



## CITY OF CANYON LAKE

### City Hall

31516 Railroad Canyon Road

Canyon Lake, CA 92587

[www.canyonlakeca.gov](http://www.canyonlakeca.gov)

Mayor Jeremy Smith  
Mayor Pro Tem Larry Greene  
Council Member Kasey Castillo  
Council Member Jennifer Dain  
Council Member Dale Welty

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

## AGENDA

### Regular Meeting of the Canyon Lake City Council

Wednesday, January 12, 2022

Closed Session 5:30 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

### CLOSED SESSION – 5:30 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 complete a "Speaker Request Form" available on the back counter. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. The City Council has adopted a time limitation of three (3) minutes per person. If you are commenting on the agenda item, your comments will be heard at the time that particular item is scheduled on the agenda. Please note that if you are addressing the City Council on items NOT on the agenda, the Brown Act does not allow discussion of such items. Therefore, the City Council may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response.

Members of the public may submit comments electronically by sending an email to [PublicComment@canyonlakeca.gov](mailto:PublicComment@canyonlakeca.gov). Comments submitted electronically will be provided to the City Council and included in the official record but will not be read aloud during the meeting.

#### A. 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

OPEN SESSION - 6:30 P.M.

OPEN SESSION CALLED TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL

CLOSED SESSION REPORT

APPROVAL OF CITY COUNCIL AGENDA

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

- Citizen of the Month

COMMUNITY REPORTS - LIMIT 3 MINUTES

- Elsinore Valley Municipal Water District Update – 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

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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. 2022-01 Approving Claims and Demands of the City

- (3) Minutes - Approval of City Council Minutes
  - November 3, 2021 – Regular City Council Meeting
  - December 6, 2021 – Regular City Council Meeting
- (4) Resolution - Adoption of Resolution 2022-02, Ratifying a Service Agreement Between the City of Canyon Lake and Horizons Construction Co. Int'l for the Fire Station 1 Renovations Located at 28730 Vacation Drive
- (5) JPA Amendment - Approval of Amendment to the Joint Powers Agreement of the Western Riverside Council of Governments (WRCOG)
- (6) Approval - Consideration of Opening a Bank Account with California Bank & Trust

### **PULLED CONSENT CALENDAR ITEMS**

### **PUBLIC HEARING**

- (7) Ordinance - Introduction and First Reading of Ordinance No. 217, an Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 9.25 of the Canyon Lake Municipal Code Regarding Inflatable Signs

### **BUSINESS ITEMS**

- (8) Resolution - Adoption of Resolution 2022-03, Establishing a Credit Card Authorization and Use Policy
- (9) Resolution - Adoption of Resolution No. 2022-04, Awarding a Professional Services Agreement to Transformance Consulting for a Classification and Compensation Study & Analysis - RFP No. 2021-04
- (10) Resolution - Adoption of Resolution No. 2022-05, Approving a Budget Adjustment for Updating Existing Network Equipment at the City's New Fire Department
- (11) 2022 City Council Goals - Discussion and Possible Adoption of Proposed Goals

### **CITY MANAGER COMMENTS**

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

### **ANNOUNCEMENTS**

The next regular meeting will be **Wednesday, February 9, 2022, 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:

Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at [www.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 in the City Clerk's Office during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting. It is the intention of the City of Canyon Lake to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or participant at this meeting, you will need special assistance beyond what is normally provided, the City of Canyon Lake will attempt to accommodate you in every reasonable manner. Please contact Ana V. Sauseda, City Clerk, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

January 12, 2022 City Council Meeting

STATE OF CALIFORNIA }  
COUNTY OF RIVERSIDE } SS. AFFIDAVIT OF POSTING  
CITY OF CANYON LAKE }

I, Ana V. Sauseda, being duly sworn, depose and say that I am the duly appointed and qualified City Clerk of the City of Canyon Lake and that on January 7, 2022 before the hour of 5:00 p.m., I caused the above notice to be posted as required by Resolution 2019-42 of the City Council of the City of Canyon Lake.

Ana V. Sauseda, CMC  
City Clerk



## STAFF REPORT

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

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

**BY:** Kayla Lozano, Accountant

**DATE:** January 12, 2022

**SUBJECT:** Adoption of Resolution No. 2022-01, Allowing Certain Claims and Demands as Set Forth in Exhibit A

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### Recommendation

That the City Council adopt Resolution No. 2022-01, allowing certain claims and demands as set forth in Exhibit A.

### Background

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of December 6, 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. 2022-01



**ATTACHMENT 1**



**RESOLUTION NO. 2022-01**

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

**WHEREAS**, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on January 12, 2021; and

**WHEREAS**, Exhibit A was presented at the regular meeting of the City Council on January 12, 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 January 12th, in the amount of \$461,657.43 as follows:

Payroll Earnings (Gross)	\$ 116,156.59	(2nd Half of November & 1st Half of December)
Payroll Taxes - Employer	2,847.22	(2nd Half of November & 1st Half of December)
On-line Retirement	8,641.31	(2nd Half of November & 1st Half of December)
On-line Health	5,382.94	(For the Month of December)
Nationwide Deferred Comp.	2,751.14	(For the Month of November)
General	325,878.23	
TOTAL	<u>\$ 461,657.43</u>	

**PASSED, APPROVED AND ADOPTED** this 12th day of January, 2021.

\_\_\_\_\_  
Jeremy Smith, Mayor

ATTEST:

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



Exhibit A



## Claims and Demands



**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Department Uniforms, 12/3/2021	698.94	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Unif. - Mosqueda, 12/4/21	546.19	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Unif.-Niederland, 12/4/21	524.44	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms - Brown, 12/4/21	524.44	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms-Barahona, 12/4/21	524.44	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms-Calley, 12/4/21	524.44	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms-Dee, 12/4/21	536.94	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms-Horn, 12/4/21	524.44	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms-Koopman, 12/4/21	524.44	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms-Luksch, 12/4/21	524.44	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms-Sanchez, 12/4/21	536.94	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms-Siller, 12/4/21	536.94	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms-Smith, 12/4/21	524.44	10	GENERAL
27193	12/7/2021	2 Hot Uniforms, Inc. 2 Hot Activewear	New Fire Dept. Reserve Firefighter Uniforms-Turelli, 12/4/21	524.44	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 27193	12/7/2021			7,575.91		
27194	12/7/2021	Applicant Background Information	Background Investigation for Interim Battalion Chief-Samuels	134.40	10	GENERAL
Total 27194	12/7/2021			134.40		
27195	12/7/2021	Air Force 1 Heating and Air, Inc.	Maintenance on the roof at City Hall, 11/23/21	1,260.00	10	GENERAL
27195	12/7/2021	Air Force 1 Heating and Air, Inc.	Maintenance on the roof at 31520 RRCR, 11/23/21	560.00	60	ENTERPR... FUND
Total 27195	12/7/2021			1,820.00		
27196	12/7/2021	Alliant Insurance Services, Inc.	Insurance for 2021 Winter Wonderland, 12/7/2021	539.00	10	GENERAL
Total 27196	12/7/2021			539.00		
27197	12/7/2021	Allstar Fire Equipment, Inc.	Structure Turnout Boots for New Fire Station, 11/15/21	4,730.60	10	GENERAL
Total 27197	12/7/2021			4,730.60		
27198	12/7/2021	AMERICAN FORENSIC NURSES INC	Sheriff's Blood Draws, September 2021	110.00	10	GENERAL
Total 27198	12/7/2021			110.00		
27199	12/7/2021	AMP GLOBAL LLC	Rent for Admin Bldg. for the month of January 2022	2,834.00	10	GENERAL
Total 27199	12/7/2021			2,834.00		
27200	12/7/2021	AMP GLOBAL LLC	Rent for Admin 31526 Railroad Cyn. Rd. Ste. #4 January 2022	412.00	10	GENERAL

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 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 27200	12/7/2021			412.00		
27201	12/7/2021	Bill Blankenship	Economic Development Consulting for November 2021	2,500.00	10	GENERAL
Total 27201	12/7/2021			2,500.00		
27202	12/7/2021	BIO-TOX LABORATORIES	Sheriff's Blood Draws, 7/15/21	1,544.00	10	GENERAL
Total 27202	12/7/2021			1,544.00		
27203	12/7/2021	CBABR, Inc.	Refund for 2 Special Event Permits, 11/18/21	168.00	10	GENERAL
Total 27203	12/7/2021			168.00		
27204	12/7/2021	County of Riverside EMD	Qtrly Emergency Services Coordinator for Sept. 2021	833.33	10	GENERAL
Total 27204	12/7/2021			833.33		
27205	12/7/2021	Occupational Health Centers of California	Medicals for Full Time Reserves - New Fire Station, 11/17/21	2,149.00	10	GENERAL
27205	12/7/2021	Occupational Health Centers of California	Reserve Medical Exam for New Fire Station, 11/24/2021	231.50	10	GENERAL
Total 27205	12/7/2021			2,380.50		
27206	12/7/2021	Control Pump	Monthly Landscape Booster Station, November 2021	375.00	20	GAS TAX
27206	12/7/2021	Control Pump	Monthly Landscape Booster Station, October 2021	375.00	20	GAS TAX
Total 27206	12/7/2021			750.00		

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 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27207	12/7/2021	Corelogic Information Solutions, INC.	Database for Code Enforcement, November 2021	134.21	10	GENERAL
Total 27207	12/7/2021			134.21		
27208	12/7/2021	CTAI Pacific Greenscape	Monthly Landscape Maintenance for Fire Station 60 Nov. 2021	250.00	10	GENERAL
27208	12/7/2021	CTAI Pacific Greenscape	Landscape Maintenance for Median & Parkways November 2021	4,500.00	20	GAS TAX
Total 27208	12/7/2021			4,750.00		
27209	12/7/2021	L.N. Curtis and Sons	Type VI Fire Engine Equip. for New Fire Station, 11/18/21	21,083.65	10	GENERAL
27209	12/7/2021	L.N. Curtis and Sons	Type VI Fire Engine Equip. for New Fire Station, 11/19/21	2,356.42	10	GENERAL
Total 27209	12/7/2021			23,440.07		
27210	12/7/2021	Jennifer Dain	Auto Allowance for the month of December 2021 - Dain	100.00	10	GENERAL
Total 27210	12/7/2021			100.00		
27211	12/7/2021	DATA TICKET	Citation Processing (1035), Code Enforcement October 2021	224.75	10	GENERAL
27211	12/7/2021	DATA TICKET	Monthly EMS Response Fee (1241), October 2021	110.00	10	GENERAL
27211	12/7/2021	DATA TICKET	Parking Citations (0506) October 2021	100.00	10	GENERAL
Total 27211	12/7/2021			434.75		
27212	12/7/2021	Delgado Janitorial Services	Janitorial Services for the Month of November 2021	1,124.50	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27212	12/7/2021	Delgado Janitorial Services	Janirotial Services for the Month of November 2021	56.00	60	ENTERPR... FUND
Total 27212	12/7/2021			1,180.50		
27213	12/7/2021	ECS Imaging, Inc.	Annual Renewal for Laserfiche Cloud, 11/15/2021	5,590.00	10	GENERAL
Total 27213	12/7/2021			5,590.00		
27214	12/7/2021	Embroidery & More	Jacket for Ecclefield, 12/1/2021	86.46	10	GENERAL
Total 27214	12/7/2021			86.46		
27215	12/7/2021	Fan4LifeDecals	Helmet Identifiers for New Fire Station, 11/23/21	150.00	10	GENERAL
Total 27215	12/7/2021			150.00		
27216	12/7/2021	Fast Signs	New Fire Station Sign, 11/26/2021	3,104.62	10	GENERAL
Total 27216	12/7/2021			3,104.62		
27217	12/7/2021	FRIDAY FLYER	Notice of Public Hearing - CL Fire Dept. Fee, 11/11/21	96.60	10	GENERAL
Total 27217	12/7/2021			96.60		
27218	12/7/2021	Frontier Communications	Internet for City Hall, 11/10/21 to 12/9/21	207.10	10	GENERAL
27218	12/7/2021	Frontier Communications	Internet for Fire Station, 11/13/21 to 12/12/21	386.30	10	GENERAL
Total 27218	12/7/2021			593.40		
27219	12/7/2021	G.M. Neal Corporation	Refund for Residential Rental Inspection, 11/18/21	71.00	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 27219	12/7/2021			71.00		
27220	12/7/2021	Jeremy Smith	Auto Allowance for the month of December 2021 - Smith	100.00	10	GENERAL
Total 27220	12/7/2021			100.00		
27221	12/7/2021	Johnson Controls Security Solutions	Reinstall of Card Reader Software, 11/18/21	535.00	10	GENERAL
Total 27221	12/7/2021			535.00		
27222	12/7/2021	Kasey Castillo	Auto Allowance for the month of December 2021 - Castillo	100.00	10	GENERAL
Total 27222	12/7/2021			100.00		
27223	12/7/2021	Kings III of America, LLC	Elevator Phone Line 10/1/21 to 12/31/21	138.00	10	GENERAL
Total 27223	12/7/2021			138.00		
27224	12/7/2021	Larry Greene	Auto Allowance for the month of December 2021 - Greene	100.00	10	GENERAL
Total 27224	12/7/2021			100.00		
27225	12/7/2021	Life-Assist, Inc.	Medical Supplies for New Fire Station, 11/12/21	30.51	10	GENERAL
27225	12/7/2021	Life-Assist, Inc.	Medical Supplies for New Fire Station, 11/16/21	431.15	10	GENERAL
27225	12/7/2021	Life-Assist, Inc.	Medical Supplies for New Fire Station, 11/18/21	1.59	10	GENERAL
Total 27225	12/7/2021			463.25		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27226	12/7/2021	PV Maintenance Inc.	Replaced Sign on RRCR & Recycled Batteries City Hall, Oct.21	51.07	10	GENERAL
27226	12/7/2021	PV Maintenance Inc.	Replaced Sign on RRCR & Recycled Batteries City Hall, Oct.21	555.01	20	GAS TAX
Total 27226	12/7/2021			606.08		
27227	12/7/2021	Alejandro Quintero	Contract Fullfillment Payment for Baja Eats, 12/4/21	550.00	10	GENERAL
Total 27227	12/7/2021			550.00		
27228	12/7/2021	Regional Conservation Authority	MSHCP Fees Collected for November 2021	2,935.00	50	AGENCY
Total 27228	12/7/2021			2,935.00		
27229	12/7/2021	Donna Ritchie	Turkey Drive Advertisement, 12/1/21	75.00	10	GENERAL
27229	12/7/2021	Donna Ritchie	Two Week Winter Wonderland Advertisement, 12/1/21	150.00	10	GENERAL
27229	12/7/2021	Donna Ritchie	Veterans Day Advertisement, 12/1/21	75.00	10	GENERAL
Total 27229	12/7/2021			300.00		
27230	12/7/2021	COUNTY OF RIVERSIDE-TLMA	SLF Costs for October 2021	4,886.70	20	GAS TAX
Total 27230	12/7/2021			4,886.70		
27231	12/7/2021	Michael Samuels	FOG Manuals for Fire Engines for New Station, 11/24/21	47.45	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27231	12/7/2021	Michael Samuels	Monthly Contracted Srvc. for Interim Battalion Chief Nov.21	1,776.00	10	GENERAL
Total 27231	12/7/2021			1,823.45		
27232	12/7/2021	The Code Group, Inc.	Plan Check Services for Building & Safety October 2021	342.61	10	GENERAL
Total 27232	12/7/2021			342.61		
27233	12/7/2021	The Gas Company	Gas Charges for City Hall 10/29/21 to 12/1/21	165.36	10	GENERAL
27233	12/7/2021	The Gas Company	Gas Charges for 31520 Railroad Cyn. Rd. 10/29/21 to 12/1/21	109.50	60	ENTERPR... FUND
Total 27233	12/7/2021			274.86		
27234	12/7/2021	Time Warner Cable	Digital Converter for City Hall, 11/22/21 to 12/21/21	5.53	10	GENERAL
Total 27234	12/7/2021			5.53		
27235	12/7/2021	Toshiba America Business Solutions	Color & Black/White Monthly Copy Costs 10/26/21 to 11/25/21	678.47	10	GENERAL
Total 27235	12/7/2021			678.47		
27236	12/7/2021	Verizon Wireless	Cell Phones for City & Fire New Station, 10/4/21 to 11/3/21	1,825.50	10	GENERAL
27236	12/7/2021	Verizon Wireless	Ipads for City & New Station, SIM Card Device, 10/4-11/3/21	442.90	10	GENERAL
Total 27236	12/7/2021			2,268.40		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27237	12/7/2021	Dale Welty	Auto Allowance for the month of December 2021 - Welty	100.00	10	GENERAL
Total 27237	12/7/2021			100.00		
27238	12/7/2021	Zoll Worldwide Headquarters	1 Year Case Review Subscription for New Station, 11/20/21	509.85	10	GENERAL
Total 27238	12/7/2021			509.85		
27239	12/22/2021	Abila	Monthly Accounting Software Subscription, 12/8/21	181.39	10	GENERAL
Total 27239	12/22/2021			181.39		
<del>27240</del>	<del>12/22/2021</del>	<del>Albert A. Webb Associates</del>	<del>Professional Services for State SB2 Planning, 11/20/21</del>	<del>12,038.14</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27240</del>	<del>12/22/2021</del>			<del>12,038.14</del>		<del>VOID</del>
27241	12/22/2021	All Star Water Heaters	SCBA's for Command Vehicles for New Fire Station, 12/9/21	13,492.89	10	GENERAL
Total 27241	12/22/2021			13,492.89		
27242	12/22/2021	Bill Blankenship	Economic Development Consulting for December 2021	2,500.00	10	GENERAL
Total 27242	12/22/2021			2,500.00		
27243	12/22/2021	BIO-TOX LABORATORIES	Sheriff's Blood Draws, 11/12/21	200.00	10	GENERAL
Total 27243	12/22/2021			200.00		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27244	12/22/2021	Christopher Bratt	Reimbursement for REMSA Application, 12/6/21	75.00	10	GENERAL
Total 27244	12/22/2021			75.00		
27245	12/22/2021	California City Management Foundation	2022 CCMF Annual Membership Dinner, 2/3/2022	75.00	10	GENERAL
Total 27245	12/22/2021			75.00		
27246	12/22/2021	CANYON LAKE PEST CONTROL, Steven E. Young	City Hall Admin General Pest, 12/8/21	55.00	10	GENERAL
27246	12/22/2021	CANYON LAKE PEST CONTROL, Steven E. Young	Monthly Pest Control for Fire Station, 11/4/2021	40.00	10	GENERAL
27246	12/22/2021	CANYON LAKE PEST CONTROL, Steven E. Young	Monthly Pest Control for Fire Station, 12/8/21	40.00	10	GENERAL
27246	12/22/2021	CANYON LAKE PEST CONTROL, Steven E. Young	Quarterly Pest Control City Hall, 12/8/21	100.00	10	GENERAL
27246	12/22/2021	CANYON LAKE PEST CONTROL, Steven E. Young	Quarterly Pest Control P.O. #10-016, 11/11/21	90.00	10	GENERAL
Total 27246	12/22/2021			325.00		
27247	12/22/2021	Canyon Lake Private Community	Food & Beverage for State of the City 2021, 12/9/21	7,403.94	10	GENERAL
Total 27247	12/22/2021			7,403.94		
27248	12/22/2021	Canyon Lake Property Owners Assoc.	P.O.A. Services on Railroad Canyon Road, 9/6/2021	520.42	20	GAS TAX
Total 27248	12/22/2021			520.42		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
<del>27249</del>	<del>12/22/2021</del>	<del>Cole Huber LLP</del>	<del>Attorney Services Beck v. City (Writ of Mandate) - Sept. 2021</del>	<del>426.68</del>	<del>10</del>	<del>GENERAL</del>
<del>27249</del>	<del>12/22/2021</del>	<del>Cole Huber LLP</del>	<del>Attorney Services for Code(23822 Canyon Lake Dr.) Sept. 2021</del>	<del>1,181.42</del>	<del>10</del>	<del>GENERAL</del>
<del>27249</del>	<del>12/22/2021</del>	<del>Cole Huber LLP</del>	<del>Attorneys Services for -September 2021</del>	<del>8,015.00</del>	<del>10</del>	<del>GENERAL</del>
<del>Total</del>	<del>12/22/2021</del>			<del>9,623.10</del>		<del>VOID</del>
27250	12/22/2021	CTAI Pacific Greenscape	Monthly Landscape Maintenance for Fire Station 60 Dec. 2021	250.00	10	GENERAL
27250	12/22/2021	CTAI Pacific Greenscape	Landscape Maintenance for Median & Parkways December 2021	4,500.00	20	GAS TAX
Total 27250	12/22/2021			4,750.00		
27251	12/22/2021	L.N. Curtis and Sons	Auto Extrication Equipment for Type 1 Fire Engine, 12/10/21	3,386.15	10	GENERAL
27251	12/22/2021	L.N. Curtis and Sons	Type 1 Equipment for New Fire Station, 11/24/21	36,536.13	10	GENERAL
27251	12/22/2021	L.N. Curtis and Sons	Type VI Equipment for New Fire Station, 12/13/21	522.86	10	GENERAL
Total 27251	12/22/2021			40,445.14		
<del>27252</del>	<del>12/22/2021</del>	<del>Delgado Janitorial Services</del>	<del>Janitorial Services for the Month of December 2021</del>	<del>1,324.50</del>	<del>10</del>	<del>GENERAL</del>
<del>27252</del>	<del>12/22/2021</del>	<del>Delgado Janitorial Services</del>	<del>Janitorial Services for the Month of December 2021</del>	<del>56.00</del>	<del>60</del>	<del>ENTERPR... FUND</del>
<del>Total</del>	<del>12/22/2021</del>			<del>1,380.50</del>		<del>VOID</del>
27253	12/22/2021	DIRECTV	Satellite Service for Fire Station, 12/12/21 to 1/11/22	116.54	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 27253	12/22/2021			116.54		
<del>27254</del>	<del>12/22/2021</del>	<del>STATE OF CA DEPT. OF JUSTICE</del>	<del>Blood Alcohol Analysis, October 2021</del>	<del>70.00</del>	<del>10</del>	<del>GENERAL</del>
<del>27254</del>	<del>12/22/2021</del>	<del>STATE OF CA DEPT. OF JUSTICE</del>	<del>Fingerprints for November 2021</del>	<del>32.00</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27254</del>	<del>12/22/2021</del>			<del>102.00</del>		<del>VOID</del>
<del>27255</del>	<del>12/22/2021</del>	<del>Fire Smart Promotions</del>	<del>Sticker Badges &amp; Plastic Helmets for Pub Ed, 11/22/2021</del>	<del>598.02</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27255</del>	<del>12/22/2021</del>			<del>598.02</del>		<del>VOID</del>
27256	12/22/2021	Firefighters Bookstore	Type 1 Fire Equipment for New Fire Station, 12/6/21	336.42	10	GENERAL
Total 27256	12/22/2021			336.42		
27257	12/22/2021	FRIDAY FLYER	Notice of Public Hearing - Sign Regulations 12/17/21	52.50	10	GENERAL
Total 27257	12/22/2021			52.50		
27258	12/22/2021	Frontier Communications	Internet for City Hall, 12/10/21 to 1/9/22	202.59	10	GENERAL
27258	12/22/2021	Frontier Communications	Phones for Fire Station, 12/13/21 to 1/12/22	394.83	10	GENERAL
Total 27258	12/22/2021			597.42		
27259	12/22/2021	GOLDING PUBLICATIONS	State of the City Poster Printed, 12/9/21	63.51	10	GENERAL
27259	12/22/2021	GOLDING PUBLICATIONS	State of the City Program Printed, 12/9/21	64.49	10	GENERAL
Total 27259	12/22/2021			128.00		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27260	12/22/2021	NANCY GREENHALGH	Retiree Health Insurance for January 2022	145.65	10	GENERAL
Total 27260	12/22/2021			145.65		
<del>27261</del>	<del>12/22/2021</del>	<del>HINDERLITER, DE LLAMAS &amp; ASSOC</del>	<del>Audit Services - Sales Tax for Quarter 2 (Oct. - Dec. 2021)</del>	<del>1,219.26</del>	<del>10</del>	<del>GENERAL</del>
<del>27261</del>	<del>12/22/2021</del>	<del>HINDERLITER, DE LLAMAS &amp; ASSOC</del>	<del>Services for Cannabis Management Program - November 2021</del>	<del>875.00</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27261</del>	<del>12/22/2021</del>			<del>2,094.26</del>		<del>VOID</del>
27262	12/22/2021	Inland Urgent Care Menifee	Frug Testing for Sanchez, 12/2/21	140.00	10	GENERAL
Total 27262	12/22/2021			140.00		
27263	12/22/2021	iWorQ	IworQ Upgrade, 12/15/21	383.34	10	GENERAL
Total 27263	12/22/2021			383.34		
27264	12/22/2021	Johnson Controls Security Solutions	Security System for Admin Office Ste. 5 1/1/22 to 3/31/22	462.05	10	GENERAL
27264	12/22/2021	Johnson Controls Security Solutions	Security System for City Hall, January - March 2022	143.75	10	GENERAL
Total 27264	12/22/2021			605.80		
<del>27265</del>	<del>12/22/2021</del>	<del>Kansas City Life Group - Benefits</del>	<del>Life Insurance for Employee's 12/15/21 to 1/14/22</del>	<del>366.42</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27265</del>	<del>12/22/2021</del>			<del>366.42</del>		<del>VOID</del>
<del>27266</del>	<del>12/22/2021</del>	<del>Kings III of America, LLC</del>	<del>Elevator Phone Line 1/1/22 to 3/31/22</del>	<del>138.00</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27266</del>	<del>12/22/2021</del>			<del>138.00</del>		<del>VOID</del>

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27267	12/22/2021	Knox Company	Knox Cylinders for Fire Prevention for New Fire Station,12/1	578.62	10	GENERAL
Total 27267	12/22/2021			578.62		
27268	12/22/2021	Jeff LaTendresse	Reimb. for Covid-19 Test Kits for the Office, 12/16/21	156.54	10	GENERAL
27268	12/22/2021	Jeff LaTendresse	Reimb. Parking & Mileage for Board of Supervisors Mtg.	40.28	10	GENERAL
27268	12/22/2021	Jeff LaTendresse	Reimb. Parking & Mileage for Wisconsin Trip for Fire Engine	184.14	10	GENERAL
Total 27268	12/22/2021			380.96		
<del>27269</del>	<del>12/22/2021</del>	<del>Life Assist, Inc.</del>	<del>Medical Equipment for New Fire Station, 11/17/21</del>	<del>669.13</del>	<del>10</del>	<del>GENERAL</del>
<del>27269</del>	<del>12/22/2021</del>	<del>Life-Assist, Inc.</del>	<del>Medical Supplies for New Fire Station, 12/10/21</del>	<del>817.82</del>	<del>10</del>	<del>GENERAL</del>
<del>27269</del>	<del>12/22/2021</del>	<del>Life-Assist, Inc.</del>	<del>Medical Supplies for New Fire Station, 12/7/21</del>	<del>809.48</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27269</del>	<del>12/22/2021</del>			<del>2,296.43</del>		<del>VOID</del>
<del>27270</del>	<del>12/22/2021</del>	<del>Mapping Specilaists Limited</del>	<del>Map books for Engines for New Fire Station, 12/15/21</del>	<del>280.00</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27270</del>	<del>12/22/2021</del>			<del>280.00</del>		<del>VOID</del>
27271	12/22/2021	Nate Volk	Video Broadcasting Mtg. for 12/8/21	500.00	10	GENERAL
Total 27271	12/22/2021			500.00		
<del>27272</del>	<del>12/22/2021</del>	<del>Heather Perry Consulting</del>	<del>Event Planning for State of the City, 12/13/21</del>	<del>2,500.00</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27272</del>	<del>12/22/2021</del>			<del>2,500.00</del>		<del>VOID</del>

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
<del>27273</del>	<del>12/22/2021</del>	<del>PETERSON ELECTRIC</del>	<del>Canyon Lake Fire Station Trouble Shoot Flag Lights, 11/24/21</del>	<del>85.00</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27273</del>	<del>12/22/2021</del>			<del>85.00</del>		<del>VOID</del>
27274	12/22/2021	Purchase Power	Postage for 11/30/21	600.00	10	GENERAL
Total 27274	12/22/2021			600.00		
27275	12/22/2021	PV Maintenance Inc.	Removed post on RRCR, Power washed veterans memorial, Nov.21	1,372.92	10	GENERAL
27275	12/22/2021	PV Maintenance Inc.	Removed post on RRCR, Power washed veterans memorial, Nov.21	371.39	20	GAS TAX
Total 27275	12/22/2021			1,744.31		
27276	12/22/2021	Red Helmet Training	Command Training during Academy for New Fire Station, 12/17	5,000.00	10	GENERAL
Total 27276	12/22/2021			5,000.00		
<del>27277</del>	<del>12/22/2021</del>	<del>RIVERSIDE COUNTY FIRE DEPT</del>	<del>Fire Protection Services for 1st Qtr. (July-Sept) FY 21-22</del>	<del>446,958.67</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27277</del>	<del>12/22/2021</del>			<del>446,958.67</del>		<del>VOID</del>
27278	12/22/2021	Riverside County Sheriff Dept. Lake Elsinore	Sheriff's Contract Law 9/23/21 to 10/20/21	135,403.93	10	GENERAL
Total 27278	12/22/2021			135,403.93		
<del>27279</del>	<del>12/22/2021</del>	<del>Rydin</del>	<del>2022 Business License Deals, 12/16/21</del>	<del>709.50</del>	<del>10</del>	<del>GENERAL</del>
<del>Total 27279</del>	<del>12/22/2021</del>			<del>709.50</del>		<del>VOID</del>

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
<del>27280</del>	<del>12/22/2021</del>	<del>Michael Samuels</del>	<del>Reimb. Lunches for Fire Training, 12/20/21</del>	<del>211.07</del>	<del>10</del>	<del>GENERAL</del>
<del>27280</del>	<del>12/22/2021</del>	<del>Michael Samuels</del>	<del>Reimb. Water &amp; Gatorade for Live Fire Training, 12/17/21</del>	<del>39.98</del>	<del>10</del>	<del>GENERAL</del>
<del>Total</del>	<del>12/22/2021</del>			<del>251.05</del>		<del>VOID</del>
27281	12/22/2021	Humberto Sanchez	CE Solutions EMT Training, 12/10/21	36.31	10	GENERAL
Total	12/22/2021			36.31		
<del>27282</del>	<del>12/22/2021</del>	<del>Special District Risk Management Authority</del>	<del>Dental &amp; Vision Insurance for January 2022</del>	<del>629.27</del>	<del>10</del>	<del>GENERAL</del>
<del>Total</del>	<del>12/22/2021</del>			<del>629.27</del>		<del>VOID</del>
27283	12/22/2021	Southern California News Group	Classified Ads: Notice of RFP & Housing Element, 8/31	427.00	10	GENERAL
27283	12/22/2021	Southern California News Group	Classified Ads: Notice of RFP & Housing Element, 8/31	262.00	60	ENTERPR... FUND
Total	12/22/2021			689.00		
27284	12/22/2021	STAPLES	General Office Supplies, 11/25/21	950.92	10	GENERAL
Total	12/22/2021			950.92		
<del>27285</del>	<del>12/22/2021</del>	<del>Steve's Towing Inc.</del>	<del>Tow 2018 GMC Yukon from City Hall to Dealership, 12/1/21</del>	<del>138.00</del>	<del>10</del>	<del>GENERAL</del>
<del>Total</del>	<del>12/22/2021</del>			<del>138.00</del>		<del>VOID</del>
27286	12/22/2021	SUN BADGE	Uniform Badges for New Fire Station, 8/10/2021	4,129.43	10	GENERAL
Total	12/22/2021			4,129.43		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27287	12/22/2021	Syntech Group	IT Services for December 2021	1,937.50	10	GENERAL
27287	12/22/2021	Syntech Group	IT Setup for Fire Station 1, 12/8/2021	3,000.00	10	GENERAL
Total 27287	12/22/2021			4,937.50		
27288	12/22/2021	Time Warner Cable	Internet for Fire Station, 12/10/21 to 1/9/22	114.98	10	GENERAL
Total 27288	12/22/2021			114.98		
27289	12/22/2021	Toshiba Financial Services	Monthly Copier Lease for Admin & City Hall, 1/10/22	799.32	10	GENERAL
Total 27289	12/22/2021			799.32		
27290	12/22/2021	TRI LAKE CONSULTANTS, INC.	Engineering Services for October (Annual NHS Report, etc.)	2,940.00	20	GAS TAX
Total 27290	12/22/2021			2,940.00		
27291	12/23/2021	Dorado Creative, Inc.	2021 State of the City Video Address, 12/9/2021	7,500.00	10	GENERAL
Total 27291	12/23/2021			7,500.00		
EFT446		Sparkletts	Drinking Water for City Hall & Admin November 2021	161.19	10	GENERAL
Total EFT446				161.19		
EFT447		SOUTHERN CALIFORNIA EDISON	Electricity for Pump Station 10/8/21 to 11/7/21	198.52	20	GAS TAX
Total EFT447				198.52		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
EFT448		SOUTHERN CALIFORNIA EDISON	Electricity for 31520 RRCR Ste. D 10/20/21 to 11/18/21	45.23	60	ENTERPR... FUND
Total EFT448				45.23		
EFT449		SOUTHERN CALIFORNIA EDISON	Electricity for Admin 31526 RRCR Ste. 4 10/20/21 to 11/18/21	177.19	10	GENERAL
Total EFT449				177.19		
EFT450		SOUTHERN CALIFORNIA EDISON	Electricity for Fire Station 10/14/21 to 11/14/21	395.84	10	GENERAL
Total EFT450				395.84		
EFT451		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 10/21/21 to 11/19/21	65.69	20	GAS TAX
Total EFT451				65.69		
EFT452		SOUTHERN CALIFORNIA EDISON	Electricity for RRCR Admin Ste. 3 10/20/21 to 11/18/21	45.06	10	GENERAL
Total EFT452				45.06		
EFT453		SOUTHERN CALIFORNIA EDISON	Electricity for 31540/31542 Railroad Cyn. Rd. 10/14 to 11/14	556.97	60	ENTERPR... FUND
Total EFT453				556.97		
EFT454		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 10/20/21 to 11/18/21	11.49	20	GAS TAX
Total EFT454				11.49		
EFT455		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 10/14/21 to 11/14/21	250.97	20	GAS TAX

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 12/1/2021 Through 12/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total EFT455				250.97		
EFT456		SOUTHERN CALIFORNIA EDISON	Electricity for City Hall 10/14/21 to 11/14/21	702.54	10	GENERAL
Total EFT456				702.54		
EFT457		ELSINORE VALLEY MUNI WATER DIS	Water for Irrigation 10/26/21 to 11/26/21	1,022.96	20	GAS TAX
Total EFT457				1,022.96		
EFT458		ELSINORE VALLEY MUNI WATER DIS	Water for 31520 RRCR 10/23/21 to 11/23/21	73.63	60	ENTERPR... FUND
Total EFT458				73.63		
EFT459		ELSINORE VALLEY MUNI WATER DIS	Water for Fire Station 10/26/21 to 11/26/21	418.91	10	GENERAL
Total EFT459				418.91		
EFT460		ELSINORE VALLEY MUNI WATER DIS	Water for Rental Bldg. (31542 RRCR) 10/23/21 to 11/23/21	88.15	60	ENTERPR... FUND
Total EFT460				88.15		
EFT461		ELSINORE VALLEY MUNI WATER DIS	Water for City Hall 10/23/21 to 11/23/21	103.61	10	GENERAL
Total EFT461				103.61		
Report Total				806,066.59		
				<del>480,188.36</del>		
				<u>325,878.23</u>		

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	New Fire Department Uniforms, 12/3/2021	698.94
	New Fire Dept. Reserve Firefighter Uniforms-Sanchez, 12/4/21	536.94
	New Fire Dept. Reserve Firefighter Uniforms-Siller, 12/4/21	536.94
	New Fire Dept. Reserve Firefighter Uniforms-Dee, 12/4/21	536.94
	New Fire Dept. Reserve Firefighter Uniforms-Smith, 12/4/21	524.44
	New Fire Dept. Reserve Firefighter Uniforms-Turelli, 12/4/21	524.44
	New Fire Dept. Reserve Firefighter Uniforms-Barahona, 12/4/21	524.44
	New Fire Dept. Reserve Firefighter Uniforms-Horn, 12/4/21	524.44
	New Fire Dept. Reserve Firefighter Unif.-Niederland, 12/4/21	524.44
	New Fire Dept. Reserve Firefighter Uniforms-Koopman, 12/4/21	524.44
	New Fire Dept. Reserve Firefighter Uniforms-Luksch, 12/4/21	524.44
	New Fire Dept. Reserve Firefighter Uniforms - Brown, 12/4/21	524.44
	New Fire Dept. Reserve Firefighter Uniforms-Calley, 12/4/21	524.44
	New Fire Dept. Reserve Firefighter Unif. - Mosqueda, 12/4/21	546.19
	ABI	Background Investigation for Interim Battalion Chief-Samuels
Air Force 1	Maintenance on the roof at 31520 RRCR, 11/23/21	560.00
	Maintenance on the roof at City Hall, 11/23/21	1,260.00
Alliant	Insurance for 2021 Winter Wonderland, 12/7/2021	539.00
Allstar Fire	Structure Turnout Boots for New Fire Station, 11/15/21	4,730.60
AMERICAN FORENSIC AMP	Sheriff's Blood Draws, September 2021	110.00
	Rent for Admin Bldg. for the month of January 2022	2,834.00
	Rent for Admin 31526 Railroad Cyn. Rd. Ste. #4 January 2022	412.00
Bill Blankenship	Economic Development Consulting for November 2021	2,500.00
BIO-TOX	Sheriff's Blood Draws, 7/15/21	46.00
	Sheriff's Blood Draws, 7/15/21	1,498.00
CBABR, Inc.	Refund for 2 Special Event Permits, 11/18/21	168.00
Co of Riv EMD	Qtrly Emergency Services Coordinator for Sept. 2021	833.33

Date: 12/7/21  
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01/12/2022 City Council Agenda

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

Vendor ID	Invoice Description	Cash Required
Concentra	Reserve Medical Exam for New Fire Station, 11/24/2021	231.50
	Medicals for Full Time Reserves - New Fire Station, 11/17/21	2,149.00
Control Pump	Monthly Landscape Booster Station, November 2021	375.00
	Monthly Landscape Booster Station, October 2021	375.00
Corelogic	Database for Code Enforcement, November 2021	134.21
CTAI	Monthly Landscape Maintenance for Fire Station 60 Nov. 2021	250.00
	Landscape Maintenance for Median & Parkways November 2021	4,500.00
Curtis	Type VI Fire Engine Equip. for New Fire Station, 11/19/21	2,356.42
	Type VI Fire Engine Equip. for New Fire Station, 11/18/21	21,083.65
Dain	Auto Allowance for the month of December 2021 - Dain	100.00
DATA TICKET	Parking Citations (0506) October 2021	100.00
	Monthly EMS Response Fee (1241), October 2021	110.00
	Citation Processing (1035), Code Enforcement October 2021	224.75
Delgado	Janirotial Services for the Month of November 2021	1,124.50
	Janirotial Services for the Month of November 2021	56.00
ECS	Annual Renewal for Laserfiche Cloud, 11/15/2021	5,590.00
Embroidery	Jacket for Ecclefield, 12/1/2021	86.46
Fan4LifeDecals	Helmet Identifiers for New Fire Station, 11/23/21	150.00
Fast Signs	New Fire Station Sign, 11/26/2021	3,104.62
FRIDAY FLYER	Notice of Public Hearing - CL Fire Dept. Fee, 11/11/21	96.60
Frontier	Internet for Fire Station, 11/13/21 to 12/12/21	386.30
	Internet for City Hall, 11/10/21 to 12/9/21	207.10
G.M.	Refund for Residential Rental Inspection, 11/18/21	71.00
Jeremy Smith	Auto Allowance for the month of December 2021 - Smith	100.00
Johnson Controls	Reinstall of Card Reader Software, 11/18/21	535.00
Kasey Castillo	Auto Allowance for the month of December 2021 - Castillo	100.00
Kings III of America, LLC	Elevator Phone Line 10/1/21 to 12/31/21	138.00
Larry Greene	Auto Allowance for the month of December 2021 - Greene	100.00
Life-Assist	Medical Supplies for New Fire Station, 11/18/21	1.59
	Medical Supplies for New Fire Station, 11/12/21	30.51
	Medical Supplies for New Fire Station, 11/16/21	410.85

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

Vendor ID	Invoice Description	Cash Required
PVM	Medical Supplies for New Fire Station, 11/16/21	20.30
	Replaced Sign on RRRCR & Recycled Batteries City Hall, Oct.21	51.07
	Replaced Sign on RRRCR & Recycled Batteries City Hall, Oct.21	555.01
Quintero	Contract Fullfillment Payment for Baja Eats, 12/4/21	550.00
RCA	MSHCP Fees Collected for November 2021	2,935.00
Ritchie	Turkey Drive Advertisement, 12/1/21	75.00
	Veterans Day Advertisement, 12/1/21	75.00
	Two Week Winter Wonderland Advertisement, 12/1/21	150.00
Riv Co TLMA	SLF Costs for October 2021	4,886.70
Samuels	Monthly Contracted Srvcs. for Interim Battalion Chief Nov.21	1,776.00
	FOG Manuals for Fire Engines for New Station, 11/24/21	47.45
The Code	Plan Check Services for Building & Safety October 2021	342.61
The Gas Co	Gas Charges for City Hall 10/29/21 to 12/1/21	165.36
	Gas Charges for 31520 Railroad Cyn. Rd. 10/29/21 to 12/1/21	109.50
Time Warner	Digital Converter for City Hall, 11/22/21 to 12/21/21	5.53
Toshiba Business Solutions, USA	Color & Black/White Monthly Copy Costs 10/26/21 to 11/25/21	678.47
VerizonW	Ipads for City & New Station, SIM Card Device, 10/4-11/3/21	442.90
	Cell Phones for City & Fire New Station, 10/4/21 to 11/3/21	1,825.50
Welty	Auto Allowance for the month of December 2021 - Welty	100.00
Zoll	1 Year Case Review Subscription for New Station, 11/20/21	509.85
Report Total		82,780.55

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

Vendor ID	Invoice Description	Cash Required
ABILA	Monthly Accounting Software Subscription, 12/8/21	181.39
<del>Albert A. Webb Associates</del>	<del>Professional Services for State SB2 Planning, 11/20/21</del>	<del>12,038.14</del> <del>VOID</del>
ALL STAR	SCBA's for Command Vehicles for New Fire Station, 12/9/21	13,492.89
Bill Blankenship	Economic Development Consulting for December 2021	2,500.00
BIO-TOX	Sheriff's Blood Draws, 11/12/21	200.00
Bratt	Reimbursement for REMSA Application, 12/6/21	75.00
CCMF	2022 CCMF Annual Membership Dinner, 2/3/2022	75.00
CL PEST	City Hall Admin General Pest, 12/8/21	55.00
	Quarterly Pest Control City Hall, 12/8/21	100.00
	Quarterly Pest Control P.O. #10-016, 11/11/21	90.00
	Monthly Pest Control for Fire Station, 12/8/21	40.00
	Monthly Pest Control for Fire Station, 11/4/2021	40.00
CL Private	Food & Beverage for State of the City 2021, 12/9/21	7,403.94
CL PROPERTY OWNERS	P.O.A. Services on Railroad Canyon Road, 9/6/2021	520.42
<del>Cole Huber</del>	<del>Attorney Services for Code(23822 Canyon Lake Dr.) Sept. 2021</del>	<del>1,181.42</del> <del>VOID</del>
	<del>Attorneys Services for September 2021</del>	<del>8,015.00</del> <del>VOID</del>
	<del>Attorney Services Beck v.City (Writ of Mandate) Sept.2021</del>	<del>426.68</del> <del>VOID</del>
CTAI	Landscape Maintenance for Median & Parkways December 2021	4,500.00
	Monthly Landscape Maintenance for Fire Station 60 Dec. 2021	250.00
Curtis	Type 1 Equipment for New Fire Station, 11/24/21	36,536.13
	Auto Extrication Equipment for Type 1 Fire Engine, 12/10/21	3,386.15
	Type VI Equipment for New Fire Station, 12/13/21	522.86
<del>Delgado</del>	<del>Janitorial Services for the Month of December 2021</del>	<del>1,324.50</del> <del>VOID</del>
	<del>Janitorial Services for the Month of December 2021</del>	<del>56.00</del> <del>VOID</del>
DIRECTV	Satellite Service for Fire Station, 12/12/21 to 1/11/22	116.54
<del>DOJ</del>	<del>Blood Alcohol Analysis, October 2021</del>	<del>70.00</del> <del>VOID</del>
	<del>Fingerprints for November 2021</del>	<del>32.00</del> <del>VOID</del>
<del>Fire Smart</del>	<del>Sticker Badges &amp; Plastic Helmets for Pub Ed, 11/22/2021</del>	<del>598.02</del> <del>VOID</del>
Firefighters Bookstore	Type 1 Fire Equipment for New Fire Station, 12/6/21	336.42
FRIDAY FLYER	Notice of Public Hearing - Sign Regulations 12/17/21	52.50
Frontier	Phones for Fire Station, 12/13/21 to 1/12/22	394.83
	Internet for City Hall, 12/10/21 to 1/9/22	202.59
GOLDING	State of the City Poster Printed, 12/9/21	63.51
	State of the City Program Printed, 12/9/21	64.49
GREENHALGH	Retiree Health Insurance for January 2022	145.65

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

Vendor ID	Invoice Description	Cash Required
<del>HINDERLITER</del>	<del>Audit Services - Sales Tax for Quarter 2 (Oct. - Dec. 2021)</del>	<del>1,219.26</del> <del>Ø VOID</del>
	<del>Services for Cannabis Management Program November 2021</del>	<del>875.00</del> <del>Ø VOID</del>
Inland Meniffee	Frug Testing for Sanchez, 12/2/21	140.00
iWorQ	IworQ Upgrade, 12/15/21	383.34
Johnson Controls	Security System for City Hall, January - March 2022	143.75
	Security System for Admin Office Ste. 5 1/1/22 to 3/31/22	462.05
<del>KCL Group Benefits</del>	<del>Life Insurance for Employee's 12/15/21 to 1/14/22</del>	<del>366.42</del> <del>Ø VOID</del>
<del>Kings III of America, LLC</del>	<del>Elevator Phone Line 1/1/22 to 3/31/22</del>	<del>138.00</del> <del>Ø VOID</del>
Knox	Knox Cylinders for Fire Prevention for New Fire Station, 12/1	578.62
LaTendresse	Reimb. Parking & Mileage for Wisconsin Trip for Fire Engine	184.14
	Reimb. Parking & Mileage for Board of Supervisors Mtg.	40.28
	Reimb. for Covid-19 Test Kits for the Office, 12/16/21	156.54
<del>Life-Assist</del>	<del>Medical Supplies for New Fire Station, 12/7/21</del>	<del>809.48</del> <del>Ø VOID</del>
	<del>Medical Supplies for New Fire Station, 12/10/21</del>	<del>817.82</del> <del>Ø VOID</del>
	<del>Medical Equipment for New Fire Station, 11/17/21</del>	<del>669.13</del> <del>Ø VOID</del>
<del>Mapping</del>	<del>Map books for Engines for New Fire Station, 12/15/21</del>	<del>280.00</del> <del>Ø VOID</del>
Nate Volk	Video Broadcasting Mtg. for 12/8/21	500.00
<del>Perry</del>	<del>Event Planning for State of the City, 12/13/21</del>	<del>2,500.00</del> <del>Ø VOID</del>
<del>PETERSON</del>	<del>Canyon Lake Fire Station Trouble Shoot Flag Lights, 11/24/21</del>	<del>85.00</del> <del>Ø VOID</del>
Pitney Bowes - Purchase Power	Postage for 11/30/21	600.00
PVM	Removed post on RRCR, Power washed veterans memorial, Nov.21	1,372.92
	Removed post on RRCR, Power washed veterans memorial, Nov.21	371.39
Red Helmet Training	Command Training during Academy for New Fire Station, 12/17	5,000.00
<del>Riv Co Fire</del>	<del>Fire Protection Services for 1st Qtr. (July-Sept) FY 21-22</del>	<del>446,958.67</del> <del>Ø VOID</del>
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 9/23/21 to 10/20/21	135,403.93
<del>Rydin</del>	<del>2022 Business License Decals, 12/16/21</del>	<del>709.50</del> <del>Ø VOID</del>
<del>Samuels</del>	<del>Reimb. Water &amp; Gatorade for Live Fire Training, 12/17/21</del>	<del>39.98</del> <del>Ø VOID</del>

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

Vendor ID	Invoice Description	Cash Required
	<del>Reimb. Lunches for Fire Training, 12/20/21</del>	<del>211.07</del> <span style="color: blue;">VOID</span>
Sanchez	CE Solutions EMT Training, 12/10/21	36.31
<del>SDRMA</del>	<del>Dental &amp; Vision Insurance for January 2022</del>	<del>629.27</del> <span style="color: blue;">VOID</span>
Southern California	Classified Ads: Notice of RFP & Housing Element, 8/31	262.00
	Classified Ads: Notice of RFP & Housing Element, 8/31	427.00
STAPLES	General Office Supplies, 11/25/21	950.92
<del>Steve's Towing</del>	<del>Tow 2018 GMC Yukon from City Hall to Dealership, 12/1/21</del>	<del>138.00</del> <span style="color: blue;">VOID</span>
SUN BADGE	Uniform Badges for New Fire Station, 8/10/2021	4,129.43
Syntech	IT Services for December 2021	1,937.50
	IT Setup for Fire Station 1, 12/8/2021	3,000.00
Time Warner	Internet for Fire Station, 12/10/21 to 1/9/22	114.98
Toshiba	Monthly Copier Lease for Admin & City Hall, 1/10/22	799.32
TRI LAKE	Engineering Services for October (Annual NHS Report, etc.)	2,940.00
Report Total		<hr/> 711,468.09 <del>- 480,188.36</del> <u>231,279.73</u>

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Dorado	2021 State of the City Video Address, 12/9/2021	<u>7,500.00</u>
Report Total		<u>7,500.00</u>

**Labor Distribution**

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

Check Date: 11/30/2021  
Process: 2021113001  
Period: 11/16/2021 to 11/30/2021

**Department: (20)City Employees**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		472.54	PTAXI Pre-Tax P.	CA	315.97	4670.40	CAETT CA Edu & T		200.79	0.00	0.00
102	Hol Holiday	19.00	0.00		CASDI CA SDI - Err		4986.37	CASUI California SI		59.84	0.00	0.00
4513.83	Reg Regular		4513.83		FITW Federal Incon		4670.40	MED-R Medicare - E		561.36	4986.37	72.29
	Sick Sick	3.00	0.00		MED Medicare		4986.37			72.30		Net Amt
	<b>Total Earnings</b>	<b>22.00</b>	<b>4986.37</b>	<b>Total Deductions</b>		<b>315.97</b>		<b>Total Employer Taxes</b>		<b>894.29</b>		<b>72.29</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
Reg	Regular	35.00	750.75	457B 457B EE	CA	56.31	694.44	CAETT CA Edu & T		6.97	0.00	0.00
				AflacP Aflac Post	CASDI CA SDI - Err	13.65	750.75	CASUI California SI		9.01	0.00	0.00
					FITW Federal Incon		694.44	MED-R Medicare - E		18.61	750.75	10.89
					MED Medicare		750.75			10.89		Net Amt
	<b>Total Earnings</b>	<b>35.00</b>	<b>750.75</b>	<b>Total Deductions</b>		<b>69.96</b>		<b>Total Employer Taxes</b>		<b>45.48</b>		<b>10.89</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		169.75	PTXPE Pre-Tax P.	CA	154.60	2305.57	CAETT CA Edu & T		83.67	0.00	0.00
115	Hol Holiday	19.00	0.00		CASDI CA SDI - Err		2460.17	CASUI California SI		29.52	0.00	0.00
2290.42	Reg Regular		2290.42		FITW Federal Incon		2305.57	MED-R Medicare - E		215.04	2460.17	35.67
	Vac Vacation	19.00	0.00		MED Medicare		2460.17			35.67		Net Amt
	<b>Total Earnings</b>	<b>38.00</b>	<b>2460.17</b>	<b>Total Deductions</b>		<b>154.60</b>		<b>Total Employer Taxes</b>		<b>363.90</b>		<b>35.67</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		162.50	PTXPE Pre-Tax P.	CA	196.78	2880.97	CAETT CA Edu & T		143.51	0.00	0.00
117	Hol Holiday	19.00	0.00		CASDI CA SDI - Err		3077.75	CASUI California SI		36.93	0.00	0.00
2915.25	Reg Regular		2915.25		FITW Federal Incon		2880.97	MED-R Medicare - E		341.63	3077.75	44.63
	Sick Sick	9.50	0.00		MED Medicare		3077.75			44.62		Net Amt
	<b>Total Earnings</b>	<b>28.50</b>	<b>3077.75</b>	<b>Total Deductions</b>		<b>196.78</b>		<b>Total Employer Taxes</b>		<b>566.69</b>		<b>44.63</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		157.02	457B EE	CA	361.11	6970.35	CAETT CA Edu & T		556.17	0.00	0.00
111	Auto Auto Allo		300.00	PTXPE Pre-Tax P.	CASDI CA SDI - Err	492.19	0.00	CASUI California SI		0.00	0.00	0.00
7291.63	ELECT Reimburs		75.00		FITW Federal Incon		6970.35	MED-R Medicare - E		1341.26	7823.65	113.44
	Hol Holiday	19.00	0.00		MED Medicare		7823.65			113.44		Net Amt
	MEM4 457B ER		722.22									
	Reg Regular		7291.63									
	<b>Total Earnings</b>	<b>19.00</b>	<b>7823.65</b>	<b>Total Deductions</b>		<b>853.30</b>		<b>Total Employer Taxes</b>		<b>2010.87</b>		<b>113.44</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		526.83	457B EE	CA	66.00	3789.07	CAETT CA Edu & T		99.44	0.00	0.00
108	ADML Admin Le	3.00	0.00	PTAXI Pre-Tax P.	CASDI CA SDI - Err	250.51	4105.58	CASUI California SI		49.26	0.00	0.00
3578.75	Hol Holiday	19.00	0.00		FITW Federal Incon		3789.07	MED-R Medicare - E		312.61	4105.58	59.53
	Reg Regular		3578.75		MED Medicare		4105.58			59.53		Net Amt
	Sick Sick	9.50	0.00									
	<b>Total Earnings</b>	<b>31.50</b>	<b>4105.58</b>	<b>Total Deductions</b>		<b>316.51</b>		<b>Total Employer Taxes</b>		<b>520.84</b>		<b>59.53</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		722.22	457B EE	CA	722.22	722.22	CAETT CA Edu & T		722.22	0.00	0.00
111	Auto Auto Allo		300.00	PTXPE Pre-Tax P.	CASDI CA SDI - Err	492.19	0.00	CASUI California SI		0.00	0.00	0.00
7291.63	ELECT Reimburs		75.00		FITW Federal Incon		6970.35	MED-R Medicare - E		1341.26	7823.65	113.44
	Hol Holiday	19.00	0.00		MED Medicare		7823.65			113.44		Net Amt
	MEM4 457B ER		722.22									
	Reg Regular		7291.63									
	<b>Total Earnings</b>	<b>19.00</b>	<b>7823.65</b>	<b>Total Deductions</b>		<b>853.30</b>		<b>Total Employer Taxes</b>		<b>2010.87</b>		<b>113.44</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		526.83	457B EE	CA	66.00	3789.07	CAETT CA Edu & T		99.44	0.00	0.00
108	ADML Admin Le	3.00	0.00	PTAXI Pre-Tax P.	CASDI CA SDI - Err	250.51	4105.58	CASUI California SI		49.26	0.00	0.00
3578.75	Hol Holiday	19.00	0.00		FITW Federal Incon		3789.07	MED-R Medicare - E		312.61	4105.58	59.53
	Reg Regular		3578.75		MED Medicare		4105.58			59.53		Net Amt
	Sick Sick	9.50	0.00									
	<b>Total Earnings</b>	<b>31.50</b>	<b>4105.58</b>	<b>Total Deductions</b>		<b>316.51</b>		<b>Total Employer Taxes</b>		<b>520.84</b>		<b>59.53</b>

**Labor Distribution**

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

Check Date: 11/30/2021  
Process: 2021113001  
Period: 11/16/2021 to 11/30/2021

01/12/2022

Code	Earning	Hours	Amount	Code	Deduction	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		125.00	457B	457B EE	113.50	CA	California SI	113.50	1524.85	CA Edu & T	CAETT	29.47	0.00	0.00
119	Holiday	19.00	336.30				CASDI	CA SDI - Err	1638.35	1638.35	California SI	CASUI	19.66	0.00	0.00
17.7000	Regular	66.50	1177.05				FITW	Federal Inco	1524.85	1524.85	Medicare - E	MED-R	108.42	1638.35	23.76
							MED	Medicare	1638.35	1638.35			23.75		23.76
	<b>Total Earnings</b>	<b>85.50</b>	<b>1638.35</b>		<b>Total Deductions</b>	<b>113.50</b>			<b>181.30</b>				<b>181.30</b>	<b>Total Employer Taxes</b>	<b>23.76</b>

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

Code	Earning	Hours	Amount	Code	Deduction	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
7	125CO 125 Cash		1613.64	457B	457B EE	596.92	CA	California SI	596.92	22835.65	CA Edu & T	CAETT	1120.02	0.00	0.00
4	ADML Admin Le	3.00	0.00	AflacP	Aflac Post	13.65	CASDI	CA SDI - Err	17018.97	17018.97	California SI	CASUI	204.22	0.00	0.00
3	Auto Auto Allo		300.00	PTAXI	Pre-Tax P	566.48	FITW	Federal Inco	22835.65	22835.65	Medicare - E	MED-R	2898.93	24842.62	360.21
	ELECT Reimburs		75.00	PTXPE	Pre-Tax P	843.57	MED	Medicare	24842.62	24842.62			360.20		360.21
	Hol Holiday	114.00	336.30												
	MEMA 457B ER		722.22												
	Reg Regular	101.50	22517.68												
	Sick Sick	22.00	0.00												
	Vac Vacation	19.00	0.00												
	<b>Total Earnings</b>	<b>259.50</b>	<b>24842.62</b>		<b>Total Deductions</b>	<b>2020.62</b>			<b>4583.37</b>				<b>4583.37</b>	<b>Total Employer Taxes</b>	<b>360.21</b>

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

Code	Earning	Hours	Amount	Code	Deduction	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
104	Holiday	19.00	551.19	457B	457B EE	50.00	CA	California SI	50.00	2100.95	CA Edu & T	CAETT	71.87	0.00	0.00
29.0100	Regular	66.50	1929.17	MEDI	Health Ins	161.99	CASDI	CA SDI - Err	2318.37	2318.37	California SI	CASUI	27.82	0.00	0.00
				PTXPE	Pre-Tax P	167.42	FITW	Federal Inco	2100.95	2100.95	Medicare - E	MED-R	174.53	2318.37	33.62
													33.62		33.62
	<b>Total Earnings</b>	<b>85.50</b>	<b>2480.36</b>		<b>Total Deductions</b>	<b>379.41</b>			<b>307.84</b>				<b>307.84</b>	<b>Total Employer Taxes</b>	<b>33.62</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		137.08	CS	Child Sup	120.50	CA	California SI	120.50	2607.79	CA Edu & T	CAETT	110.26	0.00	0.00
120	Holiday	19.00	529.91	PTXPE	Pre-Tax P	178.84	CASDI	CA SDI - Err	2786.63	2786.63	California SI	CASUI	33.44	0.00	0.00
27.8900	Regular	76.00	2119.64				FITW	Federal Inco	2607.79	2607.79	Medicare - E	MED-R	281.53	2786.63	40.41
													40.41		40.41
	<b>Total Earnings</b>	<b>95.00</b>	<b>2786.63</b>		<b>Total Deductions</b>	<b>299.34</b>			<b>465.64</b>				<b>465.64</b>	<b>Total Employer Taxes</b>	<b>40.41</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Reg	Regular	7.00	211.26				CA	California SI	211.26	211.26	CA Edu & T	CAETT	0.00	0.00	0.00
113							CASDI	CA SDI - Err	211.26	211.26	California SI	CASUI	2.53	0.00	0.00
30.1800							FITW	Federal Inco	211.26	211.26	Medicare - E	MED-R	4.67	211.26	3.06
													3.06		3.06
	<b>Total Earnings</b>	<b>7.00</b>	<b>211.26</b>		<b>Total Deductions</b>	<b>0.00</b>			<b>10.26</b>				<b>10.26</b>	<b>Total Employer Taxes</b>	<b>3.06</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		499.58	PTXPE	Pre-Tax P	203.73	CA	California SI	3314.00	3314.00	CA Edu & T	CAETT	97.79	0.00	0.00
98	Holiday	19.00	670.70				CASDI	CA SDI - Err	3517.73	3517.73	California SI	CASUI	42.21	0.00	0.00
35.3000	Regular	66.50	2347.45				FITW	Federal Inco	3314.00	3314.00	Medicare - E	MED-R	320.10	3517.73	51.01
													51.01		51.01
	<b>Total Earnings</b>	<b>85.50</b>	<b>3517.73</b>		<b>Total Deductions</b>	<b>203.73</b>			<b>511.11</b>				<b>511.11</b>	<b>Total Employer Taxes</b>	<b>51.01</b>

BIZ HCM  
Phone: (800) 815-3023 Fax: (877) 282-3016

Run Date: 11/23/21  
Run Time: 04:47 PM

Employees to (30)Code Enforcement Team  
Employee  
Ward to Manzano

**Labor Distribution**

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

Check Date: 11/30/2021  
Process: 2021113001  
Period: 11/16/2021 to 11/30/2021

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

Employees	4	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount	
Fedale	2	125CO	125 Cash		636.66	457B	457B EE	50.00	CA	California SI	8234.00	CAEIT	CA Edu & T	279.92	8234.00	0.00	0.00	0.00	
Male	2	Hol	Holiday	57.00	1751.80	CS	Child Sup	120.50	CASDI	CA SDI - Err	8833.99	CASUI	California SI	106.00	8833.99	0.00	0.00	0.00	
		Reg	Regular	216.00	6607.52	MED1	Health Ins	161.99	FITW	Federal Incoi	8234.00	MED-R	Medicare - E	780.83	8234.00	8833.99	128.10	8833.99	
						PTXPE	Pre-Tax P.	549.99	MED	Medicare	8833.99			128.10					
<b>Total Earnings</b>				<b>273.00</b>	<b>8995.98</b>	<b>Total Deductions</b>		<b>882.48</b>	<b>Total Employee Taxes</b>		<b>882.48</b>	<b>Total Employer Taxes</b>		<b>1294.85</b>	<b>Total Employer Taxes</b>		<b>128.10</b>	<b>Total Employer Taxes</b>	

**Department: (50)Council Members**

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Castillo, Kasey A	Reg	Regular	300.00	CA	California SI	300.00	CAEIT	CA Edu & T	0.00	CAEIT	CA Edu & T	300.00	CAEIT	CA Edu & T	0.30	300.00	300.00	0.30	0.30
Emp Id	110			FITW	Federal Incoi	300.00	FITW	California SI	0.00	CASUI	California SI	300.00	CASUI	California SI	12.00	300.00	300.00	12.00	12.00
Salary	300.00			MED	Medicare	300.00	MED	Medicare - E	4.35	MED-R	Medicare - E	300.00	MED-R	Medicare - E	4.35	300.00	300.00	4.35	4.35
<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>4.35</b>	<b>Total Employer Taxes</b>		<b>16.65</b>	<b>Total Employer Taxes</b>		<b>16.65</b>	<b>Total Employer Taxes</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Dain, Jennifer A	Reg	Regular	300.00	CA	California SI	300.00	CAEIT	CA Edu & T	0.00	CAEIT	CA Edu & T	300.00	CAEIT	CA Edu & T	0.30	300.00	300.00	0.30	0.30
Emp Id	121			FITW	Federal Incoi	300.00	FITW	California SI	0.00	CASUI	California SI	300.00	CASUI	California SI	12.00	300.00	300.00	12.00	12.00
Salary	300.00			MED	Medicare	300.00	MED	Medicare - E	4.35	MED-R	Medicare - E	300.00	MED-R	Medicare - E	4.35	300.00	300.00	4.35	4.35
<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>4.35</b>	<b>Total Employer Taxes</b>		<b>12.30</b>	<b>Total Employer Taxes</b>		<b>12.30</b>	<b>Total Employer Taxes</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Greene, Larry B	Reg	Regular	300.00	CA	California SI	300.00	CAEIT	CA Edu & T	0.00	CAEIT	CA Edu & T	300.00	CAEIT	CA Edu & T	0.30	300.00	300.00	0.30	0.30
Emp Id	103			FITW	Federal Incoi	300.00	FITW	California SI	0.00	CASUI	California SI	300.00	CASUI	California SI	12.00	300.00	300.00	12.00	12.00
Salary	300.00			MED	Medicare	300.00	MED	Medicare - E	4.35	MED-R	Medicare - E	300.00	MED-R	Medicare - E	4.35	300.00	300.00	4.35	4.35
<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>4.35</b>	<b>Total Employer Taxes</b>		<b>16.65</b>	<b>Total Employer Taxes</b>		<b>16.65</b>	<b>Total Employer Taxes</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Smith, Jeremy A	Reg	Regular	300.00	CA	California SI	300.00	CAEIT	CA Edu & T	0.00	CAEIT	CA Edu & T	300.00	CAEIT	CA Edu & T	0.30	300.00	300.00	0.30	0.30
Emp Id	109			FITW	Federal Incoi	300.00	FITW	California SI	0.00	CASUI	California SI	300.00	CASUI	California SI	12.00	300.00	300.00	12.00	12.00
Salary	300.00			MED	Medicare	300.00	MED	Medicare - E	4.35	MED-R	Medicare - E	300.00	MED-R	Medicare - E	4.35	300.00	300.00	4.35	4.35
<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>4.35</b>	<b>Total Employer Taxes</b>		<b>16.65</b>	<b>Total Employer Taxes</b>		<b>16.65</b>	<b>Total Employer Taxes</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Welty, Dale M	Reg	Regular	300.00	CA	California SI	300.00	CAEIT	CA Edu & T	0.00	CAEIT	CA Edu & T	300.00	CAEIT	CA Edu & T	0.30	300.00	300.00	0.30	0.30
Emp Id	118			FITW	Federal Incoi	300.00	FITW	California SI	0.00	CASUI	California SI	300.00	CASUI	California SI	12.00	300.00	300.00	12.00	12.00
Salary	300.00			MED	Medicare	300.00	MED	Medicare - E	4.35	MED-R	Medicare - E	300.00	MED-R	Medicare - E	4.35	300.00	300.00	4.35	4.35
<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>4.35</b>	<b>Total Employer Taxes</b>		<b>16.65</b>	<b>Total Employer Taxes</b>		<b>16.65</b>	<b>Total Employer Taxes</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Welty, Dale M	Reg	Regular	300.00	CA	California SI	300.00	CAEIT	CA Edu & T	0.00	CAEIT	CA Edu & T	300.00	CAEIT	CA Edu & T	0.30	300.00	300.00	0.30	0.30
Emp Id	118			FITW	Federal Incoi	300.00	FITW	California SI	0.00	CASUI	California SI	300.00	CASUI	California SI	12.00	300.00	300.00	12.00	12.00
Salary	300.00			MED	Medicare	300.00	MED	Medicare - E	4.35	MED-R	Medicare - E	300.00	MED-R	Medicare - E	4.35	300.00	300.00	4.35	4.35
<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>4.35</b>	<b>Total Employer Taxes</b>		<b>16.65</b>	<b>Total Employer Taxes</b>		<b>16.65</b>	<b>Total Employer Taxes</b>



Department: (70) Building & Safety Total

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
2	Hol	38.00	550.05	AflacP, Aflac Post	CA	18.68	California SI	CAETT	263.40	CA Edu & T	CAETT	263.40	5541.02	0.00	0.00	0.00
0	Reg	57.00	5191.82	MEDI: Health Ins	CASDI	69.73	CA SDI - Err	CASUI	71.37	California SI	CASUI	71.37	5947.16	0.00	0.00	6016.89
0	Sick	9.50	275.02	PTXPE Pre-Tax P.	FITW	406.14	Federal Incoi	MED-R	553.94	Medicare - E	MED-R	553.94	5541.02	86.23	5947.16	6103.12
					MED		Medicare		86.23			86.23	5947.16		86.23	4547.40
	<b>Total Earnings</b>	<b>104.50</b>	<b>6016.89</b>	<b>Total Deductions</b>		<b>494.55</b>	<b>Total Employee Taxes</b>		<b>974.94</b>	<b>Total Employer Taxes</b>		<b>974.94</b>				<b>86.23</b>

Report Total

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
19	125CO	3.00	2375.30	457B EE	CA	646.92	California SI	CAETT	1989.17	CA Edu & T	CAETT	1989.17	42773.92	3.99	3986.75	3.99
9	ADML Admin Le		0.00	AflacP, Aflac Post	CASDI	32.33	CA SDI - Err	CASUI	441.82	California SI	CASUI	441.82	36819.17	159.47	3986.75	46374.54
	Auto		300.00	Child Sup	FITW	120.50	Federal Incoi	MED-R	4705.24	Medicare - E	MED-R	4705.24	42773.92	664.72	45842.82	47202.72
	ELECT Reimburs		225.00	MEDI: Health Ins	MED	231.72	Medicare		669.06			669.06	46142.82			34815.80
	Hol	228.00	2638.15	PARS		355.80										
	MEM4 457B ER		722.22	PTAXI Pre-Tax P.		566.48										
	Reg	374.50	40561.07	PTXPE Pre-Tax P.		1799.70										
	Sick	31.50	275.02													
	Vac	19.00	0.00													
	<b>Total Earnings</b>	<b>656.00</b>	<b>46374.54</b>	<b>Total Deductions</b>		<b>3753.45</b>	<b>Total Employee Taxes</b>		<b>7805.29</b>	<b>Total Employer Taxes</b>		<b>7805.29</b>				<b>828.18</b>

*Chris Mann, City Manager*  
11-30-21  
Date

Labor Distribution

City of Canyon Lake  
Company (10756)

Check Date: 12/15/2021  
Process: 2021121501  
Period: 12/01/2021 to 12/15/2021

Department: (20)City Employees

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		472.54	PTAXI Pre-Tax P.	CA	California SI	315.97	4670.40	CAETT	CA Edu & T	200.79	0.00	0.00
Reg	Regular		4513.83		CASDI	CA SDI - Err		4986.37	CASUI	California SI	59.84	0.00	0.00
102					FITW	Federal Incoi		4670.40	MED-R	Medicare - E	561.36	4986.37	72.31
4513.83					MED	Medicare		4986.37			72.30		Net Amt
	<b>Total Earnings</b>	<b>0.00</b>	<b>4986.37</b>	<b>Total Deductions</b>			<b>315.97</b>		<b>Total Employer Taxes</b>		<b>894.29</b>		<b>72.31</b>
					Code	Tax	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
	Reg	Regular	1093.95	457B 457B EE	CA	California SI	82.05	1011.90	CAETT	CA Edu & T	13.95	0.00	0.00
114				AflacP, Aflac Post	CASDI	CA SDI - Err	13.65	1093.95	CASUI	California SI	13.13	0.00	0.00
21.4500					FITW	Federal Incoi		1011.90	MED-R	Medicare - E	50.36	1093.95	15.86
	<b>Total Earnings</b>	<b>51.00</b>	<b>1093.95</b>	<b>Total Deductions</b>			<b>95.70</b>		<b>Total Employer Taxes</b>		<b>15.86</b>		<b>15.86</b>

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		169.75	PTXPE Pre-Tax P.	CA	California SI	154.60	2305.57	CAETT	CA Edu & T	83.67	0.00	0.00
Reg	Regular		2290.42		CASDI	CA SDI - Err		2460.17	CASUI	California SI	29.53	0.00	0.00
115					FITW	Federal Incoi		2305.57	MED-R	Medicare - E	215.04	2460.17	35.67
2290.42					MED	Medicare		2460.17			35.67		Net Amt
	<b>Total Earnings</b>	<b>0.00</b>	<b>2460.17</b>	<b>Total Deductions</b>			<b>154.60</b>		<b>Total Employer Taxes</b>		<b>363.91</b>		<b>35.67</b>

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		162.50	PTXPE Pre-Tax P.	CA	California SI	196.78	2880.97	CAETT	CA Edu & T	143.51	0.00	0.00
Reg	Regular		2915.25		CASDI	CA SDI - Err		3077.75	CASUI	California SI	36.93	0.00	0.00
117					FITW	Federal Incoi		2880.97	MED-R	Medicare - E	341.63	3077.75	44.63
2915.25					MED	Medicare		3077.75			44.63		Net Amt
	<b>Total Earnings</b>	<b>2.00</b>	<b>3077.75</b>	<b>Total Deductions</b>			<b>196.78</b>		<b>Total Employer Taxes</b>		<b>566.70</b>		<b>44.63</b>

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		157.02	457B 457B EE	CA	California SI	361.11	7805.40	CAETT	CA Edu & T	641.59	0.00	0.00
ADML	Admin Le	5.50	0.00	PTXPE Pre-Tax P.	CASDI	CA SDI - Err	-342.86	0.00	CASUI	California SI	0.00	0.00	0.00
7291.63					FITW	Federal Incoi		7805.40	MED-R	Medicare - E	1588.85	7823.65	113.44
					MED	Medicare		7823.65			113.44		Net Amt
	<b>Total Earnings</b>	<b>5.50</b>	<b>7823.65</b>	<b>Total Deductions</b>			<b>18.25</b>		<b>Total Employer Taxes</b>		<b>2343.88</b>		<b>113.44</b>

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
Reg	Regular	56.00	916.72	457B 457B EE	CA	California SI	68.75	847.97	CAETT	CA Edu & T	10.34	916.72	0.92
125					CASDI	CA SDI - Err		916.72	CASUI	California SI	11.00	916.72	36.67
16.3700					FITW	Federal Incoi		847.97	MED-R	Medicare - E	32.51	916.72	13.29
					MED	Medicare		916.72			13.29		Net Amt
	<b>Total Earnings</b>	<b>56.00</b>	<b>916.72</b>	<b>Total Deductions</b>			<b>68.75</b>		<b>Total Employer Taxes</b>		<b>67.14</b>		<b>50.88</b>

**Labor Distribution**

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

Check Date: 12/15/2021  
Process: 2021121501  
Period: 12/01/2021 to 12/15/2021

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
125CO	125 Cash		526.83	457B EE	CA	66.00	3789.07	CAETT	CA Edu & T	99.44	0.00	0.00
108	ADML Admin Le	14.50	0.00	PTAXI Pre-Tax P.	CASDI	250.51	4105.58	CASUI	California SI	49.27	0.00	0.00
3578.75	Reg Regular		3578.75		FITW	Federal Incon	3789.07	MED-R	Medicare - E	312.61	4105.58	59.53
	Sick	19.00	0.00		MED	Medicare	4105.58			59.53		Net Amt
	<b>Total Earnings</b>	<b>33.50</b>	<b>4105.58</b>	<b>Total Deductions</b>						<b>520.85</b>	<b>Total Employer Taxes</b>	<b>59.53</b>
125CO	125 Cash		125.00	457B EE	CA	113.50	1524.85	CAETT	CA Edu & T	29.47	0.00	0.00
119	Reg Regular	85.50	1513.35		CASDI	CA SDI - Err	1638.35	CASUI	California SI	19.66	0.00	0.00
17.7000	Reg Regular				FITW	Federal Incon	1524.85	MED-R	Medicare - E	108.42	1638.35	23.76
	<b>Total Earnings</b>	<b>85.50</b>	<b>1638.35</b>	<b>Total Deductions</b>						<b>181.31</b>	<b>Total Employer Taxes</b>	<b>23.76</b>

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

Employees	Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
Female	5	125CO 125 Cash		1613.64	457B EE	CA	691.41	24836.13	CAETT	CA Edu & T	1222.76	916.72	0.92
Male	3	ADML Admin Le	20.00	0.00	Aflac P, Aflac Post	CASDI	13.65	18278.89	CASUI	California SI	219.36	916.72	36.67
		Auto Auto Allo'		300.00	PTAXI Pre-Tax P.	FITW	566.48	24836.13	MED-R	Medicare - E	3210.78	26102.54	378.49
		ELECT Reimburs		75.00	PTXPE Pre-Tax P.	MED	8.52	26102.54			378.48		Net Amt
		MEM4 457B ER	192.50	24113.90									26102.54
		Reg Regular	21.00	0.00									26518.62
		Sick											19791.10
		<b>Total Earnings</b>	<b>233.50</b>	<b>26102.54</b>	<b>Total Deductions</b>						<b>5031.38</b>	<b>Total Employer Taxes</b>	<b>416.08</b>

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

Employees	Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
Female	8	125CO 125 Cash	76.00	2204.76	457B EE	CA	50.00	2100.95	CAETT	CA Edu & T	71.87	0.00	0.00
Male	104	Reg Regular	9.50	275.60	MEDI: Health Ins	CASDI	161.99	2318.37	CASUI	California SI	27.82	0.00	0.00
		Sick			PTAXI Pre-Tax P.	FITW	167.42	2100.95	MED-R	Medicare - E	174.53	2318.37	33.62
		Rate	29.0100										Net Amt
		<b>Total Earnings</b>	<b>85.50</b>	<b>2480.36</b>	<b>Total Deductions</b>						<b>307.83</b>	<b>Total Employer Taxes</b>	<b>33.62</b>

Employees	Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
Female	120	125CO 125 Cash	85.50	137.08	Child Sup	CA	120.50	2360.72	CAETT	CA Edu & T	88.52	0.00	0.00
Male	27.8900	Reg Regular		2384.60	PTXPE Pre-Tax P.	CASDI	160.96	2521.68	CASUI	California SI	30.26	0.00	0.00
		Rate											Net Amt
		<b>Total Earnings</b>	<b>85.50</b>	<b>2521.68</b>	<b>Total Deductions</b>						<b>382.51</b>	<b>Total Employer Taxes</b>	<b>36.56</b>

Employees	Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
Female	113	125CO 125 Cash	15.50	467.79		CA	0.00	467.79	CAETT	CA Edu & T	0.00	0.00	0.00
Male	30.1800	Reg Regular				CASDI	5.61	467.79	CASUI	California SI	5.61	0.00	0.00
		Rate				FITW	30.32	467.79	MED-R	Medicare - E	30.32	467.79	6.78
		<b>Total Earnings</b>	<b>15.50</b>	<b>467.79</b>	<b>Total Deductions</b>						<b>42.71</b>	<b>Total Employer Taxes</b>	<b>6.78</b>

**Labor Distribution**

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

Check Date: 12/15/2021  
Process: 2021121501  
Period: 12/01/2021 to 12/15/2021

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		499.58	PTXPE Pre-Tax P.	CA	203.73	3314.00	CAEFT CA Edu & T	CAEFT	97.79	0.00	0.00
98	Reg Regular	76.00	2682.80	CASDI CA SDI - Err	CASDI	3317.73	3517.73	CASUI California SI	CASUI	42.21	0.00	0.00
35.3000	Sick Sick	9.50	335.35	FITW Federal Incon	FITW	3314.00	3314.00	MED-R Medicare - E	MED-R	320.10	3517.73	51.01
				MED Medicare	MED	51.00	3517.73					51.01
<b>Total Earnings</b>		<b>85.50</b>	<b>3517.73</b>	<b>Total Deductions</b>		<b>203.73</b>				<b>511.10</b>		<b>51.01</b>

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

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
4	125CO 125 Cash		636.66	457B EE:	CA	50.00	8243.46	CAEFT CA Edu & T	CAEFT	258.18	0.00	0.00
2	Reg Regular	253.00	7739.95	Child Sup	CASDI	120.50	8825.57	CASUI California SI	CASUI	105.90	0.00	0.00
	Sick Sick	19.00	610.95	MED: Health Ins	FITW	161.99	8243.46	MED-R Medicare - E	MED-R	752.12	8825.57	127.97
				PTXPE Pre-Tax P.	MED	532.11	8825.57					127.97
<b>Total Earnings</b>		<b>272.00</b>	<b>8987.56</b>	<b>Total Deductions</b>		<b>864.60</b>				<b>1244.15</b>		<b>127.97</b>

**Department: (60)Fire**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		125.00	PARS 401(a) De	CA	355.80	4588.25	CAEFT CA Edu & T	CAEFT	318.16	0.00	0.00
ELECT	Reimburs		75.00	CASDI CA SDI - Err	CASDI	59.33	4944.05	CASUI California SI	CASUI	59.33	0.00	0.00
124	Reg Regular		4744.05	FITW Federal Incon	FITW	425.04	4588.25	MED-R Medicare - E	MED-R	425.04	4944.05	71.69
				MED Medicare	MED	71.69	4944.05					71.69
<b>Total Earnings</b>		<b>0.00</b>	<b>4944.05</b>	<b>Total Deductions</b>		<b>355.80</b>				<b>874.22</b>		<b>71.69</b>

**Department: (60)Fire Total**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		125.00	PARS 401(a) De	CA	355.80	4588.25	CAEFT CA Edu & T	CAEFT	318.16	0.00	0.00
ELECT	Reimburs		75.00	CASDI CA SDI - Err	CASDI	59.33	4944.05	CASUI California SI	CASUI	59.33	0.00	0.00
1	Reg Regular		4744.05	FITW Federal Incon	FITW	425.04	4588.25	MED-R Medicare - E	MED-R	425.04	4944.05	71.69
				MED Medicare	MED	71.69	4944.05					71.69
<b>Total Earnings</b>		<b>0.00</b>	<b>4944.05</b>	<b>Total Deductions</b>		<b>355.80</b>				<b>874.22</b>		<b>71.69</b>

**Department: (70)Building & Safety**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		3541.67	MED: Health Ins	CA	69.73	3232.88	CAEFT CA Edu & T	CAEFT	179.51	0.00	0.00
ELECT	Reimburs		75.00	PTXPE Pre-Tax P.	CASDI	239.06	3471.94	CASUI California SI	CASUI	41.66	0.00	0.00
1	Reg Regular		4744.05	FITW Federal Incon	FITW	425.04	3232.88	MED-R Medicare - E	MED-R	419.05	3471.94	50.34
				MED Medicare	MED	50.34	3471.94					50.34
<b>Total Earnings</b>		<b>0.00</b>	<b>3541.67</b>	<b>Total Deductions</b>		<b>308.79</b>				<b>690.56</b>		<b>50.34</b>

**Department: (70)Building & Safety**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		2344.95	AflacP, Aflac Post	CA	18.68	2308.15	CAEFT CA Edu & T	CAEFT	83.90	0.00	0.00
ELECT	Reimburs		130.28	PTXPE Pre-Tax P.	CASDI	167.08	2475.23	CASUI California SI	CASUI	29.70	0.00	0.00
123	Sick Sick	4.50	130.28	FITW Federal Incon	FITW	134.89	2308.15	MED-R Medicare - E	MED-R	134.89	2475.23	35.89
28.9500				MED Medicare	MED	35.90	2475.23					35.89
<b>Total Earnings</b>		<b>85.50</b>	<b>2475.23</b>	<b>Total Deductions</b>		<b>185.76</b>				<b>284.39</b>		<b>35.89</b>



**Labor Distribution**

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

Check Date: 12/10/2021  
Process: 2021121001  
Period: 11/21/2021 to 12/04/2021

**Department: (60)Fire**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Taxable	Amount
Bertrand, Christopher	Reg Regular	40.00	1080.00		CA	California SI	CA	18.04	CAETT	CA Edu & T	1080.00	1.08
Emp Id	1003				CASDJ	CA SDI - Err	CASUJ	12.96	California SI	California SI	1080.00	43.20
Rate	27.0000				FITW	Federal Inco	MED-R	11.46	Medicare - E	Medicare - E	1080.00	15.66
					MED	Medicare		15.66			1080.00	
<b>Total Earnings</b>		<b>40.00</b>	<b>1080.00</b>	<b>0.00</b>	<b>Total Deductions</b>			<b>58.12</b>	<b>Total Employer Taxes</b>			<b>59.94</b>
Gortch, Benjamin	Reg Regular	40.00	1080.00		CA	California SI	CA	18.04	CAETT	CA Edu & T	1080.00	1.08
Emp Id	1005				CASDJ	CA SDI - Err	CASUJ	12.96	California SI	California SI	1080.00	43.20
Rate	27.0000				FITW	Federal Inco	MED-R	64.02	Medicare - E	Medicare - E	1080.00	15.66
					MED	Medicare		15.66			1080.00	
<b>Total Earnings</b>		<b>40.00</b>	<b>1080.00</b>	<b>0.00</b>	<b>Total Deductions</b>			<b>110.68</b>	<b>Total Employer Taxes</b>			<b>59.94</b>
<b>Total Earnings</b>		<b>80.00</b>	<b>2160.00</b>	<b>0.00</b>	<b>Total Deductions</b>			<b>168.80</b>	<b>Total Employer Taxes</b>			<b>119.88</b>

**Department: (60)Fire Total**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Taxable	Amount
3	Reg Regular	120.00	3240.00		CA	California SI	CA	36.08	CAETT	CA Edu & T	3240.00	3.24
0	Reg Regular				CASDJ	CA SDI - Err	CASUJ	38.88	California SI	California SI	3240.00	129.60
3	Male				FITW	Federal Inco	MED-R	624.94	Medicare - E	Medicare - E	3240.00	46.98
					MED	Medicare		46.98			3240.00	
<b>Total Earnings</b>		<b>120.00</b>	<b>3240.00</b>	<b>0.00</b>	<b>Total Deductions</b>			<b>746.88</b>	<b>Total Employer Taxes</b>			<b>179.82</b>

**Report Total**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Taxable	Amount
3	Reg Regular	120.00	3240.00		CA	California SI	CA	36.08	CAETT	CA Edu & T	3240.00	3.24
0	Reg Regular				CASDJ	CA SDI - Err	CASUJ	38.88	California SI	California SI	3240.00	129.60
3	Male				FITW	Federal Inco	MED-R	624.94	Medicare - E	Medicare - E	3240.00	46.98
					MED	Medicare		46.98			3240.00	
<b>Total Earnings</b>		<b>120.00</b>	<b>3240.00</b>	<b>0.00</b>	<b>Total Deductions</b>			<b>746.88</b>	<b>Total Employer Taxes</b>			<b>179.82</b>

*Chris Mann, City Manager*

*12-14-21*  
*Date*

Department: (60)Fire

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
OT	Overtime	10.00	405.00	CA	California SI	2565.00	CA	CA Edu & T	122.82	CAETT	CA Edu & T	2565.00	2565.00	2565.00	2.57	2565.00	2565.00
Reg	Regular	80.00	2160.00	CASDI	CA SDI - Err	2565.00	CASUI	California SI	30.78	CASUI	California SI	2565.00	2565.00	2565.00	102.60	2565.00	2565.00
Rate	27.0000			FITW	Federal Inco	2565.00	MED-R	Medicare - E	176.65	MED-R	Medicare - E	2565.00	2565.00	2565.00	37.18	2565.00	2565.00
				MED	Medicare	37.19											
<b>Total Earnings</b>		<b>90.00</b>	<b>2565.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>367.44</b>						<b>142.35</b>		<b>2197.56</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
OT	Overtime	10.00	255.00	CA	California SI	1615.00	CAETT	CA Edu & T	44.93	CAETT	CA Edu & T	1615.00	1615.00	1615.00	1.62	1615.00	1615.00
Reg	Regular	80.00	1360.00	CASDI	CA SDI - Err	1615.00	CASUI	California SI	19.38	CASUI	California SI	1615.00	1615.00	1615.00	64.60	1615.00	1615.00
Rate	17.0000			FITW	Federal Inco	1615.00	MED-R	Medicare - E	109.96	MED-R	Medicare - E	1615.00	1615.00	1615.00	23.42	1615.00	1615.00
				MED	Medicare	23.42											
<b>Total Earnings</b>		<b>90.00</b>	<b>1615.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>197.69</b>						<b>89.64</b>		<b>1417.31</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
OT	Overtime	10.00	255.00	CA	California SI	1615.00	CAETT	CA Edu & T	44.93	CAETT	CA Edu & T	1615.00	1615.00	1615.00	1.62	1615.00	1615.00
Reg	Regular	80.00	1360.00	CASDI	CA SDI - Err	1615.00	CASUI	California SI	19.38	CASUI	California SI	1615.00	1615.00	1615.00	64.60	1615.00	1615.00
Rate	17.0000			FITW	Federal Inco	1615.00	MED-R	Medicare - E	313.96	MED-R	Medicare - E	1615.00	1615.00	1615.00	23.42	1615.00	1615.00
				MED	Medicare	23.42											
<b>Total Earnings</b>		<b>90.00</b>	<b>1615.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>401.69</b>						<b>89.64</b>		<b>1213.31</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
OT	Overtime	10.00	405.00	CA	California SI	2565.00	CAETT	CA Edu & T	122.82	CAETT	CA Edu & T	2565.00	2565.00	2565.00	2.56	2565.00	2565.00
Reg	Regular	80.00	2160.00	CASDI	CA SDI - Err	2565.00	CASUI	California SI	30.78	CASUI	California SI	2565.00	2565.00	2565.00	102.60	2565.00	2565.00
Rate	27.0000			FITW	Federal Inco	2565.00	MED-R	Medicare - E	294.59	MED-R	Medicare - E	2565.00	2565.00	2565.00	37.19	2565.00	2565.00
				MED	Medicare	37.19											
<b>Total Earnings</b>		<b>90.00</b>	<b>2565.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>485.38</b>						<b>142.35</b>		<b>2079.62</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
OT	Overtime	10.00	330.00	CA	California SI	2090.00	CAETT	CA Edu & T	12.01	CAETT	CA Edu & T	2090.00	2090.00	2090.00	2.09	2090.00	2090.00
Reg	Regular	80.00	1760.00	CASDI	CA SDI - Err	2090.00	CASUI	California SI	25.08	CASUI	California SI	2090.00	2090.00	2090.00	83.60	2090.00	2090.00
Rate	22.0000			FITW	Federal Inco	2090.00	MED-R	Medicare - E	119.65	MED-R	Medicare - E	2090.00	2090.00	2090.00	30.31	2090.00	2090.00
				MED	Medicare	30.31											
<b>Total Earnings</b>		<b>90.00</b>	<b>2090.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>187.05</b>						<b>116.00</b>		<b>1902.95</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
OT	Overtime	10.00	255.00	CA	California SI	1615.00	CAETT	CA Edu & T	39.69	CAETT	CA Edu & T	1615.00	1615.00	1615.00	1.61	1615.00	1615.00
Reg	Regular	80.00	1360.00	CASDI	CA SDI - Err	1615.00	CASUI	California SI	19.38	CASUI	California SI	1615.00	1615.00	1615.00	64.60	1615.00	1615.00
Rate	17.0000			FITW	Federal Inco	1615.00	MED-R	Medicare - E	128.22	MED-R	Medicare - E	1615.00	1615.00	1615.00	23.42	1615.00	1615.00
				MED	Medicare	23.42											
<b>Total Earnings</b>		<b>90.00</b>	<b>1615.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>210.71</b>						<b>89.63</b>		<b>1404.29</b>

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount
OT	Overtime	10.00	255.00	CA	California SI	1615.00	CAETT	CA Edu & T	44.93	CAETT	CA Edu & T	1615.00	1615.00	1615.00	1.61	1615.00	1615.00
Reg	Regular	80.00	1360.00	CASDI	CA SDI - Err	1615.00	CASUI	California SI	19.38	CASUI	California SI	1615.00	1615.00	1615.00	64.60	1615.00	1615.00
Rate	17.0000			FITW	Federal Inco	1615.00	MED-R	Medicare - E	64.96	MED-R	Medicare - E	1615.00	1615.00	1615.00	23.42	1615.00	1615.00
				MED	Medicare	23.42											
<b>Total Earnings</b>		<b>90.00</b>	<b>1615.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>152.69</b>						<b>89.63</b>		<b>1462.31</b>

**Labor Distribution**

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

Check Date: 12/24/2021  
Process: 2021122401  
Period: 12/05/2021 to 12/18/2021

0/12/2022 City Council

Code	Earnings	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
OT	Overtime	12.00	396.00		CA	California SI	2156.00	CA	CA Edu & T	2156.00	2156.00	CA	CA Edu & T	2156.00	2156.00	2.16
Reg	Regular	80.00	1760.00		CASDI	CA SDI - Err	2156.00	CASUI	California SI	2156.00	2156.00	CASUI	California SI	2156.00	2156.00	86.24
Rate	22.0000				FITW	Federal Inco	2156.00	MED-R	Medicare - E	2156.00	2156.00	MED-R	Medicare - E	2156.00	2156.00	31.26
					MED	Medicare	2156.00									
<b>Total Earnings</b>		<b>92.00</b>	<b>2156.00</b>	<b>0.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>119.66</b>						

Code	Earnings	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
OT	Overtime	10.00	405.00		CA	California SI	2565.00	CA	CA Edu & T	2565.00	2565.00	CA	CA Edu & T	2565.00	2565.00	2.56
Reg	Regular	80.00	2160.00		CASDI	CA SDI - Err	2565.00	CASUI	California SI	2565.00	2565.00	CASUI	California SI	2565.00	2565.00	102.60
Rate	27.0000				FITW	Federal Inco	2565.00	MED-R	Medicare - E	2565.00	2565.00	MED-R	Medicare - E	2565.00	2565.00	37.19
					MED	Medicare	2565.00									
<b>Total Earnings</b>		<b>90.00</b>	<b>2565.00</b>	<b>0.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>142.35</b>						

Code	Earnings	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
OT	Overtime	10.00	330.00		CA	California SI	2090.00	CA	CA Edu & T	2090.00	2090.00	CA	CA Edu & T	2090.00	2090.00	2.09
Reg	Regular	80.00	1760.00		CASDI	CA SDI - Err	2090.00	CASUI	California SI	2090.00	2090.00	CASUI	California SI	2090.00	2090.00	83.60
Rate	22.0000				FITW	Federal Inco	2090.00	MED-R	Medicare - E	2090.00	2090.00	MED-R	Medicare - E	2090.00	2090.00	30.31
					MED	Medicare	2090.00									
<b>Total Earnings</b>		<b>90.00</b>	<b>2090.00</b>	<b>0.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>116.00</b>						

**Department: (60)Fire Total**

Code	Earnings	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
OT	Overtime	102.00	3291.00		CA	California SI	20491.00	CA	CA Edu & T	20491.00	20491.00	CA	CA Edu & T	20491.00	20491.00	20.49
Reg	Regular	800.00	17200.00		CASDI	CA SDI - Err	20491.00	CASUI	California SI	20491.00	20491.00	CASUI	California SI	20491.00	20491.00	819.64
Rate	21.5000				FITW	Federal Inco	20491.00	MED-R	Medicare - E	20491.00	20491.00	MED-R	Medicare - E	20491.00	20491.00	297.12
					MED	Medicare	20491.00									
<b>Total Earnings</b>		<b>902.00</b>	<b>20491.00</b>	<b>0.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>1137.25</b>						

**Report Total**

Code	Earnings	Hours	Amount	Deduction	Code	Tax	Amount	Code	Tax	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
OT	Overtime	102.00	3291.00		CA	California SI	20491.00	CA	CA Edu & T	20491.00	20491.00	CA	CA Edu & T	20491.00	20491.00	20.49
Reg	Regular	800.00	17200.00		CASDI	CA SDI - Err	20491.00	CASUI	California SI	20491.00	20491.00	CASUI	California SI	20491.00	20491.00	819.64
Rate	22.0000				FITW	Federal Inco	20491.00	MED-R	Medicare - E	20491.00	20491.00	MED-R	Medicare - E	20491.00	20491.00	297.12
					MED	Medicare	20491.00									
<b>Total Earnings</b>		<b>902.00</b>	<b>20491.00</b>	<b>0.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employer Taxes</b>		<b>1137.25</b>						

*Chris Mann, City Manager*  
*1-9-22*  
*Date*

Home Profile Reporting Person Information Education Other Organizations

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

Name: City of Canyon Lake CalPERS ID: 3813045770

Payment Request Acceptance

**Your request for payment has been accepted**

- **To generate the employer payment report, please click the print button.**
- 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: \$4,498.31**

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1002004060	12/14/2021	100000016581384	Employer Contribution, PEPPRA, 26189, CalPERS, 11/16/2021 - 11/30/2021	EFT - Debit	Citizens Business Bank -5402	\$3,095.06
1002004061	12/14/2021	100000016581350	Employer Contribution, Classic, 1684, CalPERS, 11/16/2021 - 11/30/2021	EFT - Debit	Citizens Business Bank -5402	\$1,403.25

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Build: v9.8 Baseline: 211130\_102444\_v9.8\_Int.2076 UID: 318

*CW*

Home Profile **Reporting** Person Information Education Other Organizations

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

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

**Payment Request Acceptance**

**Your request for payment has been accepted**

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

**Payment Setup Total**

**Total Payment Amount:** \$4,143.00

**Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1002012231	12/27/2021	100000016614845	Employer Contribution, PEPPRA, 26189, CalPERS, 12/01/2021 - 12/15/2021	EFT - Debit	Citizens Business Bank -5402	\$2,739.75
1002012232	12/27/2021	100000016614805	Employer Contribution, Classic, 1684, CalPERS, 12/01/2021 - 12/15/2021	EFT - Debit	Citizens Business Bank -5402	\$1,403.25

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Build: v9.8.0.b Baseline: 211214\_173105\_v9.8\_Int.3641 **UID: 318**

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**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:** \$5,382.94

**Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001994721	12/01/2021	100000016621675	Health PA Billing - PERS	EFT - Debit	Citizens Business Bank -5402	\$5,382.94

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Build: v9.7.1 Baseline: 211101\_110123\_v9.7.1\_Int.1358 UID: 318

*CM*

CITY OF CANYON LAKE  
PLAN SPONSOR: 0035273

### Acknowledgment

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

You can print this acknowledgment for your records.

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

Plan Number: **0035273002**

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

Payroll Center Number: **002**

### Payroll Received for Salary Reduction

Submission date: **12/02/2021**

Submission time: **07:49 PM**

Pay period end date: **11/30/2021**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$352.48**

Contributions count: **2**

Draft date: **12/06/2021**

CM

Nationwide Retirement Solutions and Nationwide Life Insurance Company (collectively "Nationwide") have endorsement relationships with the National Association of Counties, the International Association of Chiefs of Police, the National Education Association, and the National Association of Public Employees.

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

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

CITY OF CANYON LAKE  
 PLAN SPONSOR: 0035273

**Acknowledgment**

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

You can print this acknowledgment for your records.

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

Plan Number: **0035273001**

Payroll Center: **CITY OF CANYON LAKE**

Payroll Center Number: **001**

**Payroll Received for Salary Reduction**

Submission date: **12/02/2021**

Submission time: **07:46 PM**

Pay period end date: **11/30/2021**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

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

Contributions count: **3**

Draft date: **12/06/2021**

*CM*

Nationwide Retirement Solutions and Nationwide Life Insurance Company (collectively "Nationwide") have endorsement relationships with the National Association of Counties, the International Brotherhood of Teamsters, International Union of Marine and Shipbuilding Workers of America, and the National Association of Public Organizations.

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## Investment Reports



# CITIZENSTRUST™

PO Box 2549

Rancho Cucamonga, CA 91729-2549

Return Service Requested

000000035 MCBBI000120221924169 01 000000 35 004



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

RECEIVED

DEC 23 2021

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

STATEMENT FOR THE PERIOD FROM 11/01/2021 TO 11/30/2021  
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.



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




## Account Statement

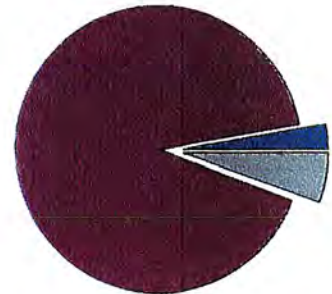
Account Number: 1035003119  
 November 01, 2021 To November 30, 2021

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

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

### Investment Portfolio Summary

Market Value As Of	11/01/2021	11/30/2021	% Of Account
 CASH & CASH EQUIVALENTS	77,048.22	80,548.80	2.9%
 FIXED INCOME	2,538,089.79	2,530,108.68	91.5%
 MISCELLANEOUS	154,341.00	153,909.00	5.6%
<b>Total</b>	<b>2,769,479.01</b>	<b>2,764,566.48</b>	<b>100.0%</b>



### Activity Summary

	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
Beginning Market Value	2,769,479.01	2,848,656.23		
Income	3,954.61	34,424.20-	Short Term	4,531.25-
Asset Activity	15.00	16,023.53	<b>Total Gains / Losses</b>	<b>4,275.25-</b>
Fees	469.03-	5,101.46-		
Cash Management	3,500.58-	23,502.13		
Change In Market Value	4,912.53-	84,089.75-		
Ending Market Value	2,764,566.48	2,764,566.48		



# Account Statement

Account Number: **1035003119**  
 November 01, 2021 To November 30, 2021

## Portfolio Statement

Quantity	Description	Market Value	Cost Basis
<b>Cash &amp; Cash Equivalents</b>			
Cash Equivalents			
Unclassified			
80,548.800	09248U700 BLACKROCK BLF LIQUIDITY FEDFUND #0081	80,548.80	80,548.80
	Total Unclassified	80,548.80	80,548.80
Total	Cash Equivalents	80,548.80	80,548.80
Total	<b>Cash &amp; Cash Equivalents</b>	80,548.80	80,548.80
<b>Fixed Income</b>			
Taxable			
34,722.220	3130AJRE1 FEDERAL HOME LOAN BANK DTD 6/24/2020 CALL .75% 06/24/2025-2020	34,452.08	34,722.22
100,000.000	3130AKMR4 FEDERAL HOME LOAN BANK DTD 01/15/21 CALL .33% 01/15/2025-2021	98,646.00	99,910.00
150,000.000	3130AL5X8 FEDERAL HOME LOAN DTD 2/24/2021 CALL .65% 02/24/2026-2021	147,441.00	150,000.00
150,000.000	3130ALEK6 FEDERAL HOME LOAN BANK DTD 02/26/21 CALL .78% 02/26/2026-2021	147,450.00	150,000.00
100,000.000	3130AMT85 FEDERAL HOME LOAN BANK DTD 6/28/2021 CALL .4% 06/28/2024-2021	99,379.00	100,000.00
100,000.000	3130ANCF5 FEDERAL HOME LOAN BANK DTD 8/12/2021 CALL 1% 05/12/2026-2021	99,236.00	100,000.00
100,000.000	3130ANJT8 FEDERAL HOME LOAN BANK DTD 8/26/2021 CALL .9% 08/26/2026-2021	99,132.00	99,925.00
150,000.000	3130ANND8 FEDERAL HOME LOAN BANK DTD 8/26/2021 CALL 1.05% 08/26/2026-2021	148,885.50	150,000.00
50,000.000	3130APLB9 FEDERAL HOME LOAN BANK DTD 10/28/2021 CALL .85% 10/28/2024-2022	49,906.50	50,000.00
100,000.000	3130AQ2H5 FEDERAL HOME LOAN BANK DTD 11/30/2021 CALL 1.05% 11/25/2024-2022	99,977.00	99,985.00

### Portfolio Statement ( Continued )

Quantity	Description	Market Value	Cost Basis
<b>Taxable</b>			
105,000.000	3133EEG79 FEDERAL FARM CREDIT BANK DTD 05/07/2015 2.15% 09/07/2023	107,994.60	108,740.22
100,000.000	3133EMAM4 FEDERAL FARM BANK DTD 09/21/2020 .25% 09/21/2023-2022	99,528.00	99,925.00
100,000.000	3133EMHE5 FEDERAL FARM CREDIT BANK DTD 11/30/2020 CALL .17% 11/30/2022-2021	99,963.00	99,978.00
100,000.000	3133EMU91 FEDERAL FARM CREDIT BANK DTD 7/21/21 CALL .74% 07/21/2025-2021	98,578.00	100,000.00
100,000.000	3134GWMY9 FREDDIE MAC DTD 08/19/2020 CALL .625% 08/19/2025-2021	98,368.00	100,000.00
100,000.000	3134GWVJ2 FREDDIE MAC DTD 9/30/2020 CALL .4% 09/30/2024-2021	98,746.00	100,000.00
100,000.000	3134GWN3 FREDDIE MAC DTD 09/30/2020 CALL .6% 09/30/2025-2021	98,494.00	100,000.00
200,000.000	3135G06A6 FANNIE MAE DTD 10/20/2020 CALL .58% 10/20/2025-2021	196,122.00	200,000.00
100,000.000	3135G06M0 FANNIE MAE DTD 12/16/2020 CALL .5% 12/16/2024-2021	99,041.00	100,000.00
100,000.000	3135GA3W9 FANNIE MAE .6% 11/25/2025-2022	98,111.00	100,000.00
200,000.000	3136G46A6 FANNIE MAE DTD 10/27/2020 CALL .3% 10/27/2023-2021	199,120.00	200,000.00
200,000.000	880591ER9 TENN VALLEY AUTHORITY DTD 09/29/14 2.875% 09/15/2024	211,538.00	206,712.00
<b>Total</b>	<b>Taxable</b>	<b>2,530,108.68</b>	<b>2,549,897.44</b>
<b>Total</b>	<b>Fixed Income</b>	<b>2,530,108.68</b>	<b>2,549,897.44</b>
<b>Miscellaneous</b>			
<b>Corp Bond-sma</b>			
<b>Taxable Bonds</b>			
150,000.000	24422ERT8 JOHN DEERE CAPITAL CORP DTD 06/26/12 2.8% 01/27/2023	153,909.00	158,469.00
<b>Total</b>	<b>Taxable Bonds</b>	<b>153,909.00</b>	<b>158,469.00</b>
<b>Total</b>	<b>Corp Bond-sma</b>	<b>153,909.00</b>	<b>158,469.00</b>



# Account Statement

Account Number: **1035003119**  
 November 01, 2021 To November 30, 2021

## Portfolio Statement ( Continued )

Quantity	Description	Market Value	Cost Basis
Miscellaneous Sundry Assets			
Documents			
1.000	DOC199647 INVESTMENT MANAGEMENT AGREEMENT CITY OF CANYON LAKE A/C# 1035003119	0.00	0.00
Total Documents		0.00	0.00
Total	Miscellaneous Sundry Assets	0.00	0.00
<b>Total</b>	<b>Miscellaneous</b>	153,909.00	158,469.00
<b>Grand Total Assets</b>		<b>2,764,566.48</b>	<b>2,788,915.24</b>

## Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
<b>Balances Beginning Of Period</b>	0.00	2,789,960.91	2,775,556.28
Prior Accruals			6,077.27-
Unrealized Depreciation This Period			381.28-
Current Accruals			7,160.10
Asset Activity	15.00	4,546.25-	15.00
Cash Management	3,500.58-	3,500.58	3,500.58-
Fees	469.03-	0.00	469.03-
Income	3,954.61	0.00	3,954.61
Realized Gain/loss			4,531.25-
Non Cash Asset Changes			
<b>Balances End Of Period</b>	0.00	2,788,915.24	2,771,726.58

## Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
11/01/21		<b>Beginning Balance</b>		0.00	2,789,960.91
<b>Income</b>					
Interest					
11/01/21		09248U700 BLACKROCK BLF LIQUIDITY FEDFUND #0081	INTEREST RCVD	2.56	
11/26/21		3135GA3W9 FANNIE MAE .6% 11/25/2025-2022	INTEREST RCVD	300.00	
11/26/21		3138L34N2 FANNIE MAE POOL FN AM3528 2.69%	INTEREST RCVD	3,567.05	
11/30/21		10/01/2023 3133EMHE5 FEDERAL FARM CREDIT BANK DTD	INTEREST RCVD	85.00	
		11/30/2020 CALL .17%			
		11/30/2022-2021			
Total Interest				3,954.61	0.00
<b>Total Income</b>				<b>3,954.61</b>	<b>0.00</b>

### Transaction Statement ( Continued )

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
<b>Asset Activity</b>					
Assets Purchased					
11/30/21	100,000.000	3130AQ2H5 FEDERAL HOME LOAN BANK DTD 11/30/2021 CALL 1.05% 11/25/2024-2022	BUY	99,985.00-	99,985.00
Total Assets Purchased				99,985.00-	99,985.00
Assets Sold					
11/26/21	100,000.000-	3138L34N2 FANNIE MAE POOL FN AM3528 2.69% 10/01/2023	REDEEMED	100,000.00	104,531.25-
Total Assets Sold				100,000.00	104,531.25-
<b>Total Asset Activity</b>				<b>15.00</b>	<b>4,546.25-</b>
<b>Fees</b>					
11/29/21		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 11/20/2021	DISBURSEMENT	469.03-	
<b>Total Fees</b>				<b>469.03-</b>	<b>0.00</b>
<b>Cash Management</b>					
11/30/21	3,500.580	09248U700 NET CASH MANAGEMENT	NET CASH MGMT	3,500.58-	3,500.58
<b>Total Cash Management</b>				<b>3,500.58-</b>	<b>3,500.58</b>
11/30/21		<b>Ending Balance</b>		<b>0.00</b>	<b>2,788,915.24</b>



Account Number: **1035003119**

November 01, 2021 To November 30, 2021

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## 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.

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## 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](http://WWW.CBBANK.COM) UNDER RECENT DOCUMENTS. BE ASSURED WE ARE WATCHING THE MARKETS CLOSELY, AND IF YOU HAVE ANY QUESTIONS OR CONCERNS WE ENCOURAGE YOU TO CONTACT YOUR RELATIONSHIP MANAGER.



## Utility User Tax Revenue



City of Canyon Lake  
 Utility Tareed Summary by Service Period  
 FY 2021/2022

	July	August	September	October	November	December	January	February	March	April	May	June
<b>Electric</b>												
Calpine Energy Solutions	20.72	29.56	24.00	31.88								
Constellation New Energy, Inc												
Just Energy Solutions, Inc.												
SoCalGas California Edison	49,873.57	59,321.19	59,324.14	44,616.02	28,753.39							
<b>Water</b>												
ELMUD	2,475.83	2,410.91	2,376.20	2,462.37								
EVMSWD	27,032.02	29,175.24	26,944.32	27,488.08								
<b>Solid Waste</b>												
CRS	1,322.04	1,374.66	1,874.42									
CRS Tax Reel												
<b>Sewer</b>												
<b>Gas</b>												
The Gas Company	181.62	201.35	183.97	200.89	234.37							
New Energy LLC												
<b>Telecom</b>												
Air Corp	0.27	0.64	0.35	0.91								
Assurance Wireless USA, LP	0.35	1.23	0.35	1.23								
Cellularink Communications Company, LLC	0.64	0.58	0.58									
Comcast Solutions, Inc. - ACN Communication Services, LLC	2.58	2.58	2.57	2.57								
Comcast Solutions, Inc. - AccessLine Comm. Corp.	11.86	9.37	10.27	10.26	10.24							
Comcast Solutions, Inc. - Best Buy Health, Inc.	37.15	33.25	34.29	27.05	28.78							
Comcast Solutions, Inc. - Boomerang Wireless LLC	0.01											
Comcast Solutions, Inc. - Clear Rate Communications, Inc.												
Comcast Solutions, Inc. - EBB Connect, LLC												
Comcast Solutions, Inc. - Encorete, Inc.												
Comcast Solutions, Inc. - Intermedia.net, Inc.	0.19	0.15	0.01	0.02	0.01							
Comcast Solutions, Inc. - International Telcom, LLC	12.83	12.84	12.88	12.86	12.55							
Comcast Solutions, Inc. - Nextiva, Inc.	0.82	0.78	0.46	0.15	0.21							
Comcast Solutions, Inc. - Matrix Telecom, Inc.		13.39	1.67	1.87	1.87							
Comcast Solutions, Inc. - Phone.com Inc.												
Comcast Solutions, Inc. - Republic Wireless, Inc.												
Comcast Solutions, Inc. - Google North America dba Google F												
Comcast Solutions, Inc. - Zoom Video Communications, Inc.	159.62	169.35	157.97	199.08	156.00							
Comcast Solutions, Inc. - Zoom Voice Communications, Inc.												
Consumer Cellular, Inc.	121.72	118.38	128.83	107.41								
Cricet Wireless LLC	4.64	4.56	4.60	4.10								
Flash Wireless, LLC c/o Avallara, Inc. (FKA Etxax Services)												
Frontier California Inc. (Spit)	917.85	914.53	877.36	844.01	831.99							
Frontier Communications of America	136.89	134.95	132.83	128.70	124.90							
Fusion Communications LLC												
Gabb Wireless Inc.		25.16	1.91	1.91	1.88							
Garmin Services, Inc. - Avallara, Inc.	3.65	3.75	3.88									
Grainger Telecommunications LLC												
Tralk Global Communications												
Just Energy, Inc. Utility												
Level 3 Communications LLC	35.39	35.31	35.12	34.95	68.87							
Logmein USA, Inc.	0.20	0.20	0.20	0.20	0.20							
Los Angeles SMSA Limited Partnership	1,602.77	1,678.08	1,678.29	1,621.06								
MCI Communications Services, Inc.	1.72	0.11										
MCI Metro Access Transmission Services Corp.												
Metro PCS California, LLC	18.35	13.55	14.11	16.96	13.90							
Nitel Cloud Services, Inc.		8.65	3.95	3.54	3.53							
NITL Cloud Communications												
New Cellular Wireless PCS LLC	1,235.05	1,146.11	1,184.74	1,163.99	1,118.55							
Nusa, LLC	1.94	26.80	8.31	9.93	15.17							
Orbis, Inc.		0.79	0.79	0.59	0.39							
OnStar LLC												
Open Communications, Inc.	4.68	4.72	4.68	4.68								
Pacific Bell Telephone Company - A&T												
PNB Telecommunications Inc. c/o Avallara, Inc. (FKA Etxax Services)												
Ready Wireless LLC												
Republic Wireless, Inc.												
Specterel, Inc.	36.21	36.54	59.04	39.72								
Spectrum Mobile, LLC												
Spok, Inc.	2.97	2.21	4.86	2.84	3.84							
SprintCom, Inc.												
Sonic Communications												
Spectrum LP	273.91	259.41	249.65	281.42								
Sprint Communications	13.16											
Wireless West LLC	319.07	304.97	273.18	314.55	281.93							
Comcast												
Comcast Office, Inc. - Avallara, Inc.	3.54	3.54	3.54	3.54	3.54							
U.S. Telepacific Corp.	76.28	75.81	75.96	75.84	75.05							
Verizon Telecom Group, LLC												
Verizon Long Distance, LLC												
Verizon American c/o Avallara, Inc.	25.77	25.37	25.13	24.30	25.31							
Vonsage Business Solutions, Inc. c/o Avallara, Inc.	38.33	39.66	40.47	39.30	38.89							
<b>Video Users</b>												
Frontier California Inc. (Spit)	1,594.18	1,533.11	1,502.29	1,452.08	1,452.93							
Verizon California, Inc.												
Time Warner Cable Info Services (CA) LLC	919.62	919.49	917.59	908.48								
Time Warner Cable Business LLC												
DirectTV LLC	682.66	631.65	681.76	666.52								
<b>Total</b>	\$ 89,182.53	\$ 100,719.41	\$ 96,263.29	\$ 83,053.36	\$ 33,262.46	\$	\$	\$	\$	\$	\$	\$





**MINUTES  
REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Wednesday, November 3, 2021**

**Closed Session – 5:30 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 5:30 p.m.

**CITY COUNCIL ROLL CALL**

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

Absent:

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION**

- A. 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
  
- B. 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 5:30 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 6:30 p.m.

**DRAFT**

## **INVOCATION**

Invocation was led by Mayor Pro Tem Smith.

## **FLAG SALUTE**

Flag Salute was led by Vice President Darcy Burke.

## **ROLL CALL**

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

Absent:

## **CLOSED SESSION REPORT**

There was nothing to report.

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

City Manager Mann announced that Item 11 would be continued to a future date.

**Motion and second by Mayor Pro Tem Smith/Councilmember Greene to approve the agenda with Item 11 pulled.**

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

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

- Citizen of the Month

Mayor Castillo recognized Chief Jeff LaTendresse as the November Citizen of the Month.

- Swearing in Fire Chief

City Manager Mann introduced Jeff LaTendresse as the new Fire Chief for the Canyon Lake Fire Department and asked the City Clerk to conduct the swearing-in.

City Manager Mann pinned the badge on the Fire Chief and welcomed him to the team.

## **COMMUNITY REPORTS**

- Elsinore Valley Municipal Water District Update

Vice President Darcy Burke gave an update on behalf of the Elsinore Valley Municipal Water District.

**DRAFT**

- Canyon Lake Property Owners Association Update from President Joe Kamashian  
President Joe Kamashian was unavailable to attend.

- Chamber of Commerce Update by President Jeanne O'Dell  
President O'Dell gave an update on behalf of the Canyon Lake Chamber of Commerce.

### **PUBLIC SAFETY UPDATE**

#### ❖ Sheriff

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

#### ❖ Fire

Chief Jeff Roberts gave an update on the statistics and answered questions from the Council.

#### ❖ 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 stated that the following submitted comments via email:

- Rosette Duarte

### **CONSENT CALENDAR**

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Resolution - Adoption of Resolution No. 2021-61 Approving Claims and Demands of the City
- (3) Minutes – Approval of City Council Minutes
  - September 13, 2021 – Special City Council Meeting
  - October 6, 2021 – Regular City Council Meeting
- (4) Second Reading of Ordinance No. 216 – An Ordinance of the City Council of the City of Canyon Lake, California, Approving an Amendment to the Canyon Lake Municipal Code, Title 9: Planning and Zoning, Section 9.25.030 (A) And (B) Related to Eliminating Window Signage Area Requirements
- (5) Resolution – Adoption of Resolution No. 2021-62, Ratifying the Services Agreement with CBIZ Human Capital Management (CBIZ) to Provide Payroll Services for the City

**DRAFT**

- (6) Resolution - Adoption of Resolution No. 2021-63, Approving Budget Adjustments Resulting from the Termination of the Agreement for Fire Consulting Services and the Hiring of a Fire Chief

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

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

### **PULLED CONSENT CALENDAR ITEMS**

#### **BUSINESS ITEM**

- (7) Resolution – Adoption of Resolution No. 2021-64, A Resolution of the City Council of the City of Canyon Lake, California, Indicating Compliance with the Annual Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code

Presentation by Deputy Fire Marshall Ken King.

There were no public comments.

**Motion and second by Councilmember Greene/Mayor Pro Tem Smith to adopt Resolution No. 2021-64.**

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

- (8) Resolution – Discussion and Possible Action on Additional Traffic Enforcement Measures and Adoption of Resolution No. 2021-65, Approving a Budget Adjustment in the Amount of \$40,000 for a Local Road Safety Plan for Railroad Canyon Road

Presentation by City Manager Mann. Additional presentation by City Engineer Craig Bradshaw.

The following members of the public spoke:

- Jack Wamsley

**Motion and second by Mayor Pro Tem Smith/Councilmember Welty to adopt Resolution No. 2021-65 with additional direction given to staff.**

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

**DRAFT**

- (9) Discussion & Possible Action – Inflated Devices as Referenced in the City of Canyon Lake Municipal Code, Sign Regulations

Presentation by City Manager Mann.

There were no public comments.

**Motion and second by Mayor Pro Tem Smith/Councilmember Greene to bring back an Ordinance amending the code with the verbiage recommended by the City Attorney.**

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

- (10) Resolutions – Adoption of Resolutions Approving Fire Department Mutual Aid Agreements with Various Entities Within Riverside County

Presentation by Chief LaTendresse.

City Clerk Sauseda stated that the following submitted comments via email:

- Jason Simpson

**Motion and second by Councilmember Greene/Mayor Pro Tem Smith to adopt Resolutions No. 2021-66, 2021-67, & 2021-68.**

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

- (11) Resolution – Adoption of a Resolution Approving an Automatic Aid Agreement with the County of Riverside

Item 11 was continued to a meeting to be held at a later date.

- (12) Fire Department Startup Update – Presentation by Fire Chief LaTendresse.

There were no public comments.

### **CITY MANAGER COMMENTS**

City Manager Mann gave updates since the last Council meeting.

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

- **COUNCILMEMBER DAIN**

Councilmember Dain attended the Student of the Month events and highlighted the 2 students from Canyon Lake.

**DRAFT**

- **COUNCILMEMBER GREENE**

Councilmember Greene discussed the meetings he attended since the previous Council meeting.

- **MAYOR PRO TEM SMITH**

Mayor Pro Tem Smith gave an updates from RCTC, RTA, & SCAG.

- **COUNCILMEMBER WELTY**

Councilmember Welty discussed the meeting he attended since the previous Council meeting.

- **MAYOR CASTILLO**

Mayor Castillo thanked Canyon Lake for a great and festive Halloween and shared a few additional details regarding the Veterans Day event.

### **ANNOUNCEMENTS**

Mayor Castillo announced that the next City Council meeting would take place on Monday, December 6<sup>th</sup> at 5:00 p.m. for closed session and 6:30 p.m. for open session.

### **ADJOURNMENT**

Mayor Castillo adjourned the meeting at 8:52 p.m.

Respectfully submitted,

---

Ana V. Sauseda, CMC  
City Clerk

**MINUTES  
REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Monday, December 6, 2021**

**Closed Session – 5:30 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 5:31 p.m.

**CITY COUNCIL ROLL CALL**

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

Absent:

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION**

- A. 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
  
- B. 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 5:32 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 6:30 p.m.

**DRAFT**

## **INVOCATION**

Invocation was led by Mayor Pro Tem Smith.

## **FLAG SALUTE**

Flag Salute was led by Chief LaTendresse.

## **ROLL CALL**

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

Absent:

## **CLOSED SESSION REPORT**

There was nothing to report.

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

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

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

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

- Citizen of the Month

Mayor Castillo recognized Dr. Jennette Vanderpool.

- Presentation to Captain Carter

Mayor Castillo announced that this item would be presented later in the meeting as Captain Carter had to leave on a call.

- Swearing-in & Badge Pinning Ceremony – Canyon Lake Fire Personnel

Chief LaTendresse presented each member of the Canyon Lake Fire Department and then asked the City Clerk to conduct the swearing-in. Chief LaTendresse then called up each family member to pin the fire personnel.

## **CITY COUNCIL REORGANIZATION**

- Selection of Mayor
- Selection of Mayor Pro Tem

**DRAFT**

**Motion and second by Councilmember Castillo/Councilmember Dain to appoint Jeremy Smith as the Mayor and Larry Greene as the Mayor Pro Tem.**

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

Newly appointed Mayor Smith followed by the rest of the Council thanked outgoing Mayor Castillo for all her work serving as the Mayor of Canyon Lake over the last year.

Mayor Smith called for a recess at 7:22 p.m.  
The meeting reconvened at 7:31 p.m.

### **COMMUNITY REPORTS**

- Elsinore Valley Municipal Water District Update  
Vice President Darcy Burke was unavailable to attend.
  
- Canyon Lake Property Owners Association Update from President Joe Kamashian  
President Joe Kamashian was unavailable to attend.
  
- Chamber of Commerce Update by President Jeanne O'Dell  
President O'Dell was unavailable to attend.

### **PUBLIC SAFETY UPDATE**

#### ❖ Sheriff

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

#### ❖ Fire

Division Chief Lonny Olson gave an update on the statistics and answered questions from the Council.

#### ❖ Code Enforcement

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

### **PUBLIC COMMENT**

There were no comments.

### **CONSENT CALENDAR**

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Resolution - 2021-69 Approving Claims and Demands of the City

- (3) Resolution – Adoption of Resolution No. 2021-70, Setting the 2022 Calendar Year Schedule for City Council Meetings and Various Other Important Dates
- (4) Resolution – Adoption of Resolution No. 2021-79, Authorizing a Budget Adjustment in the Amount of \$4,000 for NPDES Services

**Motion and second by Mayor Pro Tem Greene/Councilmember Welty to approve the Consent Calendar.**

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

### **PULLED CONSENT CALENDAR ITEMS**

#### **PUBLIC HEARING**

- (5) Resolution – Adoption of Resolution No. 2021-71, Adopting the Canyon Lake Fire Department Deposit Based Fee Schedule for Fire Prevention Plan Review, Plan Checks and Inspections

- Public Hearing Opened

Mayor Smith opened the Public Hearing at 7:40 p.m.

- Staff Presentation

Finance Director Terry Shea 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 Smith closed the Public Hearing at 7:43 p.m.

- Discussion by City Council

No further discussion.

**DRAFT**

- Action by City Council

**Motion and second by Mayor Pro Tem Greene/Councilmember Welty to adopt Resolution No. 2021-71 the Consent Calendar.**

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

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

- Presentation to Captain Carter

Mayor Smith presented a plaque to Captain Carter to thank him for all of his hard work and dedication as the Captain at Station 60.

Each member of the Council thanked Captain Carter.

**BUSINESS ITEM**

- (6) Committee Assignments – 2022 Committee & Agency Assignments

Presentation by City Clerk Sauseda.

There were no public comments.

**Motion and second by Mayor Pro Tem Greene/Councilmember Castillo to approve the 2022 Committee & Agency Assignments.**

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

- (7) Resolution – Adoption of Resolution No. 2021-72 Awarding a Contract to Cotter Construction for the ADA Improvements Project BID No. 2021-03

Presentation by Administrative Services Manager Mike Borja.

There were no public comments.

**Motion and second by Mayor Pro Tem Greene/Councilmember Castillo to adopt Resolution No. 2021-72.**

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

- (8) Resolution – Adoption of Resolution No. 2021-73, Authorizing the City Manager to execute an Agreement with the County of Riverside to become an Advanced Life Support (ALS) First Responder

Presentation by Chief LaTendresse.

There were no public comments.

**Motion and second by Councilmembers Welty/Castillo to adopt Resolution No. 2021-73.**

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

- (9) Resolution – Adoption of Resolution No. 2021-74, Authorizing the City Manager to Enter into a Professional Services Agreement with Dan Satir, R.N., to Serve as the Nurse Educator for the City's Fire Department

Presentation by Chief LaTendresse.

There were no public comments.

**Motion and second by Mayor Pro Tem Greene/Councilmember Castillo to adopt Resolution No. 2021-74.**

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

- (10) Resolutions – Adoption of Resolutions Approving Fire Department Mutual Aid Agreements with Various Entities Within Riverside County

- Resolution No. 2021-75, authorizing the City Manager to execute an Agreement with the City of Corona for Mutual Aid for Fire Protection and Rescue Services
- Resolution No. 2021-76, authorizing the City Manager to execute an Agreement with the Pechanga Band of Luiseño Indians for Mutual Aid for Fire Protection and Rescue Services

Presentation by Chief LaTendresse.

There were no public comments.

**Motion and second by Mayor Pro Tem Greene/Councilmember Castillo to adopt Resolutions No. 2021-75 & 2021-76.**

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

- (11) Resolution – Adoption of Resolution No. 2021-77 authorizing the City Manager to execute an Automatic Aid Agreement with the Idyllwild Fire Protection District for Fire and Emergency Services

Presentation by Chief LaTendresse.

There were no public comments.

**Motion and second by Mayor Pro Tem Greene/Councilmember Welty to adopt Resolutions No. 2021-77.**

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

- (12) Resolution – Adoption of Resolution No. 2021-78 Authorizing the City Manager to Execute an Automatic Aid Agreement for Fire and Emergency Services with the County of Riverside/Cal Fire

Presentation by Chief LaTendresse.

There were no public comments.

**Motion and second by Mayor Pro Tem Greene/Councilmember Welty to adopt Resolution No. 2021-78.**

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

- (13) Fire Department Startup Update – Presentation by Fire Chief LaTendresse.

There were no public comments.

### **CITY MANAGER COMMENTS**

City Manager Mann gave updates since the last Council meeting.

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

#### **• COUNCILMEMBER DAIN**

Councilmember Dain expressed her appreciation for the staff's work on the Winter Wonderland event and other events held by the POA.

**DRAFT**

- **COUNCILMEMBER WELTY**

Councilmember Welty discussed the meetings he attended since the previous Council meeting.

- **COUNCILMEMBER CASTILLO**

Councilmember Castillo thanked City staff, Riverside County Sheriff's Department, CalFire, and the Canyon Lake Family Matters Club for all their work on the Winter Wonderland. She thanked the Council for all their kind words about her time as Mayor.

- **MAYOR PRO TEM GREENE**

Mayor Pro Tem Greene reflected on the past year. He stated how proud he was to be a part of the Council and thanked the staff for all their efforts.

- **MAYOR PRO TEM SMITH**

Mayor Pro Tem Smith spoke about the amazing job that Councilmember Castillo did while serving as Mayor.

### **ANNOUNCEMENTS**

Mayor Smith announced that the next City Council meeting would take place on Wednesday, January 12<sup>th</sup> at 5:00 p.m. for closed session and 6:30 p.m. for open session.

### **ADJOURNMENT**

Mayor Smith adjourned the meeting at 9:41 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:** Mike Borja, Administrative Services Manager

**DATE:** January 12, 2022

**SUBJECT:** Adoption of Resolution No. 2022-02, Ratifying a Service Agreement Between the City of Canyon Lake and Horizons Construction Co. Int'l for the Fire Station 1 Renovations Located at 28730 Vacation Drive

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### Recommendation

That the City Council adopt Resolution No. 2022-02, ratifying a service agreement with Horizons Construction Co. Int'l for the Fire Station 1 renovations located at 28730 Vacation Drive.

### Background

With the opening of Fire Station 1 on January 1, 2022, City staff is moving quickly to ensure that all renovations for the station remain on schedule. Through the previously contracted services established with Gordian, Horizons Construction Co. Int'l has been tasked to handle all the renovations for the fire station beginning Monday, January 3, 2022.

With the first City Council Meeting scheduled for January 12, 2022, there was an immediate need by the City Manager to execute the service agreement with Horizons Construction Co. Int'l so that the renovations could begin January 3<sup>rd</sup> as planned. Because of that, it is staff's recommendation that the City Council adopt the resolution ratifying the agreement between the City of Canyon Lake and Horizons Construction Co. Int'l.

### Fiscal Impact

No fiscal impact with the ratifying of the Services Agreement. City Council has previously approved the expenditure for Fire Station Improvements in the City's current Fiscal Year 21/22 budget.

### Attachments

1. Resolution No. 2022-02



# ATTACHMENT 1



**RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, RATIFYING THE PROFESSIONAL SERVICE AGREEMENT BETWEEN THE CITY AND HORIZONS CONSTRUCTION CO. INT'L FOR THE FIRE STATION 1 RENOVATIONS**

**WHEREAS**, 28730 Vacation Drive, identified as the City of Canyon Lake's Fire Station 1, is the location for the City's new Fire Department; and

**WHEREAS**, January 1, 2022 was the official startup date for the City's new Fire Department; and

**WHEREAS**, improvements to the City's Fire Department will be needed in order to facilitate the proper workspace and living conditions necessary for the Fire Department staff; and

**WHEREAS**, the City has negotiated a service agreement beginning on January 3, 2022 with Horizons Construction Co. Int'l for the renovations needed for the City's new Fire Department; and

**WHEREAS**, Horizons Construction Co. Int'l anticipates the renovations to be completed within a month's timeframe from the initial start date of construction.

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

**Section 1.** The Service Agreement signed by the City Manager before January 3, 2022 for renovation services with Horizons Construction Co. Int'l, is hereby ratified and attached hereto as Exhibit A.

**Section 2.** The City Council authorizes the City Manager, or their designee, to do any and all things to execute and deliver any and all documents and certificates which they may deem necessary or advisable in order to consummate the transactions authorized hereby, including but not limited to the execution of the any agreements, deeds, notes, the filing of any documents and otherwise effectuate the purpose of this Resolution.

**PASSED, APPROVED, AND ADOPTED** on this 12<sup>th</sup> day of January, 2022.

\_\_\_\_\_  
Jeremy Smith, Mayor

ATTEST:

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



Exhibit A



**CITY OF CANYON LAKE**  
**PUBLIC WORKS AGREEMENT NO. 2021-04**

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**CANYON LAKE FIRE STATION RENOVATION – 28730 VACATION DRIVE**

**This Contract and Agreement** is made and effective this 1<sup>st</sup> day of December 2021, by and between the City of Canyon Lake, a California general law City ("CITY"), located at 31516 Railroad Canyon Road, Canyon Lake, CA 92587, and Horizons Construction Co. Int'l, Inc. ("CONTRACTOR").

**WITNESSETH:**

**WHEREAS**, CITY desires to hire a company to provide repair services pursuant to CITY specifications and duly developed, prepared, and implemented a bid for such work; and

**WHEREAS**, CONTRACTOR submitted the lowest responsive and responsible bid for such services indicating that it has the requisite personnel; and

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

**ARTICLE 1.**  
**COMPLETE AGREEMENT**

A. The complete Agreement shall consist of the following component parts: This Agreement, and Amendments, if any; the Notice Inviting Bids; the Bid Terms and Conditions and Instructions to Bidders; the signed Bid Proposal, the Subcontractor List if a portion of the work is to be performed by a subcontractor, the non-collusion Affidavit, the accepted CONTRACTOR's bid, dated DECEMBER 1, 2021, including all attached documents; the required bond(s) fully executed, if any; each of the component parts of the bid documents; and the addenda, if any. Agreement between CITY and CONTRACTOR and the said other documents are as fully a part of this Agreement as if hereto attached or herein repeated.

This instrument and the other documents mentioned above in this Article 1 constitute the complete and exclusive statement of the term(s) and condition(s) of the Agreement between CITY and CONTRACTOR and it supersedes all prior representations, understandings, and communications. The invalidity in whole or in part of any term or condition of this Agreement shall not affect the validity of other term(s) or condition(s).

B. In the event of any discrepancy between or among the portions of the Agreement Documents, the following shall take precedence: (a) Change Orders/ Amendments/ Modifications; (b) this Agreement; (c) the accepted CONTRACTOR's proposal; (d) Addenda, if any; and (e) the solicitation, if any.

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

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

**CITY OF CANYON LAKE**  
**PUBLIC WORKS AGREEMENT NO. 2021-04**

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**CANYON LAKE FIRE STATION RENOVATION – 28730 VACATION DRIVE**

A. CONTRACTOR shall provide all labor, materials, equipment, and services required to perform the Statement of Work attached hereto as the CANYON LAKE FIRE STATION RENOVATION – 28730 VACATION DRIVE and incorporated herein by this reference.

Furthermore, CONTRACTOR shall perform the Statement of Work in accordance with the Bid Sheet attached hereto as CANYON LAKE FIRE STATION RENOVATION – 28730 VACATION DRIVE and incorporated herein by this reference.

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

**ARTICLE 3.**  
**TERM**

This contract shall commence on January 3, 2022 and end on or before the January 31, 2022. City has the option of extending the contract after this date, based on the performance of the Contractor. All work shall commence immediately upon receiving a written Notice to Proceed from the CITY to begin submittal packages and scheduling.

Accordingly, City and Contractor agree that liquidated damages in the amount of five hundred dollars (\$500) for each calendar day the Project remains incomplete beyond the Completion Date is a reasonable sum to assess as liquidated damages due to City by reason of the failure of Contractor to complete the Project. City may deduct the amount of liquidated damages from any payment due or that may become due to Contractor under this Contract. Progress payment made after the Completion Date shall not constitute a waiver of liquidated damages.

**ARTICLE 4.**  
**MAXIMUM OBLIGATION**

Notwithstanding any provisions of this Agreement to the contrary, CITY and CONTRACTOR mutually agree that CITY's maximum cumulative payment obligation hereunder (including, but not limited to obligation for CONTRACTOR's costs and profit), shall be SEVENTY NINE THOUSAND TWO HUNDRED THIRTY SEVEN dollars and SIXTY FIVE cents (\$79,237.65) for the Scope of Work which shall include all amounts payable to CONTRACTOR for its labor, subcontracts, leases, materials, equipment, the deliverables, and costs arising from CONTRACTOR's performance of this Agreement. CONTRACTOR exceeds the maximum cumulative amount at its own risk and expense.

**ARTICLE 5.**  
**PAYMENT**

A. For CONTRACTOR's full and complete performance of its obligations under this Agreement, and subject to the maximum cumulative payment obligation provisions set forth in Article 4 below, CITY shall pay CONTRACTOR for work satisfactorily completed in accordance with the terms of the contract.

**CITY OF CANYON LAKE**  
**PUBLIC WORKS AGREEMENT NO. 2021-04**

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**CANYON LAKE FIRE STATION RENOVATION – 28730 VACATION DRIVE**

**B. Monthly Payment** CITY shall make payments based on invoices received for services satisfactorily performed.

This Agreement is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3, Chapter 1 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to CONTRACTOR of improper payment requests, and provides for the payment of interest on progress payment requests that are not timely made in accordance with that Article. This agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

A deduction of five percent (5%) shall be made from the estimated value of the work done and fifty percent (50%) of the value of the materials so estimated to have been furnished and delivered and unused, and from the remainder there shall be further deducted any amounts due the City from the Contractor for supplies or materials furnished or services rendered and any other amounts that may be due the City under the terms of the contract. From the balance thus determined shall be deducted the amount of all previous payments and the remainder shall constitute the progress estimate for that month.

Public Contract Code Section 22300 permits the substitution of securities for any monies withheld by a public agency to ensure performance under a contract, at the request and expense of the CONTRACTOR.

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

Wage rates for this Project shall be in accordance with the "General Wage Determination Made By the Director of Industrial Relations Pursuant To California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1", for Riverside County. Wage rates shall conform to those posted at the CITY offices and the Project site.

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

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

**CITY OF CANYON LAKE  
PUBLIC WORKS AGREEMENT NO. 2021-04**

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**CANYON LAKE FIRE STATION RENOVATION – 28730 VACATION DRIVE**

**ARTICLE 7.  
CONTRACTOR'S LICENSE**

At the time of commencing work and throughout the Project duration, CONTRACTOR shall be in possession of a valid California State Contractor's License, applicable building license and certifications as listed below:

- City of Canyon Lake Business License
- Class 'A' General Contractor License

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

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

**ARTICLE 8.  
REGISTRATION REQUIREMENTS**

Pursuant to Section 1771.1(a) of the Labor Code, CONTRACTOR must be registered with the Department of Industrial Relations (DIR) of the State of California in order to be eligible to work on public works projects. CONTRACTOR must ensure registration with the DIR that is active and in good standing. The CONTRACTOR must submit certified payroll prior to any payment for work performed.

No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

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**ARTICLE 9.  
NOTICES**

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

To CITY:	City of Canyon Lake 31516 Railroad Canyon Road Canyon Lake, CA 92587
To CONTRACTOR:	Horizons Construction Co. Int'l, Inc. 432 W. Meats Avenue Orange, CA 92865

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**ARTICLE 10.**  
**INDEPENDENT CONTRACTOR**

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

**ARTICLE 11.**  
**INSURANCE**

The bidder shall not commence work under this contract until it has secured all insurance and bonds required nor shall it allow any subcontractor to commence work on this contract until all similar insurance and bonds required of the subcontractor have been obtained. All insurance issued in compliance with this section shall be issued in the form, and be an insurer or insurers, satisfactory to and first approved by the CITY in writing.

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

**General liability insurance.** Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability, and \$2,000,000 completed operations aggregate.

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

**Umbrella or excess liability insurance.** Contractor shall obtain and maintain an umbrella or excess liability insurance policy with limits of not less than \$4,000,000 that will provide bodily injury, personal injury, and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability and employer's liability. Such policy or policies shall include the following terms and conditions:

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- A drop-down feature requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies; and
- Policies shall "follow form" to the underlying primary policies.
- Insured under primary policies shall also be insureds under the umbrella or excess policies.

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

Contractor shall submit to CITY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of CITY and their officers, officials, agents, employees, and authorized volunteers.

**Other provisions or requirements:**

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

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

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

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

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

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

**Requirements not limiting.** Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

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

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

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

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

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**Timely notice of claims.** Contractor shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from Contractor's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

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

Contractor agrees to provide immediate notice to CITY of any claim or loss against contractor that includes CITY as a defendant. CITY assumes no obligation or liability by such notice but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY. In the event of any loss that is not insured due to the failure of to comply with these requirements, Contractor agrees to be personally responsible for any and all losses, claims, suits, damages, defense obligations and liability of any kind attributed to the CITY, or the CITY's employees as a result of such failure.

Contractor agrees not to attempt to avoid its defense and indemnity obligations to CITY and its employees, agents, officials, and servants by using as a defense contractor's statutory immunity under workers' compensation and similar statutes.

Contractor agrees to have its coverage endorsed so that all coverage limits required pursuant to this requirement are available separately for each and every location at which contractor conducts operations of any type on behalf of CITY. Contractor warrants that these limits will not be reduced or exhausted except for losses attributable to those specific locations and not by losses attributable to any other operations of contractor.

Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and that there will be no cross-liability exclusions that preclude coverage for suits between contractor and CITY or between CITY and any party associated with CITY or its employees.

For purposes of insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards, performance of this Agreement.

Contractor agrees that upon request, all agreements with subcontractors or others with whom contractor contracts with on behalf of CITY will be submitted to CITY for review. Contractor acknowledges that such contracts or Agreements may require modification if the insurance requirements do not reflect the requirements herein. Failure of CITY to request copies of such agreement will not impose any liability on CITY, or its employees.

If contractor is a Limited Liability Company, general liability coverage must be amended so that the Limited Liability Company and its Managers, Affiliates, employees, agents, and other persons necessary or incidental to its operation are insured

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

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

**ARTICLE 13.**  
**CONTRACTOR CLAIMS OF \$375,000 OR LESS**

Claims by the CONTRACTOR relating to the Project for (a) a time extension; (b) money or damages arising from work done by, or on behalf of, the CONTRACTOR on the Project for which payment is not expressly provided for or to which the CONTRACTOR is not otherwise entitled; or (c) an amount that is disputed by the CITY, with a value of Three Hundred Seventy Five Thousand Dollars and 00/100 (\$375,000.00) or less, are subject to the claims procedures set forth in California Public Contract Code Sections 20104, et seq., except as otherwise provided in this Contract and California Public Contract Code Sections 20104 through 20104.6, incorporated by reference. Notwithstanding, statutory Govt. Code Claims procedures apply to any dispute that remains unresolved or to amounts in excess of this limit.

Effective January 1, 2017, the provisions of Public Contract Code Section 9204 govern claims by the CONTRACTOR to the CITY. The provisions of Section 9204 are attached as **Exhibit A** and included by reference.

**ARTICLE 14.**  
**TERMINATION**

**A. Termination Prior to Expiration of Term** CITY reserves the right to terminate this Agreement at any time, with or without cause, upon ninety (90) days' written notice to CONTRACTOR. Upon receipt of any notice of termination, pursuant to this Section, CONTRACTOR shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. CONTRACTOR shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer.

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

**ARTICLE 15.**

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**INDEMNITY, DEFENSE AND HOLD HARMLESS AGREEMENT**

In addition to any other indemnification provisions of the Contract Documents, and specifically indemnifications for hazardous materials, Contractor shall indemnify, defend with legal counsel approved by CITY, and hold harmless CITY and its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Contractor's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the CITY. Should conflict of interest principles preclude a single legal counsel from representing both CITY and Contractor, or should CITY otherwise find Contractor's legal counsel unacceptable, then Contractor shall reimburse the CITY its costs of defense, including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the CITY (and its officers, officials, employees, and volunteers) with respect to claims determined by a trier of fact to have been the result of the Contractor's negligent, reckless, or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

Contractor obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of CITY under any provision of this agreement, Contractor shall not be required to indemnify and hold harmless CITY for liability attributable to the active negligence of CITY, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where CITY is shown to have been actively negligent and where CITY active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of CITY.

The obligations of Contractor under this or any other provision of this agreement will not be limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to CITY, its employees, and officials.

Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every subcontractor, sub-tier contractor or any other person or entity involved by, for, with or on behalf of contractor in the performance or subject matter of this agreement. In the event contractor fails to obtain such indemnity obligations from others as required here, contractor agrees to be fully responsible according to the terms of this section.

Failure of CITY to monitor compliance with these requirements imposes no additional obligations on CITY and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend CITY as set forth herein is binding on the successors, assigns, or heirs of Contractor and shall survive the termination of this agreement or this section.

**ARTICLE 16.**

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**ASSIGNMENT AND SUBCONTRACTING**

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

**ARTICLE 17.**  
**RECORD AUDIT**

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

**ARTICLE 18.**  
**CONTRACTOR'S FAILURE TO PROCURE COMPLETION OF PROJECT**

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

**ARTICLE 19.**  
**SUBSURFACE HAZARDOUS MATERIALS**

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

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

B. Upon receipt of said notification the CITY will investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the CONTRACTOR's cost of or the time required for performance of any part of the work, the CITY will issue a change order under the procedures described in the General Conditions.

C. In the event that a dispute arises between the CITY and the CONTRACTOR whether the conditions materially differ or involve hazardous waste or cause a decrease or increase in the CONTRACTOR's cost of or time required for performance of any part of the work, the CONTRACTOR shall not be excused from any scheduled completion date provided for by the Agreement but shall proceed with all work to be performed under the Agreement. The CONTRACTOR shall retain any and all rights provided either by Agreement or by law that pertain to the resolution of disputes and protests between the contracting parties.

**ARTICLE 20.**  
**PROVISIONS REQUIRED BY LAW**

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

**ARTICLE 21.**  
**LEGAL PROVISIONS**

- A. **Governing Law.** The laws of the State of California shall govern this agreement.
- B. **Compliance with applicable laws.** CONTRACTOR and any subcontractor shall comply with all applicable local, state, and federal laws and regulations applicable to the performance of the work hereunder.
- C. **Attorneys' Fees.** If either party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be

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entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

D. **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in Riverside County.

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

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

**CITY OF CANYON LAKE**

**CONTRACTOR**

Date: 12-8-21

Date: 12/2/2021

  
By: **CHRIS MANN, City Manager**

  
By: **HORIZONS CONSTRUCTION CO. INT'L, INC,  
Contractor**

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**EXHIBIT A**

**Public Contract Code Section 9204:**

- (a) The Legislature finds and declares that it is in the best interests of the state and its citizens to ensure that all construction business performed on a public works project in the state that is complete and not in dispute is paid in full and in a timely manner.
- (b) Notwithstanding any other law, including, but not limited to, Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2, Chapter 10 (commencing with Section 19100) of Part 2, and Article 1.5 (commencing with Section 20104) of Chapter 1 of Part 3, this section shall apply to any claim by a contractor in connection with a public works project.
- (c) For purposes of this section:
  - (1) "Claim" means a separate demand by a contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:
    - (A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by a public entity under a contract for a public works project.
    - (B) Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled.
    - (C) Payment of an amount that is disputed by the public entity.
  - (2) "Contractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who has entered into a direct contract with a public entity for a public works project.
  - (3) (A) "Public entity" means, without limitation, except as provided in subparagraph (B), a state agency, department, office, division, bureau, board, or commission, the California State University, the University of California, a city, including a charter city, county, including a charter county, city and county, including a charter city and county, CITY, special CITY, public authority, political subdivision, public corporation, or nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.
  - (B) "Public entity" shall not include the following:
    - (i) The Department of Water Resources as to any project under the jurisdiction of that department.
    - (ii) The Department of Transportation as to any project under the jurisdiction of that department.
    - (iii) The Department of Parks and Recreation as to any project under the jurisdiction of that department.

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- (iv) The Department of Corrections and Rehabilitation with respect to any project under its jurisdiction pursuant to Chapter 11 (commencing with Section 7000) of Title 7 of Part 3 of the Penal Code.
- (v) The Military Department as to any project under the jurisdiction of that department.
- (vi) The Department of General Services as to all other projects.
- (vii) The High-Speed Rail Authority.
- (4) "Public works project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.
- (5) "Subcontractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who either is in direct contract with a contractor or is a lower tier subcontractor.
- (d) (1) (A) Upon receipt of a claim pursuant to this section, the public entity to which the claim applies shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and a contractor may, by mutual agreement, extend the time period provided in this subdivision.
- (B) The claimant shall furnish reasonable documentation to support the claim.
- (C) If the public entity needs approval from its governing body to provide the claimant a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the public entity shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.
- (D) Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, paragraph (3) shall apply.
- (2) (A) If the claimant disputes the public entity's written response, or if the public entity fails to respond to a claim issued pursuant to this section within the time prescribed, the claimant may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute.
- (B) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim

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shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the claimant sharing the associated costs equally. The public entity and claimant shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

- (C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.
  - (D) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.
  - (E) This section does not preclude a public entity from requiring arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program, if mediation under this section does not resolve the parties' dispute.
- (3) Failure by the public entity to respond to a claim from a contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the claimant.
- (4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.
- (5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that the contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the contractor shall notify the subcontractor in writing as to whether the contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

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**CANYON LAKE FIRE STATION RENOVATION – 28730 VACATION DRIVE**

- (e) The text of this section or a summary of it shall be set forth in the plans or specifications for any public works project that may give rise to a claim under this section.
- (f) A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) a public entity may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.
- (g) This section applies to contracts entered into on or after January 1, 2017.
- (h) Nothing in this section shall impose liability upon a public entity that makes loans or grants available through a competitive application process, for the failure of an awardee to meet its contractual obligations.
- (i) This section shall remain in effect only until January 1, 2023, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2023, deletes, or extends that date.



## STAFF REPORT

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

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

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

**DATE:** January 12, 2022

**SUBJECT:** Approval of Amendment to the Joint Powers Agreement of the Western Riverside Council of Governments (WRCOG)

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### Recommendation

That the City Council approve the amendment to the Joint Powers Agreement of the Western Riverside Council of Governments (WRCOG).

### Background

The Western Riverside Council of Governments (WRCOG) has made a number of revisions to its Joint Powers Agreement (JPA). On November 1, 2021, WRCOG staff presented the item to the Executive Committee for Approval.

Staff Recommends that the Council approve the amendments proposed by WRCOG.

### Attachments

1. WRCOG Staff Report from November 1, 2021
2. Redline version of the changes made to the JPA
3. Clean copy of the JPA



# ATTACHMENT 1





# Western Riverside Council of Governments Executive Committee

## Staff Report

**Subject:** Updates to WRCOG JPA and Bylaws  
**Contact:** Dr. Kurt Wilson, Executive Director, [kwilson@wrcog.us](mailto:kwilson@wrcog.us), (951) 405-6701  
**Date:** November 1, 2021

### **Requested Action(s):**

1. Direct staff to forward the JPA Amendment to WRCOG member agencies for their approval.
2. Adopt Resolution Number 25-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments amending its Bylaws.

### **Purpose:**

The purpose of this item is to present an updated version of the WRCOG Joint Powers Agreement and Bylaws. These updates were made based on direction from a subcommittee tasked with reviewing both documents.

### **Background:**

The practices, role, and needs of WRCOG have evolved over the past three decades. The processes outlined in the formation document (Joint Powers Agreement) and the operational document (Bylaws) should be updated from time to time in order to capture changes in the needs, intent, and focus of the Executive Committee. This agenda item proposes updates to both documents.

Earlier this summer, a subcommittee comprised of Vice-Chair Crystal Ruiz, Committee member Brian Tisdale, Committee member Ben Benoit, and immediate Past Chair Kevin Bash met to evaluate and propose changes to WRCOG's Bylaws. The group met over a series of months and identified several substantive changes along with several formatting and/or stylistic changes.

Upon completion of their work on the Bylaws, Chair Spiegel tasked the group with performing a similar task with the Joint Powers Agreement – the parent document to the Bylaws. The group convened and has completed its work.

Both documents are attached as proposed (clean) version and redline version.

A partial list of key changes to the JPA is listed below. For the full scope of changes, please see the attached red line document (Attachment 1) (list of substantive changes). The changes are intended to:

1. Remove references to the membership of the Morongo Band of Mission Indians.
2. Modernize language and processes, including removal of references to use of member agency employees to perform day-to-day WRCOG Agency business.

3. Completely revise indemnity language to better articulate WRCOG responsibility to indemnify member agencies.
4. Remove outdated arbitration provision.

A partial list of key changes to the Bylaws is listed below. For the full scope of changes, please see the attached red line document (Attachment 3) (list of substantive changes). The changes are intended to:

1. Clarify the role of the Chairperson to include, without limitation, the power to execute documents or take other actions as directed by the Executive Committee, make appointments to the Administration & Finance Committee, create and appoint to ad hoc committees, and call special meetings.
2. Clarify which official will preside over the meeting when the Chair is absent. Designates the Past Chair to preside over the meeting if the Chair, Vice-Chair, and Second Vice-Chair are absent.
3. Clarify the duties of the Executive Director and General Counsel and the Executive Committee's ultimate oversight authority over the Executive Director and General Counsel. Duties of the Executive Director include:
  - a. Administration of personnel system
  - b. Administration of contracts
  - c. Preparation of audit by outside auditor
  - d. Enforcement of policies, rules and regulations, motions, or resolutions
  - e. Preparation and implementation of budget
4. Establish the selection, oversight, and termination process of the Executive Director and General Counsel.
5. Update gender references.
6. Make various non-substantive language changes for clarity.

**Prior Action(s):**

**October 13, 2021:** The Administration & Finance Committee recommended that the Executive Committee 1) direct staff to forward the JPA Amendment to WRCOG member agencies for their approval; and 2) adopt Resolution Number 25-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments amending its Bylaws.

**Fiscal Impact:**

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

**Attachment(s):**

Attachment 1 - JPA - red lined

Attachment 2 - JPA - clean

Attachment 3 - Bylaws - red lined

Attachment 4 - Resolution Number 25-21 Amending the Bylaws

## **ATTACHMENT 2**



JOINT POWERS AGREEMENT OF  
THE WESTERN RIVERSIDE  
COUNCIL OF GOVERNMENTS

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

RECITALS

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

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

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

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

I.

PURPOSE AND POWERS

1.1 Agency Created.

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

1.2 Powers.

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

a. Serve as a forum for consideration, study and recommendation on area-wide and regional problems;

b. Assemble information helpful in the consideration of problems peculiar to Western Riverside County;

c. Explore practical avenues for intergovernmental cooperation, coordination and action in the interest of local public welfare and means of improvements in the administration of governmental services; and

d. Serve as the clearinghouse review body for Federally-funded projects in accordance with Circular A-95 in conjunction with the Southern California Association of Governments.

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

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

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

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

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

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

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

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

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

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

II.

ORGANIZATION OF COUNCIL

2.1 Parties.

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

2.2 Names.

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

2.3 Duties.

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

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

## 2.4 Governing Body.

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

2.4.2. There shall be an Executive Committee which exercises the powers of this Agreement between sessions of the General Assembly. Members of the Executive Committee shall be the Mayor from each of the member cities, four members of the Riverside County Board of Supervisors, ~~and~~ the President of each Water District, ~~and the Tribal Chairman of Morongo~~ (the "Executive Committee Members"). Each City Council,

at its discretion, can appoint its Mayor Pro Tem or other City Council member in place of the Mayor. Each ~~water~~ ~~Water~~ ~~district~~ ~~District~~ ~~board~~ ~~Board~~, at its discretion, can appoint another Board member in place of the President. The ~~Tribal Council of Morongo~~, at its discretion, can appoint another ~~Tribal Council member in place of the Tribal Chairman~~. The Executive Committee shall act only upon a majority of a quorum. A quorum shall consist of a majority of the Executive Committee Members. ~~Voicing shall be cast and tallied in accordance with the~~ ~~by-laws~~ ~~Bylaws~~. ~~Membership of Morongo on the General Assembly and Executive Committee of WRCOG shall be conditioned on Morongo entering into a separate Memorandum of Understanding with WRCOG.~~

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

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

## 2.5 Executive Director.

The Executive Director shall be the ~~chief~~ ~~Chief administrative or Executive~~ ~~Officer~~ of the Council. He ~~or she~~ shall receive such compensation as may be fixed by

the Executive Committee. The powers and duties of the Executive Director shall be subject to the authority of the Executive Committee and include the following:

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

2.6 Principal Office.

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

2.7 Meetings.

The Executive Committee shall meet at the principal office of the agency or at such other place as may be designated by the Executive Committee ~~or Chair~~. The time and place of regular meetings of the Executive Committee shall be determined by ~~resolution adopted by the Executive Committee~~; a copy of such ~~resolution-schedule~~ shall be furnished to each party hereto. Regular, adjourned, and special meetings shall be

called and conducted in accordance with the provisions of the Ralph M. Brown Act, Government Code Section 54950 et. seq., as it may be amended.

2.8 Powers and Limitations of the Executive Committee.

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

2.9 Minutes.

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

2.10 Rules.

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

~~2.11 Vote or Assent of Members.~~

~~The vote, assent or approval of the members in any manner as may be required hereunder shall be evidenced by a certified copy of the action of the governing body of such party filed with the Council. It shall be the responsibility of the Executive Director to obtain certified copies of said actions.~~

2.1321 Officers.

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

The chairperson ~~Chair~~, vice ~~vice~~ chairperson ~~Chair~~ and second ~~Second~~ vice ~~Vice~~ chairperson ~~Chair~~ shall hold office for a period of one year commencing at the close of the ~~General Assembly meeting~~ ~~annually on July 1~~ of their election, and ending one year thereafter, or until his or her successor is elected. ~~The Officers shall have the duties set forth in the~~ ~~by-laws~~ ~~Bylaws~~. ~~Except for the Executive Director, any officer, employee, or agent of the Executive Committee may also be an officer, employee, or agent of any of the members. The appointment by the Executive Committee of such a person shall be evidence that the two positions are compatible.~~

2.1432 Committees.

The Executive Committee may, as it deems appropriate, establish committees to accomplish the purposes set forth herein. All standing committee meetings

of WRCOG, including those of the Executive Committee, shall be open to all Executive Committee Members in accordance with the Brown Act

2.154 Additional Officers and Employees.

The Executive Committee shall have the power to authorize such additional ~~officers~~ Officers and ~~employees~~ as may be appropriate.

2.165 Bonding Requirement.

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

2.176 Status of Officers and Employees.

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

~~Executive Committee, to be employed by any of the members or, by reason of their employment by the Executive Committee, to be subject to any of the requirements of such members.~~

2.187 Restrictions.

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

2.198 TUMF Matters – Water Districts and Morongo.

Pursuant to this Joint Powers Agreement, WRCOG administers the Transportation ~~Union~~ Mitigation Fee ("TUMF") for cities in Western Riverside County. The fee was established prior to the Water District's and Morongo's involvement with WRCOG and will fund transportation improvements for the benefit of the County of Riverside and the cities in Western Riverside County. As such, the Western Municipal Water District ~~and~~, the Eastern Municipal Water District, ~~and Morongo General Assembly and Executive Committee Members shall not vote on any matter related to the administration of the TUMF program-program or the expenditure of TUMF revenues.~~

III

FUNDS AND PROPERTY

3.1 Treasurer.

The Treasurer of the Council shall have custody of all funds and shall provide for strict accountability thereof in accordance with Government Code Section 6505.5 and other applicable laws of the State of California. He or she shall perform all of

the duties required in Government Code Section 6505 et. seq., and such other duties as may be prescribed by the Executive Committee.

3.2. Expenditure of Funds.

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

3.3. Fiscal Year.

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

3.4. Contributions / Public Funds.

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

later. In addition to the contributions provided, advances of public funds from the parties may be made for the purposes of this Agreement. When such advances are made, they shall be repaid from the first available funds of WRCOG.

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

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

3.5 Contributions from Water Districts and other nonvoting agency(ies) and the Morongo Band of Mission Indians.

The provision of section ~~Section 3.4~~ above shall be inapplicable to the Western Municipal Water District, the Eastern Municipal Water District, or other nonvoting agency, and Morongo. The amount of contributions from these water districts and Morongo or other nonvoting agency shall be through the WRCOG budget process. ~~(This provision shall not apply to Associate Members under Article VII.)~~

#### IV

### BUDGETS AND DISBURSEMENTS

#### 4.1 Annual Budget.

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

#### 4.2 Disbursements.

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

#### 4.3 Accounts.

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

#### 4.4 Expenditures Within Approved Annual Budget.

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

#### 4.5 Audit.

The Auditor shall ~~make or~~ contract with an independent certified public accountant or public accountant to make an annual audit of WRCOG's accounts and records, and copies of such audit report shall be filed with the County Auditor, State Controller, and each party to WRCOG no later than fifteen (15) days after receipt of said audit by the Executive Committee. The Auditor shall perform those functions required of

him or her by Government Code Sections 6505, 6505.5 and 6505.6, and by all other applicable laws and regulations, including any subsequent amendments thereto.

4.6 Reimbursement of Funds.

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

V

LIABILITIES

5.1 Liabilities.

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

5.2 Liability of Directors, Officers, and Employees.

The ~~Directors, Officers, and employees of the Authority Agency Council~~ shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement. No current or former Director, ~~Officer, or employee~~ will be responsible for any act or omission by another Director, ~~Officer, or employee~~. The ~~Authority Agency Council~~ shall defend, indemnify, and hold harmless the individual current and former Directors, ~~Officers, and employees~~ for any acts or omissions in the scope of their employment or duties in the manner provided by California Government Code § 995 et seq. Nothing in this section shall be construed to limit the defenses available under the law to the Member Agencies, the ~~Authority Agency Council, or its Directors, Officers, or employees.~~

5.1 Indemnification

~~The Authority Agency Council shall, subject to the written approval of its Board/Executive Committee, deem necessary, to protect the interests of the Agency/Authority Council and the Member Agencies, the Authority Agency Council shall indemnify, defend, and hold harmless the Member Agencies and each of their respective Board members/board or Council members, Officers, agents and employees from any and all claims, losses, damages, costs, injuries, and liabilities of every kind arising directly or indirectly from the conduct, activities, operations, acts, and omissions of the Authority Agency Council under this Agreement.~~

5.2 Hold Harmless and Indemnity.

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

~~directly responsible for the negligent or wrongful acts or omissions shall indemnify, defend, and hold all other parties harmless from any liability for personal injury or property damage arising out of the performance of this Agreement. The voting for or against a matter being considered by the General Assembly or executive or other committee or WRCOG, or abstention from voting on such matter, shall not be construed to constitute a wrongful act or omission within the meaning of this Subsection. As used in this Section 5.2, party shall mean the Member Agencies and WRCOG~~

## VI

### ADMISSION AND WITHDRAWAL OF PARTIES

#### 6.1 Admission of New Parties.

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

#### 6.2 Withdrawal from WRCOG.

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

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

b. Withdrawal shall not relieve the party of its proportionate share of any debts or other liabilities incurred by WRCOG prior to the effective date of the party's notice of withdrawal ~~in a manner consistent with Article V. above;~~

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

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

## VII

### TERMINATION AND DISPOSITION OF ASSETS

#### 7.1 Termination of this Agreement.

WRCOG shall continue to exercise the joint powers herein until the termination of this Agreement and any extension thereof or until the parties shall have mutually rescinded this Agreement; ~~—~~ providing, however, that WRCOG and this

Agreement shall continue to exist for the purposes of disposing of all claims, distribution of assets and all other functions necessary to conclude the affairs of WRCOG.

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

7.2 Distribution of Property and Funds.

In the event of the termination of this Agreement, any property interest remaining in WRCOG following the discharge of all obligations shall be disposed of as the Executive Committee shall determine with the objective of distributing to each remaining party a proportionate return on the contributions made to such properties by such parties, less previous returns, if any.

VIII

IMPLEMENTATION AND PARTICIPATION AGREEMENTS;

ASSOCIATE MEMBERSHIP

8.1 Execution of Agreement.

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

8.2 PACE Agreements; Associate Membership.

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

WRCOG, acting through its Executive Committee, shall be empowered to establish an "Associate Member" status that provides membership in WRCOG to local jurisdictions that are outside WRCOG's jurisdictional boundaries but within whose boundaries a PACE ~~program~~<sup>Program</sup> will be established and implemented by WRCOG. Said local jurisdictions shall become Associate Members of WRCOG by adopting one or more agreements (the "PACE Agreement") on the terms and conditions established by the Executive Committee and consistent with the requirements of the Joint Exercise of Powers Act, being Chapter 5 of Division 7, Title 1 of the California Government Code (Sections 6500 et seq.). The rights of Associate Members shall be limited solely to those terms and conditions expressly set forth in the PACE Agreement for the purposes of implementing the PACE ~~program~~<sup>Program</sup> within their jurisdictional boundaries. Except as expressly provided for by the PACE Agreement, Associate Members shall not have any rights otherwise granted to WRCOG's members by this Agreement, including but not limited to the right to vote, right to amend this Agreement, and right to sit on committees or boards established under this Agreement or by action of the Executive Committee or

the General Assembly, including, without limitation, the General Assembly and the Executive Committee.

IX

MISCELLANEOUS

9.1 Amendments.

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

9.2 Notice.

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

9.3 Effective Date.

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

~~9.4 Arbitration.~~

~~Any controversy or claim between any two or more parties to this Agreement, or between any such party or parties and/or WRCOG, with respect to disputes, demands, differences, controversies, or misunderstandings arising in relation to interpretation of this Agreement, or any breach thereof, shall be submitted to and~~

determined by arbitration. The party desiring to initiate arbitration shall give notice of its intention to arbitrate to every other party to this Agreement and to the Executive Director of the Council WRCOG. Such notice shall designate as "respondents" such other parties as the initiating party intends to have bound by any award made therein. Any party (including WRCOG) not so designated but which desires to join in the arbitration may, within ten (10) days of service upon it of such notice, file with all other parties and with the Executive Director of the Council WRCOG a response indicating its intention to join in and to be bound by the results of the arbitration, and further designating any other parties it wishes to name as a respondent. Within twenty (20) days of the service of the initial demand for arbitration, the initiating party and the respondent or respondents shall each designate a person to act as an arbitrator. The designated arbitrators shall mutually designate the minimal number of additional persons as arbitrators as may be necessary to create an odd total number of arbitrators but not less than three (3) to serve as arbitrator(s).

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

#### 9.5 Partial Invalidity.

If any one or more of the terms, provisions, sections, promises, covenants, or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each

and all of the remaining terms, provisions, sections, promises, covenants and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

9.6 Successors.

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

9.7 Assignment.

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

9.8 Execution.

The Board of Supervisors of the County of Riverside and the ~~city~~<sup>City</sup> ~~councils~~<sup>Councils</sup> of the cities enumerated herein have each authorized execution of this Agreement as evidenced by the authorized signatures below, respectively.

**EXHIBIT "A"**

**Original Members**

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

1.	<u>City of Banning</u>	<u>99 E. Ramsey, Banning, CA 92220</u>
2.	<u>City of Beaumont (rejoined June 22, 2017)</u>	<u>550 East 6th Street, Beaumont, CA 92223</u>
3.	<u>City of Calimesa</u>	<u>908 Park Avenue, Calimesa, CA 92230</u>
4.	<u>City of Canyon Lake</u>	<u>31516 Railroad Canyon Road, Canyon Lake, CA 92567</u>
5.	<u>City of Corona</u>	<u>400 S. Vicentia Avenue, Corona, CA 92882</u>
6.	<u>City of Hemet</u>	<u>445 East Florida Avenue, Hemet, CA 92543</u>

- 7. City of Lake Elsinore 1303 Main Street, Lake Elsinore, CA 92530
- 8. City of Moreno Valley 14172 Frederick Street, Moreno Valley, CA 92557
- 9. City of Murietta 1 Town Square, Murietta, CA 92582
- 10. City of Norco 2670 Clark Avenue, Norco, CA 92866
- 11. City of Paris 101 North D Street, Paris, CA 92560
- 12. City of Riverside 3900 Main Street, Riverside, CA 92522
- 13. City of San Jacinto 596 S. San Jacinto Avenue, San Jacinto, CA 92583
- 14. City of Temecula 61000 Main Street, Temecula, CA 92590
- 15. County of Riverside 6080 Lamon Street, Riverside, CA 92501

**Additional City Members**

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

- 1. City of Eastvale (added on 08/02/2010, Resolution 01-11) 12038 Lincoln Avenue, Suite 910, Eastvale, CA 91732
- 2. City of Jurupa Valley (added on 07/29/2011, Resolution 02-12) 4230 Lincoln Avenue, Jurupa Valley, CA 92509
- 3. City of Menifee (added on 10/06/2008, Resolution 03-09) 29204 Hahn Road, Menifee, CA 92586
- 4. City of Wildomar (added on 08/04/2008, Resolution 01-09) 23373 Clinton Road, Suite 201, Wildomar, CA 92595

**For Reference Only**

**THE WESTERN RIVERSIDE  
COUNCIL OF GOVERNMENTS**

**Participating Agencies**

- 1. ~~Eastern Municipal Water District (membership on the Governing Board of~~

~~WRCOG, 05/11/2009)~~

~~2. Western Municipal Water District (membership on the Governing Board of~~

~~WRCOG, 05/11/2009)~~

~~3. Riverside County Superintendent of Schools (membership as an ex-officio,  
advisory member of WRCOG, 11/07/2011)~~

~~4. Morongo Band of Mission Indians (membership on the Governing Board of  
WRCOG, 7/6/2015) - withdrawn as of November 4, 2020.~~

1. Eastern Municipal Water District (membership on the Governing Board of WRCOG, 05/11/2009) 2270 Tumble Road, Perris, CA 92572
2. Western Municipal Water District (membership on the Governing Board of WRCOG, 05/11/2009) 14205 Meadon Parkway, Riverside, CA 92516
3. Riverside County Superintendent of Schools (membership as an ex-officio, advisory member of WRCOG, 11/07/2011) 3338 Pinebark Street, Riverside, CA 92501
4. Morongo Band of Mission Indians (membership on the Governing Board of WRCOG, 7/6/2015) - Withdrawn as of November 4, 2020)

# **ATTACHMENT 3**



JOINT POWERS AGREEMENT OF  
THE WESTERN RIVERSIDE  
COUNCIL OF GOVERNMENTS

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

RECITALS

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

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

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

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

I.

PURPOSE AND POWERS

1.1 Agency Created.

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

1.2 Powers.

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

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

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

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

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

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

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

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

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

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

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

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

II.

### ORGANIZATION OF COUNCIL

2.1 Parties.

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

2.2 Names.

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

2.3 Duties.

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

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

2.4 Governing Body.

2.4.1. WRCOG shall be governed by a General Assembly with membership consisting of representatives from the County of Riverside, each city which is a signatory to this Agreement, the Western Municipal Water District, and the Eastern Municipal Water District (collectively, the "General Assembly Member Agencies"). Each General Assembly Member Agency shall have one vote for each Mayor, Council member, County Supervisor, and Water District Board Members present at the General Assembly. The General Assembly shall act only upon a majority of a quorum. A quorum shall consist of a majority of the total authorized representatives, provided that voting representatives of a majority of the General Assembly Member Agencies are present. The General Assembly shall adopt and amend Bylaws for the administration and management of this Agreement, which when adopted and approved shall be an integral part of this Agreement. Such Bylaws may provide for the management and administration of this Agreement. The General Assembly shall meet at least once annually, preferably scheduled in the evening.

2.4.2. There shall be an Executive Committee which exercises the powers of this Agreement between sessions of the General Assembly. Members of the Executive Committee shall be the Mayor from each of the member cities, four members of the Riverside County Board of Supervisors, and the President of each Water District. Each City Council, at its discretion, can appoint its Mayor Pro Tem or other City Council member in place of the Mayor. Each Water District Board, at its discretion, can appoint

another Board member in place of the President. The Executive Committee shall act only upon a majority of a quorum. A quorum shall consist of a majority of the Executive Committee Members. Voting shall be cast and tallied in accordance with the Bylaws.2.4.3.Each member of the General Assembly and the Executive Committee shall be a current member of the legislative body such member represents.

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

## 2.5 Executive Director.

The Executive Director shall be the Chief Executive Officer of the Council. He or she shall receive such compensation as may be fixed by the Executive Committee. The powers and duties of the Executive Director shall be subject to the authority of the Executive Committee and include the following:

- a. To appoint, direct and remove employees of the Council.
- b. Annually to prepare and present a proposed budget to the Executive Committee and General Assembly.
- c. Serve as Secretary of the General Assembly and of the Executive Committee.

d. To attend meetings of the General Assembly and Executive Committee.

e. To perform such other and additional duties as the Executive Committee may require.

#### 2.6 Principal Office.

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

#### 2.7 Meetings.

The Executive Committee shall meet at the principal office of the agency or at such other place as may be designated by the Executive Committee or Chair. The time and place of regular meetings of the Executive Committee shall be determined by the Executive Committee; a copy of such schedule shall be furnished to each party hereto. Regular, adjourned, and special meetings shall be called and conducted in accordance with the provisions of the Ralph M. Brown Act, Government Code Section 54950 et. seq., as it may be amended.

#### 2.8 Powers and Limitations of the Executive Committee.

Unless otherwise provided herein, each Member or participating alternate of the Executive Committee shall be entitled to one vote, and a vote of the majority of those present and qualified to vote constituting a quorum may adopt any motion,

resolution, or order and take any other action they deem appropriate to carry forward the objectives of the Council.

2.9 Minutes.

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

2.10 Rules.

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

2.11 Officers.

There shall be selected from the membership of the Executive Committee, a Chair, a Vice-Chair, and a Second Vice-Chair in accordance with the Bylaws. The Executive Director shall be the Secretary of the Council. The Treasurer and the Auditor shall be appointed by the Executive Director and must be officers or employees of WRCOG. The Executive Director may appoint a single officer or employee of WRCOG to serve in both the Treasurer and Auditor positions. Such person(s) shall possess the powers of, and shall perform the Treasurer and Auditor functions respectively, for WRCOG and perform those functions required of them by Government Code Sections 6505, 6505.5 and 6505.6, and by all other applicable laws and regulations, including any subsequent amendments thereto.

The Chair, Vice-Chair, and Second Vice-Chair shall hold office for a period of one year commencing annually on July 1 and ending one year thereafter, or until his or her successor is elected. The Officers shall have the duties set forth in the Bylaws.

2.12 Committees.

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

2.13 Additional Officers.

The Executive Committee shall have the power to authorize such additional Officers as may be appropriate.

2.14 Bonding Requirement.

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

2.15 Status of Officers.

All of the privileges and immunities from liability, exemption from laws, ordinances and rules, all pension, relief, disability, worker's compensation, and other benefits which apply to the activity of Officers, agents, or employees of any of the members when performing their respective functions shall apply to them to the same degree and extent while engaged in the performance of any of the functions and other duties under this Agreement.

2.16 Restrictions.

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

2.17 TUMF Matters – Water Districts.

Pursuant to this Joint Powers Agreement, WRCOG administers the Transportation Uniform Mitigation Fee ("TUMF") for cities in Western Riverside County. The fee was established prior to the Water District's involvement with WRCOG and will fund transportation improvements for the benefit of the County of Riverside and the cities in Western Riverside County. As such, the Western Municipal Water District and the Eastern Municipal Water District Executive Committee Members shall not vote on any matter related to the administration of the TUMF Program or the expenditure of TUMF revenues.

III

FUNDS AND PROPERTY

3.1 Treasurer.

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

3.2. Expenditure of Funds.

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

3.3. Fiscal Year.

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

3.4. Contributions / Public Funds.

In preparing the budget, the General Assembly, by majority vote of a quorum, shall determine the amount of funds which will be required from its members for the purposes of this Agreement. The funds required from its members after approval of the final budget shall be raised by contributions 50% of which will be assessed on a per capita basis and 50% on an assessed valuation basis, each city paying on the basis of its population and assessed valuation, and the County paying on the basis of the population and assessed valuation within the unincorporated area of Western Riverside

County as defined in the Bylaws. The parties, when informed of their respective contributions, shall pay the same before August 1st of the fiscal year for which they are assessed or within sixty days of being informed of the assessment, whichever occurs later. In addition to the contributions provided, advances of public funds from the parties may be made for the purposes of this Agreement. When such advances are made, they shall be repaid from the first available funds of WRCOG.

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

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

3.5 Contributions from Water Districts and Other Nonvoting Agency(ies).

The provision of Section 3.4 above shall be inapplicable to the Western Municipal Water District, the Eastern Municipal Water District, or other nonvoting agency. The amount of contributions from these water districts or other nonvoting agency shall be through the WRCOG budget process. This provision shall not apply to Associate Members under Article VIII.

IV

BUDGETS AND DISBURSEMENTS

4.1 Annual Budget.

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

4.2 Disbursements.

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

4.3 Accounts.

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

4.4 Expenditures Within Approved Annual Budget.

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

4.5 Audit.

The Auditor shall contract with an independent certified public accountant or public accountant to make an annual audit of WRCOG's accounts and records, and

copies of such audit report shall be filed with the County Auditor, State Controller, and each party to WRCOG no later than fifteen (15) days after receipt of said audit by the Executive Committee. The Auditor shall perform those functions required of him or her by Government Code Sections 6505, 6505.5 and 6505.6, and by all other applicable laws and regulations, including any subsequent amendments thereto.

4.6 Reimbursement of Funds.

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

V

LIABILITIES

5.1 Liabilities.

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

5.2 Liability of Directors, Officers, and Employees.

The Directors, Officers, and employees of Council shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement. No current or former Director, Officer, or employee will be responsible for any act or omission by another Director, Officer, or employee. The Council shall defend, indemnify, and hold harmless the individual current and former Directors, Officers, and employees for any acts or omissions in the scope of their employment or duties in the manner provided by California Government Code § 995 et

seq. Nothing in this section shall be construed to limit the defenses available under the law to the Member Agencies, the Council, or its Directors, Officers, or employees.

5.3 Indemnification.

The Council shall acquire such insurance coverage as the Executive Committee deems necessary to protect the interests of the Council, and the Member Agencies. The Council shall indemnify, defend, and hold harmless the Member Agencies and each of their respective Board or Council members, Officers, agents, and employees, from any and all claims, losses, damages, costs, injuries, and liabilities of every kind arising directly or indirectly from the conduct, activities, operations, acts, and omissions of the Council under this Agreement.

VI

ADMISSION AND WITHDRAWAL OF PARTIES

6.1 Admission of New Parties.

It is recognized that additional cities, other than the original parties, may wish to participate in WRCOG. Any Western Riverside County city may become a party to WRCOG upon such terms and conditions as established by the General Assembly or Executive Committee. Any Western Riverside County city shall become a party to WRCOG by the adoption by the city council of this Agreement and the execution of a written addendum hereto agreeing to the terms of this Agreement and agreeing to any additional terms and conditions that may be established by the General Assembly or Executive Committee. Special districts which are significantly involved in regional problems and the boundaries of which include territory within the collective area of the membership shall be eligible for advisory membership in the Council by the execution of

a separate MOU setting forth the terms of such participation. The representative of any such advisory member may participate in the work of committees of the Council.

6.2 Withdrawal from WRCOG.

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

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

b. Withdrawal shall not relieve the party of its proportionate share of any debts or other liabilities incurred by WRCOG prior to the effective date of the party's notice of withdrawal in a manner consistent with Article V, above.

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

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

VII

TERMINATION AND DISPOSITION OF ASSETS

7.1 Termination of this Agreement.

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

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

7.2 Distribution of Property and Funds.

In the event of the termination of this Agreement, any property interest remaining in WRCOG following the discharge of all obligations shall be disposed of as the Executive Committee shall determine with the objective of distributing to each remaining party a proportionate return on the contributions made to such properties by such parties, less previous returns, if any.

VIII

IMPLEMENTATION AND PARTICIPATION AGREEMENTS:

ASSOCIATE MEMBERSHIP

8.1 Execution of Agreement.

When authorized by the Executive Committee, any affected member agency, or agencies enumerated herein may execute an Implementation Agreement for the purpose of authorizing WRCOG to implement, manage and administer area-wide and regional programs in the interest of the local public welfare. The costs incurred by

WRCOG in implementing a program, including indirect costs, shall be assessed only to those public agencies who are parties to that Implementation Agreement.

8.2 PACE Agreements; Associate Membership.

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

WRCOG, acting through its Executive Committee, shall be empowered to establish an “Associate Member” status that provides membership in WRCOG to local jurisdictions that are outside WRCOG’s jurisdictional boundaries but within whose boundaries a PACE Program will be established and implemented by WRCOG. Said local jurisdictions shall become Associate Members of WRCOG by adopting one or more agreements (the “PACE Agreement”) on the terms and conditions established by the Executive Committee and consistent with the requirements of the Joint Exercise of Powers Act, being Chapter 5 of Division 7, Title 1 of the California Government Code (Sections 6500 et seq.). The rights of Associate Members shall be limited solely to those terms and conditions expressly set forth in the PACE Agreement for the purposes of implementing the PACE Program within their jurisdictional boundaries. Except as expressly provided for by the PACE Agreement, Associate Members shall not have any rights otherwise granted to WRCOG’s members by this Agreement, including but not

limited to the right to vote, right to amend this Agreement, and right to sit on committees or boards established under this Agreement or by action of the Executive Committee or the General Assembly, including, without limitation, the General Assembly and the Executive Committee.

## IX

### MISCELLANEOUS

#### 9.1 Amendments.

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

#### 9.2 Notice.

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

#### 9.3 Effective Date.

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

#### 9.4 Partial Invalidity.

If any one or more of the terms, provisions, sections, promises, covenants, or conditions of this Agreement shall, to any extent, be adjudged invalid, unenforceable, void, or voidable for any reason whatsoever by a court of competent jurisdiction, each

and all of the remaining terms, provisions, sections, promises, covenants, and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

9.5 Successors.

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

9.6 Assignment.

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

9.7 Execution.

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

**EXHIBIT "A"**

Original Members

1.	City of Banning	99 E. Ramsey, Banning, CA 92220
2.	City of Beaumont (rejoined June 22, 2017)	550 East 6th Street, Beaumont, CA 92223
3.	City of Calimesa	908 Park Avenue, Calimesa, CA 92230
4.	City of Canyon Lake	31516 Railroad Canyon Road, Canyon Lake, CA 92587
5.	City of Corona	400 S. Vicentia Avenue, Corona, CA 92882
6.	City of Hemet	445 East Florida Avenue, Hemet, CA 92543
7.	City of Lake Elsinore	130 S. Main Street, Lake Elsinore, CA 92530
8.	City of Moreno Valley	14177 Frederick Street, Moreno Valley, CA 92552
9.	City of Murrieta	1 Town Square, Murrieta, CA 92562
10.	City of Norco	2870 Clark Avenue, Norco, CA 92860
11.	City of Perris	101 North "D" Street, Perris, CA 92570
12.	City of Riverside	3900 Main Street, Riverside, CA 92522
13.	City of San Jacinto	595 S. San Jacinto Avenue, Building B, San Jacinto, CA 92583
14.	City of Temecula	41000 Main Street, Temecula, CA 92590
15.	County of Riverside	4080 Lemon Street, Riverside, CA 92501

Additional City Members

1.	City of Eastvale (added on 08/02/2010, Resolution 01-11)	12363 Limonite Avenue, Suite 910, Eastvale, CA 91752
2.	City of Jurupa Valley (added on 07/29/2011, Resolution 02-12)	8930 Limonite Avenue, Jurupa Valley, CA 92509
3.	City of Menifee (added on 10/06/2008, Resolution 03-09)	29844 Haun Road, Menifee, CA 92586
4.	City of Wildomar (added on 08/04/2008, Resolution 01-09)	23873 Clinton Keith Rd., Suite 201, Wildomar, CA 92595

**For Reference Only**

**Participating Agencies**

1.	Eastern Municipal Water District (membership on the Governing Board of WRCOG, 05/11/2009)	2270 Trumble Road, Perris, CA 92572
2.	Western Municipal Water District (membership on the Governing Board of WRCOG, 05/11/2009)	14205 Meridian Parkway, Riverside, CA 92518
3.	Riverside County Superintendent of Schools (membership as an ex-officio, advisory member of WRCOG, 11/07/2011)	3939 Thirteenth Street, Riverside, CA 92501
4.	Morongo Band of Mission Indians (membership on the Governing Board of WRCOG, 7/6/2015. Withdrawn as of November 4, 2020)	

## WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

## LEGAL DESCRIPTION

1. **BEGINNING** at the Northeast corner of Section 1, Township 2 South, Range 2 East, San Bernardino Meridian;
2. Thence South along Range line to the Northeast corner of Section 36, T2S, R2E;
3. Thence West along the North line of said Section 36 to the North one-quarter corner thereof;
4. Thence South along the North-south center section line of said Section 36 to the Center section thereof;
5. Thence East along the East-West center section line of said Section 36 to the East one-quarter corner thereof;
6. Thence South along the East line of said Section 36 to the Northeast corner of Section 1, T3S, R2E;
7. Thence West along the North line of said Section 1 to the Northwest corner thereof;
8. Thence South along the West line of said Section 1 to the Northwest corner of Section 12, T3S, R2E;
9. Thence East along the North line of said Section 12 to the Northeast corner thereof;
10. Thence South along the East line of said Section 12 to the Southeast corner thereof;
11. Thence west along the South line of said Section 12 to the Northwest corner of Section 13, T3S, R2E;
12. Thence South along the West line of said Section 13 to the Southwest corner thereof;
13. Thence East along the South line of said Section 13 to the Southeast corner thereof;
14. Thence South along Range line to the Southwest corner of Section 18, T4S, R3E;
15. Thence East along Section lines to the Northeast corner of Section 20, T4S, R3E;
16. Thence South along the East line of said Section 20 to the Southeast corner thereof;
17. Thence West along the south line of said Section 20 to the Northwest corner of Section 29, T4S, R3E;
18. Thence South along the West line of said Section 29 to the Southwest corner thereof;
19. Thence East along the South line of said Section 29 to the Northeast corner of Section 32, T4S, R3E;
20. Thence South along the East line of said Section 32 to the Southeast corner thereof;
21. Thence West along the South line of Said Section 32 to the Northeast corner of Section 5, T5S, R3E;
22. Thence South along Section lines to the Northwest corner of Section 16, T5S, R3E;
23. Thence East along the North line of said Section 16 to the Northeast corner thereof;
24. Thence South along the East line of said Section 16 to the Northwest corner of Section 22, T5S, R3E;
25. Thence East along the North line of said Section 22 to the Northeast corner thereof;
26. Thence South along the East line of said Section 22 to the Northwest corner of Section 26, T5S, R3E;
27. Thence East along the North line of said Section 26 to the Northeast corner thereof;
28. Thence South along Section lines to the Northwest corner of Section 1, T6S, R3E;
29. Thence East along the North line of said Section 1 to Northeast corner thereof;
30. Thence South along the East line of said Section 1 to the Northwest corner of Section 6, T6S, R4E;
31. Thence East along the North line of said Section 6 to the Northeast corner thereof;
32. Thence south along the East line of Said Section 6 to the Northwest corner of Section 8, T6S, R4E;
33. Thence South along Section lines to the Southeast corner of Section 17, T6S, R4E;
34. Thence West along Section lines to the Northwest corner of Section 19, T6S, R4E;
35. Thence South along the West line of said Section 19 to the Southeast corner of Section 24, T6S, R3E;
36. Thence west along the South lines of said Sections 24 and Section 23, T6S, R3E to a point of intersection with the centerline of State Highway 74;
37. Thence Southeasterly along said centerline of State Highway 74, through its various courses, to the intersection with State Highway 371;
38. Thence Southeasterly, Westerly, and Southerly along the centerline of said State Highway 371, through its various courses, to a point of intersection West line of Section 18, T7S, R4E;
39. Thence South along Section lines to the East one-quarter corner of Section 19, T7S, R4E;
40. Thence West along the East-West Center section line of said Section 19 to the West line thereof;





## STAFF REPORT

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

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

**BY:** Terry Shea, Finance Director

**DATE:** January 12, 2022

**SUBJECT:** Consideration of Opening a Bank Account with California Bank & Trust

---

### Recommendation

That the City Council authorize the City Manager to open a new bank account with California Bank & Trust. The authorized signers on the account would be the City Manager and the Finance Director.

### Background and Discussion

At the October 6, 2021, regular meeting, Council authorized City Staff to submit an application to California Bank & Trust (Bank) for a Cash Back Credit Card. Staff has applied for the Cash Back Credit Card and the Bank has approved the application and has issued credit cards to the appropriate City employees. However, the Bank did not issue the credit cards to the individual staff members with the credit limits as asked for in our application.

In discussion with the bank staff as to why the credit limits were much lower, it was indicated the bank wanted a full-service relationship and wanted the City to open a bank account with the Bank and they would then resubmit the application to the Banks' Underwriting Department.

It is recommended that the City Council authorize the City Manager to open a new account with California Bank & Trust and deposit a minimum of \$5,000.

### Fiscal Impact

None

### Attachments

N/A





## STAFF REPORT

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

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

**BY:** Steven Graham, City Attorney

**DATE:** January 12, 2022

**SUBJECT:** Introduction and First Reading of Ordinance No. 217, an Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 9.25 of the Canyon Lake Municipal Code Regarding Inflatable Signs

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### Recommendation

That the City Council:

1. Approve the Introduction and First Reading of Ordinance No. 217, an Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 9.25 of the Canyon Lake Municipal Code Regarding Inflatable Signs
2. Direct the City Clerk to schedule the Ordinance for second reading and adoption at the next regularly scheduled City Council meeting.

### Background

At the November 3, 2021, meeting, the City Council received a report on inflatable signs and devices in the commercial zone of the City. Following discussion, the City Council requested the City Attorney draft an ordinance and return for discussion and possible action.

The draft ordinance creates a definition of an inflatable sign as, "a sign consisting of a flexible envelope of nonporous materials that gains its shape from inserted air or other gas."

The draft ordinance subjects inflatable signs to the same permit requirements as other temporary signs, except no permit shall be required when an inflatable sign is used on residential property.

The draft ordinance requirements for inflatable signs are as follows:

Height: 15 feet or less

Duration: 30 consecutive dates or less, and no more than 60 days per year.

**Fiscal Impact**

No significant fiscal impacts are expected.

**Attachments**

1. Ordinance No. 217
2. Public Hearing Notice

# ATTACHMENT 1



**ORDINANCE NO. 217**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING CHAPTER 9.25 OF THE CANYON LAKE MUNICIPAL CODE REGARDING INFLATABLE SIGNS**

**WHEREAS**, signs serve a useful purpose in communicating messages, and the location, number, size, and design of a sign and its relationship to nearby signs and structures has a significant impact upon the appearance of a community and the viewer’s perception of that community; and

**WHEREAS**, unregulated and unmaintained signs contribute to visual clutter, confusion, and aesthetic blight, and may cause traffic hazards and impede rather than enhance commerce and communication; and

**WHEREAS**, the City of Canyon Lake (“City”) has a substantial and compelling interest in the preservation of the aesthetic qualities of the City and the protection of the health, safety, and welfare of its citizens, residents, visitors and businesses from the traffic hazards created by distracting signs; and

**WHEREAS**, to advance this interest, the City Council now desires to make certain changes to Chapter 9.25 of the Canyon Lake Municipal Code regarding inflatable signs.

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

**SECTION 1. Municipal Code Amendments.**

(A) Chapter 9.25.020 is hereby amended to include the following additional definition:

“Inflatable sign’ means a sign consisting of a flexible envelope of nonporous materials that gains its shape from inserted air or other gas.”

(B) Chapter 9.25.060(a)(1)(A) is hereby amended to read as follows:

“No temporary sign shall be erected or placed without a sign permit pursuant to the requirements of Section 9.25.040. The foregoing shall not apply to Inflatable Signs on residential property.”

(C) Chapter 9.25.060(a)(4) is amended to read as follows:

**“Inflatable Signs.** Inflatable Signs are permitted in all zones subject to the following limitations:

- (A) No Inflatable sign shall exceed 15 feet in height,
  - (B) No Inflatable sign shall be displayed for thirty (30) consecutive calendar days,
- and

(C) No Inflatable Sign shall be displayed for more than sixty (60) days in the aggregate, consecutive or nonconsecutive, within a calendar year.”

**SECTION 2. Severability.** If any section, sentence, clause or phrase of this Ordinance or the application thereof to any entity, person or circumstance is held for any reason to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**SECTION 3. Effective Date.** This Ordinance shall become effective thirty (30) days following its adoption.

**SECTION 4. Publication and Posting.** The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

**PASSED APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Jeremy Smith, Mayor

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Steven Graham, City Attorney

## **ATTACHMENT 2**



**NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN THAT** the Canyon Lake City Council will conduct a public hearing at its regularly scheduled meeting on January 12, 2022, at 6:30 p.m. or as soon thereafter as it may be heard. The meeting will take place in the City Council Chamber at City Hall, located at 31516 Railroad Canyon Road, Canyon Lake, CA 92587.

**AT THE PUBLIC HEARING, THE CITY COUNCIL WILL CONSIDER** an amendment to the City of Canyon Lake Municipal Code, Sign Regulations, Section 9.25.020, related to defining Inflatable sign and Section 9.25.060 (a) related to the applicability of Inflatable Signs to temporary sign requirements and the criteria for the placement and size of Inflatable Signs.

Environmental Determination: An Exemption will be considered for compliance with the California Environmental Quality Act.

Anyone wishing to protest this action must file a written response or may appear personally at the public hearing. Prior to the hearing, written comments in favor or against should be sent to the Canyon Lake City Hall, City Clerk's Office at 31516 Railroad Canyon Road, Canyon Lake, CA 92587. If you challenge any project or fee in court, you may be held to raising only those issues you or someone else raised at the public hearing or in written correspondence to the City Clerk at or prior to the public hearing as described in this notice.

The proposed environmental finding may be viewed at City Hall, 31516 Railroad Canyon Road, Canyon Lake, CA 92587 from 8:00 a.m. until 5:00 p.m., Monday Thru Thursday.

For additional information contact Ana V. Sauseda, City Clerk, at 951-244-8547. City Hall is open Monday through Thursday from 8 a.m. to 5 p.m.

\_\_\_\_\_  
/s/  
Ana V. Sauseda, CMC  
City Clerk

**Published 12/17/2021**





## STAFF REPORT

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

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

**BY:** Terry Shea, Finance Director

**DATE:** January 12, 2022

**SUBJECT:** Adoption of Resolution 2022-03, Establishing a Credit Card Authorization and Use Policy

---

### Recommendation

That the City Council adopt Resolution 2022-03, establishing a Credit Card Authorization and Use Policy.

### Background and Discussion

The City Council at the October 6, 2021, Council Meeting authorized City Staff to submit an application to California Bank & Trust (Bank) for a Cash Back Credit Card. Staff has applied for the Cash Back Credit Card and the Bank has approved the application and has issued credit cards to the appropriate City employees.

The attached policy will govern the authorization and use of the credit cards by City Staff. The Credit Card Authorization and Use Policy will be referenced in the City's adopted "Employee Handbook and Personnel Policy Manual".

### Fiscal Impact

The fiscal impact will be the anticipated increase in General Fund revenue resulting from earning cash back by using the credit cards for the purchase of goods and services. The amount currently is not determinable.

### Attachments

1. Resolution No. 2022-03 – Credit Card Authorization and Use Policy



# **ATTACHMENT 1**



**RESOLUTION NO. 2022-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A CREDIT CARD AUTHORIZATION AND USE POLICY**

**WHEREAS**, the purpose of the City's Credit Card Authorization and Use Policy is to ensure that credit cards used under the control of the City of Canyon Lake Staff are assigned, and utilized in the most efficient manner for the effective conducting of City business; and

**WHEREAS**, the City has determined the use of credit cards provides a greater efficiency in purchasing and enhances the operation of City government, however, policies regarding the issuance and use of credit cards are necessary to protect the City's financial interest; and

**WHEREAS**, this policy may be updated from time-to-time as deemed necessary by the City Manager; and

**WHEREAS**, the City Council has determined that adopting a Credit Card Authorization and Use Policy serves a municipal and public purpose.

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

**Section 1.** The City Council hereby adopts the City's Credit Card Authorization and Use Policy, attached hereto as Exhibit "A". The City Manager is authorized to amend the Credit Card Authorization and Use Policy from time to time with changes approved as to form by the City Attorney.

**Section 2.** This Resolution shall become effective January 12, 2022.

**PASSED, APPROVED, AND ADOPTED** on this 12th day of January 2022.

\_\_\_\_\_  
Jeremy Smith, Mayor

ATTEST:

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



Exhibit A





## CREDIT CARD AUTHORIZATION AND USE POLICY

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Date of Adoption/Update \_\_\_\_\_

City Manager Approval \_\_\_\_\_

Effective Date \_\_\_\_\_

---



## **CREDIT CARD AUTHORIZATION AND USE POLICY**

### **PURPOSE**

To define proper issuance and usage of City Credit Cards, and responsibility for charges incurred. To ensure that City Credit Cards are used for appropriate purposes and that adequate controls are established for their usage and payment of charges.

### **AUTHORITIES**

1. City Manager's Office
  - Authorizes and issues new credit cards to approved City employees.
  - Arranges credit or transaction-level limits for individual cards.
  
2. Department Director/Authorized Credit Cardholder
  - Ensures City issued credit card is used only for its intended purpose after obtaining proper authorization.
  - Retains receipts and provides explanations for all City Credit Card transactions.
  - Maintains card in a secure location and limits the use to employees who require a card for City business.
  - Authorizes and submits receipts and itemized monthly reconciliation to Finance by specified due date.
  - Notifies City Manager's Office of any fraudulent activity.
  
3. Finance Division
  - Processes payment for credit card invoices on a timely basis to avoid late payment charges.
  - Distributes monthly credit card statement to department contacts for charge reconciliation and approval.
  - Ensures that all credit card transactions are properly authorized with adequate receipt documentation and signatures.
  - Serves as liaison between department contacts and issuing bank.

### **SCOPE**

The City Credit Card Policy applies to all Department Directors/City Authorized Cardholders who maintain a City issued credit card, and their designees.

### **POLICY**

1. Employees may be given access to a City credit card where the nature of their job requires such use.
  
2. City credit cards may only be used for authorized City expenditures and may not be used for expenses of a personal nature. Cardholders are responsible for verifying that budgeted funds are available before the credit card purchase is made.

3. Authorized credit card expenditures are limited to the following:
  - Hotels
  - Airlines
  - Restaurants
  - Rental Car or Rideshare
  - Conference Registration Fees
  - Vendors who accept credit cards
  - Software Licenses (and periodic renewals)
  - Emergency Purchases in accordance with the City's purchasing guidelines and procedures.
4. Use of City credit cards for expenses of a personal nature of any kind is strictly prohibited.
5. Purchase of supplies, materials and goods must be made in accordance with the City's purchasing guidelines and procedures.
6. Employees must retain receipts and note the purpose of the expense. In the case of meals, each receipt should include the names of all persons in attendance.
7. The cardholder must notify the City Manager's Office immediately in the event the card is lost or stolen. Fraudulent or unauthorized transactions shall also be immediately notified to the City Manager's Office so a dispute can be submitted to the issuing bank.
8. The approved monthly credit card reconciliation with receipts shall be forwarded to Finance by the specified due date for entry into the accounting system. (See Credit Card Reconciliation on Page 3)

**INSTRUCTION FOR CITY EMPLOYEES:**

For complete purchasing guidelines, procedures, and forms, please refer to Chapter 3.08: PURCHASES and Chapter 3.12: DEMANDS AND CLAIMS of the City of Canyon Lake's Municipal Code, <https://canyonlakeca.gov/municipalcode>

## **CREDIT CARD RECONCILIATION**

### **PURPOSE**

It is the policy of the City Canyon Lake to ensure that all credit card transactions are properly authorized with adequate receipt documentation and approvals.

### **POLICY**

It is the duty of the Finance Director to supervise and be responsible for the disbursement of all public monies and have control over all expenditures to ensure that budget appropriations are not exceeded.

### **PROCEDURE FOR RECONCILIATION**

Each Month, the Finance Department will forward the credit card statement to all Cardholders and their appointed staff. A Credit Card Expense Reconciliation Form will be included with the statement.

Complete one Credit Card Expense Reconciliation Form per card:

1. Complete all sections at the top of the form.
2. List each individual charge amount separately, providing the fund, department, object, amount, vendor, and description.
3. Make sure that if the statement crosses fiscal years, you submit a separate form for each fiscal year's charges.
4. Make sure to total your charges at the bottom of the page.
5. Sign the form and have your director/CM sign approving the charges.

Attach the credit card statement and highlight your Name and Credit Card Number.

Provide an itemized receipt for each charge. If the receipts are not letter sized (8.5" x 11") please tape them to a letter sized piece of paper.

Deliver the Credit Card Expense Reconciliation Form, statement copy, and receipts to the Finance Department. Also, email an electronic copy of the Credit Card Expense Reconciliation Form to the Finance Department.

### **MEALS**

Cardholders must submit the itemized receipt and the receipt noting the tip paid, if applicable. Please note on the receipt the purpose of the expense. Each receipt should include the names of all persons in attendance.

### **MISSING RECEIPTS**

In the event of a missing receipt, the cardholder must attempt to obtain a duplicate copy from the vendor. If a duplicate copy cannot be obtained, a memo with director signature documenting the nature of the charge should be submitted in place of the missing receipt.





## STAFF REPORT

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

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

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

**DATE:** January 12, 2022

**SUBJECT:** Adoption of Resolution No. 2022-04, Awarding a Professional Services Agreement to Transformance Consulting for a Classification and Compensation Study & Analysis - RFP No. 2021-04

---

### **Recommendation**

That the City Council adopt Resolution No. 2022-04, awarding a Professional Services Agreement to Transformance Consulting for a Classification and Compensation Study & Analysis - RFP No. 2021-04.

### **Background**

With the adoption of Resolution No. 2021-20 at the April 7, 2021, City Council meeting, adopting the City's new Employee Handbook & Personnel Policy Manual, the policy calls for a Comprehensive Compensation Survey to be conducted to assure that the City's jobs are paid equitably against the labor market. The survey would include each position and include labor market comparisons to other cities selected by City staff.

In addition to the survey, the policy also calls out for a Classification study to determine if the duties and responsibilities of a city position have substantively changed, have become inequitably aligned in relation to other classifications within the City service, and/or are otherwise incorrectly designated. A position may be reclassified to a more appropriate classification, whether new or already authorized, at a higher or lower maximum salary level.

On December 23, 2021, bids were received and revealed for the City's Classification and Compensation Study & Analysis, with the anticipation to award the project at the January 12, 2022, City Council meeting. The project consists of a comprehensive evaluation of every job position within the City to determine relative worth within the organization for internal equity and for the establishment of pay ranges and step progressions within the ranges. The bids that were received and opened on December 23, 2021, were as follow:

- **Transformance Consulting - \$12,600**

City staff has reviewed the bid, as well as the qualifications and past experiences. After careful review, City staff is recommending that the City Council award the Classification and Compensation Study & Analysis to Transformance Consulting as the lowest and best bid received.

**Fiscal Impact**

If approved by City Council, a budget adjustment in the amount of \$12,600 is required under the City Manager's Professional Services account 310-6610.

**Attachments**

1. Resolution No. 2022-04

# **ATTACHMENT 1**



**RESOLUTION NO. 2022-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AWARDING A PROFESSIONAL SERVICES AGREEMENT TO TRANSFORMANCE CONSULTING FOR THE CLASSIFICATION AND COMPENSATION STUDY & ANALYSIS - RFP NO. 2021-04**

**WHEREAS**, the City of Canyon Lake authorized the receipt of bids for the Classification and Compensation Study & Analysis RFP No. 2021-04; and

**WHEREAS**, pursuant to the bid authorization, the City received sealed competitive bids for the Classification and Compensation Study & Analysis before 2 p.m. on December 23, 2021; and

**WHEREAS**, one sealed bid was received and opened on December 23, 2021, in accordance with the advertised date for acceptance of bids from the following vendor(s):

- **Transformance Consulting - \$12,600**
- ; and

**WHEREAS**, City staff reviewed the bid as well as the qualifications and past experiences and recommend that the City Council award the contract to Transformance Consulting as the lowest and best bid.

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

**Section 1.** The City Council awards the contract to Transformance Consulting for an amount not to exceed \$12,600 for the Classification and Compensation Study & Analysis RFP No. 2021-04.

**Section 2.** The City Council authorizes the City Manager to execute any and all documents necessary to complete the Classification and Compensation Study & Analysis RFP No.2021-04, attached hereto as Exhibit A.

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**Section 3.** The City Council authorizes a budget adjustment in the amount of \$12,600 in account number 310-6610 for the completion of the Classification and Compensation Study & Analysis.

**PASSED, APPROVED, AND ADOPTED** on this 12<sup>th</sup> day of January, 2022.

\_\_\_\_\_  
Jeremy Smith, Mayor

ATTEST:

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

Exhibit A





# City of Canyon Lake Classification and Compensation Study

SUBMITTED BY:

## Transformance Consulting

**William Ewing**  
Project Manager

Project Consultants:  
Ashleigh Mosiman  
Leena Rai



## Transformance Consulting

Corona, CA 92883

Tel: (714) 337 – 1954

Email: [lrai@transformanceconsulting.com](mailto:lrai@transformanceconsulting.com)

[www.transformanceconsulting.com](http://www.transformanceconsulting.com)

Tax ID #: 87-1374334





# TRANSFORMANCE CONSULTING

## LETTER OF TRANSMITTAL

December 23, 2021

Mike Borja  
Administrative Services Manager  
City of Canyon Lake  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587

Dear Mr. Borja,

Transformance Consulting is grateful for the opportunity to submit a proposal in response to City of Canyon Lake's ("City") request for a comprehensive Job Classification Analysis, Development of Job Descriptions and a Total Compensation Study. We support Canyon Lake's endeavors to apply and encompass the results of the study to:

- Attract and retain qualified City employees.
- Align and structure classifications performing similar work with comparable levels of complexity, responsibility, and knowledge, skills, and abilities within defined job family arrangements.
- Assess and analyze salaries commensurate with assigned duties.
- Structure and design promotional opportunities as well as defensible compensation levels delineated by justifiable pay differential between individual classes.
- Verify and validate the City's competitive position with benchmarked comparable public and private entities within defined geographic areas.

As organizational management consultants and pay structure specialists, we focus purposefully on strategies to structure classification systems and develop compensation programs, policies, and approaches which address the unique need of our municipal, special district, public organizational and academic institutional partners. Central to our work across this comprehensive organizational spectra has been the fundamental and fervent belief that expertly developed positional structures identified by properly classified positions, characterized by clear task expectations, and defined and distinguished not only by competitive market- and merit-based approaches to pay as well as quality benefits, form the essence of meaningful work, identify opportunities for career growth and development and authenticate the foundations for resolute performance-driven activities from staff and management.

Our Compensation and Classification consulting team has experience in developing innovative solutions in the following areas:

- Conducting comprehensive and coordinated job analyses, audit and appraisals of organizational positions, job families and classifications.

- Facilitating the organizational leadership in developing and/or revising compensation and reward philosophies.
- Labor market trend and analysis.
- Participating in various compensation surveys.
- Delivering up-to-date decision support research, analysis, data, tools, and structures related to compensation and classification.
- Auditing for legal and fair compensation practices; guiding FLSA exemption designations
- Salary program administration, including pay program administration
- Maintaining the organization's classification, base pay and benefits administration structures

In the following pages, we outline our general approach and methodology, and describe our qualifications and experience to conduct a structured classification and total compensation study for the City's salaried and hourly employees. We stand with and fully support the City in ensuring that salaried and hourly employees feel heard, their dedication to their work acknowledged and that the design and delineation of that work is befittingly echoed through well-developed, expertly defined and purposefully structured job descriptions, classification structures, salary range framework and benefit offerings.

Once again, Transformance Consulting looks forward to working with the City of Canyon Lake in fulfilling its strategic mission to undertake a comprehensive Classification and Total Compensation study. Should questions or the need for additional information arise regarding this proposal and planned activities described, please contact Leena Rai, Principal Consultant, at 714-337-1954 or via email at [LRai@transformanceconsulting.com](mailto:LRai@transformanceconsulting.com).

Thank you.

Sincerely,



Leena Rai  
Principal Consultant  
Transformance Consulting

[www.transformanceconsulting.com](http://www.transformanceconsulting.com)  
[lrai@transformanceconsulting.com](mailto:lrai@transformanceconsulting.com)

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## Appendix A: Project Team Resumes

## Section A: Firm's Description and Qualifications

Transformance Consulting was established in 2014 and has operated as a minority women-owned firm centered squarely on providing human resources and management effectiveness consulting services. Our mission, at a fundamental core, centers on assisting public sector organizations, school district, cities, counties, special district, and other government agencies, as they navigate through the commitment and challenges of delivering quality public services, responding to citizen needs and ensuring the most effective and efficient use of public funds. As a valued collaborative partner, Transformance Consulting dedicates its talent, mission, and professional endeavors to ensure that these public service commitments and governmental mandates are carried forth successfully and the challenges encountered are effectively addressed and transformed into opportunities.

### **TRANSFORMANCE CONSULTING FIRM INFORMATION**

Transformance Consulting, based in Southern California is comprised of former specialists, administrators, directors and professional consultants from a variety of municipal, county, state, federal and non-profit agencies and organizations. Common to all is a single-minded, dedicated commitment to serving public organizations fulfill its mandate to serving all who rely on and trust the need for excellence in government programs and services. In this mandate is also the assurance that those dedicated to fulfilling the public's mission are properly allocated and assigned in suitable roles and responsibilities and compensated through fair, justifiable pay systems that abundantly brand their meaningful and purposeful contributions.

As former public sector employees, this desire to honor those entrusted with the public's trust and well-being has been the driving force of each one of our consultants, specialists and analysts, who collaborate with organizational leaders to establish what is working well, what may be misaligned in terms of tasks assigned, competencies required and continually seek out best practices and innovative research on structuring classifications, positions and industry-driven skill and competency standards. Our team of compensation specialists, towards this same pursuit, search for pioneering assessments in the ways that public sector compensation compares in evaluation of local and state government pay policies. Together, these pieces honor both essential and purposeful existing structures in classification and compensation and introduce new techniques and assess long-standing practices to appraise the current status of public-sector practices and policies. The combination emphasizes and ensures the fundamental goal of holding steadfast to what is working and simultaneously, embracing the fundamental need for change, to reflect current principles and practices and to embark upon the goal of continual realignment of internal and external functions in ever-evolving systems.

### **CLASSIFICATION AND TOTAL COMPENSATION TEAM AND LEVELS OF EXPERTISE**

Transformance Consulting initiates and implements all studies with a clear understanding of the full parameters of a project and in full alliance with our collaborative partners. At the inception, we prepare and submit for review and approval our study Scope of Work, in which we outline and

define the work to be performed by the Transformance Consulting team, detail and describe requests for supporting documents, materials and information from the City of Canyon Lake, the City's Department of Human Resources representatives and discuss and define a mutual understanding of the project's objectives and expected outcomes. Unquestionably, clear expectations of study scope, the information, and data to be gathered to inform for planning purposes, as well as the continuing consultants and department evaluation of study expectations throughout the engagement leads to a successful project.

We consistently coordinate and collaborate with management, employees and identified stakeholders to maintain open lines of communication and to develop a shared understanding of project needs, goals, and objectives. This requires the highest quality consultants, dedicated to working with the City to engage staff, identify both effective and less effective practices properly present the information gathered and well versed in strategic planning, stakeholder outreach, data analysis and visioning while working within the complexities of a municipality and its departmental and divisional environment.

Our team of the project team are summarized below. Resumes and Qualification Specifications can be found in Appendix A.

**Project Manager – Classification and Compensation Project Lead – William Ewing**

- ❖ William “Bill” Ewing has provided Human Resources consulting services for over forty years. He serves as Project Manager, in senior leading his team compensation experts who provide a comprehensive array of Pay Analysis, Human Resources Management and Organizational Development consulting services to cities, counties, college, university and school districts throughout California, Colorado and Washington state. In his work with public sector clients as well as in his consultation with select private sector organizations, including Northrop, Lockheed, Hughes, Warner Brothers and Architectural Digest, Mr. Ewing has developed a variety of industry tools and strategies being utilized nationwide currently. He was recognized for his development and use of the Ewing Factor System, which revolutionized calculation and calibration of equitable salary differential distribution, allowing for clear justification for classification-based pay. Mr. Ewing was also instrumental in developing Organization Analysis, which created structured methodology to review effectiveness, efficiency and equity measures investigated via internal, external and 360-degree analyses.

**Project Consultant – Classification and Classification Consultant – Leena Rai, MPA, DPA, CWDP**

- ❖ Dr. Rai will serve as the Project Manager, involved in conducting staff and supervisor interviews, preparing process mapping design and developing study reports and materials. In her 25+ years of professional work, Dr. Rai has conducted classification and compensation studies at school districts, cities, counties, government organizations, academic institutions, and special districts

throughout California. Her efforts have led to the development of classification specifications, internal alignment position analyses and re-classification recommendations. In that process, she has developed reports, analytical evaluations and proposed action plans that she has presented at City meetings, school board meetings, and related information sessions. Her work has led to the re-design of classification structures and employee centered skill development-focused processes, plans, programs, workshops, trainings, dialogues, and discussions. As a Project Consultant, Dr. Rai prioritizes relationship-building and service in order to design effective classification systems and strategies. She is a strong proponent of fostering collaborative partnerships that integrate classification structural imperatives woven into organizational priorities and practices and ensure processes are tailored to unique brand, mission, and goals.

**Project Consultant – Classification and Compensation Project Consultant – Ashleigh Mosiman**

- ❖ Ms. Mosiman has served as a Classification and Compensation Consultant for over nine years, and has conducted over 100 studies, in which she interviewed employees, prepared allocation recommendations, reviewed and revised classification specifications, and presented study findings. She has also conducted employee orientations and worked collaboratively with school districts extensively.

## Section B: Statement of Methods and Procedures

### **Understanding Study Scope of Work**

As specified within the Request for Proposal, the City requests a structured, comprehensive review of its classifications, alignment of essential positional functions and requirements, development of newly formatted classification specifications and a comparative analyses of both its base salary and benefit options. Certainly, as positional structures evolve and minimum requirements change over time and organizational classifications are eliminated, collapsed or reclassified, the overall, comprehensive structural classification system with linked salary ranges necessitates “new eyes” for appraisal, comprehensive assessment and thorough analyses, updated with new requirements and expectations. It is, therefore, the stated objective for the City to undertake this study to not only ensure that similarly structured positional work performed by classifications within specific job families are suitably defined with levels of complexity, responsibility and knowledge, skills, and abilities and compensated by pay and benefits aligned with assigned duties. Certainly, at higher levels, clearly defined classification and compensation plans also provide evidence of recognizable, expertly designed compensational growth leveled steps and illustrate justifiable pay differentials between individual classifications, functional work groups and exempt/non-exempt employees that embed the City’s plans and practices in equity and fairness. Critically, well purposed classification

specifications allow the Authority to attract and retain qualified employees, plan effectively for strategic growth and ensure that the City maintains a competitive position with other comparable public entities and private employers and similarly situated municipal governments.

## **Classification and Total Compensation Study Scope**

Transformance Consulting conducts classification, base salary, benefits collection and total compensation analyses within a structured scope, which incorporates detailed review of information, comprehensive employee engagement and well-defined, clearly delineated recommendations and proposed next steps. Towards this endeavor, we adhere to the following study format:

### **Classification Study**

- Meet with City administrators and Study Advisory Group to discuss scope of services, expectations, specific concerns and issues as they relate to classification and compensation, and overall City-wide significance of study; meet with labor unions and prepare draft classification study materials for their review and feedback.
- Schedule and conduct City-wide Study Orientations to explain purpose and implementation steps of study; encourage employee participation; respond to questions; guide employees of questionnaire roll-out, completion dates and review of questionnaire by their immediate supervisor; explain interviews upon completion of questionnaire.
- Review and assess existing classifications, current classification specifications, salary schedules, benefit options, compensation strategy, organizational charts, and related classification and compensation rules, regulations and requirements.
- Develop, customize and administer position description questionnaire survey instrument via online and paper-pencil; collect and prepare questions for classification interviews.
- Conduct interviews, individual/group (as requested), with employees and supervisors and managers to confirm information.
- Allocate all study participants to appropriate titles, within overall City classification structure and upon completion of evaluation of Fair Labor Standards Act (FLSA) exemption review; submit to City administrators/labor unions for review, confirmation and input.
- Prepare draft class specifications, incorporating detailed City guidelines and requirements to be reviewed by Administrative Services Manager; develop new classification specifications as required; reformat existing class specifications with updated requirements; update with FLSA requirements.
- Receive feedback of draft class specifications and confirmation of classification structure and prepare final classification specifications.

### **Classification Study Implementation Steps and Human Resources Department Capacity-Support**

Upon completion of the classification study phase, Transformance Consultants will assist, and support City staff and administrators incorporate the new, revised and reformatted class specifications into current work detail and positional structure. Our goal will be to incorporate and illustrate the new classifications online, and in an easily accessible format so that classification definition, positional detail and task expectations are clearly outlined. In an effort to further maintain this new system, and to ensure that the most current information is available, Consultants will also assist staff in creating the tools, techniques and strategies to conduct ongoing periodic reviews of

key components of City classifications, including expected roles and responsibilities, education, experience and specialized certifications and licensing requirements, physical work conditions and characteristic work environment. Consultants will work collaboratively with City staff to design and define a structured and straightforward process that will assist the City conduct both a comprehensive review of individual jobs, and to ascertain that online classification specifications and positional expectations have undergone a thorough annual review, detailed with current requirements.

Consultants will additionally prepare and present staff assistance training sessions and in-service to ensure that employees, in Human Resources and staff support can explain and administer the adopted classification structure, the new and revised classification specifications and associated compensation information. The training plan will consist of:

- I. The Mechanics of Reviewing Classification Specifications
  - a. Aligning classification structure to current City-wide needs and objectives – do current City positions, across all departments meet City of Canyon Lake's needs? What needs to be revised? Are new certifications or licenses required for key roles? Are there issues with recruiting certain positions? Is this due to unclear expectations or non-updated requirements?
  - b. How should new changes be specified? Is it a reformatting issue? Are there new classifications that are required by the City? Are the new classifications, or updated classifications aligned internally and equitably distributed within the overall City structure? Where do updated and new classes fit into the salary schedule and pay ranges?
- II. The Methods and Modes of Updating Classification Specifications
  - a. Reviewing the five key sections of classification specifications
  - b. Organizing key roles and responsibilities and detailing new requirements
  - c. Addressing American with Disabilities Act (ADA) and Family FLSA requirements.
- III. The Maintenance and On-Going Management of the City's Classification Structure
  - a. Position Description Surveys and related techniques to review existing and new requirements.
  - b. Developing staff review and feedback channels
  - c. Incorporating and designing new classification structure requirements.

### **Compensation Study**

- Discuss and confirm comparable labor market sites to be utilized in compensation survey; discuss and confirm benchmark classifications to be studied, and from which all City classification salary range recommendations will be based.
- Conduct comprehensive compensation analysis and comparative survey; prepare study reports and analyses.
- Develop external competitive and internal equity analysis; provide salary recommendations for study classifications; prepare draft compensation report.
- Present recommendations to City administrators and labor unions; provide proposed strategy for compensation, for both short-term and long-term implementation.

## Final Report and Comparative Analysis Presentation

- Prepare and submit to City administrators and labor unions copy of draft classification and compensation reports for feedback and input; upon comments received, prepare final copy of reports.
- Prepare and present final Classification and Compensation Study Results and Analysis, as requested.

## Post-Class and Comp Study Initiatives and Activities

- Collaborate with City of Canyon Lake's Human Resources Department to develop and implement newly approved, revised and reformatted classification specifications into current City classification structure and positional management system.
- Arrange for online form and structure of classification specifications; create and assist in implementation of annual review and revisions process and procedures.

## Classification and Total Compensation Study Methods

The City of Canyon Lake's request for a classification and total compensation study focuses on its full-time, exempt and non-exempt employees, encompassing the City total number of classifications. These tasks are grounded upon first ensuring that City's requirements for minimum qualifications and requirements are clearly understood and communicated through developed newly developed and revised classification specifications. Essential is also to ensure that prioritized tasks as well as critical job functions and responsibilities are emphasized prominently and defined explicitly.

Transformance Consulting adheres to standards established in structuring and systemically embedding classifications within an organizational framework. These standards form the foundation for the recommendations of classification allocations and create validations and justifications for the alignment of positions into the City's overall plan and design for reporting relationships, series arrangements and in education and experience level expectations. The comprehensive layout for study tasks is outlined below, and regular and consistent level of weekly check-ins with the City administrators are planned.

## Classification Study Principles

As the standard practice in conducting a classification analysis, each position is first analyzed based on the nature of work performed. Nature of work refers to the occupation, profession, or subject matter field in which each position falls. Positions that perform work of a similar nature are considered to be in the same "job family". Within each job family, the level of the position is then determined by evaluating it against the following factors:

- **Level of Decision-Making** – the scope, frequency and type of decision-making responsibilities are evaluated; also measured are the (a) level and span of independence or latitude that is inherent in the position, and (b) the impact of the decisions.

- **Positional Scope and Complexity** – the expectations of an employee to manage and make decisions regarding key functions, complex tasks and oversee span of responsibilities.
- **Internal and External Contact and Collaboration** – What level and type of regular contact does the employee have with those internal to the City and those external and are these contacts for collaboration on a large-scale project or is it contained to an operational detail; does this contact involve money and negotiating funds for service, and related.
- **Degree of Supervision Received and Exercised** – Standard analysis evaluates the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position.
- **Knowledge, Skills, and Abilities** – defined by the knowledge, skills, and abilities necessary to perform assigned responsibilities. Particularly assessed are the specialized certifications, licenses, training and advanced level knowledge required for a classification.

These factors are expertly and consistently applied during the analysis of each position included in the scope of the study. Some elements will be of greater importance, and others will not be as pertinent to all positions. Nonetheless, consultants utilize these elements in the analysis in accordance with the importance of that particular factor to the kind of job under study.

### **Whole-Job Analysis**

Transformance Consulting utilizes a whole-job analysis approach. This approach compares jobs with one another on the basis of an overall evaluation of difficulty or performance. The entire position, including the skills required, the decision-making authority, the scope, the magnitude of work, and the accountability for results, is compared as a whole to other positions.

### **Broad and Narrow Classifications**

Key to our analysis of classification structure is the prudent use of broad and narrow classification concepts. It is easy to determine that several positions belong to the same class when the duties are identical. However, in practice, the duties and responsibilities of positions need not be identical in order to be placed in a common classification. Classification plans establish classifications based on a determination of "sufficient similarity". However, within an individual organization, sufficient similarity can be interpreted to coincide with the goals and philosophy of the organization. For example, a broad interpretation recognizes positions that share a core set of classification factors but accepts substantial variation between positions resulting in varied assignments within each broad classification. In contrast, a narrow interpretation might create separate narrow classifications to address such variations.

### **Point in Time Analysis**

A classification study captures the essential nature of positions at a single point in time. Therefore, data gathering, results analysis and prepared recommendations are based upon the period the study is conducted and may not be able to incorporate future conditions, particularly in a rapidly changing environment where organizational needs, technologies, and skill requirements are continuously evolving. Transformance Consulting, to the greatest extent possible, designs

classification structures in line with organizational goals, recognizing that other additions or deletions from the plan may take place in the future. Overall, the proposed classification structure, the levels of work, and the functional areas identifies should provide a solid foundation for the organization's future classification needs.

### **Preponderant Duties**

Our classification studies investigate positions, which are often characterized by a wide range of general and some comprehensive level of duties and incumbents may have various levels of responsibility at any one time. Therefore, the positions are analyzed based on their preponderant functions, responsibilities and duties. Preponderance, as defined is a measure of importance, and the most preponderant duties of a position are those that support the primary purpose of the position. Sometimes the most time-consuming duties of a position are preponderant; however, consideration must sometimes be given to the responsibility and complexity of certain duties that do not occupy the majority of the incumbent's time. Overall, the determination of preponderance is a judgment call based on a consistent set of factors.

### **Sufficient Similarity**

Some positions belong to the same class when, investigated by function, that the duties are significantly similar or identical. In practical application, however, the duties and responsibilities of positions need not be identical in order to be placed in a common class. Instead, classification plans place positions into classes based on a determination of "sufficient similarity." However, within an individual organization "sufficient similarity" can be broadly or narrowly interpreted. A broad interpretation recognizes positions that share a core set of classification factors, but accepts substantial variation between positions, resulting in broad classes. In contrast, a narrow interpretation might create separate narrow classes to address such variations.

### **Level and Not Volume of Work**

Position classification is a reflection of the level of work performed by an employee and is independent of volume. For example, if one employee processes double the work of another, yet the percentages of time spent on those tasks and other duties are comparable, a single classification should be appropriate for both positions. In fact, study questionnaires do not ask for, and the consultants do not consider, the relative productivity of employees when evaluating positions. Likewise, classifications are not distinguished by the amount of time spent by incumbents on tasks, or the volume of work assigned to positions since problems of excessive workload are properly solved by redistributing work or adding employees, and not by creating new classifications.

### **Classification of the Position, Not the Employee**

Position classifications should be consistent regardless of who holds the position. As such, a classification study process classifies positions, not individual employees. Furthermore, classification does not consider the capabilities of individual employees or the efficiency and

effectiveness of an incumbent. It is not a measure of how well an individual employee performs but of the actual duties assigned to the employee. Thus, classification is not a tool to reward individual achievement, nor should classifications be created simply to reward length of service.

### **Position versus Classification**

Position and classification are two words that are often thought of as interchangeable, but in fact, have vastly different meanings. In a classification plan, a position is an assigned a group of duties and responsibilities performed by one person. Sometimes the word “job” is appropriately used in the place of position. In contrast, a classification may contain only one position, or may consist of a number of positions. When there are several positions assigned to one classification, it means that the same title is appropriate for each position because the scope, level, duties, and responsibilities of each position assigned to the classification are sufficiently similar (but not necessarily identical); the same core knowledge, skills, and other requirements are appropriate for all positions; and the same salary range is equitable for all positions.

### **Classification versus Allocation**

Classification is the process of identifying and describing the various kinds of work in an organization and grouping similar positions together based on job family, classification series, and classification distinctions. Allocation is more specifically tied to the placement and/or budgeting of positions within an organization. Thus, agencies may allocate a position within an organization based on the results of the classification analysis for that position.

### **Position Management Strategy**

In general, Transformance Consulting undertakes classification studies by setting clear principles and investigational parameters. These guidelines explain both how we evaluate and assess existing classifications and what essential elements are utilized to frame new classifications. The goal then, is to investigate classifications within a point in time analysis within an overall framework of an effective position management strategy.

Within a position management analysis, specifically reviewed are the types, grades, and numbers of positions in comparison with functions and workload. Position descriptions are subsequently reviewed for accuracy and clarity, supervisory responsibility ratios are computed and career paths, career ladders, and the balance between support positions and those assigned to perform the mission-oriented functions of the organization are assessed. Upon study conclusion, a comprehensive analysis of findings, outcomes, observations along with recommendations for achieving greater efficiency and cost-effectiveness is provided.

Our Position Management Analysis incorporates the following components:

#### **Occupational Skills, Knowledge and Abilities Analyses**

- Work functions and prioritized skill, competency composition and specialized knowledge, training and certification utilization assessments

- Re-Alignment or assessment of organization structures and human capital
- Redistribution of work assignments
- Position reformulation and redescription
- Protocols and Implementation Sequence for organizational decisions
- Position Reporting Relationships Framework
- Fair Labor Standards Act (FLSA) Exemption Tests
- Strategies to determine future human capital needs

**Position Classification Tasks include:**

- On-site or virtual classification and positional interviews and task analyses
- Development of position descriptions
- Development of standardized position descriptions
- Development or enhancement of position description libraries
- Development of comprehensive or standard evaluation statements
- Development of customized workshops on classification principles and policies

**Classification Standards Review**

As part of the classification process, Transformance Consulting provides customized position description survey questions and prepares targeted interview questions to capture in-depth information about the characteristics of the position that impact the classification. Interviews are conducted with incumbents, supervisors, and other organizational members with knowledge pertinent to the proper classification of the position. Work samples and documents that illustrate the kind and level of work performed are also evaluated. Based on results from this comparative analysis, we determine the proper title, series, and grade for the position and recommend a classification decision in the Allocation Catalogue. Provided as well is a detailed evaluation statement that documents the basis for the recommendation.

**Job Families within Classification Structures**

The overall nature of the work being performed by classified employees within the City will be categorized and arranged by job families and grouped according to their overall functions and responsibilities. Classifications within a job family have similarities in their employment requirements that may support career progression. However, classes in the same job family may still require distinct levels of education, experience, skill, effort, or responsibility. These categories are described as follows:

- **Clerical/Administrative** classifications are responsible for general office and/or secretarial support work such as document production/processing, filing, reception, calendar maintenance, scheduling, and data entry. Typically, incumbents use a basic knowledge of office procedures, combined with basic reading, writing and arithmetic skills.
- **Technical** classifications describe work that requires specialized skills, knowledge, and abilities typically acquired through practical experience. Positions at the technician level typically require incumbents to have at a minimum, a high school diploma or GED equivalency, combined with college level courses or possession of technical certification.

- **Professional** classifications typically describe work that is analytical in nature, requiring incumbents to possess sufficient knowledge and skill to analyze problems, evaluate and identify alternatives, and recommend/implement actions/solutions; such knowledge is usually obtained through possession of a four-year college degree and/or a highly specialized and advanced type of training.

### Analysis by Levels within a Classification Series

Classifications are further categorized by the levels within the overall classification structure. Positions within a classification may be defined by the level of responsibilities required, reporting relationships, span of decision-making and qualifications and requirements necessary to carry out the scope of work. These classifications are then defined by the level characterizing the work performed:

- **Entry-level classifications** define a level of responsibility which are assigned to performing the fundamentals of a role and designated as entry within a series. This work requires minimal experience, if any and often considered as a training role to become more skilled at particular tasks.
- **Journey-level classifications** recognize positions that perform the full range of tasks typically assigned to positions in the job family. A journey-level position requires incumbents to be fully competent in performing assigned duties.
- **Advanced journey-level classifications** define roles which are specialized and/or require advanced duties beyond the journey level of the series. This position may serve as lead and be assigned a team to which they practice guidance and overseeing work performance but are not tasked with supervisory responsibilities.
- **Supervisor-level classifications** describe full, first-line supervisory positions that plan, assign, supervise, and formally review the work of subordinates; assist in program development and management; and assume responsibility for a variety of personnel actions in such areas as performance evaluation, training, selection, transfers, approval of leave, and recommending disciplinary measures. Supervisors may also assist in budget development and administration. Most "working" supervisors also spend a substantial portion of their time performing the more difficult and complex work of the section or unit.
- **Manager-level classifications** describe positions with full responsibility for planning, organizing, directing staff, and controlling a major unit or division within a department. Managers are also responsible for the strategic planning and budget oversight for assigned functions and/or operations for a department.
- **Executive Manager-level classifications** describe positions with full responsibility for staffing, management and strategic planning of all department activities and projects, as well as working with other City departments and divisions to plan, organize, coordinate and deliver services.

### Compensation Study Principles

Transformance Consulting undertakes compensation studies, pay analysis and benefits reviews in similarly structured methodology to classification studies. In order to ensure that both base salary

and benefits offered by selected benchmarked agencies are collected and evaluated, as essential components of a total compensation study, the following tasks are implemented:

- Discussion with HR Manager and if appropriate, with Advisory Group members, of benchmark classifications to be studied, labor market agencies to be surveyed, and preferred spreadsheet layout with median salary designations to be utilized (market median, mean, or another percentile, as selected)
- Confirmation of the elements of total compensation and other data to be collected, and development of the compensation survey instrument.
- The Allocation List describes comparable site salary ranges, with brief descriptions of each classification are provided, with minimum qualifications required for each position, with requested monthly minimum and maximum salary for each classification. FLSA Analysis is also performed at this stage.
- Requested data is additionally collected on employee benefits offered at labor market sites, encompassing total compensation including cash add-ons, health and welfare benefits, premium pays, retirement practices, and leave benefits. (Specific and complete list of benefits to be collected will be outlined and sent to organizational leaders for approval).
  - Researched data is gathered from each survey agency's website, including class specifications, budget documents, salary schedules, Memoranda of Understanding (MOUs), benefits summaries, organization charts, and other related documentation in order to accurately complete as much of the survey instrument for each survey agency as possible.
  - In situations in which information is unavailable, survey agencies are contacted, and agency representatives are requested to provide and complete the missing information and/or provide documents that contain the missing information.
- Draft data sheets, detailing both salary and benefits information are collected, organized and analyzed; data and spreadsheets are subsequently sent to administrators and senior leaders to review; patterns, trends and observed practices and processes are detailed and incorporated in data analysis draft report.
- Preparation of a draft report is undertaken, incorporating reviews and comments. Upon a final review, a Final Study Report is developed and presented.

### Labor Market Agencies

The scope of work includes Transformance Consultants identifying and recommending appropriate labor market. The determination of an appropriate labor market involves the application of the selection criteria outlined below:

- **Agency Size** – In general, agencies that employ relatively similar numbers of employees may have similar economic demographics. Since it is not possible to find agencies that are exactly the same in terms of this particular selection criteria, the goal is to provide a balanced mix of larger and smaller agencies, thereby minimizing the "skewing" effect when either of these are used exclusively.
- **Geographic Proximity** – When considering a labor market, it is important to consider the geographic proximity of potential agencies, since they may be competitors in the recruitment

market for most of the organization's employees. If there are not enough agencies within the local market with which to conduct a study, then the geographic area may be expanded to include agencies in other closer counties. Since some agencies provide specialized services, or may be surveying higher-level management classes, the recruitment area may be further expanded to include more regional, or even statewide agencies.

- **Industry** – In general, agencies that provide the same types of services are more likely to have similar types of job classes and are more likely to be recruiting from the same applicant pool as organization. For those reasons, the labor market agencies selected should comprise state and local government agencies which include departments responsible for services comparable to those provided by the organization.
- **Competing Agencies** – Information regarding the agencies that the organization frequently competes with for talent (i.e., has lost employees to or recruited employees from). is also useful in selecting the labor market agencies.

In addition to the above selection criteria, when surveying organizations in different geographic regions, it is important to consider potentially differences in cost of living and cost of wage that may exist between the cities agencies are situated. Under this condition, we also utilize two additional indices:

- **Cost of Living (COL) Differences** – This index measures the differences in the *cost-of-living* between the location of the organizational location and the cities in which the comparable agency is located.
- **Cost of Wage (COW) Differences** – This index measures the difference in the *cost of wages* between the locations of the organizational location and the city in which the comparable agency is located. This index is often used as a market indicator because it is a more accurate and stable reflection of the relative cost of wages between different geographic locations.

## Section C: Management Review of Study Synopsis

Canyon Lake's Classification and Compensation Study includes key project tasks: the review of the classification structure, the developing and delivery of a position description questionnaire, the review and update of classification specifications, and the comprehensive comparison and analysis of salary data measured against selected benchmarks. Outlined below are our structured study phases, specific activities and proposed hours.

### **Canyon Lake's Project Activities and Study Details**

**Estimated  
Hours**  
12

#### **Classification Study Plan Kickoff Meeting**

- Define study scope and expectations
- Develop tentative schedule for project activities
- Describe roles and responsibilities of consulting team, and City project team and labor union representatives.
- Discuss communication protocol, methods to ensure consistent check-in, system to upload PDQ data, and share interview notes.

#### **Position Description Questionnaire**

<b>Distribution and Collection of PDQ for both Employees and Supervisors</b>	
<ul style="list-style-type: none"> <li>• Customized PDQ distribution and collection of survey data</li> <li>• Analysis of information received and update of Allocation List</li> <li>• Coordination with City regarding interviewees, total number of classification to be included in study and submission of date, time and online/onsite format of interviews to be held.</li> </ul>	10
<b>Classification Interviews (30 mins for individual and 45 mins for group interviews)</b>	
<ul style="list-style-type: none"> <li>• Conduct employee classification interviews (<i>total number/hours will depend on employee requests, and whether individual or group interviews are preferred</i>).</li> <li>• Conduct follow-up supervisory interviews, half hour increments.</li> </ul>	75
<b>Draft of Class Specifications</b>	
<ul style="list-style-type: none"> <li>• Develop and submit draft class specifications based upon PDQ and Interviews conducted. Total number will again depend on class specs required.</li> <li>• Coordinate distribution of draft class specifications for both employee and supervisory review.</li> </ul>	65***
*** Hours dedicated to activity will be dependent upon total number of classifications studied.	
<b>Final Class Specifications Development and Submission</b>	
<ul style="list-style-type: none"> <li>• Completion of final edits and final class specifications, reformatted class specs and new class specs; updates to final allocation list</li> <li>• Check-in with City administrators regarding compensation study, with confirmation of benchmark classifications, labor market sites and related compensation study parameters.</li> </ul>	10
<b>Total Compensation Study Project Activities</b>	
Prepare and submit for approval Compensation study data sheets, including confirmation of benchmark classifications and selected comparison labor market sites; confirm benefits elements to be collected.	
<ul style="list-style-type: none"> <li>• Customize and send for approval layout of total compensation datasheets – base salary for benchmarked classes and benefits comparison sheets; confirm desired percentile for presentation: mean, median or midpoint; confirm criteria for suitable matches, and "no comparable match" determination.</li> <li>• Establish timeline, dates of data review and check-in with City administrators.</li> <li>• Data Collection for Compensation Analysis; Submission of data sheets to City administrator for review and feedback.</li> <li>• Finalization of Compensation/Benefits Data Sheets and submission to City.</li> </ul>	45
** Total number of hours will be dependent upon number of benchmarked classifications and labor market sites to be studied.	
<b>Final Classification and Total Compensation Study Report</b>	10
<b>Total Approximate Project Hours for Classification and Total Compensation Study</b>	<b>227</b>
<b>Total Cost of Classification and Total Compensation Study</b>	<b>\$12,600</b>

## Section D: Workplan and Proposed Timeline

The compensation work plan outlined in this section is intended to define all tasks within a compensation study from the initial kick-off meeting to final reports, and the types of deliverables associated with certain tasks.

### **City of Canyon Lake Classification and Total Compensation Study Workplan**

**Timeline  
(Proposed)\*\*\***

Review City of Canyon Lake's existing classification and compensation documents, materials and records. Upon contract execution, Transformance Consulting will:

- Examine and review City's data, records, documents and background information, including current class specifications, salary schedules, organization charts, previous study reports and findings, and any other documents relevant to the study.
- Schedule Employee Orientations and Staff Debriefings, in selected formats and at City selected times and dates.
- Schedule Project Kick-Off Meeting with HR Team, selected City staff, and Consulting Team. Meeting will be for the purpose of discussing study activities and timelines, preferred implementation strategies, either online, onsite, or a combination for scheduled class interviews, dates of check-ins and submission of deliverables with City and requests for any additional information. Specifically discussed as well will be City's expectation of the study, desired timelines and communication protocols of all study activities.
- Prepare Allocation List, detailing all classified employee names, class titles, reporting relationship, minimum requirements and submit to City for confirmation and revisions, as needed; confirmation of classes with incumbents and those without, labeled "reformats". Confirmation of total classifications to be studied, prior to study activities initiation.
- Prepare prototypes of class specification templates for City review and selection.
- Prepare tentative interview schedule with dates/times (conducted, either online and/or onsite at City location). Interviews will be conducted individually or in a group. Each interview is schedule in half hour to one-hour sessions; discuss tentative dates and times of interviews to City for approval.
- Submit suggestions for compensation study benchmarks, based upon City selected criteria.

Weeks 0 – 2

Coordinate and schedule roll-out of Position Description Questionnaires (PDQ) to employees, and to supervisors for review/signature.

- Set-up instructions for submission, and supervisor review process.
- Assign Discussion Forum for employee questions regarding PDQ sections.

Weeks 3 - 5

- Confirm PDQ collection by HR and submission of completed/reviewed PDQs to Transformance Consulting
- Assign drop box to receive all PDQs

Present online version and hard copy of Position Description Questionnaire to employees and supervisors for completion.

- Present PDQs to employees, with scheduled dates for completion (generally two weeks is provided).
- Provide instruction on PDQ, that upon completion of survey by employee, to be submitted to immediate supervisor for review and comments. Supervisor has one week to review and submit back to HR for submission to Transformance Consulting for processing.
- Collect completed PDQs for review and processing – organize surveys in categories of employees wishing to be interviewed, whether individually or in a group, classification titles, departments, divisions and work units. Review for consistent, and inconsistent information and points to touch upon during the interview phase
- Ensure all employees wishing to complete PDQ will have had the opportunity to complete one.
- Update Allocation List to reflect employees who will complete or choose not to complete PDQ; submit updated Allocation to City for review and feedback.

Weeks 6 - 10

Prepare Interview schedules, either online or onsite, or a combination and presented in full day interview format. Submit to City for confirmation and approval.

- Review PDQ responses for agreement, disagreement and inconsistencies.
- Review for those who request interview, those who seek individual or group interviews.
- Customize interview questions based upon responses received.

Week 11

Conduct one-on-one or group interviews with employees; confirm employee interview data gathered with supervisors; obtain additional information from supervisory discussion to ensure appropriate classification recommendations.

- Update Allocation List to document those that completed PDQ and were present for a classification interview, and those who did not complete a PDQ or request an interview; submit updated Allocation List to City for review and confirmation of class specifications to develop.
- Confirm changes to class specifications, reporting relationships, exemption status, etc....
- Confirm the number of classifications for which new class specifications will be developed, which classes will be developed as re-formatted class

Week 12 - 16

specifications, and whether new classifications and thus, class specifications are required.

- Document interview notes for each interview conducted via online drop box system available for review and analysis by study team.
- Discuss policy and procedures for rescheduling interviews and communicating to staff who wish not to be interviewed.

Submission of Classification Study Analysis, including Allocation List and Total City Classification Structural Framework

Week 16

FLSA Exemption Test Analysis

*If requested*, prepare Appeal Responses, revise draft class specifications, as necessary, and update Allocation List. Prepare final class specification documents.

- Respond to City employees and supervisors who submitted an Appeals Form, for requested changes; confirm changes requested with City's HR Team.
- Prepare responses and submit to HR for distribution to employees/supervisors.
- Revise approved changes into final copy of classification specifications.
- Update Allocation List of those who submitted Appeals and prepare for submission to City for review.

Week 17 - 18

Prepare and submit for approval Compensation Study data sheets, including confirmation of benchmark classifications and selected comparison labor market sites; confirm benefits elements to be collected.

- Customize and send for approval layout of total compensation datasheets – base salary for benchmarked classes and benefits comparison sheets; confirm desired percentile for presentation: mean, median or midpoint; confirm criteria for suitable matches, and “no comparable match” determination.
- Establish timeline, dates of data review and check-in with City administrators.

Week 17

Data Collection for Compensation Analysis; Submission of data sheets to City administrator for review and feedback.

Week 18 - 20

- Finalization of Compensation/Benefits Data Sheets and submission to City.

Prepare Draft Copy of Classification Specification, for submission to City.

Week 21 - 23

- Submission of draft reports to City for feedback and comments.
- Submission of Final Classification Specifications to City

Prepare Final Classification and Total Compensation Study Findings, Analysis, and Recommendations, and Class Specifications for final submission to City.

- Incorporate and detail recommendations on classification structure, class specifications and total compensation analysis.
- Develop full scope compensation survey recommendations; provide proposals for additional positions and reclassifications.
- Incorporate City feedback and requested revisions into final copy of classification study report.

Week 24 - 25

All project activities will be completed by April 1, 2022

\*\*\* Please note, project activity dates are an approximation. Actual time will be dependent upon number of incumbents, classification interviews/make-up dates and related study tasks.

## Section E: Recent Classification and Total Comp Studies

Eugenia Torres, Human Resources Manager  
**Cathedral City**  
68700 Avenida Lalo Guerrero  
Cathedral City, CA 92234  
(760) 770-0317

Project Details: 2018-2020, Consultants assisted Cathedral City with a number of classification and compensation study projects, in which we pay equity, internal equity and reviewed a variety of positions, recommended changes to classification specifications, recommendations for designation of FLSA exemption status and review of pay levels. Review of functions and operational flow was also undertaken for the Department of Administrative Services, and assistance was provided to add three new City positions to respond to increased resident and business customer demands.

Robert Neiuber, Director of Human Resources  
**City of Rancho Cucamonga**  
10500 Civic Center Drive  
Rancho Cucamonga, CA 91730  
(909) 774-2948

Project Details: 2021, City undertook a series of classification studies, targeted at a variety of positions within their Community Services Department. Consultants assisted the City with conducting classification interviews, confirming information with supervisors, reviewing salary schedules and related study materials. Incumbents then participated in a structured classification

and pay equity analysis. Additionally investigated was positional internal equity and recommendations for designation of FLSA exemption status. and review of pay levels. Assistance was provided to HR Manager in further developing training manuals and onboarding strategies for a variety of department positions.

Cynthia Carrillo, Director, Classified Human Resources  
**Santa Paula Unified School District**  
201 S. Steckel  
Santa Paula, CA 93060  
(805) 933-8800

Project Details: Conducted classification study in 2018 for classified personnel at the school district. Conducted classification interviews with both employees and supervisors, prepared new classification specifications, developed compensation analysis and provided recommendation report, outlining justification for new classifications, and the realignment of overall class structure. Study resulted in revision of 150 new class specifications, creation of new classification series and the re-defining of the District's job families.

Rhonda Kramer, Lead Personnel Agent  
**Rialto Unified School City**  
182 East Walnut Avenue  
Rialto, CA 92376  
(909) 820-7700 Ext:2431

Project Details: 2019-2020 - Project work included comprehensive review and reclassification of the District's 332 classified and certificated employee positions and pay levels. A critical component as well was the development of internal equity and pay equity practices. Consultants conducted detailed review of classification specifications, salary schedules, workflow and workload assignments and conducted 175 staff and supervisor interviews. Consultants worked with the unions as well as District administrators to develop new classifications and update procedures and policies for effective overall performance management.

## Section F: Classification and Total Compensation Study Fee Schedule

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The following fee schedule has been prepared as accurately as possible based upon the service areas requested and objectives described in the Request for Proposal provided to Transformance Consulting.

The Classification and Total Classification Study as outlined here, and in which our consultants engage with the City of Canyon Lake, will be developed and defined under a master agreement. We will work collaboratively with City representatives and labor unions to discuss the

comprehensive scope of the study, clarify expectations and engage in thoughtful and purposeful discussion to successfully accomplish the work requested.

The Workplan, which follows, illustrates key planned project activities, and an approximation of time involved with each activity segment.

## Canyon Lake Classification and Total Compensation Study Scope of Work and Estimated Activity Hours

<b>Project Activities and Study Details</b>	<b>Estimated Hours</b>
<b><i>Classification Study Plan Kickoff Meeting</i></b>	<b>12</b>
<ul style="list-style-type: none"> <li>• <i>Define study scope and expectations</i></li> <li>• <i>Develop tentative schedule for project activities</i></li> <li>• <i>Describe roles and responsibilities of consulting team, and City project team and labor union representatives.</i></li> <li>• <i>Discuss communication protocol, methods to ensure consistent check-in, system to upload PDQ data, and share interview notes.</i></li> <li>• <i>Develop Allocation List, customize PDQ and prepare Class Spec Template and Interview Format and Notes Format.</i></li> </ul>	
<b><i>Position Description Questionnaire</i></b>	
<b><i>Distribution and Collection of PDQ for both Employees and Supervisors</i></b>	
<ul style="list-style-type: none"> <li>• <i>Customized PDQ distribution and collection of survey data</i></li> <li>• <i>Collection of PDQs from employees completing survey, and coordination of receipt.</i></li> <li>• <i>Analysis of information received and update of Allocation List</i></li> <li>• <i>Coordination with City regarding interviewees, total number of classification to be included in study and submission of date, time and online/onsite format of interviews to be held.</i></li> </ul>	<b>10</b>
<b><i>Classification Interviews (30 mins for individual and 45 mins for group interviews)</i></b>	
<ul style="list-style-type: none"> <li>• <i>Conduct employee classification interviews (total number/hours will depend on employee requests, and whether individual or group interviews are preferred).</i></li> <li>• <i>Conduct follow-up supervisory interviews.</i></li> </ul>	<b>75</b>
<b><i>Draft of Class Specifications</i></b>	
<ul style="list-style-type: none"> <li>• <i>Develop and submit draft class specifications based upon PDQ and Interviews conducted. Total number will again depend on class specs required.</i></li> <li>• <i>Coordinate distribution of draft class specifications for both employee and supervisory review.</i></li> </ul>	<b>65</b>
<b><i>Final Class Specifications Development and Submission</i></b>	
<ul style="list-style-type: none"> <li>• <i>Completion of final edits and final class specifications, reformatted class specs and new class specs.</i></li> <li>• <i>Updates to final allocation list</i></li> </ul>	<b>10</b>

- *Check-in with City administrators regarding compensation study, with confirmation of benchmark classifications, labor market sites and related compensation study parameters.*

**Total Compensation Study Project Activities**

*Prepare and submit for approval Compensation study data sheets, including confirmation of benchmark classifications and selected comparison labor market sites; confirm benefits elements to be collected.*

- *Customize and send for approval layout of total compensation datasheets – base salary for benchmarked classes and benefits comparison sheets; confirm desired percentile for presentation: mean, median or midpoint; confirm criteria for suitable matches, and “no comparable match” determination.*
- *Establish timeline, dates of data review and check-in with City administrators.*
- *Data Collection for Compensation Analysis; Submission of data sheets to City administrator for review and feedback.*
- *Finalization of Compensation/Benefits Data Sheets and submission to City.*

45

*\*\* Total number of hours will be dependent upon number of benchmarked classifications and labor market sites to be studied.*

**Final Classification and Total Compensation Study Report**

**Total Approximate Project Hours for Canyon Lake's Classification and Total Compensation Study**

10

227

**Cost Breakdown**

STUDY CLASSIFICATION AND COMPENSATION	COST
STUDY CLASSIFICATIONS AND COMPENSATION ANALYSIS	\$700 per classification
TRAVEL & EXPENSES	At Cost (We are local, in South Corona)
<b>TOTAL STUDY COST ESTIMATE</b>	<b>\$ 12,600</b>

## Conclusion

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We look forward to assisting the City of Canyon Lake with a comprehensive Classification and Total Compensation Study for its salaried and hourly employees. Prioritized will be a multi-phased study, structured first with a complete review of the City's job description, positional knowledge, skills and abilities delineations, salary schedules, organization charts, followed by development and implementation of investigative tools designed for comparative analyses of City's prioritized roles and responsibilities, essential task expectations, compensation levels and the City's employee benefits options. Consultants will additionally assist City staff in post-study support and targeted training to ensure that classification specifications meet internal equity guidelines, undergo periodic and systematic review and revisions and are accessible online for recruitment, hiring and promotional efforts. It is our hope that upon the successful completion of this study, the City will be presented with well-structured, foundationally sound position and classification analysis as well as a well-posed, operationally robust compensation systems and strategy, which will continue to serve Canyon Lake in a long-lasting trajectory of growth and prosperity.

As requested by the City, Transformance Consulting agrees to provide and present:


- a. One (1) original copy of the Final Report, five (5) copies, and a USB flash drive with the report submitted to the Administrative Services Manager.
- b. Full array of Final Report study materials, including datasheets, tables, schedules, classification specifications, project charts, spreadsheets, salary surveys, and other information necessary for study results implementation, and,
- c. Electronic versions of compensation/classification data and system
- d. Present, as requested at scheduled City Council meeting to discuss the recommendations, study results and the Final Report.

Again, Transformance Consulting looks forward to engaging the City in this important project. Should questions arise or additional information be required in the course of the review of our proposed study activities, please do not hesitate to contact Leena Rai at 714-337-1954 or email at [lrai@transformanceconsulting.com](mailto:lrai@transformanceconsulting.com).

Thank you for your consideration.

Sincerely,

*Leena Rai, Principal*

 *Consultant*



**Transformance Consulting**  
[www.transformanceconsulting.com](http://www.transformanceconsulting.com)

## Appendix A: Qualifications of Project Team

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Project Manager – William “Bill” Ewing

## WILLIAM A. EWING

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114 Calle Patricia  
San Clemente, CA 92672

[billaewing@gmail.com](mailto:billaewing@gmail.com) (email)  
949-366-9037 (home)  
714-608-3571 (cell)

Chief Human Resources Officer. (Not part of the State of California's retirement system)

### EDUCATION:

M.A. University of Hawaii, Psychology

B.A. California Lutheran University, Psychology

- President, graduating class
- Vice President. ASB
- Who's Who in American Colleges and Universities
- Outstanding All Around Male Student

### WORK HISTORY:

**1980 to 2018:** PRESIDENT AND CEO

EWING CONSULTING SERVICES  
San Clemente, California

Founded and continue to provide overall marketing, planning and project management for well-respected national human resources consulting firm. Clients include 250 K-12 school districts, 45+ community college districts, 25 Authority offices of education in California 30+ other public agencies, about 15 Indian tribal entities nationally and over 50 other private sector organizations, including major aerospace companies. Services include classification and compensation, job evaluation, benefits, organization planning, HR strategies, HR policies and practices, HR operations audits, and labor relations strategies.

**1978 to '80:** PRINCIPAL

HAY ASSOCIATES  
Los Angeles, California

Managed part of the LA office for this international consulting firm specializing in job evaluation, compensation, incentive compensation, organization planning and other HR-related services.

**1969 to '78** MANAGER—MANAGEMENT CONSULTING SERVICES

**ERNST & YOUNG (FORMERLY ERNST & ERNST)**

**ERNST & YOUNG**

Denver, St. Louis (Southwest Region), Los Angeles (Western Region) offices

Developed work, provided project management and participated in projects managing a staff of highly trained professionals. Clients included Fortune 500 companies, banks, educational institutions, health care, retailers, aerospace and others providing organization planning, strategic planning, HR operations audits, incentive plan design, in a specialty known as "organization and personnel."

**1966 to '69**

**DIRECTOR OF PERSONNEL**

CARTE BLANCHE CORPORATION  
Los Angeles, California

Managed the overall human resources function for this credit card company with about 1,000 employees including employment, compensation, benefits, employee relations, personnel policies and procedures. Became division of Citicorp followed by AVCO Financial.

**CAREER HIGHLIGHTS:**

- ❖ Designed, developed and marketed a software product named Harmony, an integrated HR system (employee data base, performance review, classification, position control, applicant tracking, legal compliance)
- ❖ Several copyrights for original work for Ewing Factor System (job evaluation), E-Books for Education, E-Books for Public Sector, Harmony Software.
- ❖ Instructor in UCLA HR Certificate Program for 7 years.
- ❖ Instructor in Ewing Consulting Advanced and Introductory Courses in Classification and Compensation held State-wide.
- ❖ Current member of Presbytery Council, Los Ranchos Presbytery, CA (PCUSA).
- ❖ Elected by Authority Council as member of Human Affairs Committee, Authority of San Clemente.
- ❖ Recent author of book titled Pay Equity Solutions—Bridge Over Troubled Waters published by Amazon-Kindle.
- ❖ Consulting projects directed in Colorado, Oregon, New Mexico, Arizona, Kentucky, Missouri, Michigan, Connecticut, Indiana, California, Mississippi, Washington, North Dakota, Nevada and several others
- ❖ Mr. Ewing and Dr. Leena Rai. were the consultants who completed the 2017 highly regarded National University study dealing with faculty workloads.

# Leena Rai, MPA, DPA, CWDP

Corona, CA 92883

Mobile (714) 337-1954

[lrai@transformanceconsulting.com](mailto:lrai@transformanceconsulting.com)

## ORGANIZATIONAL EFFECTIVENESS/HUMAN RESOURCES EXPERTISE

- Classification and Compensation Study, Analysis and Development of Plan
- Training Needs Analysis, Professional Development and Assessments
- Racial Equity, Diversity and Inclusion Action Plan Development and Implementation
- Training, Professional Development, Learning Strategies and Skill Assessments
- Employee Recruitment and Workforce Development Training
- Administrative service implementation for private and publicly funded programs
- Development of Human Resource Procedures and Policies

## PROFESSIONAL EXPERIENCE

**Principal Consultant**  
**Transformance Consulting**  
**Riverside County, CA**

**April 2021 - present**

- Conduct a variety of studies, including Classification and Compensation, Racial Equity Action Plan Development, Organizational Effectiveness, Capacity Optimization and Workplace Efficiency and Performance Management.
- Prepare and present study and project deliverables including Study Analyses, Final Reports, Presentations to boards, administrative entities and councils.
- Collaborate with a variety of stakeholders, employee groups, unions and organizational leaders to ensure projects are developed and delivered in a timely, cost-effective and successful basis.

**Senior Human Resources Consultant**  
**Cooperative Personnel Services - Human Resources**  
**Sacramento, CA**

**September 2017 - April 2021**

- Engaged school districts, colleges, universities and municipalities and other public entities in the development of their classification and compensation plan.
- Prepared job descriptions, salary surveys, final reports and make presentations as needed.
- Consulted with clients on issues related to performance management and organizational development.

**Human Resources Consultant**  
**Ewing Consulting, Inc.**  
**San Clemente, CA**

**November 2016 - September 2017**

- Assisted school districts, colleges, universities, municipalities, and other public entities by studying and making recommendations to their classification and compensation systems.

- Prepared job descriptions, salary surveys, final study reports and make presentations as needed.
- Consulted with clients on issues related to performance management and organizational development.

**Chief Consultant/ Professional Development and Training Manager  
Southern California Employer Resource Group  
Fullerton, CA**

**January 2014 -November 2016**

- Designed and delivered employee skill evaluations; assist Organizational Managers in developing Skill Gap profiles for employees to deliver needed training and professional Development programs.
- Developed grants and other funding sources to assist private organizations in acquiring funds for training programs.
- Consulted with employees, managers, community members to project training and professional needs and provide consultation on achieving strategic goals for continued staff development.

**Client Services Coordinator  
County of Los Angeles – LA Works WorkSource Center  
Irwindale, CA**

**March 2010 - August 2013**

- Case Managed, placed and conducted Retention Services for program participants.
- Coordinated the implementation of the Workforce Investment Act and National Emergency Grant programs, including budget development, tracking of clients, monitoring of progress and reporting to state monitors.

**Lecturer/ Faculty  
Professional Studies Program/ Distance Learning Department  
California State University, Long Beach  
Long Beach, CA**

**Jan 2005 – July 2009**

- Instructed undergraduate and graduate students in various subjects through traditional and distance learning methods.
- Counseled and directed the studies of students to obtain effective professional and communication skills.

**Training Coordinator  
First Team Real Estate  
Santa Ana, CA**

**September 2004 – January 2005**

- Coordinated and developed professional training for real estate agents and industry specialists.
- Administered and oversaw advanced levels of certification and professional qualification testing.

**Employment and Training Specialist  
City of Sunnyvale – Department of Employment Development - NOVA  
Sunnyvale, CA  
November 2002 - July 2003**

- Coordinated the implementation of the Employment and Training programs, including tracking of clients, monitoring of progress and reporting to state monitors.

**Employment Training Specialist**

**West San Gabriel Valley Consortium – Career Partners**

**Rosemead, CA**

**June 2001 - August 2002**

- Administered the Employment Training Program
- Trained and managed training for multiple businesses and organizations

**Senior Employment Training Panel Business Specialist**

**New Horizons Computer Learning Centers**

**Santa Ana, CA**

**March 2000 - April 2001**

- Administered and oversee the implementation of the state-funded Employment Training Panel program for incumbent workers.

**WorkPlace Enhancement Services Program Manager**

**Southeast Los Angeles County Workforce Investment Board**

**Cerritos, CA**

**July 1994 - February 2000**

- Coordinated the implementation of the Employment Training Panel program, including tracking of students, monitoring of progress and reporting to state monitors.

**EDUCATION**

- Doctorate in Public Administration, University of La Verne, CA (2006) - Honors.
- Master's in Public Administration, California State Univ. Fullerton, CA (1994) - Honors
- Bachelor of Arts, Political Science, University of California at Irvine, CA (1987)

Project Consultant – Ashleigh Mosiman

## Ashleigh Mosiman

11125 Taylors Spring Place, Alpharetta, GA 30022  
(916) 812-5095  
[ash.n.kurtzman@gmail.com](mailto:ash.n.kurtzman@gmail.com)

### Education

**California State University Long Beach, Class of 2010**  
Bachelor of Arts Degree in Art-Art History.

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### Experience and History

#### **TRANSFORMANCE CONSULTING – Project Consultant – Fall 2017-Spring 2020**

Performed various research and technical writing duties for TRANSFORMANCE CONSULTING clients related to job descriptions, including reviewing detailed participant forms and information. Duties also included researching compensation data and contacting participant agencies, reviewing and editing drafts, and composing a variety of information in relation to classification and compensation studies. Project clients ranged from school districts to various government organizations.

#### **Ewing Consulting – Technical Writer/Researcher & Human Resources Consultant – Summer 2015-Spring 2017**

Performed research regarding human resources practices, policies, and information related to various projects. Composed and edited job descriptions for various clients. Interviewed client study participants in the field and collaborated with colleagues to allocate job positions to appropriate job titles. Assisted with research and data entry for compensation studies.

#### **LePort Schools – Administrative Director – Fall 2014-Summer 2015**

Daily duties included those of Administrative Support position, plus the oversight of daily campus operations, including inputting and reviewing student data to ensure compliance with State and company guidelines. In addition, position was responsible for CRM outreach for campus, writing weekly newsletter, and composing/editing the yearbook. Responsible for editing teacher-to-parent correspondence and event information.

#### **LePort Schools – Administrative Support – Summer 2012-Fall 2014**

Assisted the Administrative Director of this campus. Position required great attention to detail, flexibility, initiative, patient customer service, and strong writing/editing skills. Assisted with daily campus needs, inputting student data information, marketing, parent correspondence, teacher's needs, and helping in the classroom. This position also required daily writing and editing for marketing and parent information.

#### **Goodman Dean, Inc. – Administrative Assistant – January 2011-Summer 2012**

Assisted with the processing of BPO and Appraisal orders for clients, in addition to assisting with general office duties and tasks. Daily responsibilities included: data entry for client orders, order assignment/follow-up, research, and ongoing correspondence with agents across the nation.

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### Skills

- ◆ Background in research, technical writing, related methodologies, and editing. Strong writing skills in both the professional and creative arenas.
- ◆ Strong computer/typing skills and program knowledge including Word, Excel, PowerPoint, Adobe, Mac Programs, Microsoft Office, and general operating systems. Experience with CRM marketing/communication system.
- ◆ Excellent administrative and customer service skills. Very strong in professional communication, both written and verbal. Experience in interviewing client employees, training employees, and assisting with organizing a work team in business and retail settings.



## STAFF REPORT

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

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

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

**DATE:** January 12, 2022

**SUBJECT:** Adoption of Resolution No. 2022-05 Approving a Budget Adjustment for Updating Network Equipment at Fire Station 1

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### Recommendation

That the City Council adopt Resolution No. 2022-05, approving a budget adjustment for updating network equipment at Fire Station 1.

### Background

Since July 1, 2021, after startup costs were approved by City Council for the expenses to renovate the City's fire station, City staff has been carefully managing all the expenditures to ensure that the City remains within approved budgets. During a recent evaluation of the current network infrastructure in place at the fire station, it was determined that additional funding would be needed to update the network equipment. Update of equipment would include the following:

- 24-port network hub/switch
- Wireless access points
- Firewall protection appliance
- UPS backup power unit

When the initial evaluation of the fire station was completed, the intent by City staff was to try and use existing equipment in place in order to keep costs to a minimum. But after a more thorough assessment of the station by the City's IT services vendor, Syntech, an upgrade of these items is a necessity to ensure reliable communications. In order to remain on schedule by updating this equipment, City staff is requesting City Council's approval for a budget adjustment for these additional items.

### Fiscal Impact

A budget adjustment in the amount of \$4,000, to be added to the City's Fire Department account 421 – Fire Department Startup Costs.

**Attachments**

1. Resolution No. 2022-05

# ATTACHMENT 1



**RESOLUTION NO. 2022-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING A BUDGET ADJUSTMENT IN THE AMOUNT OF \$4,000 FOR THE UPDATE OF EXISTING NETWORK EQUIPMENT AT THE CITY'S NEW FIRE DEPARTMENT**

**WHEREAS**, 28730 Vacation Drive, identified as the City of Canyon Lake's Fire Station 1, is the location for the City's new Fire Department; and

**WHEREAS**, City staff has been careful managing expenditures related to the improvements and renovations of the City's new Fire Department in order to remain within the City's approved budgets; and

**WHEREAS**, after a recent assessment of the station's network infrastructure, upgrade of several network equipment is a necessity for the fire station; and

**WHEREAS**, these improvements to the network infrastructure will ensure that communication is in a more current state than it is today; and

**WHEREAS**, a budget adjustment for these additional items will improve the overall network infrastructure and communication for the City's new Fire Department.

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

**Section 1.** The City Council authorizes a budget adjustment in the amount of \$4,000 in City's Fire Department account 421 for network equipment.

**PASSED, APPROVED, AND ADOPTED** on this 12<sup>th</sup> day of January, 2022.

\_\_\_\_\_  
Jeremy Smith, Mayor

ATTEST:

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





## STAFF REPORT

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Chris Mann, City Manager *CM*  
**DATE:** January 12, 2022  
**SUBJECT:** Discussion and Possible Adoption of 2022 City Council Goals

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### **Recommendation:**

That the City Council adopt goals for the 2022 calendar year as presented.

### **Background:**

The purpose of the City Council's annual goals session is to clearly identify and adopt a list of agreed upon priorities for the year. Once adopted, these goals will help guide the Council and staff to ensure that time and other resources are allocated in a manner consistent with the Council's shared objectives for the City. A matrix reviewing the status of the City Council's prior year's goals will also be presented as a way to track and measure progress.

Based on input from councilmembers and staff, this report identifies a number of proposed goals for consideration. In no order of priority, six potential goals for 2022 are suggested for discussion and possible adoption.

The following are the identified potential goals for 2022:

- 1) Fine-Tune Operations of New Departments & Programs: Fire Department, Building Department, EMS Subscription Program, Residential Rental Program
- 2) Implement Employee Cross-Training for Organizational Resilience
- 3) Move Economic Development Initiatives Forward: Annex Developable Parcels, Continue Pursuing Acquisition of BLM Land, Finalize Towne Center Specific Plan, Complete Improvements to Investment Properties
- 4) Finalize Plan & Begin Implementation of ARPA Funding Projects: Local Business Support Programs, City Hall Renovation Project, Elimination of EVMWD Ponds

- 5) Improve Safety on Railroad Canyon Road: Local Road Safety Plan, Enhanced Enforcement
- 6) Expand Community Services and Outreach

**Fiscal Impact**

No fiscal impact at this time. However, adopted goals will help to inform the development of the budget for Fiscal Year 2022/2023.

**Attachments**

1. 2021 Adopted Goals
2. Goals Matrix
3. Goals Presentation

# ATTACHMENT 1

This attachment will be provided at the meeting.

## **ATTACHMENT 2**

This attachment will be provided at the meeting.

## **ATTACHMENT 3**

This attachment will be provided at the meeting.