6) one-hour virtual interviews will follow.

Given the current uncertainty due to the COVID-19 health crisis, public meetings are anticipated to occur online. Dudek will hold the following two (2) online public workshops.

### Online Public Workshop One – Project Introduction and Community Visioning

In the first community online public meeting, Dudek will work with the City to introduce the planning project to the public, define project parameters, and solicit opinions and comments from the community. Specifically, Dudek will explain the key legal outcomes of the Safety Element Update and how it will be used by the City to ensure that the City remains a great place to live. Community visioning will focus on general community goals that can be implemented in the Safety Element.

Dudek will collect data through the use of polls in the online public meeting. Dudek will also have time at the end of online public meeting for free-flowing discussion where people can ask questions or make recommendations. People who are not comfortable talking can use the chat feature to add questions or comments. The online public meeting will also include links to the online platforms, survey, and an email to submit comments.

### Online Public Workshop Two – Plan Review

The second community online public meeting will be similar to a public workshop and will occur after the public-review draft is published. Dudek staffers will present an overview of the plan and key findings for those participants who may not have reviewed the plan. Dudek will highlight where the plan is located and how to submit written comments and will answer specific questions.

#### Task 4 Deliverables

- Focused Stakeholder engagement meetings
- Two (2) public online workshops

### Task 5 – Public Hearing

Dudek will assist in presenting the Safety Element to the City Council for public hearing and approval/adoption. Dudek will prepare a brief power point presentation for the hearing. It is anticipated that one (1) public hearing for Council will be required.

#### Task 5 Deliverables:

- Attendance at one (1) public hearing
- PowerPoint presentation



## STAFF REPORT

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

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

**DATE:** June 2, 2021

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

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### Recommendation

That the City Council authorize the City Manager to enter into an amended Cooperative Agreement for fire protection, fire prevention, rescue, fire marshal and medical emergency services with the County of Riverside, extending the terms of the current Cooperative Agreement for a period of six months.

### Background

The City's current Cooperative Agreement with the County of Riverside for fire protection services will expire on June 30, 2021. The proposed amendment would extend the terms of the current Cooperative Agreement for six months, covering the period of July 1, 2021, through January 1, 2022, at 8:00 a.m. The City of Canyon Lake Fire Department is on-schedule to launch on January 1, 2022. Riverside County Fire/Cal Fire has offered to transition at 8:00 a.m. on January 1, 2022, instead of at midnight, so that the changeover takes place at a time that is more convenient for all involved.

As outlined in Exhibit A to the Cooperative Agreement, the County estimates the cost of services for the six-month period to total \$1,022,904. This total includes the Exhibit C amount of \$18,125 for the Fire Engine Use Agreement, which places responsibility on the County for maintenance and replacement of the City-owned fire engine (Engine 60) if needed during the term of the agreement and guarantees that the City will have the use of a County-owned fire engine should Engine 60 be out of service for any period of time.

### Fiscal Impact

The estimated cost of this amendment to the Cooperative Agreement for the period of July 1, 2021, to January 1, 2022, is \$1,022,904.

## **Attachments**

1. First Amendment to Cooperative Agreement
2. Exhibit A to the Cooperative Agreement
3. Exhibit C to the Cooperative Agreement
4. Cooperative Agreement Entered into June 23, 2020

# **ATTACHMENT 1**



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

THIS FIRST AMENDMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the County of Riverside, a political subdivision of the State of California, on behalf of the Fire Department, (hereinafter referred to as “COUNTY”) and the City of Canyon Lake, a duly created city, (hereinafter referred to as “CITY”), whereby it is agreed as follows:

1. Recitals. This First Amendment is made with respect to the following purposed and facts which each of the parties agree to be true and correct:

A. On June 23, 2020 the COUNTY and the CITY entered into that certain agreement entitled: “A Cooperative Agreement to Provide Fire Protection, Fire Prevention, Rescue and Medical Emergency Services for the City of Canyon Lake” (hereinafter referred to as the “Agreement”).

B. The parties now wish to amend the Agreement Paragraph A. from SECTION IV: INITIAL TERM AND AMENDMENT. The term of this Agreement shall be July 1, 2021 to January 1, 2022 at 0800.

2. Other Terms Remain. Except as specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

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[Signature Provisions on following page]

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

CITY OF CANYON LAKE

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Chris Mann, City Manager

ATTEST:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Ana V. Sauseda, CMC, City Clerk

By: \_\_\_\_\_  
Steven Graham, City Attorney

(SEAL)

COUNTY OF RIVERSIDE

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Chairman, Board of Supervisors

ATTEST:

KECIA HARPER-IHEM  
Clerk of the Board

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

By: \_\_\_\_\_

By: \_\_\_\_\_  
GREGORY P. PRIAMOS  
County Counsel

(SEAL)

## **ATTACHMENT 2**



EXHIBIT "A"  
TO THE COOPERATIVE AGREEMENT TO PROVIDE  
FIRE PREVENTION, RESCUE, FIRE MARSHAL AND  
MEDICAL EMERGENCY FOR THE CITY OF CANYON LAKE  
DATED JULY 1, 2021 FROM JULY 1, 2021 THRU JANUARY 1, 2022 AT 0800

**CITY BUDGETED COST ESTIMATE**

|                                                   |                           |
|---------------------------------------------------|---------------------------|
| FISCAL YEAR 2021/2022                             | \$1,022,904               |
| TOTAL CITY BUDGET <b>ESTIMATE</b> FOR FY2021/2022 | <u><u>\$1,022,904</u></u> |

EXHIBIT "A"

TO THE COOPERATIVE AGREEMENT TO PROVIDE  
FIRE PREVENTION, RESCUE, FIRE MARSHAL AND  
MEDICAL EMERGENCY FOR THE CITY OF CANYON LAKE  
DATED JULY 1, 2021 FROM JULY 1, 2021 THRU DECEMBER 31, 2021

*\*See notation below for estimate assumptions*

|                                                               | CAPTAINS | CAPTAIN<br>MEDICS | ENGINEER'S | ENGINEER<br>MEDICS         | FF II   | FFII<br>MEDICS | TOTALS             |       |
|---------------------------------------------------------------|----------|-------------------|------------|----------------------------|---------|----------------|--------------------|-------|
|                                                               | -----    | -----             | -----      | -----                      | -----   | -----          | -----              | ----- |
| <b>STA #60</b>                                                |          |                   |            |                            |         |                |                    |       |
| Engine 60                                                     | 225,271  | 1                 | 396,564    | 2                          | 347,662 | 2 599,879      | 3 784,688          | 8     |
| SUBTOTALS                                                     | 225,271  |                   | 396,564    |                            | 347,662 | 599,879        | <b>784,688</b>     |       |
| SUBTOTAL STAFF                                                | 1        |                   | 2          |                            | 2       | 3              |                    | 8     |
| <b>ESTIMATED SUPPORT SERVICES (Fire Cost Allocation Plan)</b> |          |                   |            |                            |         |                |                    |       |
| Administrative/Operational                                    |          |                   | 16,082     | per assigned Staff **      |         |                | 133,322            | 8.29  |
| Volunteer Program                                             |          |                   | 5,504      | Per Entity Allocation      |         |                | 5,504              | 1.0   |
| Medic Program                                                 |          |                   |            | Medic FTE/Defib Basis      |         |                | 33,314             | 3.0   |
| Battalion Chief Support                                       |          |                   | 78,644     | .29 FTE per Station        |         |                | 78,644             | 1.0   |
| ECC Support                                                   |          |                   |            | Calls/Station Basis        |         |                | 41,528             |       |
| Fleet Support                                                 |          |                   | 65,330     | per Fire Suppression Equip |         |                | 65,330             | 1.0   |
| Comm/IT Support                                               |          |                   |            | Calls/Station Basis        |         |                | 60,866             |       |
| Hazmat Support                                                |          |                   |            |                            |         |                | 7,455              |       |
| SUPPORT SERVICES SUBTOTAL                                     |          |                   |            |                            |         |                | <b>212,982</b>     |       |
| DIRECT CHARGES                                                |          |                   |            |                            |         |                | <b>7,109</b>       |       |
| FIRE ENGINE USE AGREEMENT                                     |          |                   | 36,250     | each engine                |         |                | <b>18,125</b>      | 1     |
| TOTAL STAFF COUNT                                             |          |                   |            |                            |         |                |                    | 8.29  |
| TOTAL <b>ESTIMATED</b> CITY BUDGET                            |          |                   |            |                            |         |                | <b>\$1,022,904</b> |       |

8.0 Assigned Staff  
0.29 Battalion Chief Support  
\*\* 8.29 Total Assigned Staff

**SUPPORT SERVICES (Fire Cost Allocation Plan)**

|                                       |     |                        |
|---------------------------------------|-----|------------------------|
| Administrative & Operational Services | 1   | Fire Stations          |
| Finance                               | 818 | Number of Calls        |
| Training                              | 3   | Assigned Medic FTE     |
| Data Processing                       | 1   | Monitors/Defibs        |
| Accounting                            | 1   | Hazmat Stations        |
| Personnel                             | 1   | Number of Hazmat Calls |
| Procurement                           |     |                        |
| Emergency Services                    |     |                        |
| Fire Fighting Equip.                  |     |                        |
| Office Supplies/Equip.                |     |                        |

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

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

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

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

Emergency Command Center Support - Dispatch services costs

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

Facility Support - Facility maintenance staff with associated operating costs.

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

**FY 21/22 POSITION SALARIES TOP STEP (per assumptions below)**

|         |                            |          |                                 |
|---------|----------------------------|----------|---------------------------------|
| 316,514 | DEPUTY CHIEF               | 36,250   | FIRE ENGINE                     |
| 312,336 | DIV CHIEF                  | 16,082   | SRVDEL                          |
| 263,060 | BAT CHIEF                  | 5,504    | VOL DEL                         |
| 225,271 | CAPT                       | 10,648   | MEDIC FTE                       |
| 254,658 | CAPT MEDIC                 | 1,370    | MEDIC MONITORS/DEFIBS REPLACEMI |
| 198,282 | ENG                        | 78,644   | BATT DEL                        |
| 226,431 | ENG/MEDIC                  | 18,529   | ECC STATION                     |
| 173,831 | FF II                      | 28.12    | ECC CALLS                       |
| 199,960 | FF II/MEDIC                | 65,330   | FLEET SUPPORT                   |
| 177,414 | FIRE SAFETY SUPERVISOR     | 27,160   | COMM/IT STATION                 |
| 164,796 | FIRE SAFETY SPECIALIST     | 41.21    | COMM/IT CALLS                   |
| 144,649 | FIRE SYSTEMS INSPECTOR     | 1,442    | FACILITY STATION                |
| 84,811  | OFFICE ASSISTANT III       | 418.92   | FACILITY FTE                    |
| 96,492  | SECRETARY I                | 4,468    | HAZMAT STATION                  |
| 118,395 | EMERGENCY SVC COORDINATOR  | 1,095.74 | HAZMAT CALLS                    |
| 251,734 | COUNTY FIRE MARSHAL        | 1,891    | HAZMAT VEHICLE REPLACEMENT      |
| 183,369 | COUNTY DEPUTY FIRE MARSHAL |          |                                 |

**\*Cost Assumptions:**

- All Salaries based on FINAL Salary, Pay Differentials, and Operating Expenses Schedule FY 2021-2022 Dated January 12, 2021
- Benefits and Admin Fee based on Staff Benefit Rate Matrix FY 2021-22 dated February 2021 - Prelim
- Direct cost of benefits (COBEN) is based on 1st Qtr AO-17 data.
- Estimated Support Services based on previous assumptions with a 2.5% increase

**FY 21/22 DIRECT BILL ACCOUNT CODES**

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



## **ATTACHMENT 3**



**EXHIBIT "C"**

**TO THE COOPERATIVE AGREEMENT  
TO PROVIDE FIRE PROTECTION, FIRE PREVENTION, RESCUE  
AND MEDICAL EMERGENCY SERVICES FOR THE CITY OF CANYON LAKE  
DATED JULY 1, 2021**

**PAYMENT FOR SERVICES  
ADDITIONAL SERVICES  
FIRE ENGINE USE AGREEMENT**

Station 60

Engine E60, RCO No. 07-850 (6 months) \$ 18,125.00

**\$ 18,125.00**

The Fire Engine Use Agreement is utilized in the event that a fire engine(s) which was initially purchased by the CITY, and then the CITY elects to have the COUNTY take responsibility of said fire engine(s). The Fire Engine Use Agreement guarantees the CITY the use of this fire engine(s), the COUNTY network of equipment, and resources of the COUNTY.

This fire engine(s) shall be used as an integrated unit for Fire Services as set forth in this Cooperative Agreement between the COUNTY and CITY, and shall be stationed primarily in the CITY. The change in ownership of the fire engine does not waive or supersede any responsibilities of the CITY pursuant to this agreement. This exhibit is strictly to further detail for the CITY, the responsibilities and costs associated within the Cooperative Agreement between the COUNTY and CITY; therefore, the Fire Engine Use Agreement is inseparable.

The CITY will have the option of transferring title of said fire engine(s) to the COUNTY. If the CITY transfers title of said fire engine(s) to the County, the County will take ownership of the said fire engine(s), and the County will maintain insurance on said fire engine(s). If the CITY opts to maintain ownership and title of said fire engine(s), the CITY will maintain insurance on said fire engine(s). Proof of Insurance is to be provided to the COUNTY.

The COUNTY will ensure a working fire engine(s) is available for the CITY at all times under this agreement. All capital improvements and/or betterments to the fire engine(s) listed above, will be the responsibility and paid for by the owner of said fire engine(s). All other maintenance and repairs to the fire engine(s) listed above, will be the responsibility and paid for by the COUNTY under this Agreement.

When the Riverside County Fire Department Fleet personnel determine the fire engine(s) listed above is due for replacement, the COUNTY will purchase a new fire engine(s); and, the owner of the old fire engine(s) may survey said fire engine(s) or reallocate as a second roll response fire engine.

The annual cost for this service is calculated at 1/20 of the replacement cost. The current replacement cost is \$725,000. If this Agreement is entered into mid-year, the annual cost will be prorated accordingly.

The CITY may opt out of this Agreement at any time in writing and the costs will be prorated accordingly by fiscal year. No refunds will be provided for any prior payments. If the fire engine(s) have been titled to the COUNTY and the fire engine(s) are still within their useful life cycle, the ownership will not revert back to the CITY unless the entire Cooperative Agreement is terminated.

## **ATTACHMENT 4**





# CAL FIRE – RIVER SIDE UNIT RIVERSIDE COUNTY FIRE DEPARTMENT

**Casey Hartman – Fire Chief**

210 West San Jacinto Avenue, Perris, CA 92570–1915  
Bus: (951) 940-6900 Fax: (951) 940-6373 www.rvcfire.org

PROUDLY SERVING THE  
UNINCORPORATED AREAS  
OF RIVERSIDE COUNTY  
AND THE CITIES OF:

- BANNING
- BEAUMONT
- CANYON LAKE
- COACHELLA
- DESERT HOT SPRINGS
- EASTVALE
- INDIAN WELLS
- INDIO
- JURUPA VALLEY
- LAKE ELSINORE
- LA QUINTA
- MENIFEE
- MORENO VALLEY
- NORCO
- PALM DESERT
- PERRIS
- RANCHO MIRAGE
- RUBIDOUX CSD
- SAN JACINTO
- TEMECULA
- CANYON LAKE

BOARD OF  
SUPERVISORS:

- KEVIN JEFFRIES  
DISTRICT 1
- KAREN SPIEGEL  
DISTRICT 2
- CHARLES WASHINGTON  
DISTRICT 3
- V. MANUEL PÉREZ  
DISTRICT 4
- JEFF HEWITT  
DISTRICT 5

July 10, 2020

To: Chris Mann, City Manager  
City of Canyon Lake

From: Letty Morales  
Administrative Services Analyst  
Riverside County Fire Department

Re: Form 11 and Cooperative Agreement with the City of Canyon  
Lake

Enclosed is a fully executed original Cooperative Agreement to provide  
Fire Protection, Fire Prevention, Rescue and Medical Emergency  
Services for the City of Menifee.

This agreement expires June 30, 2021. I have calendared January 1,  
2021 to begin renewal process again.

Thank you,

Letty Morales  
(961) 940-6778

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

THIS AGREEMENT, made and entered into this 23<sup>rd</sup> day of June, 2020, by and between the County of Riverside, a political subdivision of the State of California, on behalf of the Fire Department, (hereinafter referred to as "COUNTY") and the City of Canyon Lake a duly created city, (hereinafter referred to as "CITY"), whereby it is agreed as follows:

**SECTION I: PURPOSE**

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

**SECTION II: DESIGNATION OF FIRE CHIEF**

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

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

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

### SECTION III: PAYMENT FOR SERVICES

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

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

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

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

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

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

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

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

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

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

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

#### SECTION IV: INITIAL TERM AND AMENDMENT

A. The term of this Agreement shall be from July 1, 2020, to June 30, 2021.

B. Seven (7) months prior to the date of expiration of this Agreement, CITY shall give COUNTY written notice of whether CITY intends to enter into a new Agreement with COUNTY for Fire Services and, if so, whether CITY intends to request a change in the level of Fire Services provided under this Agreement.

#### SECTION V: TERMINATION

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

#### SECTION VI: COOPERATIVE OPERATIONS

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

#### SECTION VII: MUTUAL AID

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

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

#### SECTION VIII: SUPPRESSION COST RECOVERY

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

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

## SECTION IX: PROPERTY ACCOUNTING

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

## SECTION X: FACILITY

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

## SECTION XI: INDEMNIFICATION AND HOLD HARMLESS

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

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

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

## SECTION XII: AUDIT

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

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

## SECTION XIII: DISPUTES

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

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

#### SECTION XIV: ATTORNEY'S FEES

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

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

#### SECTION XV: DELIVERY OF NOTICES

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

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

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

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

#### SECTION XVI: ENTIRE CONTRACT


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

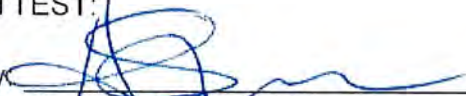
[Signature Provisions on following page]

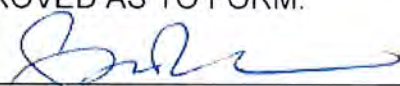
IN WITNESS, WHEREOF, the duly authorized officials of the parties hereto have, in their respective capacities, set their hands as of the date first hereinabove written.

Dated: 6-3-20

CITY OF CANYON LAKE

By:   
Chris Mann, City Manager

ATTEST:  
By:   
Ana Sauseda, CMC  
City Clerk

APPROVED AS TO FORM:  
By:   
Steven Graham  
City Attorney

(SEAL)

Dated: \_\_\_\_\_

COUNTY OF RIVERSIDE

By: \_\_\_\_\_  
Chairman, Board of Supervisors

ATTEST:  
KECIA HARPER-IHEM  
Clerk of the Board

By: \_\_\_\_\_  
KECIA HARPER-IHEM, Deputy

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

By: \_\_\_\_\_  
GREGORY P. PRIAMOS  
County Counsel

(SEAL)

F: data RRU County Finance Contract Cities COOPERATIVE AGREEMENT CANYON LAKE CANYON LAKE Cooperative Agreement 97012019-06302021 20190103.docx

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

CITY OF CANYON LAKE

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Aaron D. Palmer, City Manager

ATTEST:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Ana Sauseda, Deputy City Clerk

By: \_\_\_\_\_  
Elizabeth Martyn, City Attorney

(SEAL)

COUNTY OF RIVERSIDE

Dated: JUN 23 2020

By: [Signature]  
Chairman, Board of Supervisors

ATTEST:  
KECIA HARPER-IHEM  
Clerk of the Board

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

By: [Signature]  
KECIA HARPER-IHEM, Deputy

By: [Signature]  
GREGORY P. PRIAMOS  
County Counsel

(SEAL)

F:\data\RRU County Finance\Contract Cities\COOPERATIVE AGREEMENT\ CANYON LAKE\ CANYON LAKE Cooperative Agreement 07013019-06302021 20190103.docx

EXHIBIT "A"

TO THE COOPERATIVE AGREEMENT TO PROVIDE  
FIRE PROTECTION, FIRE PREVENTION, RESCUE, FIRE MARSHAL  
AND MEDICAL EMERGENCY SERVICES FOR THE CITY OF CANYON LAKE  
DATED APRIL 29, 2020 FOR FY2020/2021

**CITY BUDGETED COST ESTIMATE**

|                                                   |                    |
|---------------------------------------------------|--------------------|
| FISCAL YEAR 2020/2021                             | \$2,214,207        |
| TOTAL CITY BUDGET <b>ESTIMATE</b> FOR FY2020/2021 | <u>\$2,214,207</u> |

EXHIBIT "A"

TO THE COOPERATIVE AGREEMENT TO PROVIDE  
 FIRE PROTECTION, FIRE PREVENTION, RESCUE, FIRE MARSHAL  
 AND MEDICAL EMERGENCY SERVICES FOR THE CITY OF CANYON LAKE  
 DATED APRIL 29, 2020 FOR FY2020/2021

*\*See notation below for estimate assumptions*

| STA #60                                    | CAPTAIN'S | CAPTAIN'S<br>MEDICS | ENGINEER'S | ENGINEER<br>MEDICS | FF II'S                    | FF II<br>MEDICS | TOTALS                    |      |
|--------------------------------------------|-----------|---------------------|------------|--------------------|----------------------------|-----------------|---------------------------|------|
| Engine 60                                  | 248,396   | 1                   | 435,846    | 2                  | 375,742                    | 2 647,632       | 3 1,707,616               | 8    |
| SUBTOTALS                                  | 248,396   |                     | 435,846    |                    | 375,742                    | 647,632         | <u>1,707,616</u>          |      |
| SUBTOTAL STAFF                             | 1         |                     | 2          |                    | 2                          | 3               |                           | 8    |
| <b>ESTIMATED SUPPORT SERVICES</b>          |           |                     |            |                    |                            |                 |                           |      |
| Administrative/Operational                 |           |                     |            | 21,421             | per assigned Staff **      |                 | 177,152                   | 8.27 |
| Volunteer Program                          |           |                     |            | 7,235              | Per Entity Allocation      |                 | 7,235                     | 1.0  |
| Medic Program                              |           |                     |            |                    | Medic FTE/Defib Basis      |                 | 26,624                    | 3.0  |
| Battalion Chief Support                    |           |                     |            | 80,096             | .27 FTE per Station        |                 | 80,096                    | 1.0  |
| ECC Support                                |           |                     |            |                    | Calls/Station Basis        |                 | 43,247                    |      |
| Fleet Support                              |           |                     |            | 66,501             | per Fire Suppression Equip |                 | 66,501                    | 1.0  |
| Comm/IT Support                            |           |                     |            |                    | Calls/Station Basis        |                 | 60,143                    |      |
| Hazmat Support                             |           |                     |            |                    |                            |                 | 8,068                     |      |
| <b>ESTIMATED SUPPORT SERVICES SUBTOTAL</b> |           |                     |            |                    |                            |                 | <u><b>469,065</b></u>     |      |
| <b>ESTIMATED DIRECT CHARGES</b>            |           |                     |            |                    |                            |                 |                           |      |
| FIRE ENGINE USE AGREEMENT                  |           |                     |            | 25,800             | each engine                |                 | 11,726                    |      |
|                                            |           |                     |            |                    |                            |                 | <u>25,800</u>             | 1    |
| TOTAL STAFF COUNT                          |           |                     |            |                    |                            |                 |                           | 8.27 |
| TOTAL <b>ESTIMATED</b> CITY BUDGET         |           |                     |            |                    |                            |                 | <u><b>\$2,214,207</b></u> |      |

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

**SUPPORT SERVICES**

Administrative & Operational Services

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

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

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

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

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

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

Emergency Command Center Support - Dispatch services costs

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

Facility Support - Facility maintenance staff with associated operating costs.

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

**FY 20/21 ESTIMATED POSITION SALARIES TOP STEP**

|         |                            |          |                                   |
|---------|----------------------------|----------|-----------------------------------|
| 363,243 | DEPUTY CHIEF               | 25,800   | FIRE ENGINE                       |
| 358,445 | DIV CHIEF                  | 21,421   | SRVDEL                            |
| 287,438 | BAT CHIEF                  | 7,235    | VOL DEL                           |
| 248,396 | CAPT                       | 8,174    | MEDIC FTE                         |
| 282,431 | CAPT MEDIC                 | 2,101    | MEDIC MONITORS/DEFIBS REPLACEMENT |
| 217,923 | ENG                        | 80,096   | BATT DEL                          |
| 249,040 | ENG/MEDIC                  | 19,043   | ECC STATION                       |
| 187,871 | FF II                      | 29.59    | ECC CALLS                         |
| 215,877 | FF II/MEDIC                | 66,501   | FLEET SUPPORT                     |
| 165,195 | FIRE SAFETY SUPERVISOR     | 26,483   | COMM/IT STATION                   |
| 152,316 | FIRE SAFETY SPECIALIST     | 41.15    | COMM/IT CALLS                     |
| 129,636 | FIRE SYSTEMS INSPECTOR     | 1,985    | FACILITY STATION                  |
| 75,832  | OFFICE ASSISTANT III       | 560.55   | FACILITY FTE                      |
| 91,145  | SECRETARY I                | 5,014    | HAZMAT STATION                    |
| 116,074 | EMERGENCY SVC COORDINATOR  | 1,117.04 | HAZMAT CALLS                      |
| 235,538 | COUNTY FIRE MARSHAL        | 1,937    | HAZMAT VEHICLE REPLACEMENT        |
| 171,825 | COUNTY DEPUTY FIRE MARSHAL |          |                                   |

**\*Cost Assumptions:**

- All Salaries based on FINAL Salary, Pay Differentials, and Operating Expenses Schedule FY 2020-2021 Dated January 28, 2020
- Benefits and Admin Fee based on Staff Benefit Rate Matrix FY 2020-21 dated February 2020 - Preliminary
- 5% projected Support Services increase from FY19/20

**FY 20/21 DIRECT BILL ACCOUNT CODES**

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

**EXHIBIT "C"**

**TO THE COOPERATIVE AGREEMENT  
TO PROVIDE FIRE PROTECTION, FIRE PREVENTION, RESCUE  
AND MEDICAL EMERGENCY SERVICES FOR THE CITY OF CANYON LAKE  
DATED JULY 1, 2020**

**PAYMENT FOR SERVICES  
ADDITIONAL SERVICES  
FIRE ENGINE USE AGREEMENT**

Station 60

Engine E60, RCO No. 07-850

\$ 25,800.00

**\$ 25,800.00**

The Fire Engine Use Agreement is utilized in the event that a fire engine(s) which was initially purchased by the CITY, and then the CITY elects to have the COUNTY take responsibility of said fire engine(s). The Fire Engine Use Agreement guarantees the CITY the use of this fire engine(s), the COUNTY network of equipment, and resources of the COUNTY.

This fire engine(s) shall be used as an integrated unit for Fire Services as set forth in this Cooperative Agreement between the COUNTY and CITY, and shall be stationed primarily in the CITY. The change in ownership of the fire engine does not waive or supersede any responsibilities of the CITY pursuant to this agreement. This exhibit is strictly to further detail for the CITY, the responsibilities and costs associated within the Cooperative Agreement between the COUNTY and CITY; therefore, the Fire Engine Use Agreement is inseparable.

The CITY will have the option of transferring title of said fire engine(s) to the COUNTY. If the CITY transfers title of said fire engine(s) to the County, the County will take ownership of the said fire engine(s), and the County will maintain insurance on said fire engine(s). If the CITY opts to maintain ownership and title of said fire engine(s), the CITY will maintain insurance on said fire engine(s). Proof of Insurance is to be provided to the COUNTY.

The COUNTY will ensure a working fire engine(s) is available for the CITY at all times under this agreement. All capital improvements and/or betterments to the fire engine(s) listed above, will be the responsibility and paid for by the owner of said fire engine(s). All other maintenance and repairs to the fire engine(s) listed above, will be the responsibility and paid for by the COUNTY under this Agreement.

When the Riverside County Fire Department Fleet personnel determine the fire engine(s) listed above is due for replacement, the COUNTY will purchase a new fire engine(s); and, the owner of the old fire engine(s) may survey said fire engine(s) or reallocate as a second roll response fire engine.

The annual cost for this service is calculated at 1/20 of the replacement cost. The current replacement cost is \$516,000. If this Agreement is entered into mid-year, the annual cost will be prorated accordingly.

The CITY may opt out of this Agreement at any time in writing and the costs will be prorated accordingly by fiscal year. No refunds will be provided for any prior payments. If the fire engine(s) have been titled to the COUNTY and the fire engine(s) are still within their useful life cycle, the ownership will not revert back to the CITY unless the entire Cooperative Agreement is terminated.





## STAFF REPORT

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

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

**BY:** Jeff LaTendresse, Interim Fire Chief

**DATE:** June 3, 2021

**SUBJECT:** Adoption of Resolution No. 2021-29, Authorizing the City Manager to enter into a Cooperative Agreement with the County of Riverside County for Dispatch and Communication Services.

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### Recommendation

That the City Council adopt Resolution No. 2021-29 authorizing the City Manager to enter into a cooperative agreement for dispatch and communication services with the County of Riverside.

### Background

At the November 4, 2020 City Council meeting, the City Manager was directed to take all steps necessary to establish a municipal fire department by January 1, 2022. A key component of any fire department is the ability to receive and process 9-1-1 calls and then to dispatch the appropriate unit(s) to the emergency incident. The Interim Fire Chief explored options for dispatch services, including contracting with other municipal agencies. At this time, based on cost and resources needed to join an existing municipal dispatch center, it was determined the most effective and cost-efficient option was to contract with the County of Riverside.

By contracting with the County of Riverside, who is currently dispatching for Riverside County/Cal Fire, all the equipment at the fire station and fire engine remains the same. The radios are properly programed and the station alerting system is in place. The new vehicles purchased for the City Fire Department will have equipment (radios and computers) purchased to meet the County specifications and installed by their vendor. The County, as part of the contract, will maintain and program this equipment and we will share radio frequencies with them. The County of Riverside currently dispatches for the cities of Idyllwild and Calimesa and for three tribal fire departments.

### **Fiscal Impact**

The estimated cost of this contract for dispatch and communication services for the second half of the 2021/2022 fiscal year is \$55,798. In the budget for the 2021/2022 fiscal year \$57,000 has been identified for this purpose and any remaining funds can be applied should the estimate from the County of Riverside be low as it is based on anticipated costs and incident responses.

### **Attachments**

1. Resolution No. 2021-29
2. Cooperative Agreement
3. Exhibit 1 to the Cooperative Agreement
4. Exhibit DA-1 to the Cooperative Agreement

# ATTACHMENT 1



**RESOLUTION NO. 2021-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE COUNTY OF RIVERSIDE FOR DISPATCH AND COMMUNICATION SERVICES.**

**WHEREAS**, on November 4, 2020, the City Council adopted Resolution No. 2020-48, declaring the City of Canyon Lake’s intent to establish a municipal fire department and authorizing the City Manager to take such actions as necessary to prepare the City of Canyon Lake to begin fire department operations on January 1, 2022; and

**WHEREAS**, a key component of any fire department is the ability to receive and process 9-1-1 calls and dispatch the appropriate unit to the emergency incident; and

**WHEREAS**, the Interim Fire Chief explored options for dispatch services, including contracting with other municipal agencies; and

**WHEREAS**, the County of Riverside is currently providing dispatch and communication services for the cities of Idyllwild and Calimesa and for three tribal fire departments and is currently providing these services for the City of Canyon Lake, and

**WHEREAS**, the City’s one fire engine and fire station are currently equipped with radios, computers, and station alerting systems programed and maintained by the County of Riverside; and

**WHEREAS**, any new vehicles and radios will have equipment purchased, programed, and installed meeting the specifications outlined by the County of Riverside to ensure efficient communications; and

**WHEREAS**, as part of the agreement, the County of Riverside will program and maintain all dispatch and related communications equipment on City vehicles and at the fire station, and

**WHEREAS**, the process for any person who lives, works, or visits our City and needs to call 9-1-1 will experience no change in the process as exists currently as the County of Riverside is dispatching for Riverside County/Cal Fire.

**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.** That included in the agreement is the maintenance and programing of all City owned radio and related computer equipment.

**Section 3.** The City Council authorizes the City Manager, or their designee, enter into a cooperative agreement with the County of Riverside for dispatch and communication service for an amount estimated to be \$57,798 for the six-month period of January 1, 2022 through June 30, 2022.

**PASSED, APPROVED, AND ADOPTED** on this 2nd day of June, 2021.

---

Kasey Castillo, Mayor

ATTEST:

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Ana V. Sauseda, CMC  
City Clerk

**ATTACHMENT 2**



**A COOPERATIVE AGREEMENT TO PROVIDE  
FIRE DEPARTMENT DISPATCH AND COMMUNICATION SERVICES  
FOR THE CITY OF CANYON LAKE**

THIS AGREEMENT, made and entered into this \_\_\_ day of \_\_\_\_\_, 2021, by and between the City of Canyon Lake, a duly created city (hereinafter referred to as "CITY"), and the COUNTY OF RIVERSIDE (hereinafter referred to as "COUNTY"), a political subdivision of the State of California, on behalf of the Riverside County Fire Department, whereby it is agreed as follows:

**I. Purpose.**

The purpose of the Agreement is to arrange for COUNTY to provide the CITY with fire department dispatch and required technology equipment and communications/technology services. The intent of this Agreement is to define the respective roles and responsibilities of each party.

**II. Representation.**

- A. The County Fire Chief shall represent the COUNTY during the period of this Agreement and that Officer shall, under the supervision and direction of the County Executive Officer or designee, have charge of the organization, Riverside County Fire Department in Cooperation with CAL FIRE.
- B. COUNTY will be allowed flexibility in the assignment of available personnel and equipment in order to provide the services contemplated by this agreement.
- C. CITY shall appoint a Fire Chief to represent it during the period of this Agreement and that Officer shall, under the supervision and direction of the City Manager, have charge of the organization for the City of Canyon Lake.

**III. Payment for Services.**

- A. CITY shall reimburse COUNTY for the services provided under the terms of this Agreement and further described in Section VI below.
- B. COUNTY shall present an invoice to the CITY for the cost of these services as shown in Exhibit "DA-1," which is a part of this Agreement by attachment. Based on a July 1 to June 30 fiscal year, CITY will receive an invoice on a quarterly basis in arrears. CITY shall pay each invoice within thirty (30) days after receipt thereof. COUNTY shall annually calculate the rate schedule shown in Exhibit "DA-1" based on the current fiscal year's budget for County Fire Department dispatch services and number of calls from the previous calendar year.

- C. A new Exhibit DA-1 will be provided to the CITY on an annual basis once the rate is approved by the County Board of Supervisors and shall be labeled as Exhibit DA-1 for the specific period covered by the Exhibit. The fourth (4th) quarter invoice will reconcile all billings in that fiscal year to actual cost and will utilize the calls from the previous calendar year. Each year's revised Exhibit "DA-1" shall become a part of this Agreement by incorporation and as an Exhibit to this agreement.

#### **IV. Initial Term and Renewal.**

- A. The term of this Agreement shall be from 01/01/2022 to 06/30/2024. Either party to this Agreement may terminate this Agreement by providing a written notice of termination to the other party hereto no less than six (6) months prior to the effective date of the termination. If such notice is given unilaterally by COUNTY except any notice issued because of actions of CAL FIRE or CITY, COUNTY agrees to continue to provide Fire Dispatch Services to CITY until such time as CITY has a reasonable opportunity to implement alternative Fire Dispatch Services.
- B. Six (6) months prior to the date of expiration of this Agreement, CITY shall give COUNTY written notice of whether CITY intends to extend this Agreement or enter into a new agreement with COUNTY for Fire Dispatch Services and, if so, whether CITY intends to change the level of Fire Dispatch Services provided under this Agreement.
- C. If CITY fails to provide the six (6) month notice, as defined in paragraph B above, COUNTY shall have the option to extend this Agreement for a period of up to one (1) year from the original termination date and to continue providing services at the same level during the extended period of this Agreement.
- D. Six (6) months prior to the date of expiration of this Agreement, or any extension hereof, COUNTY shall give written notice to CITY whether it is willing to extend this Agreement on the same terms or whether it desires to enter into a new agreement with CITY on different terms. If the County is willing to extend the Agreement on the same terms, and CITY'S notice to COUNTY as provided in paragraph B above provides for the City's desire for the same, then the Parties will memorialize the extension through an amendment to extend the term of the Agreement and services provided and obligations incurred by COUNTY during an extended period shall be accepted by CITY as services and obligations under the terms of this Agreement. If the COUNTY gives written notice to CITY that COUNTY does not want to extend the current Agreement but is willing to enter into a new agreement on different terms, then CITY and COUNTY, may thereafter negotiate a new agreement, and if that new agreement is not reached and executed prior to the expiration of the current Agreement, then the parties can either decide to enter into a short-term extension of the current

Agreement or let the current Agreement expire and cause a termination of the services provided by the COUNTY under this Agreement.

- E. In the event of an extension of this Agreement, the cost of services provided by COUNTY during the extended period shall be based upon the amounts that would have been charged to CITY during the fiscal year in which the extended period falls, had a new agreement been extended under this Section IV. Payment by CITY for services rendered by COUNTY during the extended period shall be in accordance with Exhibit "DA-1," of this Agreement.

**V. Mutual Aid/Auto Aid.**

The COUNTY and the CITY may enter into a separate mutual aid/auto aid agreement for the purpose of providing assistance to each other in the other's protection jurisdiction. The cost of services under the terms of this agreement shall include those dispatches pursuant to the terms of any mutual aid/auto aid agreement.

**VI. Services by COUNTY.**

The COUNTY shall provide dispatch and communications services for CITY as described below. The cost of these services is outlined in Exhibit "DA-1", except as those costs outlined below under paragraph VI. B.

**A. SCOPE OF DISPATCH SERVICES**

COUNTY will provide all dispatch services for fire and rescue resources for emergency and routine operations for CITY. This includes activities within the CITY's primary jurisdiction as well as external or mutual aid/auto aid responses. CITY agrees to pay for these dispatch services at the rates shown in Exhibit "DA-1" based on the total number of emergency responses within the CITY's primary jurisdiction and mutual aid/auto aid responses outside the CITY to all jurisdictions, other than the Riverside County Fire Department, made by CITY fire resources for the preceding year.

**B. START UP COSTS**

CITY is responsible for the initial equipment and start-up costs per the county standard issuance. COUNTY may provide radio communications equipment for the type and number of radios shown in Exhibit DA-1 with the costs and expenses of such equipment being reimbursed to COUNTY based on the actual costs as a direct Invoice to the CITY. City shall not be charged start up costs for COUNTY'S transfer of existing equipment at the fire station or on the existing fire truck that operates from the Canyon Lake Fire Station. Additional technology equipment may also be provided during the term of this Agreement, reimbursed to COUNTY by CITY, based on the actual costs to the COUNTY at

the time of purchase. All technology equipment used will meet Riverside County Fire Department Technology equipment specifications.

C. GRANT OF LICENSE MDC

For and in consideration of the commitments of COUNTY and subject to the fulfillment by CITY of all of its obligations set forth in this Agreement, COUNTY hereby grants to CITY a non-exclusive, non-transferable, license to use the software installed on each Mobile Data Computer (MDC). CITY may not sell, lease, license or otherwise transfer any rights therein, nor use or exploit, for any other use or purpose except as expressly set forth above. COUNTY shall maintain sole and complete control of all licensing agreements and software installed on each MDC.

D. INSTALLATION

With respect to the installation of each MDC, mounting hardware components and installation will be the responsibility of the CITY as set forth in Exhibit 1 "Technology Devices". Hardware will meet COUNTY specifications. Installation will be performed by a COUNTY approved vendor. With respect to the installation of mobile radios and equipment in Exhibit 1, the CITY shall be responsible for all costs associated with installation of equipment.

E. OWNERSHIP

COUNTY shall maintain ownership of all software, applications, and radio programming including frequencies. Until termination of this Agreement, COUNTY shall also own the equipment noted in Exhibit 1. Upon termination of this Agreement, COUNTY shall remove all licensed and proprietary software, restore equipment to factory settings and transfer ownership of the equipment as noted in Exhibit 1 to CITY.

F. MAINTENANCE AND/OR REPLACEMENT

CITY agrees to maintain the daily care and usage of all technology equipment with due diligence. CITY shall be liable for repairs or replacement if clearly damaged by negligent and/or wrongful misuse. COUNTY agrees at its discretion to repair or replace any technology equipment as needed for reasonable wear and tear. CITY agrees to pay actual costs for replacement of all technology equipment that has been deemed unrepairable or has reached its end of useful life as determined by the COUNTY.

**VII. Indemnification and Hold Harmless.**

A. To the fullest extent permitted by applicable law, COUNTY shall and does

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

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

### **VIII. Audit.**

COUNTY and CITY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this Agreement. These records are limited to those specific to the CITY resources dispatched prior to this Agreement, which may include Auto Aid, Mutual Aid, or any calls outside of the CITY's jurisdiction. COUNTY and CITY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated or as required by

law, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. COUNTY and CITY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7).

**IX. Disputes.**

CITY shall select and appoint a “Contract Administrator” who shall, under the supervision and direction of CITY, be available for contract resolution or policy intervention with COUNTY, when, upon determination by the Chief that a situation exists under this Agreement in which a decision to serve the interest of CITY has the potential to conflict with COUNTY interest or policy. Any dispute concerning a question of fact arising under the terms of this Agreement which is not disposed of within a reasonable period of time by the CITY and COUNTY employees normally responsible for the administration of this Agreement shall be brought to the attention of the Chief Executive Officer (or designated representative) of each organization for joint resolution. For purposed of this provision, a “reasonable period of time” shall be ten (10) calendar days or less. CITY and COUNTY agree to continue with the responsibilities under this Agreement during any dispute. Disputes that are not resolved informally by and between CITY and COUNTY representatives may be resolved, by mutual agreement of the parties, through alternate forms of dispute resolution, including, but not limited to, mediation or non-binding arbitration. The costs associated with the selected form of dispute resolution such as mediation or non-binding arbitration shall be shared equally among the participating parties. If the alternate form of dispute resolution does not resolve the issue(s), the parties reserve the right to seek remedies as provided by law or in equity. Venue for litigation shall be in Riverside County.

Any claims or causes of actions, whether they arise out of unresolved disputes as specified in this Section or claims by third parties that are made against the COUNTY, shall be submitted to the Office of the Clerk of the Board for the County of Riverside in a timely manner.

**X. Delivery of Notices.**

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

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

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

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

## **XI. Electronic Signature**

This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

## **XII. Entire Contract.**

This Agreement contains the whole contract between the parties and may be amended or modified upon the mutual written consent of the parties hereto. This Agreement cancels and supersedes any previous agreement for the same or similar services.

[Signature Provisions on following page]

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

CITY OF CANYON LAKE

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Chris Mann, City Mayor

ATTEST:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Ana Sauseda, CMC

By: \_\_\_\_\_  
Steven Graham, City Attorney

(SEAL)

COUNTY OF RIVERSIDE

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
KECIA HARPER  
Clerk of the Board

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

By: \_\_\_\_\_  
Deputy

By: \_\_\_\_\_  
MELISSA R. CUSHMAN  
Deputy County Counsel

(SEAL)

## **ATTACHMENT 3**



# EXHIBIT 1 “Technology Devices”

## Technology Devices:

The equipment below is the minimum required for each dispatched resource to maintain dispatch services. Actual costs will be determined at time of contract execution. Replacements cost will be determined during the time of replacement. The CITY will be responsible for all costs associated with replacement. All equipment will be provided by the COUNTY and will meet the County Standard issuance and specifications. Each dispatched resource will have the following equipment.

## **Apparatus**

- Mobile Data Computer (MDC)
- County Standard MDC mounting and supporting hardware
- Mobile radio
- Radio Pager
- Handheld radio. One per seated position

## **Station**

- Base Radio
- Station Alerting devices
- Connectivity T-1 or similar approved connectivity for CAD station alerting and MDC access
- 2.4 GHz Wireless equipment (utilized for MDC)

Cost for mounting hardware components and installation will be the responsibility of the subscribing agency. Hardware will meet Riverside County Fire Department specifications. Installation will be performed by a Riverside County Fire Department approved vendor. Riverside County Fire Department will maintain assigned technology equipment to its specifications for as long as the hardware is supported. There is no escrow account for equipment.

COUNTY will be responsible for normal maintenance of all equipment assigned. COUNTY will be responsible to ensure that all equipment is updated with the COUNTY's latest software and firmware versions.



## **ATTACHMENT 4**



# EXHIBIT “DA-1”

## COST FOR DISPATCH AND COMMUNICATION SERVICES

The cost for Dispatch and Communication Services include the following:

- Dispatching of all City Fire Department vehicles per the City’s Standard Response Plan.
- Maintain the fire station base radio, Mobile Data Computers, mobile radios, hand held radios and radio pagers, and station alerting equipment provided by the Riverside County Fire Department.
- Maintenance of all Technology equipment due to negligence will be the responsibility of the negligent party.
- Reprogram radios to conform to Riverside County Fire Department’s radio plan during Riverside County Fire Department’s pre-identified county wide radio reprogramming.
- Updating all Mobile Data Computers with the current computer software.
- Maintenance of T-1 and 2.4 Wireless connectivity
- County will provide City a revised DA-1 annually.

Cost allocation includes the staff salaries for State and County Personnel assigned to the Emergency Command Center. General industry standards require one Dispatcher per 2500 calls. It also includes the costs for upgrading and maintaining the CAD system and supporting applications. Allocation based on 75% call volume, 25% station basis. Call volume based on previous year incident statistics. The cost portion of the rates are reconciled to actual cost in the 4<sup>th</sup> quarter invoice to the CITY. The call data will not change and is based on the previous calendar year of calls.

| FY 21/22 EMERGENCY COMMAND CENTER (ECC) SUPPORT SUMMARY               |                    | (SCHEDULE E)                                     |                |
|-----------------------------------------------------------------------|--------------------|--------------------------------------------------|----------------|
|                                                                       |                    | STATION / CALL BASIS <small>(Appendix 7)</small> |                |
|                                                                       |                    | STATIONS                                         | CALLS          |
|                                                                       |                    | 25%                                              | 75%            |
|                                                                       |                    | 92                                               | 181,916        |
| <b>EMERGENCY RESPONSE</b>                                             |                    |                                                  |                |
| <b>State Command/Support Personnel</b><br><small>(Appendix 2)</small> | \$473,069          | \$1,286                                          | \$2            |
| <b>County Support Personnel</b> <small>(Appendix 3)</small>           | \$6,131,586        | \$16,662                                         | \$25           |
| <b>OPERATING COSTS</b> <small>(Appendix 4)</small>                    | \$184,133          | \$500                                            | \$1            |
| <b>CAPITAL COSTS TO ALLOCATE</b><br><small>(Appendix 5)</small>       | \$30,000           | \$82                                             | \$0.12         |
| <b>TOTAL COST</b>                                                     | <b>\$6,818,788</b> | <b>\$18,529</b>                                  | <b>\$28.12</b> |

**ESTIMATED ANNUAL ECC COSTS**

|                                          |                        |
|------------------------------------------|------------------------|
| Station Basis 1 station @ 18,529         | \$18,529               |
| Call Volume 802 calls @ \$28.12 per call | \$22,552               |
| <b>ESTIMATED ANNUAL COSTS</b>            | <b><u>\$41,081</u></b> |

Exhibit “DA-1”  
Dispatch & Communication Cooperative Agreement  
City of Canyon Lake  
July 1, 2021 to June 30, 2025

# EXHIBIT “DA-1” cont.

## COST FOR DISPATCH AND COMMUNICATION SERVICES

### COMMUNICATIONS & INFO TECHNOLOGY

The Communication and Info Technology staff is responsible for recommending, ordering and installing all radio and computer equipment. They are also responsible for contracting the installation and repair of all safety communication devices on suppression equipment. Allocation is based on 75 % call volume, 25% station basis. The cost portion of the rates are reconciled to actual cost in the 4<sup>th</sup> quarter invoice to the CITY. The call data will not change and is based on the previous calendar year calls.

| FY 21/22 COMMUNICATIONS / IT SUPPORT ESTIMATED SUMMARY             |                    | (SCHEDULE G)                                     |                |
|--------------------------------------------------------------------|--------------------|--------------------------------------------------|----------------|
|                                                                    |                    | STATION / CALL BASIS <small>(Appendix 7)</small> |                |
|                                                                    |                    | STATIONS<br>25%                                  | CALLS<br>75%   |
| <b>PERSONNEL</b>                                                   |                    | <b>92</b>                                        | <b>181,916</b> |
| <b>State Command/Support Personnel</b> <small>(Appendix 2)</small> | \$0                | \$0                                              | \$0            |
| <b>County Support Personnel</b> <small>(Appendix 3)</small>        | \$4,911,981        | \$13,348                                         | \$20           |
| <b>OPERATING COSTS</b> <small>(Appendix 4)</small>                 | \$4,932,709        | \$13,404                                         | \$20           |
| <b>CAPITAL COSTS TO ALLOCATE</b> <small>(Appendix 5)</small>       | \$150,355          | \$409                                            | \$0.62         |
| <b>TOTAL COST</b>                                                  | <b>\$9,995,045</b> | <b>\$27,160</b>                                  | <b>\$41.21</b> |

### ESTIMATED ANNUAL COMM/IT COSTS

|                                          |                        |
|------------------------------------------|------------------------|
| Station Basis 1 station @ \$27,160       | \$27,160               |
| Call Volume 802 calls @ \$41.21 per call | \$33,050               |
| <b>ESTIMATED ANNUAL COST</b>             | <b><u>\$60,210</u></b> |

### ESTIMATED DIRECT CONNECTIVITY CHARGES

|                                           |                        |
|-------------------------------------------|------------------------|
| MDC Data Charges 1 MDC \$ 43.17 per month | \$ 518                 |
| Station T-1 \$642.85 per month            | \$ 7,714               |
| <b>ESTIMATED ANNUAL COST</b>              | <b><u>\$ 8,232</u></b> |

Estimated Total Annual Costs: **\$ 109,523**

**FY 21/22 Costs January 2022 to June 2022 Estimated Costs: \$54,762**

The estimated rate schedules above are calculated annually based on the current fiscal year’s budgeted costs for County Fire Department dispatch services. The fourth (4<sup>th</sup>) quarter invoice will reconcile all billings to actual cost and will still utilize the same number of calls from the previous calendar year.



## STAFF REPORT

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

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

**BY:** Terry Shea, Finance Director

**DATE:** June 2, 2021

**SUBJECT:** Amendment to the Agreement between the City of Canyon Lake and Hinderliter de Llamas and Associates (HDL)

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### Recommendation

That the City Council direct the City Manager to obtain an executed First Amendment to the Agreement with Hinderliter de Llamas and Associates for Sales, Use and Transactions Tax Services.

### Background

The City and HDL enter into an Agreement for Sales, Use and Transactions Tax Services dated October 6, 1999 (Agreement). The current Agreement is for limited services and includes only an annual update.

Sales, use and transaction tax revenues can be increased through a system of continuous monitoring, identification, and correction of allocation errors. An effective program of sales and use tax management will improve identification of economic opportunities; provide more accurate sales and use tax forecasting; and assist in related revenue collections. The City desires the combination of data entry, report preparation and analysis necessary to effectively manage its sales and use tax base; the recovery of revenue erroneously allocated to other jurisdictions and allocation pools; and to maximize our financial and economic planning.

The Amendment to the Agreement will include the services as described above and include quarterly meetings. Please see Exhibit A Scope of Services.

### Fiscal Impact

For the sales tax and economic analysis Services \$4,800 per year and 15% of all new and recovered sales, use and transactions tax revenue received by the City as a result of the allocation audit and recovery services provided. For the transaction district tax reports that

are included with the quarterly sales tax analyses \$1,200 per year. In addition, HDL shall be paid 25% of the initial amount of new transactions or use tax revenue received by the City as a result of audit and recovery work performed by HDL.

**Attachments**

1. First Amendment to Agreement for Sales, Use and Transactions Tax Services

# **ATTACHMENT 1**



**CITY OF CANYON LAKE  
FIRST AMENDMENT TO  
AGREEMENT FOR SALES, USE AND TRANSACTIONS TAX SERVICES**

**1. PARTIES AND DATE.**

This First Amendment to the Agreement for Sales, Use and Transactions Tax Services ("First Amendment") is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the CITY of Canyon Lake, organized under the laws of the State of California, with its principal place of business at 31516 Railroad Canyon Road, Canyon Lake, CA 92587 ("CITY") and Hinderliter de Llamas and Associates, a California corporation, with its principal place of business at 120 S. State College Blvd., Suite 200, Brea, CA 92821 ("Consultant"). CITY and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

**2. RECITALS.**

2.1 Agreement. The Parties entered into that certain Agreement for Sales, Use and Transaction Tax Services dated October 6, 1999 ("Agreement").

2.2 First Amendment. The Parties now desire to amend the Agreement for ongoing consultation to meet quarterly.

Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A and incorporated herein.

2.3 Compensation. Consideration of the Agreement is hereby amended as described in Exhibit B.

2.4 Remaining Provisions of Agreement. Except as otherwise specifically set forth in this First Amendment, the remaining provisions of the Agreement shall remain in full force and effect.

**CITY OF CANYON LAKE**

**HINDERLITER DE LLAMAS & ASSOC.**

By: \_\_\_\_\_  
City Manager

By: \_\_\_\_\_  
Andrew Nickerson, President

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
City Clerk

## EXHIBIT A

### SCOPE OF SERVICES

1. Sales, use and transactions tax revenues can be increased through a system of continuous monitoring, identification and correction of allocation errors.
2. An effective program of sales and use tax management will improve identification of economic opportunities; provide for more accurate sales and use tax forecasting; and assist in related revenue collections.
3. Desires the combination of data entry, report preparation and analysis necessary to effectively manage its sales and use tax base; the recovery of revenues erroneously allocated to other jurisdictions and allocation pools; and to maximize its financial and economic planning.

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### SCOPE OF WORK-FULL SERVICE

#### A. SALES TAX AND ECONOMIC ANALYSIS SERVICES

1. HDL shall establish a special database that identifies the name, address and quarterly allocations of all sales tax producers within the CITY for the most current and all quarters back to fiscal year 1991-1992 or earlier, if the CITY has prior historical sales tax data available on computer readable magnetic media. This database will be utilized to generate special reports to the CITY on: major sales tax producers by rank and category, sales tax activity by categories, or business districts, identification of reporting aberrations, and per capita and outlet comparisons with regional and statewide sales.
2. HDL shall provide updated reports following each calendar quarter identifying changes in sales by individual businesses, business groups and categories and by geographic area. These reports may include, without limitation, quarterly aberrations due to State audits, fund transfers, and receivables along with late or double payments, and quarterly reconciliation worksheets to assist with budget forecasting. HDL shall meet quarterly with CITY.
3. HDL shall additionally provide following each calendar quarter a summary analysis for the CITY to share with Council Members Chambers of Commerce, other economic development interest groups and the public that analyze CITY'S sales tax trends by major groups, and geographic areas without disclosing confidential information.
4. HDL shall make available to CITY staff HDL's web-based sales tax computer software program containing sellers permit and quarterly allocation information for all in-city business outlets registered with the Department of Tax and Fee Administration and updated quarterly. This software shall allow CITY staff to search businesses by street address, account number, business name, business type and keyword, arrange data by geographic area, and print out a variety of reports.

#### B. ALLOCATION AUDIT AND RECOVERY SERVICES

1. HDL shall conduct initial and on-going sales, use and transactions tax audits to identify and correct distribution and allocation errors, and to proactively affect favorable registration, reporting or formula changes thereby generating previously unrealized sales, use and transactions tax income for the CITY and/or recovering misallocated tax from previously

properly registered taxpayers. Common errors that will be monitored and corrected include, but are not limited to: transposition errors resulting in misallocations; erroneous consolidation of multiple outlets; formula errors, misreporting of "point of sale" to the wrong location; delays in reporting new outlets; misallocating use tax payments to the allocation pools or wrong jurisdiction; and erroneous fund transfers and adjustments.

2. HDL shall initiate contacts with state agencies, and sales management and accounting officials in companies that have businesses where a probability of error exists to verify whether current tax receipts accurately reflect the local sales activity. Such contacts will be conducted in a professional and courteous manner.
3. HDL shall (i) prepare and submit to the Department of Tax and Fee Administration information for the purpose of correcting allocation errors that are identified and (ii) follow-up with individual businesses and the California Department of Tax and Fee Administration to promote recovery by the CITY of back or prospective quarterly payments that may be owing.
4. If during the course of its audit, HDL finds businesses located in the CITY that are properly reporting sales and use tax but have the potential for modifying their operation to provide an even greater share to the CITY, HDL may so advise CITY and work with those businesses and the CITY to encourage such changes.

C. DEFICIENCY/ALLOCATION REVIEWS AND RECOVERY

1. HDL shall conduct on-going reviews to identify and correct unreported transactions and tax payments and distribution errors thereby generating previously unrealized revenue for the CITY. Said reviews shall include:
  - (i) Comparison of county-wide local tax allocations to transactions tax for brick and mortar stores and other cash register-based businesses, where clearly all transactions are conducted on-site within the CITY boundaries, and therefore subject to transactions tax.
  - (ii) Review of any significant one-time use tax allocations to ensure that there is corresponding transaction tax payments for taxpayers with nexus within the CITY boundaries.
  - (iii) Review of state-wide transactions tax allocations and patterns to identify any obvious errors and omissions.
  - (iv) Identification and follow-up with any potentially large purchasers of supplies and equipment (e.g. hospitals, universities, manufacturing plants, agricultural operations, refineries) to ensure that their major vendors are properly reporting corresponding transactions tax payments to the Transactions Tax District.
2. HDL will initiate, where the probability of an error exists, contacts with the appropriate taxpayer management and accounting officials to verify whether current tax receipts accurately reflect the local sales activity. Such contacts will be conducted in a professional and courteous manner so as to enhance CITY's relations with the business community.
3. HDL shall prepare and submit to the Department of Tax and Fee Administration all information necessary to correct any allocation errors and deficiencies that are identified, and shall follow-up with the individual businesses and the California Department of Tax and Fee Administration to ensure that all back quarter payments due the CITY are recovered.

D. DATA BASE MANAGEMENT, REPORTS AND STAFF SUPPORT

1. HDL shall establish a database containing all applicable Department of Tax and Fee Administration (CDTFA) registration data for each business within the District boundaries holding a seller's permit account. Said database shall also identify the quarterly transactions and use tax allocations under each account for the most current and previous quarters where available.
2. HDL shall provide updated reports each quarter identifying changes in allocation totals by individual businesses, business groups and by categories. Quarterly aberrations due to State audits, fund transfers, and receivables, along with late or double payments, will also be identified. Quarterly reconciliation worksheets to assist finance officer with budget forecasting will be included.
3. HDL shall advise and work with CITY Staff on planning and economic questions related to maximizing revenues, preparation of revenue projections and general information on sales, transactions and use tax questions.
4. HDL shall make available to CITY the HDL proprietary software program and database containing all applicable registration and quarterly allocation information for CITY business outlets registered with the Department of Tax and Fee Administration. The database will be updated quarterly.

## EXHIBIT B

### COMPENSATION SCHEDULE

#### SALES AND USE TAX

- A. HDL shall provide the sales tax and economic analysis Services described above for a fee of **\$400** per month, commencing with the month of the Effective Date (hereafter referred to as "monthly fee"). The monthly fee shall be invoiced quarterly in arrears, and shall be paid by CITY no later than 30 days after the invoice date. The monthly fee shall increase annually following the month of the Effective Date by the percentage increase in the "CPI" for the preceding twelve-month period. In no event shall the monthly fee be reduced by this calculation. For purposes of this Agreement, the "CPI" shall mean the Consumer Price Index - All Urban Consumers for the surrounding statistical metropolitan area nearest CITY, All Items (1982-84 = 100), as published by the U.S. Department of Labor, Bureau of Labor Statistics, or, if such index should cease to be published, any reasonably comparable index selected by HDL.
- B. HDL shall be further paid **15%** of all new and recovered sales, use and transactions tax revenue received by the CITY as a result, in whole or in part, of the allocation audit and recovery services described in Section II-B above (hereafter referred to as "audit fee"), including without limitation, any reimbursement or other payment from any state fund and any point of sale misallocations.
1. The audit fee shall be paid even if CITY assists, works in parallel with, and/or incurs attorneys' fees or other costs or expenses in connection with any of the relevant Services. Among other things, the audit fee applies to state fund transfers received for back quarter reallocations and monies received in the first eight consecutive reporting quarters following completion of the allocation audit by HDL and confirmation of corrections by the California Department of Tax and Fee Administration. CITY shall pay audit fees upon HDL'S submittal of evidence of HDL'S work in support of recovery of subject revenue, including, without limitation, copies of CDTFA 549-S petition forms of any other correspondence between HDL and the Department of Tax and Fee Administration or the taxpayer.
  2. For any increase in the tax reported by businesses already properly making tax payments to CITY, it shall be HDL's responsibility to support in its invoices the audit fee attributable, in whole or in part, to HDL's Services.

#### TRANSACTIONS TAX

- A. HDL shall be paid **\$100** monthly billed quarterly for the transaction district tax reports that we include with the quarterly sales tax analyses. HDL shall be paid **25%** of the initial amount of new transactions or use tax revenue received by the CITY as a result of audit and recovery work performed by HDL (hereafter referred to as "audit fees"). New revenue shall not include any amounts determined and verified by CITY or HDL to be increment attributable to causes other than HDL'S work pursuant to this agreement. In the event that HDL is responsible for an increase in the tax reported by businesses already properly making tax payments to the CITY, it shall be HDL'S responsibility to separate and support the incremental amount attributable to its efforts prior to the application of the audit fee. Said audit fees will apply to state fund transfers received for those specific quarters identified as being missing and/or deficient following completion of the audit by HDL and confirmation of corrections by the California Department of Tax and Fee Administration but shall not apply prospectively to any future quarter. HDL shall provide CITY with an itemized quarterly invoice showing all formula calculations and amounts due for audit fees.





## STAFF REPORT

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

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

**BY:** Terry Shea, Finance Director

**DATE:** June 2, 2021

**SUBJECT:** Adoption of Resolution No. 2021-30, Approving the Budget, Appropriating Revenue and Establishing the Appropriations Limit for Fiscal Year 2021-2022; Adoption of Resolution No. 2021-31, Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2021-22

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### Recommendation

That the City Council:

1. Adopt Resolution No. 2021-30, approving the budget, appropriating revenue, and establishing the appropriations limit for Fiscal Year 2021-22; and authorizing the City Manager to execute contracts per the budget and Municipal Code; and
2. Adopt Resolution No. 2021-31, Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2021-22.

### Background

The attached budget for Fiscal Year 2021-22 is presented to the City Council for review. In addition, the City Council approves the salary and wage schedule for employees each year. The City Manager has reviewed the positions and organizational structure of the City and identified the positions necessary. For Fiscal Year 2021-22 the Salary and Wage Steps were adjusted for inflation using the March 2020 to March 2021 CPI change.

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

Budget page 9, entitled Fund Balance Summary, of the proposed 2021-22 budget identifies the City's projected General Fund balance at \$3,667,884 on June 30, 2021 (unaudited).

General Fund revenues are estimated to be \$6,878,700 for Fiscal Year 2021-22. Estimated General Fund expenditures are \$7,450,816. The projected fund balance on June 30, 2021 is \$3,667,884. The budget reflects a General Fund deficit of \$572,116 for Fiscal Year 2021-22. Included in Fiscal Year 2021-22 are projected Fire Department startup costs of \$735,470. Without these startup costs, there would be a projected General Fund surplus of approximately \$163,000. Once these one-time startup costs are complete, the Canyon Lake Fire Department's ongoing annual budget in future years is estimated to be approximately \$1.7 million, which represents a significant savings over projected costs to contract with the County for fire service.

The major changes from the Fiscal Year 2020-21 budget are as follows:

- Increase of \$85,200 in Property Taxes/Fire Structure Fee, based on assessed value growth.
- Increase of \$19,400 in Property Tax VLF based assessed value growth.
- Increase of \$50,000 in Utility Users Tax based on actual FY 2020-21 amounts.
- Increase in the City Council's Department of \$35,000, which includes an increase of \$4,000 for the Veterans Day Celebration, \$7,500 for video production and \$22,000 for Memorial Park updates (carried over from FY 2019-2020 budget).
- Increase in the City Attorney's Department of \$10,300 for additional hours as needed.
- Increase in the City Manager's Department of \$133,000, for Salaries and Benefits of \$45,676, \$10,000 for WRCOG Fellow, and Insurance costs of \$24,900.
- Decrease in the City Clerk's Department of \$30,273, due to a reduction in election costs.
- Increase in the Finance Department of \$86,463. This includes \$36,273 for the unfunded PERS UAL which is being charged 100% in Finance this year, an increase of \$9,600 for contract accounting, \$30,000 for ARP consultant (paid for by ARP grant funding) and \$5,000 for UUT audit.
- Increase in the Planning Department of \$99,000, which includes increases for Housing Element, Specific Plan, and Safety Plan.
- Increase in the Building & Safety Department of \$24,500 due to a projected increase in activity and Building Permit revenues.
- Increased the Law Enforcement Budget by \$141,000 after transfers out to the CalCOPS Fund of \$180,000 in FY 2021-22. The Police Services portion of the contract increased by \$93,260.
- Decreased the Fire Budget for Riverside County Cal Fire Contract by \$1,190,500 due to the Contract being only for six months.
- The City is establishing its own Fire Department with the expected start date of January 1, 2022, included in the FY 2021-22 Budget is \$1,693,100 with \$735,470 of startup costs.
- Increase in the Emergency Preparedness Budget for \$25,000 for the EMD Contract with the County.
- Decrease in the Animal Control Department Budget by \$22,500 for sheltering costs because of a decrease in Canyon Lake activity.
- Decrease in the Building and Facilities Maintenance Budget by \$62,000 which includes a decrease in rent of \$13,450 and a decrease of \$32,200 in capital outlay.

- For the Law Enforcement Grants Special Revenue Fund there is an increase in projected revenues of \$5,000 and a decrease in expenditures of \$70,000. In the prior year, the City used the Funds reserves.
- In the Capital Projects Fund, there are no proposed projects currently.
- For the Rental Fund there is projected rental income of \$95,700, and CDBG Grant income of \$48,817. There are operating expenses of \$67,800 and capital improvements of \$148,817 of which \$48,817 is being reimbursed by CDBG income.

### **Fiscal Impact**

See attached Proposed Budget document. In addition, the salary and wage tables were increased by 3.5%.

### **Attachments**

1. FY 2021/2022 Budget
2. Resolution No. 2021-30
3. Resolution No. 2021-31



# **ATTACHMENT 1**



**City of Canyon Lake  
Revenue Summary by Fund  
Fiscal Year 2021-22**

| <b>Fund Type &amp; Name</b>     | <b>Actual Revenue<br/>2018-19</b> | <b>Actual Revenue<br/>2019-20</b> | <b>Budgeted Revenue<br/>2020-21</b> | <b>Proposed Revenue<br/>2021-22</b> |
|---------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|
| <b>GENERAL FUND</b>             |                                   |                                   |                                     |                                     |
| General Fund                    | \$ 5,351,030                      | \$ 5,495,175                      | \$ 6,770,918                        | \$ 6,878,700                        |
| <b>SPECIAL REVENUE FUNDS</b>    |                                   |                                   |                                     |                                     |
| Gas Tax                         | 442,942                           | 467,903                           | 505,300                             | 488,700                             |
| Measure A                       | 210,282                           | 208,997                           | 170,000                             | 203,000                             |
| AQMD Trust                      | 15,513                            | 15,254                            | 13,800                              | 13,800                              |
| Law Enforcement Grants          | 148,747                           | 155,948                           | 155,000                             | 160,000                             |
| Miscellaneous Grants            | -                                 | -                                 | -                                   | -                                   |
| <b>TOTAL SPECIAL REVENUE</b>    | <b>\$ 817,484</b>                 | <b>\$ 848,102</b>                 | <b>\$ 844,100</b>                   | <b>\$ 865,500</b>                   |
| <b>ENTERPRISE FUND</b>          |                                   |                                   |                                     |                                     |
| Rental Fund                     | \$ -                              | \$ 19,656                         | \$ 172,000                          | \$ 244,517                          |
| <b>CAPITAL IMPROVEMENT FUND</b> |                                   |                                   |                                     |                                     |
| Capital Projects                | \$ -                              | \$ -                              | \$ -                                | \$ -                                |
| <b>TOTAL</b>                    | <b>\$ 6,168,514</b>               | <b>\$ 6,362,933</b>               | <b>\$ 7,787,018</b>                 | <b>\$ 7,988,717</b>                 |

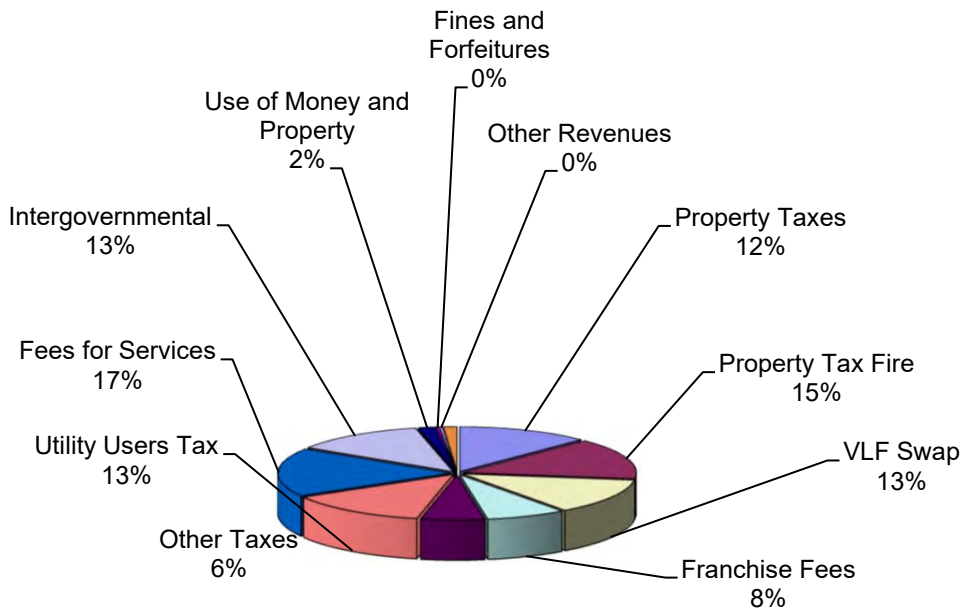
**City of Canyon Lake  
Revenue Sources by Type  
Fiscal Year 2021-22**

| <b>Fund Type &amp; Name</b>      | <b>Actual<br/>Revenue<br/>2018-19</b> | <b>Actual<br/>Revenue<br/>2019-20</b> | <b>Budgeted<br/>Revenue<br/>2020-21</b> | <b>Proposed<br/>Revenue<br/>2021-22</b> |
|----------------------------------|---------------------------------------|---------------------------------------|-----------------------------------------|-----------------------------------------|
| <b>GENERAL FUND</b>              |                                       |                                       |                                         |                                         |
| Property Taxes                   | \$ 857,115                            | \$ 886,362                            | \$ 955,900                              | \$ 983,700                              |
| Property Taxes Fire              | 1,071,155                             | 1,106,007                             | 1,121,200                               | 1,175,000                               |
| VLF Swap                         | 917,654                               | 958,272                               | 996,600                                 | 1,016,000                               |
| Sales Tax                        | 483,359                               | 326,534                               | 300,000                                 | 300,000                                 |
| Utility Users Tax                | 986,356                               | 945,807                               | 1,000,000                               | 1,050,000                               |
| Franchise Fees                   | 340,253                               | 357,732                               | 572,700                                 | 591,800                                 |
| Other Taxes                      | 146,192                               | 157,613                               | 170,400                                 | 172,000                                 |
| Fees for Services                | 384,157                               | 547,809                               | 1,356,500                               | 1,385,500                               |
| Intergovernmental                | 14,770                                | 18,559                                | 199,618                                 | 130,000                                 |
| Use of Money and Property        | 122,340                               | 117,174                               | 54,000                                  | 25,000                                  |
| Fines and Forfeitures            | 11,669                                | 24,514                                | 15,000                                  | 21,300                                  |
| Other Revenues                   | 16,010                                | 48,792                                | 29,000                                  | 28,400                                  |
| <b>Total General Fund</b>        | <b>\$ 5,351,030</b>                   | <b>\$ 5,495,175</b>                   | <b>\$ 6,770,918</b>                     | <b>\$ 6,878,700</b>                     |
| <b>SPECIAL REVENUE FUNDS</b>     |                                       |                                       |                                         |                                         |
| <b>Gas Tax</b>                   |                                       |                                       |                                         |                                         |
| Intergovernmental Revenue        | \$ 433,481                            | \$ 458,525                            | \$ 501,300                              | \$ 484,700                              |
| Use of Money and Property        | 9,461                                 | 9,378                                 | 4,000                                   | 4,000                                   |
| <b>Measure A</b>                 |                                       |                                       |                                         |                                         |
| Intergovernmental Revenue        | 204,962                               | 203,882                               | 168,000                                 | 201,000                                 |
| Use of Money and Property        | 5,320                                 | 5,115                                 | 2,000                                   | 2,000                                   |
| <b>AQMD Trust</b>                |                                       |                                       |                                         |                                         |
| Intergovernmental Revenue        | 14,291                                | 14,158                                | 13,000                                  | 13,000                                  |
| Use of Money and Property        | 1,222                                 | 1,096                                 | 800                                     | 800                                     |
| <b>Law Enforcement Grants</b>    |                                       |                                       |                                         |                                         |
| Intergovernmental Revenue        | 148,747                               | 155,948                               | 155,000                                 | 160,000                                 |
| Use of Money and Property        | -                                     | -                                     | -                                       | -                                       |
| <b>Miscellaneous Grants Fund</b> |                                       |                                       |                                         |                                         |
| Intergovernmental Revenue        | -                                     | -                                     | -                                       | -                                       |
| <b>Total Special Revenue</b>     | <b>\$ 817,484</b>                     | <b>\$ 848,102</b>                     | <b>\$ 844,100</b>                       | <b>\$ 865,500</b>                       |

**City of Canyon Lake  
Revenue Sources by Type  
Fiscal Year 2021-22**

| <b>Fund Type &amp; Name</b>     | <b>Actual Revenue 2018-19</b> | <b>Actual Revenue 2019-20</b> | <b>Budgeted Revenue 2020-21</b> | <b>Proposed Revenue 2021-22</b> |
|---------------------------------|-------------------------------|-------------------------------|---------------------------------|---------------------------------|
| <b>ENTERPRISE FUND</b>          |                               |                               |                                 |                                 |
| <b>Rental Fund</b>              |                               |                               |                                 |                                 |
| Use of Money and Property       | \$ -                          | \$ 19,656                     | \$ 70,800                       | \$ 95,700                       |
| CDBG                            | -                             | -                             | -                               | 48,817                          |
| <b>Total Enterprise</b>         | \$ -                          | \$ 19,656                     | \$ 70,800                       | \$ 144,517                      |
| <b>CAPITAL IMPROVEMENT FUND</b> |                               |                               |                                 |                                 |
| <b>Capital Projects</b>         |                               |                               |                                 |                                 |
| Intergovernmental Revenue       | \$ -                          | \$ -                          | \$ -                            | \$ -                            |
| Other Revenues                  | -                             | -                             | -                               | -                               |
| Transfers In                    | -                             | -                             | -                               | -                               |
| <b>Total Capital Projects</b>   | \$ -                          | \$ -                          | \$ -                            | \$ -                            |
| <b>TOTAL</b>                    | \$ 6,168,514                  | \$ 6,362,933                  | \$ 7,685,818                    | \$ 7,888,717                    |

**Revenue Summary by Type**



**City of Canyon Lake  
Fiscal Year 2021-22**

**General Fund Revenue Detail**

| Code | Description                         | Actual<br>2018-19   | Actual<br>2019-20   | Budget<br>2020-21   | Proposed<br>2021-22 |
|------|-------------------------------------|---------------------|---------------------|---------------------|---------------------|
|      | <b>Taxes</b>                        |                     |                     |                     |                     |
| 4020 | Base Property Tax (S)               | \$ 780,565          | \$ 812,294          | \$ 868,000          | \$ 894,000          |
| 4030 | Base Property Tax (U)               | 34,966              | 35,262              | 38,000              | 40,000              |
| 4032 | Property Tax Fire                   | 1,071,155           | 1,106,007           | 1,121,200           | 1,175,000           |
| 4040 | Homeowner-S Exemption Reimb         | 8,635               | 8,295               | 8,900               | 8,900               |
| 4050 | Real Property Transfer Tax          | 86,433              | 105,481             | 116,400             | 120,000             |
| 4060 | Property Tax-Py (S)                 | 16,537              | 21,207              | 22,000              | 22,000              |
| 4070 | Property Tax -Py (U)                | 1,913               | 1,598               | 2,000               | 2,000               |
| 4080 | Property Tax 2345/Cur/Sup           | 8,281               | 6,779               | 11,800              | 11,800              |
| 4090 | Property Tax 2345/Py/Sup            | 6,218               | 927                 | 5,200               | 5,000               |
| 4705 | Property Tax Vlf Swap               | 917,654             | 958,272             | 996,600             | 1,016,000           |
| 4100 | Sales & Use Tax                     | 483,359             | 326,534             | 300,000             | 300,000             |
| 4130 | Utility Users Tax                   | 986,356             | 945,807             | 1,000,000           | 1,050,000           |
| 4150 | Franchise Fee - Cable Tv            | 135,177             | 139,234             | 136,000             | 144,000             |
| 4160 | Transient Lodging Tax               | 59,759              | 52,132              | 54,000              | 52,000              |
| 4170 | Edison Franchise Fee                | 111,117             | 114,074             | 117,000             | 126,000             |
| 4180 | Refuse Disposal Franchise Fee       | 92,348              | 102,763             | 318,000             | 320,000             |
| 4190 | So. Cal Gas Franchise Fee           | 1,611               | 1,661               | 1,700               | 1,800               |
|      | Subtotal Taxes                      | \$ 4,802,084        | \$ 4,738,327        | \$ 5,116,800        | \$ 5,288,500        |
|      | <b>Licenses, Permits &amp; Fees</b> |                     |                     |                     |                     |
| 4200 | Construction/Bldg Permit Fee        | \$ 256,472          | \$ 330,478          | \$ 310,000          | \$ 360,000          |
| 4201 | CBSC Green Fees                     | 635                 | 601                 | 600                 | 800                 |
| 4202 | SMIP Fees                           | 1,554               | 1,307               | 1,500               | 1,500               |
| 4220 | Site Plan Review                    | 25,019              | 24,522              | 20,000              | 20,000              |
| 4225 | Credit Card Convenience Fee         | 1,664               | 545                 | -                   | -                   |
| 4230 | Miscellaneous Planning Fees         | -                   | 364                 | -                   | -                   |
| 4231 | Grading Fees                        | 1,091               | 5,634               | 2,000               | 8,000               |
| 4250 | Encroachment Fees                   | 3,000               | 4,635               | 4,200               | 4,200               |
| 4786 | Cable Access Fee                    | 27,084              | 27,904              | 27,200              | 29,000              |
| 4450 | Foreclosure Fees                    | 2,313               | 2,172               | 2,000               | 2,000               |
| 4400 | Business License Fee                | 65,325              | 128,162             | 100,000             | 110,000             |
| 4405 | EMS Subscription Program            | -                   | -                   | 750,000             | 750,000             |
| 4410 | Residential Rental Registration     | -                   | -                   | 100,000             | 60,000              |
| 4415 | Fire Life Safety Inspection Program | -                   | -                   | 25,000              | 25,000              |
| 4794 | Rental Inspection Fees              | -                   | 21,485              | 14,000              | 15,000              |
|      | Subtotal Licenses, Permits & Fees   | \$ 384,157          | \$ 547,809          | \$ 1,356,500        | \$ 1,385,500        |
|      | <b>Use of Money &amp; Property</b>  |                     |                     |                     |                     |
| 4690 | Library Lease Income                | \$ 45,678           | \$ 46,683           | \$ 24,000           | \$ -                |
| 4792 | Sale of Assets                      | -                   | 15,000              | -                   | -                   |
| 4900 | Interest Income                     | 76,662              | 55,491              | 30,000              | 25,000              |
|      | Subtotal Use of Money & Property    | \$ 122,340          | \$ 117,174          | \$ 54,000           | \$ 25,000           |
|      | <b>Intergovernmental</b>            |                     |                     |                     |                     |
| 4700 | Motor Vehicle License Fee           | \$ 5,289            | \$ 8,932            | \$ 5,800            | \$ 7,000            |
| 4590 | Grant Revenues (Emergency)          | 6,360               | -                   | 7,000               | 7,000               |
| 4596 | AVA Funds                           | -                   | -                   | 8,000               | 8,000               |
| 4585 | Grant Revenues CDBG                 | -                   | -                   | 43,000              | 23,000              |
| 4593 | Grant Revenues LEAP SB 2            | 3,121               | 9,627               | -                   | 85,000              |
| 4598 | Cares Act Revenue                   | -                   | -                   | 135,818             | -                   |
|      | Subtotal Intergovernmental          | \$ 14,770           | \$ 18,559           | \$ 199,618          | \$ 130,000          |
|      | <b>Fines &amp; Forfeitures</b>      |                     |                     |                     |                     |
| 4600 | Court, Vehicle & Parking Fees       | \$ 11,669           | \$ 24,514           | \$ 15,000           | \$ 21,300           |
|      | <b>Other Income</b>                 |                     |                     |                     |                     |
| 4790 | Miscellaneous                       | 13,852              | \$ 31,342           | \$ 17,000           | \$ 20,000           |
| 4791 | Insurance Reimbursements            | 1,739               | 9,695               | -                   | -                   |
| 4793 | Veterans Donations                  | 419                 | 5,755               | 5,000               | 5,000               |
| 4796 | Military Banner Program             | -                   | 2,000               | 7,000               | 3,400               |
|      |                                     | \$ 16,010           | \$ 48,792           | \$ 29,000           | \$ 28,400           |
|      | <b>TOTAL REVENUE</b>                | <b>\$ 5,351,030</b> | <b>\$ 5,495,175</b> | <b>\$ 6,770,918</b> | <b>\$ 6,878,700</b> |

| Fiscal Year 2021-22                          |                     |                     |                     |                     |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| General Fund Expenditure Detail              |                     |                     |                     |                     |
| Department                                   | Actual<br>2018-19   | Actual<br>2019-20   | Budget<br>2020-21   | Proposed<br>2021-22 |
| <b>City Council</b>                          |                     |                     |                     |                     |
| Personnel                                    | \$ 21,663           | \$ 22,025           | \$ 21,748           | \$ 20,748           |
| Operations & Maintenance                     | 60,758              | 55,452              | 116,125             | 151,125             |
| <b>City Attorney</b>                         |                     |                     |                     |                     |
| Operations & Maintenance                     | 91,210              | 70,703              | 77,700              | 88,000              |
| <b>City Manager</b>                          |                     |                     |                     |                     |
| Personnel                                    | 309,794             | 319,339             | 412,887             | 458,563             |
| Operations & Maintenance                     | 124,588             | 225,656             | 197,650             | 287,060             |
| Capital Outlay                               | 1,035               | 47,525              | 2,500               | -                   |
| <b>City Clerk</b>                            |                     |                     |                     |                     |
| Personnel                                    | 101,290             | 136,686             | 144,473             | 150,010             |
| Operations & Maintenance                     | 46,789              | 43,323              | 103,580             | 67,770              |
| <b>Finance</b>                               |                     |                     |                     |                     |
| Personnel                                    | 3,755               | 3,793               | 86,431              | 94,603              |
| Operations & Maintenance                     | 116,814             | 122,500             | 75,980              | 162,463             |
| <b>Planning</b>                              |                     |                     |                     |                     |
| Operations & Maintenance                     | 84,740              | 69,040              | 190,000             | 284,000             |
| <b>Building &amp; Safety</b>                 |                     |                     |                     |                     |
| Operations & Maintenance                     | 288,701             | 353,725             | 320,100             | 344,600             |
| <b>Law Enforcement</b>                       |                     |                     |                     |                     |
| Operations & Maintenance                     | 1,642,749           | 1,687,289           | 1,722,660           | 1,857,220           |
| Capital Outlay                               | -                   | -                   | -                   | 6,000               |
| <b>Fire (Riverside County)</b>               |                     |                     |                     |                     |
| Personnel                                    | -                   | -                   | -                   | -                   |
| Operations & Maintenance                     | 1,696,336           | 2,104,282           | 2,240,114           | 1,041,110           |
| Capital Outlay                               | 7,195               | -                   | 10,000              | -                   |
| <b>City Fire Department</b>                  |                     |                     |                     |                     |
| Personnel                                    | -                   | -                   | -                   | 663,140             |
| Operations & Maintenance                     | -                   | -                   | -                   | 294,490             |
| Capital Outlay                               | -                   | -                   | -                   | 735,470             |
| <b>Emergency Preparedness</b>                |                     |                     |                     |                     |
| Operations & Maintenance                     | 10,987              | 9,522               | 26,000              | 49,000              |
| <b>Animal Control</b>                        |                     |                     |                     |                     |
| Operations & Maintenance                     | 143,820             | 148,791             | 163,530             | 141,070             |
| <b>Public Works</b>                          |                     |                     |                     |                     |
| Operations & Maintenance                     | 13,387              | 8,350               | 12,000              | 10,000              |
| <b>NPDES</b>                                 |                     |                     |                     |                     |
| Personnel                                    | 6,392               | -                   | -                   | -                   |
| Operations & Maintenance                     | 64,597              | 67,500              | 84,300              | 83,000              |
| <b>Code Enforcement</b>                      |                     |                     |                     |                     |
| Personnel                                    | 168,022             | 271,121             | 278,162             | 275,344             |
| Operations & Maintenance                     | 24,322              | 36,576              | 33,800              | 44,900              |
| Capital Outlay                               | 1,592               | -                   | -                   | 1,000               |
| <b>Building &amp; Facilities Maintenance</b> |                     |                     |                     |                     |
| Operations & Maintenance                     | 81,091              | 106,654             | 133,450             | 116,030             |
| Capital Outlay                               | 1,452               | 3,150               | 68,800              | 24,100              |
| <b>TOTAL EXPENDITURES</b>                    | <b>\$ 5,113,079</b> | <b>\$ 5,913,002</b> | <b>\$ 6,521,990</b> | <b>\$ 7,450,816</b> |

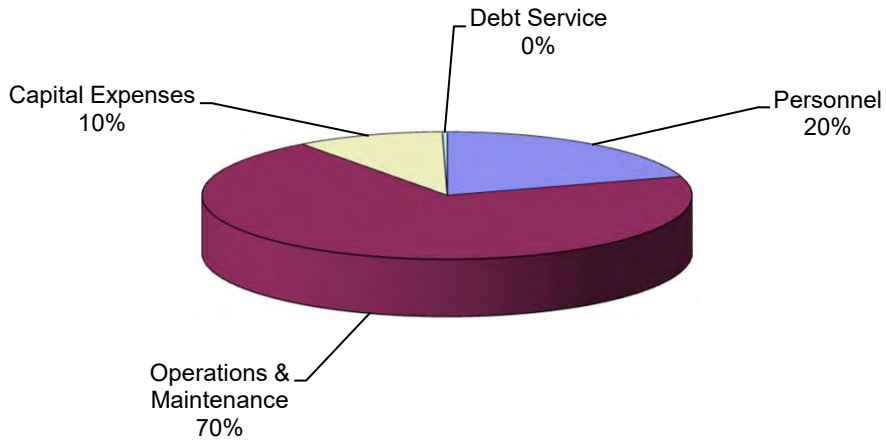
**City of Canyon Lake  
Expenditure Summary by Fund  
Fiscal Year 2021-22**

| <b>Fund Type &amp; Name</b>     | <b>Actual<br/>2018-19</b> | <b>Actual<br/>2019-20</b> | <b>Budget<br/>2020-21</b> | <b>Proposed<br/>2021-22</b> |
|---------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| <b>GENERAL FUND</b>             |                           |                           |                           |                             |
| General Fund                    | \$ 5,113,079              | \$ 5,913,002              | \$ 6,521,990              | <b>\$ 7,450,816</b>         |
| <b>SPECIAL REVENUE FUNDS</b>    |                           |                           |                           |                             |
| Gas Tax                         | \$ 201,485                | \$ 322,248                | \$ 377,000                | <b>\$ 177,400</b>           |
| Measure A                       | 147,000                   | 46,473                    | 150,000                   | <b>200,000</b>              |
| AQMD Trust                      | -                         | -                         | 99,759                    | <b>-</b>                    |
| Law Enforcement Grants          | 129,000                   | 140,000                   | 250,000                   | <b>180,000</b>              |
| Miscellaneous Grants            | -                         | 5,855                     | -                         | <b>-</b>                    |
| <b>TOTAL SPECIAL REVENUE</b>    | <b>\$ 477,485</b>         | <b>\$ 514,576</b>         | <b>\$ 876,759</b>         | <b>\$ 557,400</b>           |
| <b>ENTERPRISE FUND</b>          |                           |                           |                           |                             |
| Rental                          | \$ -                      | \$ 15,064                 | \$ 148,215                | <b>\$ 216,582</b>           |
| <b>CAPITAL IMPROVEMENT FUND</b> |                           |                           |                           |                             |
| Capital Projects                | \$ 46,580                 | \$ 5,029                  | \$ -                      | <b>\$ -</b>                 |
| <b>TOTAL</b>                    | <b>\$ 5,637,144</b>       | <b>\$ 6,447,671</b>       | <b>\$ 7,546,964</b>       | <b>\$ 8,224,798</b>         |

**City of Canyon Lake  
Expenditure Summary by Category  
Fiscal Year 2021-22**

| <b>CATEGORY/TYPE</b>                | <b>Actual<br/>2018-19</b> | <b>Actual<br/>2019-20</b> | <b>Budget<br/>2020-21</b> | <b>Proposed<br/>2021-22</b> |
|-------------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| <b>Personnel</b>                    | \$ 610,916                | \$ 752,964                | \$ 943,701                | \$ <b>1,662,408</b>         |
| <b>Operations &amp; Maintenance</b> | 4,848,389                 | 5,420,719                 | 5,938,004                 | <b>5,733,023</b>            |
| <b>Capital Expenses</b>             | 112,474                   | 224,222                   | 545,500                   | <b>802,667</b>              |
| <b>Debt Service</b>                 | 167,000                   | 49,766                    | 20,000                    | <b>26,700</b>               |
| <b>Transfers Out</b>                | -                         | -                         | -                         | -                           |
| <b>TOTAL</b>                        | <b>\$ 5,738,779</b>       | <b>\$ 6,447,671</b>       | <b>\$ 7,447,205</b>       | <b>\$ 8,224,798</b>         |

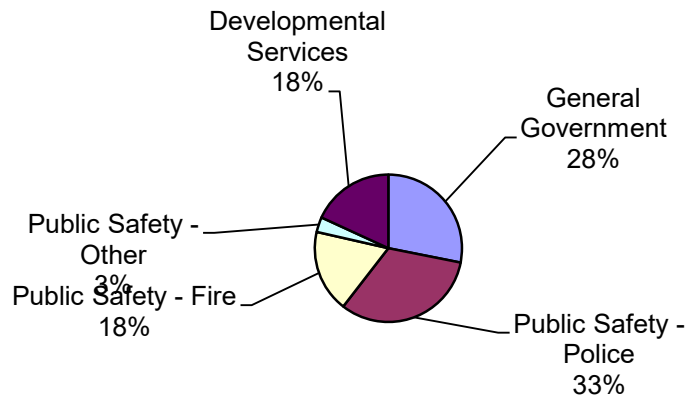
**Expenditures by Category Fiscal Year 2021-22**



**City of Canyon Lake  
General Fund Budget Expenditure Summary  
Fiscal Year 2021-22**

| Department/Division             | Personnel           | O & M               | Capital           | Total               |
|---------------------------------|---------------------|---------------------|-------------------|---------------------|
| <b>GENERAL GOVERNMENT</b>       |                     |                     |                   |                     |
| 100 City Council                | \$ 20,748           | \$ 151,125          | \$ -              | \$ 171,873          |
| 200 City Attorney               | -                   | 88,000              | -                 | 88,000              |
| 310 City Manager                | 458,563             | 287,060             | -                 | 745,623             |
| 320 City Clerk                  | 150,010             | 67,770              | -                 | 217,780             |
| 330 Finance                     | 94,603              | 162,463             | -                 | 257,066             |
| 550 P W Building & Fac Maint    | -                   | 116,030             | 24,100            | 140,130             |
| <b>SUBTOTAL</b>                 | <b>\$ 723,924</b>   | <b>\$ 872,448</b>   | <b>\$ 24,100</b>  | <b>\$ 1,620,472</b> |
| <b>DEVELOPMENT SERVICES</b>     |                     |                     |                   |                     |
| 350 Planning                    | \$ -                | \$ 284,000          | \$ -              | \$ 284,000          |
| 360 Building and Safety         | -                   | 344,600             | -                 | 344,600             |
| 510 Public Works Administration | -                   | 10,000              | -                 | 10,000              |
| 515 NPDES                       | -                   | 83,000              | -                 | 83,000              |
| 520 Code Enforcement            | 275,344             | 44,900              | 1,000             | 321,244             |
| <b>SUBTOTAL</b>                 | <b>\$ 275,344</b>   | <b>\$ 766,500</b>   | <b>\$ 1,000</b>   | <b>\$ 1,042,844</b> |
| <b>PUBLIC SAFETY</b>            |                     |                     |                   |                     |
| 410 Law Enforcement             | \$ -                | \$ 1,857,220        | \$ 6,000          | \$ 1,863,220        |
| 420 Fire & Medical Aid (County) | -                   | 1,041,110           | -                 | 1,041,110           |
| 421 City Fire Department        | 663,140             | 607,210             | 422,750           | 1,693,100           |
| 425 Emergency Preparedness      | -                   | 49,000              | -                 | 49,000              |
| 430 Animal Control              | -                   | 141,070             | -                 | 141,070             |
| <b>SUBTOTAL</b>                 | <b>\$ 663,140</b>   | <b>\$ 3,695,610</b> | <b>\$ 428,750</b> | <b>\$ 4,787,500</b> |
| <b>TOTAL</b>                    | <b>\$ 1,662,408</b> | <b>\$ 5,334,558</b> | <b>\$ 453,850</b> | <b>\$ 7,450,816</b> |

**General Fund Budget Expenditures by Function**



**City of Canyon Lake  
Fund Balance Summary  
Fiscal Year 2021-22**

| <b>Fund Type &amp; Name</b>     | <b>Estimated<br/>Available<br/>Balance<br/>06/30/21</b> | <b>+</b> | <b>Estimated<br/>Revenues<br/>2021-22</b> | <b>=</b> | <b>Funds<br/>Available<br/>2021-22</b> | <b>-</b> | <b>Budgeted<br/>Appropriations<br/>2021-22</b> | <b>=</b> | <b>Estimated<br/>Available<br/>Balance<br/>06/30/22</b> |
|---------------------------------|---------------------------------------------------------|----------|-------------------------------------------|----------|----------------------------------------|----------|------------------------------------------------|----------|---------------------------------------------------------|
| <b>GENERAL FUND</b>             |                                                         |          |                                           |          |                                        |          |                                                |          |                                                         |
| General Fund                    | \$ 4,240,000                                            |          | \$ 6,878,700                              | *        | \$ 11,118,700                          |          | \$ 7,450,816                                   | *        | \$ 3,667,884                                            |
| <b>SPECIAL REVENUE FUNDS</b>    |                                                         |          |                                           |          |                                        |          |                                                |          |                                                         |
| Gas Tax                         | \$ 1,166,000                                            |          | \$ 488,700                                |          | \$ 1,654,700                           |          | \$ 177,400                                     |          | \$ 1,477,300                                            |
| Measure A                       | 670,000                                                 |          | 203,000                                   |          | 873,000                                |          | 200,000                                        |          | 673,000                                                 |
| AQMD Trust                      | 25,000                                                  |          | 13,800                                    |          | 38,800                                 |          | -                                              |          | 38,800                                                  |
| Law Enforcement Grants          | 22,000                                                  |          | 160,000                                   |          | 182,000                                |          | 180,000                                        |          | 2,000                                                   |
| Miscellaneous grants            | 15,800                                                  |          | -                                         |          | 15,800                                 |          | -                                              |          | 15,800                                                  |
| <b>TOTAL SPECIAL REVENUE</b>    | <b>\$ 1,898,800</b>                                     |          | <b>\$ 865,500</b>                         |          | <b>\$ 2,764,300</b>                    |          | <b>\$ 557,400</b>                              |          | <b>\$ 2,206,900</b>                                     |
| <b>ENTERPRISE FUND</b>          |                                                         |          |                                           |          |                                        |          |                                                |          |                                                         |
| Rental                          | \$ -                                                    |          | \$ 244,517                                |          | \$ 244,517                             |          | \$ 216,582                                     |          | \$ 27,935                                               |
| <b>CAPITAL IMPROVEMENT FUND</b> |                                                         |          |                                           |          |                                        |          |                                                |          |                                                         |
| Capital Projects                | \$ 338,600                                              |          | \$ -                                      |          | \$ 338,600                             |          | \$ -                                           |          | \$ 338,600                                              |
| <b>TOTAL</b>                    | <b>\$ 6,477,400</b>                                     | <b>+</b> | <b>\$ 7,988,717</b>                       | <b>=</b> | <b>\$ 14,466,117</b>                   | <b>-</b> | <b>\$ 8,224,798</b>                            | <b>=</b> | <b>\$ 6,241,319</b>                                     |

\* The proposed General Fund Budget anticipates a budgeted deficit of \$ (572,116)  
Included in the FY2021-22 Budget are Fire Department Start Up Costs and  
Capital Equipment of \$312,720 and \$422,750 respectively, for a total of \$735,470.

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <b>General Government</b>    |                                           | <b>City Council - 100</b> |                           |                           |                             |
|------------------------------|-------------------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| <b>Function - Department</b> |                                           | <b>Division - Code</b>    |                           |                           |                             |
| <b>Object<br/>Acct #</b>     |                                           | <b>Actual<br/>2018-19</b> | <b>Actual<br/>2019-20</b> | <b>Budget<br/>2020-21</b> | <b>Proposed<br/>2021-22</b> |
|                              | <b>PERSONNEL COSTS</b>                    |                           |                           |                           |                             |
| 6010                         | Salaries and Wages                        | \$ 18,857                 | \$ 17,700                 | \$ 18,000                 | \$ 18,000                   |
| 6080                         | Benefits                                  | 2,806                     | 4,325                     | 3,748                     | 2,748                       |
|                              | <b>Personnel Total:</b>                   | <b>\$ 21,663</b>          | <b>\$ 22,025</b>          | <b>\$ 21,748</b>          | <b>\$ 20,748</b>            |
|                              | <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                           |                           |                           |                             |
| 6220                         | Departmental Expense                      | \$ 6,596                  | \$ 8,444                  | \$ 8,300                  | \$ 8,300                    |
| 6225                         | Council Meeting Expense                   | -                         | -                         | 10,000                    | 10,000                      |
| 6510                         | Conference/Meeting/Travel Exp             | 11,818                    | 3,787                     | 16,500                    | 16,500                      |
| 6520                         | Membership/Dues/Publications              | 17,338                    | 11,406                    | 12,500                    | 12,500                      |
| 6610                         | Professional/Specialized Services         | 13,000                    | -                         | -                         | -                           |
| 6830                         | Promotion and Advertising                 | 12,006                    | 31,815                    | 68,825                    | 103,825                     |
|                              | <b>O &amp; M Total:</b>                   | <b>\$ 60,758</b>          | <b>\$ 55,452</b>          | <b>\$ 116,125</b>         | <b>\$ 151,125</b>           |
|                              | <b>CAPITAL COSTS</b>                      |                           |                           |                           |                             |
|                              | None                                      | \$ -                      | \$ -                      | \$ -                      | \$ -                        |
|                              | <b><u>DIVISION SUMMARY</u></b>            |                           |                           |                           |                             |
|                              | Personnel                                 | \$ 21,663                 | \$ 22,025                 | \$ 21,748                 | \$ 20,748                   |
|                              | Operations & Maintenance                  | 60,758                    | 55,452                    | 116,125                   | 151,125                     |
|                              | Capital                                   | -                         | -                         | -                         | -                           |
|                              |                                           | <b>\$ 82,421</b>          | <b>\$ 77,477</b>          | <b>\$ 137,873</b>         | <b>\$ 171,873</b>           |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>General Government</b>    |                                      | <b>City Council - 100</b> |                   |
|------------------------------|--------------------------------------|---------------------------|-------------------|
| <b>Function - Department</b> |                                      | <b>Division - Code</b>    |                   |
| Object                       |                                      | Budget                    | Proposed          |
| Acct #                       | Description and Justification        | 2020-21                   | 2021-22           |
| 6010                         | <b>Salaries and Wages</b>            | \$ 18,000                 | \$ 18,000         |
|                              | City Council Members (5)             |                           |                   |
| 6080                         | <b>Benefits</b>                      | 3,748                     | 2,748             |
|                              | Medicare/Workers Comp                |                           |                   |
| <b>Personnel Total:</b>      |                                      | <b>\$ 21,748</b>          | <b>\$ 20,748</b>  |
| 6220                         | <b>Departmental Expense</b>          | \$ 8,300                  | \$ 8,300          |
| 6225                         | <b>Council Meeting Expense</b>       | \$ 10,000                 | 10,000            |
|                              | Meeting taping                       | \$ 7,500                  |                   |
|                              | Closed session meals                 | \$ 1,500                  |                   |
|                              | Presentation materials               | \$ 1,000                  |                   |
| 6510                         | <b>Conference/Meeting/Travel Exp</b> | 16,500                    | 16,500            |
|                              | League of CA Cities Conference       | \$ 8,000                  |                   |
|                              | League Division Meetings             | \$ 1,500                  |                   |
|                              | League New Mayor & Council Acad      | \$ 4,000                  |                   |
|                              | SCAG Regional Conference             | \$ 2,000                  |                   |
|                              | Miscellaneous Meetings               | \$ 600                    |                   |
|                              | Chamber Meetings                     | \$ 400                    |                   |
| 6520                         | <b>Membership/Dues/Publications</b>  | 12,500                    | 12,500            |
|                              | League of CA Cities                  | \$ 6,000                  |                   |
|                              | Riverside Division                   | \$ 100                    |                   |
|                              | SCAG                                 | \$ 1,220                  |                   |
|                              | WRCOG                                | \$ 1,500                  |                   |
|                              | WRCOG Solid Waste                    | \$ 2,500                  |                   |
|                              | LAFCO                                | \$ 800                    |                   |
|                              | 2-1-1 Riverside County               | \$ 380                    |                   |
| 6830                         | <b>Promotion and Advertising</b>     | 68,825                    | 103,825           |
|                              | Chamber of Commerce                  | \$ 2,825                  |                   |
|                              | City Golf Championship               | \$ 1,000                  |                   |
|                              | Veterans Day Celebration             | \$ 10,000                 |                   |
|                              | Veterans Bricks                      | \$ 500                    |                   |
|                              | Diplomatic Outreach                  | \$ 2,000                  |                   |
|                              | Winter Wonderland                    | \$ 30,000                 |                   |
|                              | Memorial Park Updates                | \$ 22,000                 |                   |
|                              | Advertisement/Promotion              | \$ 1,000                  |                   |
|                              | City Attire                          | \$ 500                    |                   |
|                              | State of the City                    | \$ 20,000                 |                   |
|                              | Trauma Intervention Program          | \$ 1,500                  |                   |
|                              | Student of the Month                 | \$ 1,500                  |                   |
|                              | Video Production                     | \$ 7,500                  |                   |
|                              | Social Media Training                | \$ 2,500                  |                   |
|                              | Fiesta Days Sponsorship              | \$ 1,000                  |                   |
| <b>O &amp; M Total:</b>      |                                      | <b>\$ 116,125</b>         | <b>\$ 151,125</b> |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <u>General Government</u> |                                           | <u>City Attorney - 200</u> |                   |                   |                     |
|---------------------------|-------------------------------------------|----------------------------|-------------------|-------------------|---------------------|
| Function - Department     |                                           | Division - Code            |                   |                   |                     |
| Object<br>Acct #          |                                           | Actual<br>2018-19          | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|                           | <b>PERSONNEL COSTS</b>                    |                            |                   |                   |                     |
|                           | None                                      | \$ -                       | \$ -              | \$ -              | \$ -                |
|                           | <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                            |                   |                   |                     |
| 6610                      | Professional/Specialized Services         | \$ 91,210                  | \$ 70,703         | \$ 77,700         | \$ 88,000           |
|                           | <b>O &amp; M Total:</b>                   | <b>\$ 91,210</b>           | <b>\$ 70,703</b>  | <b>\$ 77,700</b>  | <b>\$ 88,000</b>    |
|                           | <b>CAPITAL COSTS</b>                      |                            |                   |                   |                     |
|                           | None                                      | \$ -                       | \$ -              | \$ -              | \$ -                |
|                           | <b><u>DIVISION SUMMARY</u></b>            |                            |                   |                   |                     |
|                           | Personnel                                 | \$ -                       | \$ -              | \$ -              | \$ -                |
|                           | Operations & Maintenance                  | 91,210                     | 70,703            | 77,700            | 88,000              |
|                           | Capital                                   | -                          | -                 | -                 | -                   |
|                           |                                           | <b>\$ 91,210</b>           | <b>\$ 70,703</b>  | <b>\$ 77,700</b>  | <b>\$ 88,000</b>    |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <u>General Government</u>    |                                                               | <u>City Attorney - 200</u> |           |
|------------------------------|---------------------------------------------------------------|----------------------------|-----------|
| <u>Function - Department</u> |                                                               | <u>Division - Code</u>     |           |
| Object                       |                                                               | Budget                     | Proposed  |
| Acct #                       | Description and Justification                                 | 2020-21                    | 2021-22   |
|                              | <b>None</b>                                                   | \$ -                       | \$ -      |
|                              | <b>Personnel Total:</b>                                       | \$ -                       | \$ -      |
| 6610                         | <b>Professional/Specialized Services</b><br>Attorney services | \$ 77,700                  | \$ 88,000 |
|                              | <b>O &amp; M Total:</b>                                       | \$ 77,700                  | \$ 88,000 |
|                              | <b>None</b>                                                   | \$ -                       | \$ -      |
|                              | <b>Capital Total:</b>                                         | \$ -                       | \$ -      |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

**General Government**  
**Function - Department**

**City Manager - 310**  
**Division - Code**

| Object<br>Acct #                          | Actual<br>2018-19 | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|-------------------------------------------|-------------------|-------------------|-------------------|---------------------|
| <b>PERSONNEL COSTS</b>                    |                   |                   |                   |                     |
| 6010                                      | \$ 264,968        | \$ 260,134        | \$ 318,840        | \$ 355,627          |
| 6080                                      | 44,826            | 59,205            | 94,047            | 102,936             |
| <b>Personnel Total:</b>                   | <b>\$ 309,794</b> | <b>\$ 319,339</b> | <b>\$ 412,887</b> | <b>\$ 458,563</b>   |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                   |                   |                   |                     |
| 6210                                      | \$ 22,240         | \$ 38,152         | \$ 22,000         | \$ 25,000           |
| 6220                                      | 135               | 460               | 300               | 7,800               |
| 6310                                      | 1,758             | 1,170             | 2,500             | 2,500               |
| 6440                                      | -                 | -                 | 500               | 500                 |
| 6510                                      | 8,628             | 12,548            | 13,300            | 11,900              |
| 6520                                      | -                 | 1,726             | 2,100             | 3,500               |
| 6610                                      | 56,998            | 132,189           | 109,750           | 137,750             |
| 6710                                      | -                 | -                 | -                 | 2,000               |
| 6965                                      | 1,527             | 556               | -                 | -                   |
|                                           | -                 | -                 | -                 | 25,000              |
| 6840                                      | 33,302            | 38,855            | 47,200            | 71,110              |
| <b>O &amp; M Total:</b>                   | <b>\$ 124,588</b> | <b>\$ 225,656</b> | <b>\$ 197,650</b> | <b>\$ 287,060</b>   |
| <b>CAPITAL COSTS</b>                      |                   |                   |                   |                     |
| 8010                                      | \$ 1,035          | \$ 16,872         | \$ 2,500          | \$ -                |
| 8003                                      | -                 | 30,653            | -                 | -                   |
| <b>Capital Total:</b>                     | <b>\$ 1,035</b>   | <b>\$ 47,525</b>  | <b>\$ 2,500</b>   | <b>\$ -</b>         |
| <b>DIVISION SUMMARY</b>                   |                   |                   |                   |                     |
| Personnel                                 | \$ 309,794        | \$ 319,339        | \$ 412,887        | \$ 458,563          |
| Operations & Maintenance                  | 124,588           | 225,656           | 197,650           | 287,060             |
| Capital                                   | 1,035             | 47,525            | 2,500             | -                   |
|                                           | <b>\$ 435,417</b> | <b>\$ 592,520</b> | <b>\$ 613,037</b> | <b>\$ 745,623</b>   |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>General Government</b>    |                                                | <b>City Manager - 310</b> |                     |
|------------------------------|------------------------------------------------|---------------------------|---------------------|
| <b>Function - Department</b> |                                                | <b>Division - Code</b>    |                     |
| Object<br>Acct #             | Description and Justification                  | Budget<br>2020-21         | Proposed<br>2021-22 |
| 6010                         | <b>Salaries and Wages</b>                      | \$ 318,840                | \$ 355,627          |
|                              | City Manager                                   | \$ 192,325                |                     |
|                              | Administrative Services Manager                | \$ 108,332                |                     |
|                              | Management Analyst                             | \$ 54,970                 |                     |
| 6080                         | <b>Benefits</b>                                | 94,047                    | 102,936             |
|                              | Medical/Dental/PERS/WC/Medicare                |                           |                     |
|                              | <b>Personnel Total:</b>                        | \$ 412,887                | \$ 458,563          |
| 6210                         | <b>Office Expense and Supplies</b>             | \$ 22,000                 | \$ 25,000           |
|                              | General office supplies                        |                           |                     |
| 6220                         | <b>Departmental Expense</b>                    | 300                       | 7,800               |
| 6310                         | <b>Communications</b>                          | 2,500                     | 2,500               |
| 6440                         | <b>Mileage Reimbursement</b>                   | 500                       | 500                 |
| 6510                         | <b>Conference/Meeting/Travel Exp</b>           | 13,300                    | 11,900              |
|                              | League of CA Cities Conference                 | \$ 2,800                  |                     |
|                              | League Division Meetings/Other mtgs            | \$ 500                    |                     |
|                              | ICMA Conference                                | \$ 3,500                  |                     |
|                              | League Division City Manager Conf              | \$ 1,500                  |                     |
|                              | SCAG Regional Conference                       | \$ 600                    |                     |
|                              | CCMF Conference                                | \$ 500                    |                     |
|                              | MMASC Conference                               | \$ 1,000                  |                     |
|                              | WRCOG General Assembly                         | \$ 500                    |                     |
|                              | Miscellaneous                                  | \$ 1,000                  |                     |
| 6520                         | <b>Membership/Dues/Publications</b>            | 2,100                     | 3,500               |
|                              | ICMA/CCMF/MMASC/League                         | \$ 3,500                  |                     |
| 6610                         | <b>Professional/Specialized Services</b>       | 109,750                   | 137,750             |
|                              | Support services IT                            | \$ 28,000                 |                     |
|                              | WRCOG Fellow                                   | \$ 10,000                 |                     |
|                              | Economic Development Consultant                | \$ 30,000                 |                     |
|                              | Internship Program                             | \$ 1,500                  |                     |
|                              | IworQ                                          | \$ 10,500                 |                     |
|                              | Annual Website/Domain                          | \$ 4,750                  |                     |
|                              | Fire Consultant Contract                       | \$ 53,000                 |                     |
| 6710                         | <b>Training and Education</b>                  | -                         | 2,000               |
| 6830                         | <b>Promotion and Advertising</b>               | -                         | -                   |
| 6840                         | <b>Liability Property Ins &amp; Deductible</b> | 47,200                    | 71,110              |
|                              | General Liability Premium                      | \$ 59,400                 |                     |
|                              | Property Premium                               | \$ 5,800                  |                     |
|                              | Cyber                                          | \$ 1,510                  |                     |
|                              | ADWRP                                          | \$ 120                    |                     |
|                              | Crime Bond                                     | \$ 880                    |                     |
|                              | ERMA                                           | \$ 3,400                  |                     |
|                              | <b>Contingency</b>                             |                           | 25,000              |
|                              | <b>O &amp; M Total:</b>                        | \$ 197,650                | \$ 287,060          |
| 8010                         | <b>Computer Upgrade</b>                        | \$ 2,500                  | \$ -                |
|                              | <b>Capital Total:</b>                          | \$ 2,500                  | \$ -                |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

**General Government**  
**Function - Department**

**City Clerk - 320**  
**Division - Code**

| Object<br>Acct #                          |                                   | Actual<br>2018-19 | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|-------------------------------------------|-----------------------------------|-------------------|-------------------|-------------------|---------------------|
| <b>PERSONNEL COSTS</b>                    |                                   |                   |                   |                   |                     |
| 6010                                      | Salaries and Wages                | \$ 85,160         | \$ 120,731        | \$ 116,913        | \$ 123,474          |
| 6080                                      | Benefits                          | 16,130            | 15,955            | 27,560            | 26,536              |
|                                           | <b>Personnel Total:</b>           | <b>\$ 101,290</b> | <b>\$ 136,686</b> | <b>\$ 144,473</b> | <b>\$ 150,010</b>   |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                                   |                   |                   |                   |                     |
| 6210                                      | Office Expense and Supplies       | \$ -              | \$ -              | \$ 14,600         | \$ 16,600           |
| 6220                                      | Departmental Expense              | 5,091             | 32,061            | 16,400            | 24,000              |
| 6240                                      | Printing                          | 4,101             | 3,994             | 5,000             | 5,000               |
| 6510                                      | Conference/Meeting/Travel Exp     | -                 | 1,311             | 1,800             | 1,800               |
| 6511                                      | Military Banner Expense           | -                 | 2,067             | 9,000             | 7,500               |
| 6520                                      | Membership/Dues/Publications      | 1,002             | 589               | 1,480             | 1,570               |
| 6610                                      | Professional/Specialized Services | 33,265            | 1,797             | 54,300            | 8,300               |
| 6710                                      | Training and Education            | 3,330             | 1,504             | 1,000             | 3,000               |
|                                           | <b>O &amp; M Total:</b>           | <b>\$ 46,789</b>  | <b>\$ 43,323</b>  | <b>\$ 103,580</b> | <b>\$ 67,770</b>    |
| <b>CAPITAL COSTS</b>                      |                                   |                   |                   |                   |                     |
| 8010                                      | Computer Upgrade                  | \$ -              | \$ -              | \$ -              | \$ -                |
|                                           | <b>Capital Total:</b>             | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         |
| <b><u>DIVISION SUMMARY</u></b>            |                                   |                   |                   |                   |                     |
|                                           | Personnel                         | \$ 101,290        | \$ 136,686        | \$ 144,473        | \$ 150,010          |
|                                           | Operations & Maintenance          | 46,789            | 43,323            | 103,580           | 67,770              |
|                                           | Capital                           | -                 | -                 | -                 | -                   |
|                                           |                                   | <b>\$ 148,079</b> | <b>\$ 180,009</b> | <b>\$ 248,053</b> | <b>\$ 217,780</b>   |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>General Government</b>    |                                          | <b>City Clerk - 320</b> |            |
|------------------------------|------------------------------------------|-------------------------|------------|
| <b>Function - Department</b> |                                          | <b>Division - Code</b>  |            |
| Object                       |                                          | Budget                  | Proposed   |
| Acct #                       | Description and Justification            | 2020-21                 | 2021-22    |
| 6010                         | <b>Salaries and Wages</b>                | \$ 116,913              | \$ 123,474 |
|                              | City Clerk                               | \$ 85,890               |            |
|                              | Senior Office Specialist PT              | \$ 16,992               |            |
|                              | Office Specialist Part-time              | \$ 20,592               |            |
| 6080                         | <b>Benefits</b>                          | 27,560                  | 26,536     |
|                              | Medical/Dental/PERS/WC/Medicare          |                         |            |
| <b>Personnel Total:</b>      |                                          | \$ 144,473              | \$ 150,010 |
| 6210                         | <b>Office Expense and Supplies</b>       | 14,600                  | \$ 16,600  |
|                              | Copier Lease                             | \$ 9,600                |            |
|                              | Monthly copy costs                       | \$ 7,000                |            |
| 6220                         | <b>Departmental Expense</b>              | 16,400                  | 24,000     |
|                              | Annual Destruction of Records            | \$ 1,000                |            |
|                              | Mailing                                  | \$ 5,000                |            |
|                              | Digitizing files                         | \$ 5,000                |            |
|                              | Miscellaneous                            | \$ 5,000                |            |
|                              | American Legal Publishing                | \$ 3,500                |            |
|                              | Data Ticket                              | \$ 2,000                |            |
|                              | Tuition Reimbursement                    | \$ 2,500                |            |
| 6240                         | <b>Printing</b>                          | 5,000                   | 5,000      |
| 6440                         | <b>Mileage Reimbursement</b>             | -                       | -          |
| 6510                         | <b>Conference/Meeting/Travel Exp</b>     | 1,800                   | 1,800      |
|                              | Miscellaneous meetings                   | \$ 1,800                |            |
| 6511                         | <b>Military Banner Expense</b>           | 9,000                   | 7,500      |
| 6520                         | <b>Membership/Dues/Publications</b>      | 1,480                   | 1,570      |
|                              | Notary                                   | \$ 250                  |            |
|                              | IIMC                                     | \$ 200                  |            |
|                              | Publications                             | \$ 600                  |            |
|                              | CCAC                                     | \$ 130                  |            |
|                              | Miscellaneous                            | \$ 300                  |            |
|                              | MMASC                                    | \$ 90                   |            |
| 6610                         | <b>Professional/Specialized Services</b> | 54,300                  | 8,300      |
|                              | Election Consultant                      | \$ 1,500                |            |
|                              | ECS Imaging Annual Renewal               | \$ 6,500                |            |
|                              | Gladwell Government Services             | \$ 300                  |            |
| 6710                         | <b>Training and Education</b>            | 1,000                   | 3,000      |
| <b>O &amp; M Total:</b>      |                                          | \$ 103,580              | \$ 67,770  |
| 8010                         | <b>Computer Replacement</b>              | \$ -                    | \$ -       |
| <b>Capital Total:</b>        |                                          | \$ -                    | \$ -       |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <b>General Government</b>                 |                                   | <b>Finance - 330</b>   |                   |                   |                     |
|-------------------------------------------|-----------------------------------|------------------------|-------------------|-------------------|---------------------|
| <b>Function - Department</b>              |                                   | <b>Division - Code</b> |                   |                   |                     |
| Object<br>Acct #                          |                                   | Actual<br>2018-19      | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
| <b>PERSONNEL COSTS</b>                    |                                   |                        |                   |                   |                     |
| 6010                                      | Salaries and Wages                | \$ -                   | \$ -              | \$ 62,500         | \$ 69,966           |
| 6080                                      | Benefits                          | 3,755                  | 3,793             | 23,931            | 24,637              |
|                                           | <b>Personnel Total:</b>           | <b>\$ 3,755</b>        | <b>\$ 3,793</b>   | <b>\$ 86,431</b>  | <b>\$ 94,603</b>    |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                                   |                        |                   |                   |                     |
| 6210                                      | Office Expense and Supplies       | \$ 9,035               | \$ 15,921         | \$ 1,500          | \$ 1,000            |
| 6220                                      | Departmental Expense              | 2,135                  | 1,890             | -                 | 38,773              |
| 6520                                      | Membership/Dues/Publications      | -                      | -                 | -                 | 210                 |
| 6530                                      | Software                          | 1,433                  | 769               | 2,280             | 2,280               |
| 6610                                      | Professional/Specialized Services | 94,711                 | 94,170            | 61,200            | 107,200             |
| 6612                                      | Annual Audit Expense              | 9,500                  | 9,750             | 10,000            | 12,000              |
| 6710                                      | Training and Education            | -                      | -                 | 1,000             | 1,000               |
|                                           | <b>O &amp; M Total:</b>           | <b>\$ 116,814</b>      | <b>\$ 122,500</b> | <b>\$ 75,980</b>  | <b>\$ 162,463</b>   |
| <b>CAPITAL COSTS</b>                      |                                   |                        |                   |                   |                     |
| 8010                                      | Computer Upgrade                  | \$ -                   | \$ -              | \$ -              | \$ -                |
|                                           | <b>Capital Total:</b>             | <b>\$ -</b>            | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         |
| <b><u>DIVISION SUMMARY</u></b>            |                                   |                        |                   |                   |                     |
|                                           | Personnel                         | \$ 3,755               | \$ 3,793          | \$ 86,431         | \$ 94,603           |
|                                           | Operations & Maintenance          | 116,814                | 122,500           | 75,980            | 162,463             |
|                                           | Capital                           | -                      | -                 | -                 | -                   |
|                                           |                                   | <b>\$ 120,569</b>      | <b>\$ 126,293</b> | <b>\$ 162,411</b> | <b>\$ 257,066</b>   |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>General Government</b>    |                                          | <b>Finance - 330</b>   |                     |
|------------------------------|------------------------------------------|------------------------|---------------------|
| <b>Function - Department</b> |                                          | <b>Division - Code</b> |                     |
| Object<br>Acct #             | Description and Justification            | Budget<br>2020-21      | Proposed<br>2021-22 |
| 6010                         | <b>Salaries and Wages</b>                | \$ 62,500              | \$ 69,966           |
|                              | Accountant/Human Resource Specialist     |                        | \$ 69,966           |
| 6080                         | <b>Benefits</b>                          | 23,931                 | 24,637              |
|                              | Retiree Medical                          |                        | \$ 4,100            |
|                              | Benefits                                 |                        | \$ 20,537           |
| <b>Personnel Total:</b>      |                                          | \$ 86,431              | \$ 94,603           |
| 6210                         | <b>Office Expense and Supplies</b>       | \$ 1,500               | \$ 1,000            |
|                              | Checks and Miscellaneous items           |                        |                     |
| 6220                         | <b>Departmental Expense</b>              | -                      | 38,773              |
|                              | PERS Unfunded Liability                  |                        | \$ 36,273           |
|                              | Tuition Reimbursement                    |                        | \$ 2,500            |
| 6440                         | <b>Mileage Reimbursement</b>             | -                      | -                   |
| 6520                         | <b>Membership/Dues/Publications</b>      | -                      | 210                 |
|                              | MMASC                                    |                        | \$ 90               |
|                              | CSMFO                                    |                        | \$ 120              |
| 6530                         | <b>Software</b>                          | 2,280                  | 2,280               |
|                              | Abila MIP Licensing Online               |                        | \$ 2,280            |
| 6610                         | <b>Professional/Specialized Services</b> | 61,200                 | 107,200             |
|                              | Contract Accounting Firm                 |                        | \$ 60,000           |
|                              | HDL Sales Tax Consultant                 |                        | \$ 5,200            |
|                              | HDL ARP Consultant                       |                        | \$ 30,000           |
|                              | GASB 75 Actuarial                        |                        | \$ 2,000            |
|                              | Software support plan                    |                        | \$ 600              |
|                              | Payroll service                          |                        | \$ 4,400            |
|                              | UUT Audit                                |                        | \$ 5,000            |
| 6612                         | <b>Annual Audit Expense</b>              | 10,000                 | 12,000              |
| 6710                         | <b>Training and Education</b>            | 1,000                  | 1,000               |
|                              |                                          |                        | \$ 1,000            |
| <b>O &amp; M Total:</b>      |                                          | \$ 75,980              | \$ 162,463          |
| 8010                         | <b>Computer Upgrade</b>                  | \$ -                   | \$ -                |
| <b>Capital Total:</b>        |                                          | \$ -                   | \$ -                |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <u>Development Services</u>               |                           | <u>Planning - 350</u>  |                   |                   |                     |
|-------------------------------------------|---------------------------|------------------------|-------------------|-------------------|---------------------|
| <u>Function - Department</u>              |                           | <u>Division - Code</u> |                   |                   |                     |
| Object<br>Acct #                          |                           | Actual<br>2018-19      | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
| <b>PERSONNEL COSTS</b>                    |                           |                        |                   |                   |                     |
| 6010                                      | Salaries and Wages        | \$ -                   | \$ -              | \$ -              | \$ -                |
| 6080                                      | Benefits                  | -                      | -                 | -                 | -                   |
|                                           | <b>Personnel Total:</b>   | <b>\$ -</b>            | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                           |                        |                   |                   |                     |
| 6220                                      | Departmental Expense      | \$ -                   | \$ -              | \$ 5,000          | \$ -                |
| 6616                                      | Regular Planning Services | 68,681                 | 51,711            | 50,000            | <b>50,000</b>       |
| 6619                                      | General Plan Services     | 16,059                 | 17,329            | 135,000           | <b>234,000</b>      |
|                                           | <b>O &amp; M Total:</b>   | <b>\$ 84,740</b>       | <b>\$ 69,040</b>  | <b>\$ 190,000</b> | <b>\$ 284,000</b>   |
| <b>CAPITAL COSTS</b>                      |                           |                        |                   |                   |                     |
|                                           | None                      | \$ -                   | \$ -              | \$ -              | \$ -                |
| <b><u>DIVISION SUMMARY</u></b>            |                           |                        |                   |                   |                     |
|                                           | Personnel                 | \$ -                   | \$ -              | \$ -              | \$ -                |
|                                           | Operations & Maintenance  | 84,740                 | 69,040            | 190,000           | <b>284,000</b>      |
|                                           | Capital                   | -                      | -                 | -                 | -                   |
|                                           |                           | <b>\$ 84,740</b>       | <b>\$ 69,040</b>  | <b>\$ 190,000</b> | <b>\$ 284,000</b>   |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Development Services</b>  |                                  | <b>Planning - 350</b>  |                |
|------------------------------|----------------------------------|------------------------|----------------|
| <b>Function - Department</b> |                                  | <b>Division - Code</b> |                |
| Object                       |                                  | Budget                 | Proposed       |
| Acct #                       | Description and Justification    | 2020-21                | 2021-22        |
| 6010                         | <b>Salaries and Wages</b>        |                        |                |
|                              | Planning Tech                    | \$ -                   | \$ -           |
| 6080                         | <b>Benefits</b>                  |                        |                |
|                              | Medicare, SUI, WC                | -                      | -              |
| <b>Personnel Total:</b>      |                                  | \$ -                   | \$ -           |
| 6220                         | <b>Departmental Expense</b>      | \$ 5,000               | \$ -           |
| 6616                         | <b>Regular Planning Services</b> | 50,000                 | <b>50,000</b>  |
|                              | Contract City Planner            | <b>\$ 50,000</b>       |                |
| 6619                         | <b>General Plan Services</b>     | 135,000                | <b>234,000</b> |
|                              | Housing Element                  | <b>\$ 35,000</b>       |                |
|                              | Specific Plan                    | <b>\$ 95,000</b>       |                |
|                              | Safety Plan                      | <b>\$ 14,000</b>       |                |
|                              | Professional Fees                | <b>\$ 90,000</b>       |                |
| <b>O &amp; M Total:</b>      |                                  | \$ 190,000             | \$ 284,000     |
| <b>None</b>                  |                                  |                        |                |
| <b>Capital Total:</b>        |                                  | \$ -                   | \$ -           |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

**Development Services**  
Function - Department

**Building & Safety - 360**  
Division - Code

| Object<br>Acct #                          |                                   | Actual<br>2018-19 | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|-------------------------------------------|-----------------------------------|-------------------|-------------------|-------------------|---------------------|
| <b>PERSONNEL COSTS</b>                    |                                   |                   |                   |                   |                     |
| 6015                                      | Special Enforcement Salary        | \$ -              | \$ -              | \$ -              | \$ -                |
| 6080                                      | Benefits                          | -                 | -                 | -                 | -                   |
|                                           | <b>Personnel Total:</b>           | \$ -              | \$ -              | \$ -              | \$ -                |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                                   |                   |                   |                   |                     |
| 6220                                      | Departmental Expenses             | \$ 3,983          | \$ 1,847          | \$ 2,600          | \$ 2,600            |
| 6610                                      | Professional/Specialized Services | 284,718           | 351,878           | 317,500           | 342,000             |
|                                           | <b>O &amp; M Total:</b>           | \$ 288,701        | \$ 353,725        | \$ 320,100        | \$ 344,600          |
| <b>CAPITAL COSTS</b>                      |                                   |                   |                   |                   |                     |
|                                           | None                              | \$ -              | \$ -              | \$ -              | \$ -                |
| <b>DIVISION SUMMARY</b>                   |                                   |                   |                   |                   |                     |
|                                           | Personnel                         | \$ -              | \$ -              | \$ -              | \$ -                |
|                                           | Operations & Maintenance          | 288,701           | 353,725           | 320,100           | 344,600             |
|                                           | Capital                           | -                 | -                 | -                 | -                   |
|                                           |                                   | <u>\$ 288,701</u> | <u>\$ 353,725</u> | <u>\$ 320,100</u> | <u>\$ 344,600</u>   |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Development Services</b>  |                                          | <b>Building &amp; Safety - 360</b> |                     |
|------------------------------|------------------------------------------|------------------------------------|---------------------|
| <b>Function - Department</b> |                                          | <b>Division - Code</b>             |                     |
| Object<br>Acct #             | Description and Justification            | Budget<br>2020-21                  | Proposed<br>2021-22 |
| 6015                         | <b>Special Enforcement Salary</b>        | \$ -                               | \$ -                |
| 6080                         | <b>Benefits</b>                          | -                                  | -                   |
|                              | Medical/Dental/PERS/WC/Medicare \$ -     |                                    |                     |
| <b>Personnel Total:</b>      |                                          | \$ -                               | \$ -                |
| 6220                         | <b>Departmental Expense</b>              | \$ 2,600                           | \$ 2,600            |
| 6610                         | <b>Professional/Specialized Services</b> | 317,500                            | 342,000             |
|                              | Consulting Services \$ 342,000           |                                    |                     |
| <b>O &amp; M Total:</b>      |                                          | \$ 320,100                         | 344,600             |
| <b>None</b>                  |                                          | \$ -                               | \$ -                |
| <b>Capital Total:</b>        |                                          | \$ -                               | \$ -                |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <b>Public Safety - Police</b>             |                           | <b>Law Enforcement - 410</b> |                           |                             |
|-------------------------------------------|---------------------------|------------------------------|---------------------------|-----------------------------|
| <b>Function - Department</b>              |                           | <b>Division - Code</b>       |                           |                             |
| <b>Object<br/>Acct #</b>                  | <b>Actual<br/>2018-19</b> | <b>Actual<br/>2019-20</b>    | <b>Budget<br/>2020-21</b> | <b>Proposed<br/>2021-22</b> |
| <b>PERSONNEL COSTS</b>                    |                           |                              |                           |                             |
| None                                      | \$ -                      | \$ -                         | \$ -                      | \$ -                        |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                           |                              |                           |                             |
| 6220 Departmental Expense                 | \$ -                      | \$ -                         | \$ -                      | \$ -                        |
| 6335 Facility Rate                        | 54,998                    | 53,098                       | 53,200                    | 27,550                      |
| 6410 Vehicle & Equip Maint/Support        | 1,789                     | 1,596                        | 2,900                     | 2,860                       |
| 6610 Professional/Specialized Services    | 1,562,056                 | 1,604,823                    | 1,635,860                 | 1,800,110                   |
| 6845 Booking Fees                         | 5,809                     | 6,666                        | 11,000                    | 7,000                       |
| 6850 Cal ID                               | 10,891                    | 11,018                       | 11,300                    | 11,300                      |
| 6861 County RMS System                    | 7,206                     | 10,088                       | 8,400                     | 8,400                       |
| <b>O &amp; M Total:</b>                   | <b>\$ 1,642,749</b>       | <b>\$ 1,687,289</b>          | <b>\$ 1,722,660</b>       | <b>\$ 1,857,220</b>         |
| <b>CAPITAL COSTS</b>                      |                           |                              |                           |                             |
| 8000 APLR Cameras                         | \$ -                      | \$ -                         | \$ -                      | \$ 6,000                    |
| <b>Capital Total:</b>                     | <b>\$ -</b>               | <b>\$ -</b>                  | <b>\$ -</b>               | <b>\$ 6,000</b>             |
| <b>DIVISION SUMMARY</b>                   |                           |                              |                           |                             |
| Personnel                                 | \$ -                      | \$ -                         | \$ -                      | \$ -                        |
| Operations & Maintenance                  | 1,642,749                 | 1,687,289                    | 1,722,660                 | 1,857,220                   |
| Capital                                   | -                         | -                            | -                         | 6,000                       |
|                                           | <b>\$ 1,642,749</b>       | <b>\$ 1,687,289</b>          | <b>\$ 1,722,660</b>       | <b>\$ 1,863,220</b>         |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Public Safety - Police</b> |                                          | <b>Law Enforcement - 410</b> |              |
|-------------------------------|------------------------------------------|------------------------------|--------------|
| <b>Function - Department</b>  |                                          | <b>Division - Code</b>       |              |
| Object                        |                                          | Budget                       | Proposed     |
| Acct #                        | Description and Justification            | 2020-21                      | 2021-22      |
|                               | <b>None</b>                              | \$ -                         | \$ -         |
| <b>Personnel Total:</b>       |                                          | \$ -                         | \$ -         |
| 6220                          | <b>Departmental Expense</b>              | \$ -                         | \$ -         |
| 6335                          | <b>Facility Rate</b>                     | 53,200                       | 27,550       |
| 6410                          | <b>Vehicle &amp; Equip Maint/Support</b> | 2,900                        | 2,860        |
| 6510                          | <b>Conference/Meeting/Travel Exp</b>     | -                            | -            |
| 6610                          | <b>Professional/Specialized Services</b> | 1,635,860                    | 1,800,110    |
|                               | Police Services (total)                  |                              |              |
|                               | <b>\$ 1,958,520</b>                      |                              |              |
| 6620                          | Extra Duty                               |                              |              |
|                               | <b>\$ 21,590</b>                         |                              |              |
|                               | Less CalCOPS Fund offset                 |                              |              |
|                               | <b>\$ (180,000) #</b>                    |                              |              |
| 6845                          | <b>Booking Fees</b>                      | 11,000                       | 7,000        |
| 6846                          | Blood/Alcohol Analysis                   |                              |              |
|                               | <b>\$ 7,000</b>                          |                              |              |
| 6850                          | <b>Cal ID</b>                            | 11,300                       | 11,300       |
| 6861                          | <b>County RMS System</b>                 | 8,400                        | 8,400        |
| <b>O &amp; M Total:</b>       |                                          | \$ 1,722,660                 | \$ 1,857,220 |
| 8003                          | <b>ALPR Cameras</b>                      | \$ -                         | \$ 6,000     |
| 8001                          | <b>New Vehicles</b>                      |                              |              |
| <b>Capital Total:</b>         |                                          | \$ -                         | \$ 6,000     |

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

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <b>Public Safety - Fire</b>               |                                   |                           |                           |                           | <b>Fire &amp; Medical - 420</b> |
|-------------------------------------------|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------------|
| <b>Function - Department</b>              |                                   |                           |                           |                           | <b>Division - Code</b>          |
| <u>Object<br/>Acct #</u>                  |                                   | <u>Actual<br/>2018-19</u> | <u>Actual<br/>2019-20</u> | <u>Budget<br/>2020-21</u> | <u>Proposed<br/>2021-22</u>     |
| <b>PERSONNEL COSTS</b>                    |                                   |                           |                           |                           |                                 |
| 6010                                      | Salaries and Wages                | \$ -                      | \$ -                      | \$ -                      | \$ -                            |
| 6080                                      | Benefits                          | -                         | -                         | -                         | -                               |
|                                           | <b>Personnel Total:</b>           | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>                     |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                                   |                           |                           |                           |                                 |
| 6220                                      | Departmental Expense              | \$ 1,687                  | \$ 7,960                  | \$ 6,000                  | \$ 6,000                        |
| 6320                                      | Utilities                         | 12,352                    | 16,117                    | 15,700                    | 8,700                           |
| 6520                                      | Membership/Dues/Publications      | -                         | -                         | 2,000                     | 2,000                           |
| 6610                                      | Professional/Specialized Services | 1,678,487                 | 2,077,705                 | 2,213,414                 | 1,022,910                       |
| 6720                                      | Landscape Maint/Repair            | 3,810                     | 2,500                     | 3,000                     | 1,500                           |
|                                           | <b>O &amp; M Total:</b>           | <b>\$ 1,696,336</b>       | <b>\$ 2,104,282</b>       | <b>\$ 2,240,114</b>       | <b>\$ 1,041,110</b>             |
| <b>CAPITAL COSTS</b>                      |                                   |                           |                           |                           |                                 |
| 8000                                      | Equipment                         | \$ -                      | \$ -                      | \$ -                      | \$ -                            |
| 8018                                      | Station Upgrades                  | 7,195                     | -                         | 10,000                    | -                               |
|                                           | <b>Capital Total:</b>             | <b>\$ 7,195</b>           | <b>\$ -</b>               | <b>\$ 10,000</b>          | <b>\$ -</b>                     |
| <b><u>DIVISION SUMMARY</u></b>            |                                   |                           |                           |                           |                                 |
|                                           | Personnel                         | \$ -                      | \$ -                      | \$ -                      | \$ -                            |
|                                           | Operations & Maintenance          | 1,696,336                 | 2,104,282                 | 2,240,114                 | 1,041,110                       |
|                                           | Capital                           | 7,195                     | -                         | 10,000                    | -                               |
|                                           |                                   | <b>\$ 1,703,531</b>       | <b>\$ 2,104,282</b>       | <b>\$ 2,250,114</b>       | <b>\$ 1,041,110</b>             |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Public Safety - Fire</b>  |                                          | <b>Fire &amp; Medical - 420</b> |              |
|------------------------------|------------------------------------------|---------------------------------|--------------|
| <b>Function - Department</b> |                                          | <b>Division - Code</b>          |              |
| Object                       |                                          | Budget                          | Proposed     |
| Acct #                       | Description and Justification            | 2020-21                         | 2021-22      |
| 6010                         | <b>Salaries and Wages</b>                | \$ -                            | \$ -         |
| 6080                         | <b>Benefits</b>                          | -                               | -            |
| <b>Personnel Total:</b>      |                                          | \$ -                            | \$ -         |
| 6220                         | <b>Departmental Expense</b>              | \$ 6,000                        | \$ 6,000     |
| 6320                         | <b>Utilities</b>                         | 15,700                          | 8,700        |
|                              | Electric                                 | \$ 3,500                        |              |
|                              | Water                                    | \$ 2,400                        |              |
|                              | DirecTv                                  | \$ 800                          |              |
|                              | Internet                                 | \$ 800                          |              |
|                              | Propane                                  | \$ 1,200                        |              |
| 6520                         | <b>Membership/Dues/Publications</b>      | 2,000                           | 2,000        |
|                              | NFPA Fire Code Inspection                | \$ 2,000                        |              |
| 6610                         | <b>Professional/Specialized Services</b> | 2,213,414                       | 1,022,910    |
|                              | Cal Fire Contract                        | \$ 1,022,910                    |              |
| 6720                         | <b>Landscape Maint/Repair</b>            | 3,000                           | 1,500        |
| <b>O &amp; M Total:</b>      |                                          | \$ 2,240,114                    | \$ 1,041,110 |
|                              | <b>Capital - Fencing</b>                 | \$ -                            | \$ -         |
|                              | <b>Station Upgrades</b>                  | 10,000                          | -            |
| <b>Capital Total:</b>        |                                          | \$ 10,000                       | \$ -         |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

**Public Safety - Fire** **City Fire Department - 421**  
**Function - Department** **Division - Code**

| Object<br>Acct #                          | Actual<br>2018-19 | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|-------------------------------------------|-------------------|-------------------|-------------------|---------------------|
| <b>PERSONNEL COSTS</b>                    |                   |                   |                   |                     |
| 6010                                      | \$ -              | \$ -              | \$ -              | \$ 485,800          |
| 6080                                      | -                 | -                 | -                 | 177,340             |
| <b>Personnel Total:</b>                   | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 663,140</b>   |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                   |                   |                   |                     |
| 6210                                      | \$ -              | \$ -              | \$ -              | \$ 3,500            |
| 6220                                      | -                 | -                 | -                 | 22,740              |
| 6245                                      | -                 | -                 | -                 | 7,500               |
| 6310                                      | -                 | -                 | -                 | 57,000              |
| 6320                                      | -                 | -                 | -                 | 12,000              |
| 6330                                      | -                 | -                 | -                 | 126,500             |
| 6410                                      | -                 | -                 | -                 | 25,000              |
| 6520                                      | -                 | -                 | -                 | 3,650               |
| 6530                                      | -                 | -                 | -                 | 10,200              |
| 6610                                      | -                 | -                 | -                 | -                   |
| 6710                                      | -                 | -                 | -                 | 12,400              |
| 6720                                      | -                 | -                 | -                 | 1,500               |
| 6840                                      | -                 | -                 | -                 | 12,500              |
| <b>O &amp; M Total:</b>                   | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 294,490</b>   |
| <b>STARTUP COSTS</b>                      |                   |                   |                   |                     |
| Startup Costs                             | \$ -              | \$ -              | \$ -              | \$ 312,720          |
| Startup Capital Outlay Costs              | -                 | -                 | -                 | 422,750             |
| <b>Capital Total:</b>                     | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 735,470</b>   |
| <b><u>DIVISION SUMMARY</u></b>            |                   |                   |                   |                     |
| Personnel                                 | \$ -              | \$ -              | \$ -              | \$ 663,140          |
| Operations & Maintenance                  | -                 | -                 | -                 | 294,490             |
| Capital                                   | -                 | -                 | -                 | 735,470             |
|                                           | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 1,693,100</b> |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Public Safety - Fire</b>         |                                                 | <b>City Fire Department - 421</b> |                     |
|-------------------------------------|-------------------------------------------------|-----------------------------------|---------------------|
| <b>Function - Department</b>        |                                                 | <b>Division - Code</b>            |                     |
| Object<br>Acct #                    | Description and Justification                   | Budget<br>2020-21                 | Proposed<br>2021-22 |
| 6010                                | <b>Salaries and Wages (See detail schedule)</b> | \$ -                              | \$ 485,800          |
| 6080                                | <b>Benefits</b>                                 | -                                 | 177,340             |
| <b>Personnel Total:</b>             |                                                 | \$ -                              | \$ 663,140          |
| 6210                                | <b>Office Expense &amp; Supplies</b>            | \$ -                              | \$ 3,500            |
| 6220                                | <b>Departmental Expense</b>                     | -                                 | 22,740              |
| 6245                                | <b>Fuels &amp; Lubricants</b>                   | -                                 | 7,500               |
| 6310                                | <b>Communications</b>                           | -                                 | 57,000              |
|                                     | Dispatch Riverside County                       |                                   | \$ 57,000           |
| 6320                                | <b>Utilities</b>                                | -                                 | 12,000              |
| 6330                                | <b>Rents &amp; Leases</b>                       | -                                 | 126,500             |
|                                     | Type I Engine Lease                             |                                   | \$ 84,200           |
|                                     | Type VI Engine Lease                            |                                   | \$ 41,100           |
|                                     | Photocopier                                     |                                   | \$ 1,200            |
| 6410                                | <b>Fleet &amp; Equipment Maintenance</b>        | -                                 | 25,000              |
| 6520                                | <b>Membership/Dues/Publications</b>             | -                                 | 3,650               |
| 6530                                | <b>Software</b>                                 | -                                 | 10,200              |
|                                     | Policy Application                              |                                   | \$ 6,500            |
|                                     | Training Module                                 |                                   | \$ 2,600            |
|                                     | Microsoft Office                                |                                   | \$ 1,100            |
| 6610                                | <b>Professional/Specialized Services</b>        |                                   | -                   |
|                                     | Cal Fire Contract                               |                                   |                     |
| 6710                                | <b>Training &amp; Education</b>                 | -                                 | 12,400              |
|                                     | Medical Director                                |                                   | \$ 2,400            |
|                                     | EMS Coordinator                                 |                                   | \$ 6,000            |
|                                     | Conference                                      |                                   | \$ 1,500            |
|                                     | Other                                           |                                   | \$ 2,500            |
| 6720                                | <b>Landscape Maint/Repair</b>                   | -                                 | 1,500               |
| 6840                                | <b>Liability Property Ins &amp; Deductible</b>  | -                                 | 12,500              |
|                                     | Liability                                       |                                   | \$ 5,000            |
|                                     | Property                                        |                                   | \$ 7,500            |
| <b>O &amp; M Total:</b>             |                                                 | \$ -                              | \$ 294,490          |
| <b>Startup Costs</b>                |                                                 | \$ -                              | \$ 312,720          |
| <b>Startup Capital Outlay Costs</b> |                                                 | -                                 | 422,750             |
| <b>Capital Total:</b>               |                                                 | \$ -                              | \$ 735,470          |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Public Safety - Fire</b>                      | <b>City Fire Department - 421</b> |                 |                   |
|--------------------------------------------------|-----------------------------------|-----------------|-------------------|
| <b>Function - Department</b>                     | <b>Division - Code</b>            |                 |                   |
| <b>Description and Justification</b>             | <b>Proposed<br/>2021-22</b>       |                 |                   |
| <b>Fire Department Startup Costs</b>             |                                   |                 |                   |
|                                                  | <b>No.</b>                        | <b>Per Unit</b> | <b>Total</b>      |
| Full-time Firefighter Structural Turnouts (Lion) | 11                                | \$ 3,719        | \$ 40,200         |
| Reserve Firefighters Structural Turnouts (Lion)  | 15                                | 3,282           | 49,250            |
| Full-time Firefighter Wildland PPE               | 11                                | 797             | 8,770             |
| Reserve Firefighters Wildland PPE                | 15                                | 732             | 10,980            |
| Full-time Firefighter Station Uniforms           | 11                                | 4,236           | 27,960            |
| Reserve Firefighter Station Uniforms             | 15                                | 614             | 6,760             |
| Portable Radios                                  | 13                                | 1,800           | 23,400            |
| MDC Mount for Type I                             | 1                                 | 2,000           | 2,000             |
| MDC Mount for Type VI                            | 1                                 | 1,900           | 1,900             |
| Conversions for Durangos (Radio, siren, lights)  | 2                                 | 25,000          | 50,000            |
| Mobile Data Computers                            | 4                                 | 2,000           | 8,000             |
| Radio Pagers                                     | 5                                 | 700             | 3,500             |
| Orientation Academy                              | 13                                |                 | 51,000            |
| Training Instructors/Props/Materials             | 1                                 |                 | 10,000            |
| IT Setup at Fire Station                         | 1                                 |                 | 8,000             |
| Initial Backgrounds and medicals                 | 11                                | 1,000           | 11,000            |
| <b>Total Startup Costs</b>                       |                                   |                 | <b>\$ 312,720</b> |
| <b>Capital Items</b>                             |                                   |                 |                   |
|                                                  | <b>No.</b>                        | <b>Per Unit</b> | <b>Total</b>      |
| SCBA Compressor                                  | 1                                 | \$ 43,000       | \$ 43,000         |
| Sets of equipment for Type I Engine              | 1                                 | 130,000         | 130,000           |
| Sets of equipment for Type VI Engine             | 1                                 | 35,000          | 35,000            |
| Sets of office furniture                         | 1                                 | 15,000          | 15,000            |
| Telephones (8 phone connections)                 | 1                                 | 4,000           | 4,000             |
| Computers                                        | 5                                 | 1,750           | 8,750             |
| Scott SCBA's                                     | 4                                 | 6,800           | 27,200            |
| EMS Supplies Start up costs                      | 1                                 | 25,000          | 25,000            |
| Fire Station Improvements                        | 1                                 | 75,000          | 75,000            |
| Fire engine equipment mounting                   | 2                                 | 7,500           | 15,000            |
| Fire Station Move in items                       | 1                                 | 5,000           | 5,000             |
| Promotional Items                                | 1                                 | 5,000           | 5,000             |
| Ipads (EMS)                                      | 3                                 | 1,100           | 3,300             |
| Cell phones                                      | 3                                 | 500             | 1,500             |
| Zoll Paramedic Monitor                           | 1                                 | 30,000          | 30,000            |
| <b>Total Capital Items</b>                       |                                   |                 | <b>\$ 422,750</b> |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

**Public Safety - Emergency Preparedness**  
Function - Department

**Emergency Preparedness - 425**  
Division - Code

| Object<br>Acct #                          | Actual<br>2018-19 | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|-------------------------------------------|-------------------|-------------------|-------------------|---------------------|
| <b>PERSONNEL COSTS</b>                    |                   |                   |                   |                     |
| None                                      | \$ -              | \$ -              | \$ -              | \$ -                |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                   |                   |                   |                     |
| 6215 EOC Equipment/Supplies               | \$ 1,392          | \$ 2,022          | \$ 7,100          | 7,100               |
| 6220 Departmental Expense                 | 8,236             | 7,500             | 10,000            | 33,000              |
| 6310 Communications                       | 1,359             | -                 | 1,400             | 1,400               |
| 6710 Training                             | -                 | -                 | 7,500             | 7,500               |
| <b>O &amp; M Total:</b>                   | <b>\$ 10,987</b>  | <b>\$ 9,522</b>   | <b>\$ 26,000</b>  | <b>\$ 49,000</b>    |
| <b>CAPITAL COSTS</b>                      |                   |                   |                   |                     |
| None                                      | \$ -              | \$ -              | \$ -              | \$ -                |
| <b><u>DIVISION SUMMARY</u></b>            |                   |                   |                   |                     |
| Personnel                                 | \$ -              | \$ -              | \$ -              | \$ -                |
| Operations & Maintenance                  | 10,987            | 9,522             | 26,000            | 49,000              |
| Capital                                   | -                 | -                 | -                 | -                   |
|                                           | <b>\$ 10,987</b>  | <b>\$ 9,522</b>   | <b>\$ 26,000</b>  | <b>\$ 49,000</b>    |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Public Safety - Emergency Preparedness</b> |                                                  | <b>Emergency Preparedness - 425</b> |           |
|-----------------------------------------------|--------------------------------------------------|-------------------------------------|-----------|
| <b>Function - Department</b>                  |                                                  | <b>Division - Code</b>              |           |
| Object                                        |                                                  | Budget                              | Proposed  |
| Acct #                                        | Description and Justification                    | 2020-21                             | 2021-22   |
|                                               | <b>None</b>                                      | \$ -                                | \$ -      |
| <b>Personnel Total:</b>                       |                                                  | \$ -                                | \$ -      |
| 6215                                          | <b>Emergency Management</b>                      | \$ 7,100                            | \$ 7,100  |
|                                               | Matching Grant Expense                           |                                     | \$ 7,100  |
| 6220                                          | <b>Departmental Expense</b>                      |                                     |           |
|                                               | Code Red Services                                | 10,000                              | 33,000    |
|                                               | Supplies                                         |                                     | \$ 500    |
|                                               | EMD Contract (County)                            |                                     | \$ 25,000 |
| 6310                                          | <b>Communications (Emergency Management EOC)</b> | 1,400                               | 1,400     |
|                                               | Satellite Phones                                 |                                     | \$ 1,400  |
| 6710                                          | <b>Training</b>                                  | 7,500                               | 7,500     |
| <b>O &amp; M Total:</b>                       |                                                  | \$ 26,000                           | \$ 49,000 |
|                                               | <b>None</b>                                      | \$ -                                | \$ -      |
| <b>Capital Total:</b>                         |                                                  | \$ -                                | \$ -      |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

**Public Safety - Animal Control**  
**Function - Department**

**Animal Control - 430**  
**Division - Code**

| Object<br>Acct #                          | Actual<br>2018-19 | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|-------------------------------------------|-------------------|-------------------|-------------------|---------------------|
| <b>PERSONNEL COSTS</b>                    |                   |                   |                   |                     |
| None                                      | \$ -              | \$ -              | \$ -              | \$ -                |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                   |                   |                   |                     |
| 6610 Professional/Specialized Services    | \$ 103,863        | \$ 107,380        | \$ 121,270        | \$ 108,600          |
| 6900 Debt Service                         | 39,957            | 41,411            | 42,260            | 32,470              |
| <b>O &amp; M Total:</b>                   | <b>\$ 143,820</b> | <b>\$ 148,791</b> | <b>\$ 163,530</b> | <b>\$ 141,070</b>   |
| <b>CAPITAL COSTS</b>                      |                   |                   |                   |                     |
| None                                      | \$ -              | \$ -              | \$ -              | \$ -                |
| <b><u>DIVISION SUMMARY</u></b>            |                   |                   |                   |                     |
| Personnel                                 | \$ -              | \$ -              | \$ -              | \$ -                |
| Operations & Maintenance                  | 143,820           | 148,791           | 163,530           | 141,070             |
| Capital                                   | -                 | -                 | -                 | -                   |
|                                           | <b>\$ 143,820</b> | <b>\$ 148,791</b> | <b>\$ 163,530</b> | <b>\$ 141,070</b>   |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Public Safety - Animal Control</b> |                                           | <b>Animal Control - 430</b> |            |
|---------------------------------------|-------------------------------------------|-----------------------------|------------|
| <b>Function - Department</b>          |                                           | <b>Division - Code</b>      |            |
| Object                                |                                           | Budget                      | Proposed   |
| Acct #                                | Description and Justification             | 2020-21                     | 2021-22    |
|                                       | <b>None</b>                               | \$ -                        | \$ -       |
|                                       | <b>Personnel Total:</b>                   | \$ -                        | \$ -       |
|                                       | <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                             |            |
| 6610                                  | <b>Professional/Specialized Services</b>  | \$ 121,270                  | \$ 108,600 |
|                                       | Animal Control                            | \$ 42,000                   |            |
|                                       | County Sheltering Services                | \$ 66,600                   |            |
| 6900                                  | <b>Interest Expense</b>                   | 42,260                      | 32,470     |
|                                       | Debt Service                              | \$ 29,780                   |            |
|                                       | Audit/Fiscal Agent/Admin                  | \$ 2,690                    |            |
|                                       | <b>O &amp; M Total:</b>                   | \$ 163,530                  | \$ 141,070 |
|                                       | <b>None</b>                               | \$ -                        | \$ -       |
|                                       | <b>Capital Total:</b>                     | \$ -                        | \$ -       |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <b>Development Services</b>  |                                           | <b>Public Works Administration - 510</b> |                           |                           |                             |
|------------------------------|-------------------------------------------|------------------------------------------|---------------------------|---------------------------|-----------------------------|
| <b>Function - Department</b> |                                           | <b>Division - Code</b>                   |                           |                           |                             |
| <b>Object<br/>Acct #</b>     |                                           | <b>Actual<br/>2018-19</b>                | <b>Actual<br/>2019-20</b> | <b>Budget<br/>2020-21</b> | <b>Proposed<br/>2021-22</b> |
|                              | <b>PERSONNEL COSTS</b>                    |                                          |                           |                           |                             |
| 6010                         | Salaries and Wages                        | \$ -                                     | \$ -                      | \$ -                      | \$ -                        |
| 6080                         | Benefits                                  | -                                        | -                         | -                         | -                           |
|                              | <b>Personnel Total:</b>                   | \$ -                                     | \$ -                      | \$ -                      | \$ -                        |
|                              | <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                                          |                           |                           |                             |
| 6220                         | Departmental Expenses                     | \$ -                                     | \$ -                      | \$ -                      | \$ -                        |
| 6610                         | Professional/Specialized Services         | 13,387                                   | 8,350                     | 12,000                    | 10,000                      |
|                              | <b>O &amp; M Total:</b>                   | \$ 13,387                                | \$ 8,350                  | \$ 12,000                 | \$ 10,000                   |
|                              | <b>CAPITAL COSTS</b>                      |                                          |                           |                           |                             |
|                              | None                                      | \$ -                                     | \$ -                      | \$ -                      | \$ -                        |
|                              | <b><u>DIVISION SUMMARY</u></b>            |                                          |                           |                           |                             |
|                              | Personnel                                 | \$ -                                     | \$ -                      | \$ -                      | \$ -                        |
|                              | Operations & Maintenance                  | 13,387                                   | 8,350                     | 12,000                    | 10,000                      |
|                              | Capital                                   | -                                        | -                         | -                         | -                           |
|                              |                                           | <u>\$ 13,387</u>                         | <u>\$ 8,350</u>           | <u>\$ 12,000</u>          | <u>\$ 10,000</u>            |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Development Services</b>  |                                          | <b>Public Works Administration - 510</b> |                     |
|------------------------------|------------------------------------------|------------------------------------------|---------------------|
| <b>Function - Department</b> |                                          | <b>Division - Code</b>                   |                     |
| Object<br>Acct #             | Description and Justification            | Budget<br>2020-21                        | Proposed<br>2021-22 |
| 6015                         | <b>Salaries and Wages</b>                | \$ -                                     | \$ -                |
| 6080                         | <b>Benefits</b>                          | -                                        | -                   |
| <b>Personnel Total:</b>      |                                          | \$ -                                     | \$ -                |
| 6220                         | <b>Departmental Expense</b>              | \$ -                                     | \$ -                |
|                              | Miscellaneous                            | \$ -                                     |                     |
| 6610                         | <b>Professional/Specialized Services</b> | 12,000                                   | 10,000              |
|                              | PV Maintenance                           | 4,000                                    |                     |
|                              | Tri-Lake                                 | \$ 6,000                                 |                     |
| <b>O &amp; M Total:</b>      |                                          | \$ 12,000                                | \$ 10,000           |
|                              | <b>None</b>                              | \$ -                                     | \$ -                |
| <b>Capital Total:</b>        |                                          | \$ -                                     | \$ -                |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <u>Development Services</u>               |                                   | <u>NPDES - 515</u> |                   |                   |                     |
|-------------------------------------------|-----------------------------------|--------------------|-------------------|-------------------|---------------------|
| Function - Department                     |                                   | Division - Code    |                   |                   |                     |
| Object<br>Acct #                          |                                   | Actual<br>2018-19  | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
| <b>PERSONNEL COSTS</b>                    |                                   |                    |                   |                   |                     |
| 6015                                      | Salaries and Wages                | \$ 5,990           | \$ -              | \$ -              | \$ -                |
| 6080                                      | Benefits                          | 402                | -                 | -                 | -                   |
|                                           | <b>Personnel Total:</b>           | <b>\$ 6,392</b>    | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                                   |                    |                   |                   |                     |
| 6220                                      | Departmental Expense              | \$ -               | \$ -              | \$ -              | \$ -                |
| 6520                                      | Membership/Dues/Publications      | 57,319             | 62,492            | 68,300            | <b>67,000</b>       |
| 6610                                      | Professional/Specialized Services | 7,278              | 5,008             | 16,000            | <b>16,000</b>       |
|                                           | <b>O &amp; M Total:</b>           | <b>\$ 64,597</b>   | <b>\$ 67,500</b>  | <b>\$ 84,300</b>  | <b>\$ 83,000</b>    |
| <b>CAPITAL COSTS</b>                      |                                   |                    |                   |                   |                     |
|                                           | None                              | \$ -               | \$ -              | \$ -              | \$ -                |
| <b>DIVISION SUMMARY</b>                   |                                   |                    |                   |                   |                     |
|                                           | Personnel                         | \$ 6,392           | \$ -              | \$ -              | \$ -                |
|                                           | Operations & Maintenance          | 64,597             | 67,500            | 84,300            | <b>83,000</b>       |
|                                           | Capital                           | -                  | -                 | -                 | -                   |
|                                           |                                   | <b>\$ 70,989</b>   | <b>\$ 67,500</b>  | <b>\$ 84,300</b>  | <b>\$ 83,000</b>    |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Development Services</b>  |                                               | <b>NPDES - 515</b>     |               |
|------------------------------|-----------------------------------------------|------------------------|---------------|
| <b>Function - Department</b> |                                               | <b>Division - Code</b> |               |
| Object                       |                                               | Budget                 | Proposed      |
| Acct #                       | Description and Justification                 | 2020-21                | 2021-22       |
| 6015                         | <b>Salaries and Wages</b>                     | \$ -                   | \$ -          |
|                              | Code Compliance Officer                       | \$ -                   |               |
|                              | Senior Office Specialist/Code Compliance Tech | \$ -                   |               |
| 6080                         | <b>Benefits</b>                               | -                      | -             |
|                              | Medicare, SUI, WC                             |                        |               |
| <b>Personnel Total:</b>      |                                               | \$ -                   | \$ -          |
| 6320                         | <b>Utilities</b>                              | \$ -                   | \$ -          |
|                              | TMDL Water Test                               | \$ -                   |               |
| 6520                         | <b>Membership/Dues/Publications</b>           | 68,300                 | <b>67,000</b> |
|                              | NPDES MS4 Permit Fee                          | \$ 9,500               |               |
|                              | LE/CL TMDL                                    | \$ 36,500              |               |
|                              | MS4 Agreement                                 | \$ -                   |               |
|                              | San Jacinto River Watershed Council           | \$ 1,000               |               |
|                              | LESJWA                                        | \$ 20,000              |               |
| 6610                         | <b>Professional/Specialized Services</b>      | 16,000                 | <b>16,000</b> |
|                              | Consultant for NPDES Interwest                | \$ 16,000              |               |
| <b>O &amp; M Total:</b>      |                                               | \$ 84,300              | \$ 83,000     |
|                              | <b>None</b>                                   | \$ -                   | \$ -          |
| <b>Capital Total:</b>        |                                               | \$ -                   | \$ -          |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <b>Development Services</b>               |                              | <b>Code Enforcement - 520</b> |                   |                   |                     |
|-------------------------------------------|------------------------------|-------------------------------|-------------------|-------------------|---------------------|
| <b>Function - Department</b>              |                              | <b>Division - Code</b>        |                   |                   |                     |
| Object<br>Acct #                          |                              | Actual<br>2018-19             | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
| <b>PERSONNEL COSTS</b>                    |                              |                               |                   |                   |                     |
| 6015                                      | Salaries and Wages           | \$ 146,328                    | \$ 222,103        | \$ 204,134        | \$ 209,045          |
| 6080                                      | Benefits                     | 21,694                        | 49,018            | 74,028            | 66,299              |
|                                           | <b>Personnel Total:</b>      | <b>\$ 168,022</b>             | <b>\$ 271,121</b> | <b>\$ 278,162</b> | <b>\$ 275,344</b>   |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                              |                               |                   |                   |                     |
| 6220                                      | Department Expense           | \$ 9,571                      | \$ 19,719         | \$ 12,600         | \$ 18,700           |
| 6310                                      | Communications               | 2,809                         | 2,493             | 2,400             | 3,600               |
| 6415                                      | Boat Maintenance             | 5,328                         | 6,326             | 11,000            | 11,000              |
| 6425                                      | Fuels and Lubricants         | 3,025                         | 4,331             | 3,000             | 5,000               |
| 6520                                      | Membership/Dues/Publications | 1,783                         | 1,925             | 2,300             | 1,600               |
| 6710                                      | Training and Education       | 1,806                         | 1,782             | 2,500             | 2,500               |
|                                           | <b>O &amp; M Total:</b>      | <b>\$ 24,322</b>              | <b>\$ 36,576</b>  | <b>\$ 33,800</b>  | <b>\$ 44,900</b>    |
| <b>CAPITAL COSTS</b>                      |                              |                               |                   |                   |                     |
| 8010                                      | Computer Equipment           | \$ 1,592                      | \$ -              | \$ -              | \$ -                |
| 8001                                      | Vehicles                     | -                             | -                 | -                 | 1,000               |
|                                           | <b>Capital Total:</b>        | <b>\$ 1,592</b>               | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 1,000</b>     |
| <b><u>DIVISION SUMMARY</u></b>            |                              |                               |                   |                   |                     |
|                                           | Personnel                    | \$ 168,022                    | \$ 271,121        | \$ 278,162        | \$ 275,344          |
|                                           | Operations & Maintenance     | 24,322                        | 36,576            | 33,800            | 44,900              |
|                                           | Capital                      | 1,592                         | -                 | -                 | 1,000               |
|                                           |                              | <b>\$ 193,936</b>             | <b>\$ 307,697</b> | <b>\$ 311,962</b> | <b>\$ 321,244</b>   |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>Development Services</b>  |                                          | <b>Code Enforcement - 520</b> |                   |
|------------------------------|------------------------------------------|-------------------------------|-------------------|
| <b>Function - Department</b> |                                          | <b>Division - Code</b>        |                   |
| Object                       |                                          | Budget                        | Proposed          |
| Acct #                       | Description and Justification            | 2020-21                       | 2021-22           |
| 6015                         | <b>Salaries and Wages</b>                | \$ 204,134                    | \$ 209,045        |
|                              | Code Enforcement Officer                 | \$ 28,973                     |                   |
|                              | Code Enforcement Officer                 | \$ 57,324                     |                   |
|                              | Senior Code Enforcement Officer          | \$ 69,753                     |                   |
|                              | Code Enforcement Officer                 | \$ 52,996                     |                   |
| 6080                         | <b>Benefits</b>                          | 74,028                        | 66,299            |
|                              | Medicare, SUI, WC                        |                               |                   |
| <b>Personnel Total:</b>      |                                          | <b>\$ 278,162</b>             | <b>\$ 275,344</b> |
| 6220                         | <b>Departmental Expense</b>              | \$ 12,600                     | \$ 18,700         |
|                              | Miscellaneous                            | \$ 2,000                      |                   |
|                              | Data Ticket/Revenue Experts              | \$ 3,000                      |                   |
|                              | Tuition Reimbursement                    | \$ 7,500                      |                   |
|                              | Printing                                 | \$ 800                        |                   |
|                              | Belts and Equipment                      | \$ 1,500                      |                   |
|                              | Uniforms                                 | \$ 1,900                      |                   |
|                              | BLM Cleanup                              | \$ 2,000                      |                   |
| 6310                         | <b>Communications</b>                    | 2,400                         | 3,600             |
| 6415                         | <b>Vehicle Maintenance</b>               | 11,000                        | 11,000            |
| 6425                         | <b>Fuels and Lubricants</b>              | 3,000                         | 5,000             |
| 6520                         | <b>Membership/Dues/Publications</b>      | 2,300                         | 1,600             |
|                              | Corelogic/Real Quest                     | \$ 1,600                      |                   |
| 6610                         | <b>Professional/Specialized Services</b> | -                             | 2,500             |
|                              | Corelogic/Real Quest                     | \$ 2,500                      |                   |
| 6710                         | <b>Training and Education</b>            | 2,500                         | 2,500             |
| <b>O &amp; M Total:</b>      |                                          | <b>\$ 33,800</b>              | <b>\$ 44,900</b>  |
| 8010                         | <b>Computer Equipment</b>                | \$ -                          | \$ -              |
| 8001                         | <b>Vehicles</b>                          | -                             | 1,000             |
| <b>Capital Total:</b>        |                                          | <b>\$ -</b>                   | <b>\$ 1,000</b>   |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <b>General Government</b>                 |                                   | <b>Building and Facilities Maint - 550</b> |                           |                           |                             |
|-------------------------------------------|-----------------------------------|--------------------------------------------|---------------------------|---------------------------|-----------------------------|
| <b>Function - Department</b>              |                                   | <b>Division - Code</b>                     |                           |                           |                             |
| <b>Object<br/>Acct #</b>                  |                                   | <b>Actual<br/>2018-19</b>                  | <b>Actual<br/>2019-20</b> | <b>Budget<br/>2020-21</b> | <b>Proposed<br/>2021-22</b> |
| <b>PERSONNEL COSTS</b>                    |                                   |                                            |                           |                           |                             |
|                                           | None                              | \$ -                                       | \$ -                      | \$ -                      | \$ -                        |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                                   |                                            |                           |                           |                             |
| 6310                                      | Communications                    | \$ 2,264                                   | \$ 2,545                  | \$ 2,500                  | \$ 2,500                    |
| 6320                                      | Utilities                         | 34,411                                     | 31,711                    | 31,020                    | 31,020                      |
| 6330                                      | Rentals & Leases                  | 26,013                                     | 44,711                    | 48,710                    | 35,260                      |
| 6520                                      | Membership/Dues/Publications      |                                            |                           | 7,000                     | 7,000                       |
| 6610                                      | Professional/Specialized Services | 18,403                                     | 27,687                    | 44,220                    | 40,250                      |
|                                           | <b>O &amp; M Total:</b>           | <b>\$ 81,091</b>                           | <b>\$ 106,654</b>         | <b>\$ 133,450</b>         | <b>\$ 116,030</b>           |
| <b>CAPITAL COSTS</b>                      |                                   |                                            |                           |                           |                             |
| 8000                                      | Furniture & Equipment             | \$ 1,452                                   | \$ 2,202                  | \$ 43,000                 | \$ 24,100                   |
| 8007                                      | Office Furniture                  | -                                          | 738                       | 25,800                    | -                           |
| 8014                                      | Building Improvements             | -                                          | 210                       | -                         | -                           |
|                                           | <b>Capital Total:</b>             | <b>\$ 1,452</b>                            | <b>\$ 3,150</b>           | <b>\$ 68,800</b>          | <b>\$ 24,100</b>            |
| <b>DIVISION SUMMARY</b>                   |                                   |                                            |                           |                           |                             |
|                                           | Personnel                         | \$ -                                       | \$ -                      | \$ -                      | \$ -                        |
|                                           | Operations & Maintenance          | 81,091                                     | 106,654                   | 133,450                   | 116,030                     |
|                                           | Capital                           | 1,452                                      | 3,150                     | 68,800                    | 24,100                      |
|                                           |                                   | <b>\$ 82,543</b>                           | <b>\$ 109,804</b>         | <b>\$ 202,250</b>         | <b>\$ 140,130</b>           |

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2021-22**

| <b>General Government</b>    |                                          | <b>Building and Facilities Maint - 550</b> |                     |
|------------------------------|------------------------------------------|--------------------------------------------|---------------------|
| <b>Function - Department</b> |                                          | <b>Division - Code</b>                     |                     |
| Acct #                       | Description and Justification            | Budget<br>2020-21                          | Proposed<br>2021-22 |
|                              | <b>None</b>                              | \$ -                                       | \$ -                |
|                              | <b>Personnel Total:</b>                  | \$ -                                       | \$ -                |
| 6310                         | <b>Communications</b>                    | \$ 2,500                                   | \$ 2,500            |
|                              | High Speed Services                      | \$ 2,500                                   |                     |
| 6320                         | <b>Utilities</b>                         | 31,020                                     | 31,020              |
|                              | Electric                                 | \$ 15,300                                  |                     |
|                              | Gas                                      | \$ 1,860                                   |                     |
|                              | Water                                    | \$ 1,500                                   |                     |
|                              | Ring Central                             | \$ 7,600                                   |                     |
|                              | Frontier                                 | \$ 4,760                                   |                     |
| 6330                         | <b>Rentals and Leases</b>                |                                            |                     |
|                              | Library                                  | \$ -                                       | 48,710              |
|                              | City Hall - Administration               | \$ 32,760                                  | 35,260              |
|                              | Annual Charges                           | \$ 2,500                                   |                     |
| 6520                         | <b>Membership/Dues/Publications</b>      | 7,000                                      | 7,000               |
|                              | Merchants Association                    | \$ 7,000                                   |                     |
| 6610                         | <b>Professional/Specialized Services</b> | 44,220                                     | 40,250              |
|                              | Pest Control                             | \$ 1,500                                   |                     |
|                              | Security                                 | \$ 14,500                                  |                     |
|                              | HVAC Maintenance                         | \$ 2,500                                   |                     |
|                              | Janitorial                               | \$ 12,500                                  |                     |
|                              | Fire Extinguisher service                | \$ 250                                     |                     |
|                              | Roof Maintenance                         | \$ 1,400                                   |                     |
|                              | Sprinkler Service                        | \$ 450                                     |                     |
|                              | Elevator service                         | \$ 5,000                                   |                     |
|                              | Window cleaning                          | \$ 950                                     |                     |
|                              | Plumbing                                 | \$ 1,200                                   |                     |
|                              | <b>O &amp; M Total:</b>                  | \$ 133,450                                 | \$ 116,030          |
| 8007                         | <b>Furniture &amp; Equipment</b>         | \$ -                                       | \$ 25,800           |
| 8014                         | <b>ADA Project</b>                       | -                                          | 43,000              |
|                              | <b>Capital Total:</b>                    | \$ 68,800                                  | \$ 24,100           |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| Public Works - Streets<br>Function - Department |                                       | Gas Tax - Fund 20<br>Division - Code |                   |                   |                     |
|-------------------------------------------------|---------------------------------------|--------------------------------------|-------------------|-------------------|---------------------|
| Object<br>Acct #                                |                                       | Actual<br>2018-19                    | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
| <b>PROGRAM REVENUES</b>                         |                                       |                                      |                   |                   |                     |
| 4840                                            | Gas Tax 2103                          | \$ 36,808                            | \$ 77,814         | \$ 100,000        | \$ 85,000           |
| 4850                                            | Gas Tax 2105                          | 60,452                               | 57,566            | 64,800            | 62,300              |
| 4860                                            | Gas Tax 2106                          | 42,721                               | 39,316            | 43,000            | 42,400              |
| 4870                                            | Gas Tax 2107                          | 76,025                               | 72,687            | 77,400            | 80,000              |
| 4875                                            | Gas Tax 2107.5                        | 3,000                                | 3,000             | 3,000             | 3,000               |
| 4876                                            | Road Maintenance Rehab                | 202,050                              | 195,455           | 213,100           | 212,000             |
| 5021                                            | Traffic Relief Revenue                | 12,425                               | 12,687            | -                 | -                   |
| 4900                                            | Interest Income                       | 9,461                                | 9,378             | 4,000             | 4,000               |
|                                                 | <b>Program Revenue Total</b>          | <b>\$ 442,942</b>                    | <b>\$ 467,903</b> | <b>\$ 505,300</b> | <b>\$ 488,700</b>   |
| <b>OPERATIONS &amp; MAINTENANCE COSTS</b>       |                                       |                                      |                   |                   |                     |
| 6610                                            | Professional and Specialized Services | \$ 46,699                            | \$ 11,902         | \$ 20,000         | \$ 22,000           |
| 6320                                            | Utilities                             | 5,183                                | 1,817             | 2,400             | 3,200               |
| 6720                                            | Landscape Maintenance                 | 104,473                              | 75,988            | 72,000            | 81,700              |
| 6721                                            | Street Maintenance                    | 10,471                               | 19,359            | 25,000            | 25,000              |
| 6722                                            | Signal and Sign Maintenance           | 18,748                               | 41,048            | 30,000            | 30,000              |
| 6724                                            | Street Tree Trimming                  | -                                    | -                 | 5,000             | 5,000               |
| 6723                                            | Reclaimed Water (RRCR)                | 15,911                               | 9,471             | 9,600             | 10,500              |
|                                                 | <b>O &amp; M Total:</b>               | <b>\$ 201,485</b>                    | <b>\$ 159,585</b> | <b>\$ 164,000</b> | <b>\$ 177,400</b>   |
| <b>CAPITAL COSTS</b>                            |                                       |                                      |                   |                   |                     |
| 8000                                            | Pedestrian Crosswalk Enhancement      | \$ -                                 | \$ -              | \$ 63,000         |                     |
| 8000                                            | RRCR Sound Wall Repairs               | -                                    | -                 | 100,000           |                     |
| 8000                                            | Striping Improvements                 | -                                    | -                 | 50,000            |                     |
| 8000                                            | Capital Outlay                        | -                                    | 162,663           | -                 | -                   |
|                                                 | <b>Capital Total:</b>                 | <b>\$ -</b>                          | <b>\$ 162,663</b> | <b>\$ 213,000</b> | <b>\$ -</b>         |
| <b>DIVISION SUMMARY</b>                         |                                       |                                      |                   |                   |                     |
|                                                 | <b>Total Revenue</b>                  | <b>\$ 442,942</b>                    | <b>\$ 467,903</b> | <b>\$ 505,300</b> | <b>\$ 488,700</b>   |
|                                                 | <b>Personnel</b>                      | <b>\$ -</b>                          | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         |
|                                                 | <b>Operations &amp; Maintenance</b>   | <b>201,485</b>                       | <b>159,585</b>    | <b>164,000</b>    | <b>177,400</b>      |
|                                                 | <b>Capital</b>                        | <b>-</b>                             | <b>162,663</b>    | <b>213,000</b>    | <b>-</b>            |
|                                                 | <b>Total Expenditures</b>             | <b>\$ 201,485</b>                    | <b>\$ 322,248</b> | <b>\$ 377,000</b> | <b>\$ 177,400</b>   |
|                                                 | <b>Surplus/Shortfall</b>              | <b>\$ 241,457</b>                    | <b>\$ 145,655</b> | <b>\$ 128,300</b> | <b>\$ 311,300</b>   |
|                                                 | <b>Estimated Available Reserves</b>   |                                      |                   |                   | <b>\$ 1,166,000</b> |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <b>Public Works - Streets</b> |                                           | <b>Measure A - Fund 21</b> |                           |                           |                             |
|-------------------------------|-------------------------------------------|----------------------------|---------------------------|---------------------------|-----------------------------|
| <b>Function - Department</b>  |                                           | <b>Division - Code</b>     |                           |                           |                             |
| <b>Object<br/>Acct #</b>      |                                           | <b>Actual<br/>2018-19</b>  | <b>Actual<br/>2019-20</b> | <b>Budget<br/>2020-21</b> | <b>Proposed<br/>2021-22</b> |
|                               | <b>PROGRAM REVENUES</b>                   |                            |                           |                           |                             |
| 4550                          | Measure A Fees                            | \$ 204,962                 | \$ 203,882                | \$ 168,000                | \$ 201,000                  |
| 4790                          | Miscellaneous Income                      | -                          | -                         |                           |                             |
| 4900                          | Interest Income                           | 5,320                      | 5,115                     | 2,000                     | 2,000                       |
|                               | <b>Program Revenue Total</b>              | <b>\$ 210,282</b>          | <b>\$ 208,997</b>         | <b>\$ 170,000</b>         | <b>\$ 203,000</b>           |
|                               | <b>PERSONNEL COSTS</b>                    |                            |                           |                           |                             |
|                               | None                                      | \$ -                       | \$ -                      | \$ -                      | \$ -                        |
|                               | <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                            |                           |                           |                             |
| 6955                          | Interest Expense                          | \$ 587                     | \$ 28                     | \$ -                      | \$ -                        |
| 6960                          | Principal Expense (RCTC advance)          | 146,413                    | 46,445                    | -                         | -                           |
|                               | Principal Expense (County Loan)           | -                          | -                         | -                         | -                           |
|                               | <b>O &amp; M Total:</b>                   | <b>\$ 147,000</b>          | <b>\$ 46,473</b>          | <b>\$ -</b>               | <b>\$ -</b>                 |
|                               | <b>CAPITAL COSTS</b>                      |                            |                           |                           |                             |
| 8100                          | Catch Basin Improvements                  | \$ -                       | \$ -                      | \$ 50,000                 | \$ -                        |
| 8100                          | Lighting Improvements                     |                            |                           | \$ -                      | 100,000                     |
| 8100                          | Blockwall Improvements                    | -                          | -                         | 100,000                   | 100,000                     |
|                               | <b>Capital Total:</b>                     | <b>\$ -</b>                | <b>\$ -</b>               | <b>\$ 150,000</b>         | <b>\$ 200,000</b>           |
|                               | <b><u>DIVISION SUMMARY</u></b>            |                            |                           |                           |                             |
|                               | <b>Total Revenue</b>                      | <b>\$ 210,282</b>          | <b>\$ 208,997</b>         | <b>\$ 170,000</b>         | <b>\$ 203,000</b>           |
|                               | <b>Personnel</b>                          | <b>\$ -</b>                | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>                 |
|                               | <b>Operations &amp; Maintenance</b>       | <b>147,000</b>             | <b>46,473</b>             | <b>-</b>                  | <b>-</b>                    |
|                               | <b>Capital</b>                            | <b>-</b>                   | <b>-</b>                  | <b>150,000</b>            | <b>200,000</b>              |
|                               | <b>Total Expenditures</b>                 | <b>\$ 147,000</b>          | <b>\$ 46,473</b>          | <b>\$ 150,000</b>         | <b>\$ 200,000</b>           |
|                               | <b>Surplus/Shortfall</b>                  | <b>\$ 63,282</b>           | <b>\$ 162,524</b>         | <b>\$ 20,000</b>          | <b>\$ 3,000</b>             |
|                               | <b>Estimated Available Reserves</b>       |                            |                           |                           | <b>\$ 670,000</b>           |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <b>General Government</b>    |                                           | <b>AQMD - Fund 25</b>  |                   |                    |                     |
|------------------------------|-------------------------------------------|------------------------|-------------------|--------------------|---------------------|
| <b>Function - Department</b> |                                           | <b>Division - Code</b> |                   |                    |                     |
| Object<br>Acct #             |                                           | Actual<br>2018-19      | Actual<br>2019-20 | Budget<br>2020-21  | Proposed<br>2021-22 |
|                              | <b>PROGRAM REVENUES</b>                   |                        |                   |                    |                     |
| 4580                         | SCAQMD Fees                               | \$ 14,291              | \$ 14,158         | \$ 13,000          | \$ 13,000           |
| 4900                         | Interest Income                           | 1,222                  | 1,096             | 800                | 800                 |
|                              | <b>Program Revenue Total</b>              | <b>\$ 15,513</b>       | <b>\$ 15,254</b>  | <b>\$ 13,800</b>   | <b>\$ 13,800</b>    |
|                              | <b>PERSONNEL COSTS</b>                    |                        |                   |                    |                     |
|                              | None                                      | \$ -                   | \$ -              | \$ -               | \$ -                |
|                              | <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                        |                   |                    |                     |
|                              | <b>Public Works</b>                       |                        |                   |                    |                     |
|                              | None                                      | \$ -                   | \$ -              | \$ -               | \$ -                |
|                              | <b>O &amp; M Total:</b>                   | <b>\$ -</b>            | <b>\$ -</b>       | <b>\$ -</b>        | <b>\$ -</b>         |
|                              | <b>CAPITAL COSTS</b>                      |                        |                   |                    |                     |
| 8000                         | Capital Outlay                            | \$ -                   | \$ -              | \$ -               | \$ -                |
|                              | Vehicle                                   | -                      | -                 | 99,759             | -                   |
|                              | <b>Capital Total:</b>                     | <b>\$ -</b>            | <b>\$ -</b>       | <b>\$ 99,759</b>   | <b>\$ -</b>         |
|                              | <b><u>DIVISION SUMMARY</u></b>            |                        |                   |                    |                     |
|                              | <b>Total Revenue</b>                      | <b>\$ 15,513</b>       | <b>\$ 15,254</b>  | <b>\$ 13,800</b>   | <b>\$ 13,800</b>    |
|                              | <b>Personnel</b>                          | \$ -                   | \$ -              | \$ -               | \$ -                |
|                              | <b>Operations &amp; Maintenance</b>       | -                      | -                 | -                  | -                   |
|                              | <b>Capital</b>                            | -                      | -                 | 99,759             | -                   |
|                              | <b>Total Expenditures</b>                 | <b>\$ -</b>            | <b>\$ -</b>       | <b>\$ 99,759</b>   | <b>\$ -</b>         |
|                              | <b>Surplus/Shortfall</b>                  | <b>\$ 15,513</b>       | <b>\$ 15,254</b>  | <b>\$ (85,959)</b> | <b>\$ 13,800</b>    |
|                              | <b>Estimated Available Reserves</b>       |                        |                   |                    | <b>\$ 25,000</b>    |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

**Public Safety - Police  
Function - Department**

**Law Enforcement Grants - Fund 26  
Division - Code**

| Object<br>Acct # |                                           | Actual<br>2018-19 | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|------------------|-------------------------------------------|-------------------|-------------------|-------------------|---------------------|
|                  | <b>PROGRAM REVENUES</b>                   |                   |                   |                   |                     |
| 4575             | CAL COPS Revenue                          | \$ 148,747        | \$ 155,948        | \$ 155,000        | \$ 160,000          |
| 4900             | Interest Income                           | -                 | -                 | -                 | -                   |
|                  | <b>Program Revenue Total</b>              | \$ 148,747        | \$ 155,948        | \$ 155,000        | \$ 160,000          |
| <b>414</b>       | <b>PERSONNEL COSTS</b>                    |                   |                   |                   |                     |
| 6010             | Salaries and Wages                        | \$ -              | \$ -              | \$ -              | \$ -                |
| 6080             | Benefits                                  | -                 | -                 | -                 | -                   |
|                  | <b>Personnel Total:</b>                   | \$ -              | \$ -              | \$ -              | \$ -                |
| <b>414</b>       | <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                   |                   |                   |                     |
| 6610             | Professional/Specialized Services         | \$ 129,000        | \$ 140,000        | \$ 250,000        | \$ 180,000          |
|                  | <b>O &amp; M Total:</b>                   | \$ 129,000        | \$ 140,000        | \$ 250,000        | \$ 180,000          |
|                  | <b>CAPITAL COSTS</b>                      |                   |                   |                   |                     |
| 8000             | Capital Outlay                            | \$ -              | \$ -              | \$ -              | \$ -                |
|                  | <b>Capital Total:</b>                     | \$ -              | \$ -              | \$ -              | \$ -                |
|                  | <b><u>DIVISION SUMMARY</u></b>            |                   |                   |                   |                     |
|                  | <b>Total Revenue</b>                      | \$ 148,747        | \$ 155,948        | \$ 155,000        | \$ 160,000          |
|                  | <b>Personnel</b>                          | \$ -              | \$ -              | \$ -              | \$ -                |
|                  | <b>Operations &amp; Maintenance</b>       | 129,000           | 140,000           | 250,000           | 180,000             |
|                  | <b>Capital</b>                            | -                 | -                 | -                 | -                   |
|                  | <b>Total Expenditures</b>                 | \$ 129,000        | \$ 140,000        | \$ 250,000        | \$ 180,000          |
|                  | <b>Surplus/Shortfall</b>                  | \$ 19,747         | \$ 15,948         | \$ (95,000)       | \$ (20,000)         |
|                  | <b>Estimated Available Reserves</b>       |                   |                   |                   | \$ 22,000           |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| General Government<br>Function - Department |                                           | Miscellaneous Grants - Fund 27<br>Division - Code |                   |                   |                     |
|---------------------------------------------|-------------------------------------------|---------------------------------------------------|-------------------|-------------------|---------------------|
| Object<br>Acct #                            |                                           | Actual<br>2018-19                                 | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|                                             | <b>PROGRAM REVENUES</b>                   |                                                   |                   |                   |                     |
| 4585                                        | CDBG Grant                                | \$ -                                              | \$ -              | \$ -              |                     |
| 4590                                        | Grant Revenue                             | -                                                 | -                 | -                 | -                   |
| 4900                                        | Interest Income                           | -                                                 | -                 | -                 | -                   |
|                                             | <b>Program Revenue Total</b>              | \$ -                                              | \$ -              | \$ -              | \$ -                |
|                                             | <b>PERSONNEL COSTS</b>                    |                                                   |                   |                   |                     |
|                                             | None                                      | \$ -                                              | \$ -              | \$ -              | \$ -                |
|                                             | <b>OPERATIONS &amp; MAINTENANCE COSTS</b> |                                                   |                   |                   |                     |
|                                             | None                                      | -                                                 | -                 | -                 | -                   |
|                                             | <b>O &amp; M Total:</b>                   | \$ -                                              | \$ -              | \$ -              | \$ -                |
| <b>100</b>                                  | <b>CAPITAL COSTS</b>                      |                                                   |                   |                   |                     |
| 8000                                        | Capital Outlay                            | \$ -                                              | \$ 5,855          | \$ -              | \$ -                |
|                                             | <b>Total:</b>                             | \$ -                                              | \$ 5,855          | \$ -              | \$ -                |
|                                             | <b><u>DIVISION SUMMARY</u></b>            |                                                   |                   |                   |                     |
|                                             | <b>Total Revenue</b>                      | \$ -                                              | \$ -              | \$ -              | \$ -                |
|                                             | <b>Personnel</b>                          | \$ -                                              | \$ -              | \$ -              | \$ -                |
|                                             | <b>Operations &amp; Maintenance</b>       | -                                                 | -                 | -                 | -                   |
|                                             | <b>Capital</b>                            | -                                                 | 5,855             | -                 | -                   |
|                                             | <b>Total Expenditures</b>                 | \$ -                                              | \$ 5,855          | \$ -              | \$ -                |
|                                             | <b>Surplus/Shortfall</b>                  | \$ -                                              | \$ (5,855)        | \$ -              | \$ -                |
|                                             | <b>Estimated Available Reserves</b>       |                                                   |                   |                   | <b>\$ 15,800</b>    |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| <b>Capital Projects<br/>Function - Department</b> |                                     | <b>Capital Projects - Fund 40<br/>Division - Code</b> |                   |                   |                     |
|---------------------------------------------------|-------------------------------------|-------------------------------------------------------|-------------------|-------------------|---------------------|
| Object<br>Acct #                                  |                                     | Actual<br>2018-19                                     | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|                                                   | <b>PROGRAM REVENUES</b>             |                                                       |                   |                   |                     |
| 4590                                              | Grant Revenues                      | \$ -                                                  | \$ -              | \$ -              | \$ -                |
| 5901                                              | Transfer from Gas Tax Fund          | -                                                     | -                 | -                 | -                   |
|                                                   | <b>Program Revenue Total</b>        | \$ -                                                  | \$ -              | \$ -              | \$ -                |
|                                                   | <b>CAPITAL COSTS</b>                |                                                       |                   |                   |                     |
| 8318                                              | Vehicle Calming Signs               | \$ -                                                  | \$ -              | \$ -              | \$ -                |
| 8102                                              | City Hall Expansion                 | 46,580                                                | 5,029             | -                 | -                   |
|                                                   | <b>Capital Costs Total:</b>         | \$ 46,580                                             | \$ 5,029          | \$ -              | \$ -                |
|                                                   | <b><u>DIVISION SUMMARY</u></b>      |                                                       |                   |                   |                     |
|                                                   | <b>Total Revenue</b>                | \$ -                                                  | \$ -              | \$ -              | \$ -                |
|                                                   | <b>Personnel</b>                    | \$ -                                                  | \$ -              | \$ -              | \$ -                |
|                                                   | <b>Operations &amp; Maintenance</b> | -                                                     | -                 | -                 | -                   |
|                                                   | <b>Capital</b>                      | 46,580                                                | 5,029             | -                 | -                   |
|                                                   | <b>Total Expenditures</b>           | \$ 46,580                                             | \$ 5,029          | \$ -              | \$ -                |
|                                                   | <b>Surplus/Shortfall</b>            | \$ (46,580)                                           | \$ (5,029)        | \$ -              | \$ -                |
|                                                   | <b>Estimated Available Reserves</b> |                                                       |                   |                   | <b>\$ 338,600</b>   |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

**Enterprise Fund - Rental  
Function - Department**

**Rental - Fund 60  
Dept - Code 560**

| Object<br>Acct #               |                                     | Actual<br>2018-19 | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
|--------------------------------|-------------------------------------|-------------------|-------------------|-------------------|---------------------|
| <b>REVENUES</b>                |                                     |                   |                   |                   |                     |
| 4698                           | Rental Income                       | \$ -              | \$ 19,656         | \$ 70,800         | \$ 70,800           |
| 5901                           | Loan from General Fund              | -                 | -                 | 101,200           | 100,000             |
| 4585                           | CDBG Grant                          | -                 | -                 | -                 | 48,817              |
|                                | <b>Revenue Total</b>                | <b>\$ -</b>       | <b>\$ 19,656</b>  | <b>\$ 172,000</b> | <b>\$ 219,617</b>   |
| <b>PERSONNEL COSTS</b>         |                                     |                   |                   |                   |                     |
|                                | None                                | \$ -              | \$ -              | \$ -              | \$ -                |
| <b>OPERATING EXPENDITURES</b>  |                                     |                   |                   |                   |                     |
| 6210                           | Office Expense & Supplies           | \$ -              | \$ 8,998          | \$ 500            | \$ 500              |
| 6320                           | Utilities                           | -                 | 1,118             | 10,900            | 10,900              |
| 6325                           | Repairs & Maintenance               | -                 | 1,655             | 5,000             | 6,850               |
| 6326                           | Assessments                         | -                 | -                 | 10,000            | 10,000              |
| 6327                           | Insurance                           | -                 | -                 | 615               | 615                 |
| 6610                           | Professional & Socialized Services  | -                 | -                 | -                 | -                   |
| 6900                           | Interest Expense                    | -                 | 3,293             | 20,000            | 15,000              |
| 6910                           | Principal Expense                   | -                 | -                 | -                 | -                   |
| 8501                           | Transfer Out                        | -                 | -                 | -                 | -                   |
|                                | <b>Expenditure Total:</b>           | <b>\$ -</b>       | <b>\$ 15,064</b>  | <b>\$ 47,015</b>  | <b>\$ 43,865</b>    |
| 8014                           | <b>CAPITAL COSTS</b>                |                   |                   |                   |                     |
|                                | ADA Project                         | -                 | -                 | -                 | 48,817              |
|                                | Rehabilitation Projects             | -                 | -                 | 101,200           | 100,000             |
|                                |                                     | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 101,200</b> | <b>\$ 148,817</b>   |
| <b><u>DIVISION SUMMARY</u></b> |                                     |                   |                   |                   |                     |
|                                | <b>Total Revenue</b>                | <b>\$ -</b>       | <b>\$ 19,656</b>  | <b>\$ 172,000</b> | <b>\$ 219,617</b>   |
|                                | <b>Personnel</b>                    | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         |
|                                | <b>Operations &amp; Maintenance</b> | <b>-</b>          | <b>15,064</b>     | <b>47,015</b>     | <b>43,865</b>       |
|                                | <b>Capital</b>                      | <b>-</b>          | <b>-</b>          | <b>101,200</b>    | <b>148,817</b>      |
|                                | <b>Total Expenditures</b>           | <b>\$ -</b>       | <b>\$ 15,064</b>  | <b>\$ 148,215</b> | <b>\$ 192,682</b>   |
|                                | <b>Surplus/Shortfall</b>            | <b>\$ -</b>       | <b>\$ 4,592</b>   | <b>\$ 23,785</b>  | <b>\$ 26,935</b>    |
|                                | <b>Estimated Available Reserves</b> |                   |                   |                   | <b>\$ -</b>         |

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2021-22**

| Enterprise Fund - Rental<br>Function - Department |                                     | Rental - Fund 60<br>Dept - Code 570 |                   |                   |                     |
|---------------------------------------------------|-------------------------------------|-------------------------------------|-------------------|-------------------|---------------------|
| Object<br>Acct #                                  |                                     | Actual<br>2018-19                   | Actual<br>2019-20 | Budget<br>2020-21 | Proposed<br>2021-22 |
| <b>REVENUES</b>                                   |                                     |                                     |                   |                   |                     |
| 4698                                              | Rental Income                       | \$ -                                | \$ -              | \$ -              | \$ 24,900           |
| 5901                                              | Loan from General Fund              | -                                   | -                 | -                 | -                   |
|                                                   | <b>Revenue Total</b>                | \$ -                                | \$ -              | \$ -              | \$ 24,900           |
| <b>PERSONNEL COSTS</b>                            |                                     |                                     |                   |                   |                     |
|                                                   | None                                | \$ -                                | \$ -              | \$ -              | \$ -                |
| <b>OPERATING EXPENDITURES</b>                     |                                     |                                     |                   |                   |                     |
| 6210                                              | Office Expense & Supplies           | \$ -                                | \$ -              | \$ -              | \$ -                |
| 6320                                              | Utilities                           | -                                   | -                 | -                 | 5,000               |
| 6325                                              | Repairs & Maintenance               | -                                   | -                 | -                 | 5,200               |
| 6326                                              | Assessments                         | -                                   | -                 | -                 | -                   |
| 6327                                              | Insurance                           | -                                   | -                 | -                 | -                   |
| 6610                                              | Professional/Specialized Services   | -                                   | -                 | -                 | 2,000               |
| 6900                                              | Interest Expense                    | -                                   | -                 | -                 | 11,700              |
| 6910                                              | Principal Expense                   | -                                   | -                 | -                 | -                   |
| 8501                                              | Transfer Out                        | -                                   | -                 | -                 | -                   |
|                                                   | <b>Expenditure Total:</b>           | \$ -                                | \$ -              | \$ -              | \$ 23,900           |
| <b>CAPITAL COSTS</b>                              |                                     |                                     |                   |                   |                     |
|                                                   | Building Improvements               | \$ -                                | \$ -              | \$ -              | \$ -                |
| <b>DIVISION SUMMARY</b>                           |                                     |                                     |                   |                   |                     |
|                                                   | <b>Total Revenue</b>                | \$ -                                | \$ -              | \$ -              | \$ 24,900           |
|                                                   | <b>Personnel</b>                    | \$ -                                | \$ -              | \$ -              | \$ -                |
|                                                   | <b>Operations &amp; Maintenance</b> | -                                   | -                 | -                 | 23,900              |
|                                                   | <b>Capital</b>                      | -                                   | -                 | -                 | -                   |
|                                                   | <b>Total Expenditures</b>           | \$ -                                | \$ -              | \$ -              | \$ 23,900           |
|                                                   | <b>Surplus/Shortfall</b>            | \$ -                                | \$ -              | \$ -              | \$ 1,000            |
|                                                   | <b>Estimated Available Reserves</b> |                                     |                   |                   | \$ -                |

## **ATTACHMENT 2**



**RESOLUTION NO. 2021-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING THE BUDGET, APPROPRIATING REVENUE AND ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-2022**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a proposed budget for the 2021-2022 fiscal year commencing July 1, 2021 and ending June 30, 2022; and

**WHEREAS**, the City Council held a Council Meeting to discuss the proposed budget on June 2, 2021, where all interested persons were provided the opportunity to be heard; and

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

**WHEREAS**, an appropriations limit must be established for FY 2021-2022 to meet the legal requirements of Article XIII B of the California Constitution, including the designation of certain revenues as tax proceeds, as set forth in said budget.

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

**Section 1.** For the Fiscal Year ending June 30, 2022, the appropriations limit has been computed using the change in population for the City of Canyon Lake and the change in California per capita personal income as set out in Section 7901 of the Government Code. The appropriations limit for the fiscal year ending June 30, 2022 is established at \$6,762,199 as verified by calculations attached "Exhibit A".

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**Section 2.** The City Council hereby identifies and authorizes a total estimated Operations, Debt Service and Capital Budget for FY 2021-2022 in the amount of \$8,224,798 with reserves and balances of \$6,241,319 and appropriates said amount from revenues of the City to the departments, functions and funds as contained in the Budget and authorizes the City Manager to carry out the City's expenditures in conformity herewith.

**PASSED, APPROVED AND ADOPTED** this 2nd day of June, 2021.

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Kasey Castillo, Mayor

ATTEST:

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Ana V. Sauseda, CMC  
City Clerk

Exhibit “A”



**“Exhibit A”**

CITY OF CANYON LAKE

2021-2022 APPROPRIATIONS COMPUTATION

|                                                           |              |
|-----------------------------------------------------------|--------------|
| 2020-2021 Appropriations Limit                            | \$6,392,097  |
| Multiply by Cumulative Growth Factor (See below from “C”) |              |
| 2021-2022 Appropriations Limit                            | \$6,762,199  |
| (a) *Inflation Change = 5.73 %                            | 1.0573 ratio |
| (b) **Population Change for City = 0.06%                  | 1.0006 ratio |
| (c) Cumulative Growth Factor                              |              |
| Calculation: $1.0573 \times 1.0006$                       | 1.0579 ratio |
| * California per capita personal income selected          |              |
| ** City percentage change                                 |              |



# **ATTACHMENT 3**



**RESOLUTION NO. 2021-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING THE SALARY AND WAGE SCHEDULE FOR EMPLOYEES OF THE CITY OF CANYON LAKE FOR FISCAL YEAR 2021-22**

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

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

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

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

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

**Section 3.** These changes shall be effective July 1, 2021 and shall continue until modified.

**PASSED, APPROVED AND ADOPTED** this 2nd day of June, 2021.

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Kasey Castillo, Mayor

ATTEST:

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Ana Sauseda, CMC  
City Clerk



Exhibit “A”



**SALARIES AND WAGES**

**Salary Employees**

|                                            |                      |
|--------------------------------------------|----------------------|
| City Manager                               | Per Contract         |
| City Clerk                                 | \$79,410 - \$92,899  |
| Administrative Services Manager            | \$92,602 - \$108,332 |
| Management Analyst I                       | \$50,823 - \$59,455  |
| Management Analyst II                      | \$59,456 - \$68,088  |
| Senior Management Analyst                  | \$68,089 - \$76,721  |
| City Accountant/Human Resources Specialist | \$64,688 - \$75,675  |
| Code Enforcement Supervisor                | \$67,176 - \$78,586  |

**Hourly Employees**

| <b>Job Title</b>                      | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> |
|---------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Office Specialist                     | 15.13/hr      | 15.74/hr      | 16.37/hr      | 17.02/hr      | 17.70/hr      |
| Administrative Assistant              | 16.52/hr      | 17.18/hr      | 17.87/hr      | 18.58/hr      | 19.32/hr      |
| Senior Office Specialist              | 19.06/hr      | 19.82/hr      | 20.62/hr      | 21.45/hr      | 22.31/hr      |
| Deputy City Clerk                     | 23.54/hr      | 24.48/hr      | 25.46/hr      | 26.48/hr      | 27.54/hr      |
| Deputy City Clerk/Executive Assistant | 23.54/hr      | 24.48/hr      | 25.46/hr      | 26.48/hr      | 27.54/hr      |
| Code Enforcement Tech                 | 24.66/hr      | 25.65/hr      | 26.68/hr      | 27.75/hr      | 28.86/hr      |
| Code Enforcement Officer              | 25.79/hr      | 26.82/hr      | 27.89/hr      | 29.01/hr      | 30.17/hr      |
| Senior Code Enforcement Officer       | 31.39/hr      | 32.65/hr      | 33.96/hr      | 35.32/hr      | 36.73/hr      |

**SALARIES AND WAGES – FIRE DEPARTMENT**

**Salary Employees**

|                 |                      |
|-----------------|----------------------|
| Fire Chief      | \$97,753 - \$118,797 |
| Battalion Chief | \$83,190 - \$101,112 |

**Hourly Employees**

| <b>Job Title</b>                    | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> |
|-------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Firefighter/Paramedic               | 19.00/hr      | 19.95/hr      | 20.95/hr      | 21.99/hr      | 23.09/hr      |
| Engineer                            | 20.90/hr      | 21.95/hr      | 23.04/hr      | 24.19/hr      | 25.40/hr      |
| Engineer/Paramedic                  | 21.94/hr      | 23.04/hr      | 24.19/hr      | 25.40/hr      | 26.67/hr      |
| Captain                             | 22.99/hr      | 24.14/hr      | 25.35/hr      | 26.61/hr      | 27.94/hr      |
| Captain/Paramedic                   | 24.13/hr      | 25.34/hr      | 26.60/hr      | 27.93/hr      | 29.33/hr      |
| Administrative<br>Assistant/Analyst | 25.72/hr      | 26.75/hr      | 27.82/hr      | 28.93/hr      | 30.09/hr      |