



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587

www.canyonlakeca.gov

Mayor Dale Welty
Mayor Pro Tem Mark Terry
Council Member Kasey Castillo
Council Member Jennifer Dain
Council Member Jeremy Smith

AGENDA

Regular Meeting of the Canyon Lake City Council
Wednesday, June 12, 2024

Closed Session 5:00 P.M. – City Hall Administration Office – 31526 Railroad Canyon Road, Suite 5
Open Session 6:30 P.M. – City Hall Council Chamber – 31516 Railroad Canyon Road

CLOSED SESSION

CLOSED SESSION CALLED TO ORDER

ROLL CALL

Castillo, Dain, Smith, Terry, Welty

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 cityclerk@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.

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Pursuant to Government Code Section 54956.9(d)(2)
Significant Exposure to Litigation, One case
2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to paragraph (1) of subdivision (d) of Section 54956.9: Richard Beck v. City of Canyon Lake, 4th DCA Case No. D083322
3. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One case
4. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Mayor
Unrepresented Employee: Interim City Manager
5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Section 54957
Title: Interim City Manager

OPEN SESSION

OPEN SESSION CALLED TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL

Castillo, Dain, Smith, Terry, Welty

CLOSED SESSION REPORT

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

Citizen of the Month

Presentation – Jr. Women’s Club Scholarship Awards

Presentation – Battalion Chief Michael Samuels

COMMUNITY REPORTS

LIMIT 3 MINUTES

Elsinore Valley Municipal Water District
Canyon Lake Property Owners Association
Canyon Lake Chamber of Commerce
Lake Elsinore Unified School District

PUBLIC SAFETY UPDATES

City of Canyon Lake Code Enforcement
Riverside County Sheriff’s Department
City of Canyon Lake Fire Department

PUBLIC COMMENT

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COMMITTEE AND COUNCIL REPORTS/COMMENTS

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) **Approve Claims and Demands of the City**

Recommendation: Adopt Resolution No. 2024-17 Approving Claims and Demands of the City.

(3) **Approval of City Council Minutes**

Recommendation: Approve the Minutes of the City Council Meetings of May 8, May 16 and May 29, 2024.

(4) **Approval of a Cooperative Agreement with the County of Riverside for Fire Department Dispatch and Communication Services**

Recommendation: Authorize the City Manager to enter into a cooperative agreement with the County of Riverside for Dispatch and Communication Services.

(5) **Adopt a Resolution Approving CPI and Pass-Through Adjustments to Solid Waste Rates Consistent with Government Code Section 53756**

Recommendation: Adopt Resolution No. 2024-18 approving CPI and pass-through adjustments to solid waste rates consistent with Government Code Section 53756.

(6) **Approval of Amendment No. 1 to the Professional Services Agreement Between the City of Canyon Lake and CTAI Pacific Greenscape for Landscape and Irrigation Maintenance Services**

Recommendation: Approve Amendment No. 1 to the Professional Services Agreement with CTAI Pacific Greenscape to extend the term to June 30, 2025, for Landscape and Irrigation Maintenance Services.

(7) **Approval of Amendment No. 2 to the Professional Services Agreement between the City of Canyon Lake and Interwest Consulting Group for City Engineering Services**

Recommendation: Approve Amendment No. 2 to the Professional Services Agreement with Interwest Consulting Group to extend the term to June 30, 2025, for City Engineering Services.

(8) **Approval of Amendment No. 2 to the Professional Services Agreement Between the City of Canyon Lake and PZL Inc. for Planning Services**

Recommendation: Approve Amendment No. 2 to the Professional Services Agreement with PZL Inc. to extend the term to June 30, 2025, for Planning Services.

(9) **Approval of Amendment No. 2 to the Professional Services Agreement Between the City of Canyon Lake and Willdan Engineering for Stormwater Compliance Services**

Recommendation: Approve Amendment No. 2 to the Professional Services Agreement with Willdan Engineering to extend the term to June 30, 2025, for Stormwater Compliance Services.

(10) **Adopt a Resolution Calling the 2024 General Municipal Election, Requesting Consolidation with the County of Riverside and Adopting Candidate Statement Regulations**

Recommendation: Adopt Resolution No. 2024-19 calling for and giving notice of the City's November 5, 2024, general municipal election, requesting consolidation of the election with the County of Riverside, requesting that the County of Riverside provide election administration services and adopting candidate statement regulations.

(11) **Adopt a Resolution Setting the Regular City Council Meeting Schedule for 2024**

Recommendation: Adopt Resolution No. 2024-20 setting the regular City Council meeting schedule for 2024.

(12) **Update Regarding Proposed Housing Element Programs**

Recommendation: Receive and file.

(13) **Adopt a Resolution Adopting a Travel Reimbursement Policy**

Recommendation: Adopt Resolution No. 2024-21 adopting a travel reimbursement policy.

(14) **Adopt a Resolution Approving the List of Projects for Fiscal Year 2024-2025 Funded by SB 1: the Road Repair and Accountability Act of 2017**

Recommendation: Adopt Resolution No. 2024-22 approving the Fiscal Year 2024-2025 project list for Senate Bill 1 (Road Repair and Accountability Act of 2017) Road Maintenance and Rehabilitation Account (RMRA) funding.

(15) **Adopt Resolutions Adopting a Workplace Violence Prevention Plan in Accordance with Senate Bill 553**

Recommendation: Adopt Resolution No. 2024-23 and Resolution No. 2024-24 adopting workplace violence prevention plans for the City of Canyon Lake and the Canyon Lake Fire Department.

PULLED CONSENT CALENDAR ITEMS

PUBLIC HEARINGS

- (16) **Adopt a Resolution Establishing Emergency Medical Services (EMS) Program Fees for the 2024-2025 Fiscal Year and Providing for Collection Thereof on the Property Tax Roll**

Recommendation: (1) Conduct the public hearing; and (2) adopt Resolution No. 2024-25 establishing EMS Program Fees for the 2024/2025 Fiscal Year and providing for collection thereof on the property tax roll.

BUSINESS ITEMS

- (17) **Adopt a Resolution Adopting the Budget, Appropriating Revenue and Establishing the Appropriations Limit for Fiscal Year 2024-2025; and Adopt a Resolution Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2024-25**

Recommendation: (1) Adopt Resolution No. 2024-26 approving the budget, appropriating revenue, and establishing the appropriations limit for Fiscal Year 2024-25; (2) adopt Resolution No. 2024-27 Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2024-25; and (3) authorize the City Manager to execute contracts per the budget and Municipal Code.

- (18) **Approve Authorization and Allocation for the City's Council Chamber Renovation Project**

Recommendation: Authorize the City Manager to negotiate and execute all purchase orders and contracts necessary to carry out the Council Chamber Renovation and associated projects and allocate \$700,000 towards the construction and build of the project.

- (19) **Discussion Regarding Appointment of Council Members to Standing and Ad Hoc Committees**

Recommendation: Review the current list of standing and ad hoc committees and authorize the Mayor to dissolve, establish and make appointments as necessary.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The next regular City Council meeting will be held on July 31, 2024.

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:

Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resource Code Section 21065. 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 once the agenda has been publicly posted. Any written material relating to an item on this agenda submitted to the City Council after distribution of the agenda packet will be 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 the City Clerk's office 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.

AFFIDAVIT OF POSTING: I, Sheryl L. Garcia, City Clerk of the City of Canyon Lake, California, do hereby declare that the foregoing agenda was posted on June 6, 2024, at least seventy-two (72) hours prior to the meeting per Government Code 54954.2, and as required by Resolution 2019-42 of the Canyon Lake City Council.

**Sheryl L. Garcia, MMC, CPM
City Clerk**



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Elizabeth Luna, Executive Assistant and Accounting Technician I

DATE: June 12, 2024

SUBJECT: Approve Claims and Demands of the City

Recommendation

Adopt Resolution No. 2024-17 Approving Claims and Demands of the City.

Background

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of May 8, 2024.

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. 2024-17

ATTACHMENT 1

RESOLUTION NO. 2024-17

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

WHEREAS, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on June 12, 2024; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on June 12, 2024, at which all present, were given an opportunity to comment.

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

Demands are approved as shown on the Demand\Warrant Register of June 12th, in the amount of \$843,652.09 as follows:

Payroll Earnings (Gross)	\$ 162,420.54	(For Month of May)
Payroll Processing Fees	\$ 442.24	(For Month of May)
Payroll Taxes - Employer	3,265.18	(For Month of May)
On-line Retirement	19,271.21	(For Month of May)
On-line Health	31,057.39	(For Month of May)
Principal	485.25	(For Month of May)
Aflac	752.70	(For Month of April)
Nationwide Deferred Comp.	7,826.56	(For Month of May)
Citizens Business Bank Interest	1,949.05	(For the Month of April)
General	\$ 616,181.97	
TOTAL	<u>\$ 843,652.09</u>	

PASSED, APPROVED AND ADOPTED this 12th day of June, 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniforms: Name Plate	21.75
	Fire Station Uniforms	250.61
	Fire Station Uniform Embroidery	22.78
Amazon	Fire Station Office Supplies	162.50
	Fire Station Apparatus & Cleaning Supplies	94.12
	Fire Station Dryer Parts	26.21
	Fire Station Kitchen Faucet & Dryer Stacking Kit	247.02
	Fire Station Apparatus Supplies	13.12
	Fire Station Wildland Training Supplies	92.55
	Fire Station Facility Supplies	19.29
Amp	Band for 2024 Veterans Day Event	625.00
BIO-TOX	Blood Analysis, 3/15/2024	249.40
	Blood Analysis, 2/16/2024	860.35
Boatright	Reserve Stipend for April 2024	150.00
Bound Tree	Fire Station Medical Supplies	494.53
	Fire Station Medical Supplies	269.64
CA Dept of Tax and Fee Admin	Diesel Fuel #245-963712 Period Ending 3/31/24	182.00
CACEO	Rental Inspection Webinar-Rubi	60.00
CL PROPERTY OWNERS	Fiesta Day Sponsorship 2024	1,000.00
	Firehouse Note Payment 4	9,359.57
CLAMS	Donation for CLAMS - Fire Station Open House	400.00
Cory Willis	Education Reimbursement for Instructor 2B	170.00
CTAI	Landscape for Fire Station April 2024	250.00
	Fire Station Annual Palm Tree Trimming	1,024.00
	Landscape Maintenance Fee for Medians & Parkways April 2024	4,775.00
Dain	Auto Allowance May 2024 - Dain	100.00
DATA TICKET	Monthly Parking Fee March 2024	100.00
	Code Enforcement Processing March 2024	100.00
	Monthly EMS Response Fee March 2024	100.00
Delgado	Janitorial Services April 2024	1,180.50
	Janitorial Services April 2024	59.00
Discount Hauling	Cleaned Up and Hauled away Misc Debris from Storage Room	1,200.00
DOJ	Sheriff's Blood Analysis March 2024	35.00
Evan Williams	Fire Station Open House-Balloon Twisting	375.00
FRIDAY FLYER	Ordinance No. 247-Repeal & Replace Title 3 Revenue & Finance	55.00
	Fire Station 1/8 Page Ad for Open House	85.00
hipprint	Library's Earth Day Event Volunteer Program Promotion Flyers	120.68
Jeremy Smith	Auto Allowance May 2024 - Smith	100.00

Date: 5/2/24
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 4/26/24	4,279.49
	EE & ER Contributions for Semi-Monthly Check Date 4/30/24	1,394.11
Kasey Castillo	Auto Allowance May 2024 - Castillo	100.00
Liebert Cassidy Whitmore	Professional Services for March 2024 (00004)	304.50
	General Professional Services for March 2024 (00001)	1,305.00
Life-Assist	Fire Station Medical Supplies	5.93
Linde Gas & Equipment	Fire Station Medical Supplies	453.44
Longobardo	Reserve Stipend for April 2024	150.00
Mark Terry	Auto Allowance May 2024 - Terry	100.00
McKenzie Cassara	2024 Essay Scholarship Winner	1,500.00
MES	Fire Station Utility Gloves	1,292.66
	Fire Station Extrication Gloves	2,930.80
Michel	Reserve Stipend for April 2024	100.00
PLAT	Fire Station Repairs- Dryer	1,003.78
PVM	Street and Facility Maintenance Services 2/1/24-3/31/24	421.00
	Street and Facility Maintenance Services 2/1/24-3/31/24	2,053.33
RingCentral Inc.	Annual Contract 4/18/24-4/17/25 City Hall & Fire Station	11,037.67
Ritchie	Fire Station Advertising for Open House	86.00
Riv Co Fire	Dispatch Services FY 23/24 3rd Quarter	31,416.92
Riv Co Flood	FY 23/24 NPDES Cost Sharing-Santa Ana NPDES Permit	3,529.41
Riv Co TLMA	SLF- March 24 Costs	28.63
SanchezJ	Reserve Stipend for April 2024	100.00
Shuster	Quarter 1 Advisory Fee 1/1/24-3/31/24	750.00
South Coast Emergency	Fire Station E-201 Service and Pump Test	6,950.60
Stoddart	Reserve Stipend for April 2024	150.00
Syntech	Monthly IT Support 4/1/24-4/30/24	2,927.50
	Monthly Subscriptions & Programs 4/1/24-4/30/24	1,473.00
Tanyuksel	Fire Station Open House- Face Painting	350.00
The Code	Plan Check Services 3/1/24-3/31/24	9,976.12
Time Warner	Digital Converter for City Hall 4/22/24-5/21/24	5.35
	Internet for Fire Station 4/10/24-5/9/24	312.67
Toshiba Business Solutions, USA	Fire Station B/W & Color Copies 3/25/24-4/24/24	72.57
	Admin B/W & Color Copies 3/26/24-4/25/24	165.86
US Bank	See Credit Card Review	2,597.79
Welty	Auto Allowance May 2024 - Welty	100.00

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Willdan	Water Quality Services thru 3/29/24	12,129.50
ZF	Fire Station Medical Direction Fees Jan-Mar 2024	600.00
Report Total		<u>126,583.25</u>

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

Vendor ID	Invoice Description	Cash Required
All Signs	Banners for Parade Floats	306.68
Bankcard	See Credit Card Review 2637	5,332.00
	See Credit Card Review 0776	847.59
	See Credit Card Review 3437	7,151.59
	See Credit Card Review 0066	268.71
	See Credit Card Review 7235	1,555.56
Brianna Hemsley	Reimbursement for Fire Station Open House Face Painter	350.00
IGM	Gravity Base Platform & Budgeting Module 5/10/2024-5/9/2025	18,540.00
LaTendresse	Reimbursement for Fire Station Open House Supplies	243.09
SDRMA	Dental and Vision Insurance June 2024	2,648.26
Toshiba	Monthly Copier Lease for Admin & City Hall June 2024	822.86
Report Total		38,066.34

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Nunez	Final Check for Last Day on 5/11/2024	<u>2,082.02</u>
Report Total		<u><u>2,082.02</u></u>

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

Vendor ID	Invoice Description	Cash Required
ABILA	Accounting Software 6/1/24-6/30/24	220.10
Amazon	Fire Station Office Supplies	177.52
AMERICAN FORENSIC AMP	Sheriff's Blood Draw, 4/23/24	318.00
	Rent for June 2024-31526 Railroad Cyn Rd., Suite 5	2,919.00
	Rent for June 2024-31526 Railroad Cyn Rd., Suite 4	443.00
ANIMAL FRIENDS	Animal Control Services Month of April 2024	3,500.00
BIO-TOX	Blood Analysis, 4/17/2024	561.63
Bound Tree	Fire Station Medical Supplies	223.28
Cal Fire/State Fire Marshal	Fire Station Fireworks Training	175.00
California PPE	Fire Station Turnout Repairs to Four Coats	624.00
CL PEST	Monthly Rodent Bait for Fire Station April 2024	40.00
	Monthly Pest Control for Fire Station April 2024	45.00
CL PROPERTY OWNERS	Firehouse Note Payment 5	9,359.57
Co of Riv EMD	Quarterly Emergency Services January-March 2024	6,250.00
Colantuono, Highsmith & Whatley	Attorney Services for adv. Richard Beck thru April 30, 2024	3,965.50
Cole Huber	Attorney Services/Nuisance Abatement File No. 10413.015-3/24	3,101.68
	Attorney Services/ General File No. 10413-March 2024	6,300.00
Concentra	Fire Station Sasse Return to Work Physical	142.00
Control Pump	Landscape Booster Station Monitor Report for April 2024	401.25
	Pump Station Maintenance and Computer Firmware Upgrade	612.50
Corelogic	Database for Code Enforcement April 2024	167.13
CPS	HR Consulting Services 2/25/24-3/30/24	695.00
CR&R	Trash Services for Rental May 2024	201.12
	Bagged Compost and Organic Kitchen Pails	1,788.00
	Bagged Compost and Organic Kitchen Pails	2,500.00
CTAI	Mulching Service for Fire Station	400.00
	RRCR Accident Clean-Up and Plant Replacement	1,840.00
DATA TICKET	Monthly Parking Fee April 2024	100.00
	Code Enforcement Processing April 2024	110.00
	Monthly EMS Response Fee April 2024	100.00
Elite Auto Solutions	Detailed Pontoon Boat	225.00
Gladwell	Election Services-Citizens & Candidate Advice Subscription	600.00
GREENHALGH	Retiree Health Insurance June 2024	184.72
ICG	CL-001 General Engineering Services 3/1/24-3/31/24	2,383.75
	CL-003 Railroad Canyon Road-HSIP Project	6,135.00
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 5/10/24	4,279.49

Date: 5/22/24
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
	EE & ER Contributions for Semi-Monthly Check Date 5/15/24	1,394.11
Johnson Equipment	City Boat Emergency Light/Microphone Repairs	6,914.51
	Fire Station Replacement Headsets for E-1	1,260.68
Lake Elsinore Ford	Ford Explorer Maintenance Package	106.83
Life-Assist	Fire Station Medical Supplies	250.76
MES	Fire Station Hydrostatic Test of SCBA Bottles	523.57
PARS	Monthly Administrative Fees Ending March 2024	400.00
Pitney Bowes	Pitney Bowes Lease Meter 3/13/2024-6/12/2024	148.51
Pitney Bowes - Purchase Power	Refill Meter, 4/23/2024	603.75
PORAC RMT	PORAC Contributions for April 2024	500.00
PZL, Inc.	Planning Services for April 2024	2,640.00
RAMS	Accounting Services for March 2024	11,169.60
RCA	MSHCP Fees Collected April 2024	4,236.00
	AUP Audit Findings-FY2023	1,908.53
Rincon	Canyon Lake Housing Element 3/1/24-4/30/24	6,492.25
Ritchie	Eight-Day 2024 Volunteer Ad 3/15/24-3/22/24	86.00
	Eleven-Day 2023 Winter Wonderland Ad 11/16/23-12/3/23	194.00
	Twelve-Day 2023 Veterans Day Ad 10/31/23-11/11/23	130.00
	Two-week Job Opening Ad 9/6/23-9/19/23	150.00
	Six-Day September 11 Event Ad 9/6/23-9/11/23	66.00
	Two Essay Ads from 4/11/23-4/19/24	150.00
	Community Clean-Up Ad from 4/5/24-4/26/24	236.00
	Veterans Day 2022 Ad & Turkey Drive 2022 Ad	258.00
	Memorial Day Flag Ad 4/8/24-4/30/24	236.00
riv Co Exec	SCFA Administrative Expenses FY 23/24	4,136.62
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 1/11/24-2/27/24	153,172.87
	Sheriff's Contract Law 2/8/24-3/6/24	60,505.77
	Sheriff's Contract Law 2/8/24-3/6/24	90,084.03
Riv Co TLMA	SLF - April 24 Costs	5,200.59
	SLF -June 2023 Costs	3,804.92
STAPLES	Office Supplies for Admin & City Hall	665.58
Syntech	Monthly Subscriptions & Programs 5/1/24-5/31/24	1,525.00
	Monthly IT Support 5/1/24-5/31/24	2,977.50
	Configure HP Computer for Staff-Liz	525.00
TCS	GASB 75 Full Valuation-1st Installment	1,530.00
The Code	Plan Check Services 4/1/24-4/30/24	14,674.73
The Gas Co	Gas Charges for 31520 Railroad Cyn Rd 3/28/24-4/26/24	22.96
	Gas Charges for City Hall 3/28/24-4/26/24	79.09

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

Vendor ID	Invoice Description	Cash Required
Time Warner	Internet for Fire Station 5/10/24-6/9/24	312.67
Toshiba	Monthly Copier Lease for Fire Station June 2024	120.83
Toshiba Business Solutions, USA	Fire Station B/W & Color Copies 4/25/24-5/24/24	61.58
	Admin B/W & Color Copies 4/26/24-5/19/24	59.26
US Bank	See Credit Card Review	4,134.12
Willdan	Canyon Lake Golf Cart Study and E&T Survey	510.00
Report Total		445,246.46

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 5/1/2024 Through 5/31/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 935	SOUTHERN CALIFORNIA EDISON	5/6/2024	122.89
EFT 936	SOUTHERN CALIFORNIA EDISON	5/6/2024	725.46
EFT 937	SOUTHERN CALIFORNIA EDISON	5/6/2024	228.49
EFT 938	SOUTHERN CALIFORNIA EDISON	5/6/2024	414.09
EFT 939	SOUTHERN CALIFORNIA EDISON	5/6/2024	13.39
EFT 940	SOUTHERN CALIFORNIA EDISON	5/6/2024	136.02
EFT 941	Sparkletts	5/6/2024	181.86
EFT 942	SOUTHERN CALIFORNIA EDISON	5/16/2024	278.46
EFT 943	SOUTHERN CALIFORNIA EDISON	5/16/2024	725.29
EFT 944	ELSINORE VALLEY MUNI WATER DIS	5/16/2024	133.98
EFT 945	ELSINORE VALLEY MUNI WATER DIS	5/16/2024	108.71
EFT 946	ELSINORE VALLEY MUNI WATER DIS	5/16/2024	83.26
EFT 947	ELSINORE VALLEY MUNI WATER DIS	5/16/2024	183.65
EFT 948	ELSINORE VALLEY MUNI WATER DIS	5/16/2024	<u>868.35</u>
Report Total			<u>4,203.90</u>

Credit Card Review

US BANK Statement dated 4/6/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Downs Energy	Fuel for Fire 1: Red Dye	\$ 393.86	10-421-6425
2	Arlo Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
3	Downs Energy	Fuel for Fire 2 & 3: Unleaded	\$ 125.33	10-421-6425
4	Zoom, US	Zoom Subscription for Meetings	\$ 16.62	10-310-6210
5	Go Daddy.com	Windows Hosting Deluxe Renewal	\$ 167.88	10-310-6610
6	Adobe	Acrobat Pro Subscriptions	\$ 239.88	10-310-6210
7	Arlo Technologies	Admin Office Security Cameras	\$ 17.99	10-550-6610
8	Adobe	Acrobat Pro Subscriptions	\$ 311.87	A
9	Downs Energy	Fuel for Fire 1, 2, & 3: Unleaded and Red Dye	\$ 797.22	10-421-6425
10	Frontier Comm	Internet for City Hall & Admin Office	\$ 205.35	10-550-6320
11	Adobe	Creative Cloud All Apps 100GB	\$ 29.99	10-310-6210
12	PZA	Closed Session Dinner, March 13, 2024	\$ 278.81	10-100-6225
			<u>\$ 2,597.79</u>	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 278.81
City Manager Office Expense and Supplies	10-310-6210	\$286.49
City Manager Dept. Expense	10-310-6220	\$47.98
Professional/Specialized Services	10-310-6610	\$ 167.88
City Clerk Departmental Expense	10-320-6220	\$47.98
Building Dept Expense	10-360-6220	\$47.98
Finance Office Expense and Supplies	10-330-6210	\$47.98
Fire Department Fuel & Lubricants	10-421-6425	\$ 1,316.41
Fire Department Expense	10-421-6220	\$71.97
Special Enforcement Misc. Expense	10-520-6220	\$47.98
Building & Facilities Utilities	10-550-6320	\$ 205.35
Building & Facilities Professional/Specialized Ser	10-550-6610	\$ 30.98
		<u>\$ 2,597.79</u>

Check Figure \$ -

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the Finance Committee

California Bank & Trust Statement dated 4/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Positive Promotions	Fire Station Swag	\$ 360.95	10-100-6831
2	Liebert Cassidy Paypal	Training Classes for Supervisors	\$ 200.00	10-421-6710
3	Canva	Open House: Postcards/Flyers	\$ 85.50	10-100-6831
4	Canva	Refund	\$ (70.50)	10-100-6831
5	Apple.com	Monthly iCloud Storage	\$ 0.99	10-421-6310
6	Costco	Fire Station Supplies	\$ 178.53	10-421-6220
7	Exxon Menifee Car Wash	Car Wash Detailing: C-1	\$ 42.95	10-421-6410
8	Exxon Menifee Car Wash	Car Wash Detailing: B-1	\$ 46.95	10-421-6410
9	NorCALFPO Fire Prevention	2022 Inspection Guidebooks	\$ 106.65	10-421-6710
10	Firescope	Training Books- Fog Manual	\$ 103.45	10-421-6710
11	CFEDWEST	Registration for Conference- Chief, Gorter, Moore	\$ 810.00	10-421-6510
12	The Home Depot	Fire Station Training Supplies	\$ 603.61	10-421-6710
13	SP Fire By trade	Fire Station Hose Straps	\$ 94.44	10-421-6231
14	Renaissance Hotels Indian Well,CA	Conference Hotel -Moore	\$ 739.42	10-421-6510
15	Renaissance Hotels Indian Well,CA	Conference Hotel -Gorter	\$ 716.36	10-421-6510
16	Home Depot	Fire Station Training Supplies	\$ 22.53	10-421-6710
17	Home Depot	Fire Station Training Supplies	\$ 784.53	10-421-6710
18	Home Depot	Fire Station Training Supplies	\$ 48.94	10-421-6710
19	Home Depot	Fire Station Training Supplies	\$ 363.23	10-421-6710
20	Home Depot	Fire Station Training Supplies	\$ 58.06	10-421-6710
21	Home Depot	Fire Station Training Supplies	\$ 35.41	10-421-6710
			\$ 5,332.00	

Account Breakdown

City Council Events	10-100-6831	\$ 375.95
Fire Department Expense	10-421-6220	\$ 178.53
Fire Department Emergency Response Equip	10-421-6231	\$ 0.99
Fire Department Communications	10-421-6310	\$ 94.44
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 89.90
Fire Department Conference/Meeting/Travel	10-421-6510	\$ 2,265.78
Fire Department Training & Education	10-421-6710	\$ 2,326.41
		\$ 5,332.00

Check Figure \$ -

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California Bank & Trust Statement dated 4/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Supplyhouse.com	Bio Hazard Clean-Up Formula	\$ 95.48	10-421-6231
2	Lowe's	Training Supplies -Open House	\$ 752.11	10-100-6831
			<u>\$ 847.59</u>	

Account Breakdown

Council City Events	10-100-6831	\$ 752.11
Fire Station Emergency Response Equipment	10-421-6231	\$ 95.48
		<u>\$ 847.59</u>
		\$ -

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the Finance Committee*

California Bank & Trust Statement dated 4/28/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Canyon Lake Auto Repair	2022 Jeep Gladiator Service	\$ 105.03	10-520-6415
2	Roadpost USA	Satellite Phone Service Fee	\$ 66.95	10-425-6310
3	Amazon Prime	Membership Fee	\$ 16.15	10-310-6210
4	Staples	Office Supplies	\$ 657.95	10-310-6210
5	Amazon	Asurion 4 Year Laptop Protection Plan	\$ 229.99	10-421-6450
6	Amazon	Fire Station Laptop	\$ 1,820.96	10-421-6450
7	Amazon	Laptop Carrying Case	\$ 41.93	10-421-6450
8	Amazon	Laptop USB C to HDMI Adapter	\$ 19.38	10-421-6450
9	Staples	Office Supplies	\$ 233.28	10-310-6210
10	Amazon	Office Supplies	\$ 30.16	10-310-6210
11	Amazon	Asurion 4 Year Laptop Protection Plan	\$ (229.99)	10-421-6450
12	The UPS Store	Amazon Shipping Return	\$ 30.79	10-310-6210
13	CACEO	Membership Dues-Rubi	\$ 100.00	10-520-6520
14	SQ Maritime	Appraisal for Boat	\$ 682.00	10-520-6210
15	Wal-Mart	City Clean-Up Event Supplies	\$ 15.26	10-310-6210
16	Hit Print	Promotion for Clean-Up Event & Library Earth Day	\$ 120.68	10-100-6830
17	Amazon	Asurion 4 Year Laptop Protection Plan	\$ 279.99	10-421-6450
18	Verizon Wireless	Ipads & Sim Card Devices	\$ 212.80	A
19	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 366.31	A
20	Amazon	Fire Station Laptop	\$ 2,351.97	10-421-6450
			\$ 7,151.59	

Account Breakdown

City Council Promotion and Advertising	10-100-6830	\$ 120.68
City Manager Office Expense	10-310-6210	\$983.59
Building Dept Communications	10-360-6310	\$75.41
Fire Department Communications	10-421-6310	\$267.81
Fire Department AMR EMS Enhance	10-421-6450	\$ 4,514.23
Emergency Preparedness Communications	10-425-6310	\$ 66.95
Code Enforcement Supplies	10-520-6210	\$ 682.00
Code Enforcement Communications	10-520-6310	\$ 202.27
Code Enforcement Vehicle Maintenance	10-520-6415	\$ 105.03
Code Enforcement Membership Dues	10-520-6520	\$ 100.00
Building & Facilities Utilities	10-550-6320	\$33.62
		\$ 7,151.59

Check Figure \$ -

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California Bank & Trust Statement dated 4/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	A's Pizza	TNOW Regional Meeting, 3/27/2024	\$ 140.75	10-100-6510
2	Tommy's Express	Car Wash- April 2024	\$ 10.00	10-310-6415
3	Tommy's Express	Car Wash- April 2024	\$ 10.00	10-310-6415
4	Tommy's Express	Car Wash- April 2024	\$ 10.00	10-310-6415
5	Tommy's Express	Car Wash- April 2024	\$ 87.96	A
6	Tommy's Express	Car Wash- April 2024	\$ 10.00	10-310-6415
			\$ 43.98	10-520-6415
			\$ 21.99	10-360-6415
			\$ 21.99	10-310-6415
			<u>\$ 268.71</u>	

Account Breakdown

Council Meeting/Travel Expense	10-100-6510	\$ 140.75
City Manager Vehicle Maintenance	10-310-6415	\$ 61.99
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Code Enforcement Vehicle Maintenance	10-520-6415	\$ 43.98
		<u>\$ 268.71</u>

Check Figure \$ -

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California Bank & Trust Statement dated 4/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Olive Garden	Special Closed Session Meal, 4/1/2024	\$ 131.93	10-100-6225
2	Menifee Valley Chamber	45th Menifee Chamber Awards Gala, Welty	\$ 125.00	10-100-6510
3	Champion Trophy	Arron Signage	\$ 17.24	10-310-6210
4	Stater Brothers	Office Supplies-Water and Soda	\$ 63.71	10-310-6210
5	Canyon Lake Country Club	Closed Session Meal, 4/10/2024	\$ 222.04	10-100-6225
6	GM Business Interiors	Arron Signage	\$ 95.12	10-310-6210
7	Marriott Desert Springs Resort	2024 SCAG Conference Hotel - Smith	\$ 246.25	10-100-6510
8	Marriott Desert Springs Resort	2024 SCAG Conference Hotel - Welty	\$ 492.50	10-100-6510
9	Amazon	Office Supplies-City Clerk	\$ 38.15	10-320-6220
10	Hobby Lobby	Fiesta Days Decor for Float	\$ 30.36	10-100-6831
11	Amazon	Office Supplies-City Clerk Office	\$ 24.32	10-320-6220
12	Amazon	Office Supplies-City Clerk Office	\$ 68.94	10-320-6220
			\$ 1,555.56	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 353.97
Council Meeting/Travel Expense	10-100-6510	\$ 863.75
City Council City Events	10-100-6831	\$ 30.36
City Manager Office Expense	10-310-6210	\$ 176.07
City Clerk Departmental Expense	10-320-6220	\$ 131.41
		\$ 1,555.56

Check Figure \$ -

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US BANK Statement dated 5/6/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Downs Energy	Fuel for Fire 1 & 2	\$ 472.93	10-421-6425
2	Graphics and Printing	Business Cards-Arron	\$ 225.20	10-310-6210
3	Arlo Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
4	Downs Energy	Fuel for Fire 1 & 2	\$ 440.80	10-421-6425
5	Zoom.US	Zoom Subscription for Meetings	\$ 16.62	10-310-6210
6	Arlo Technologies	Admin Office Security Cameras	\$ 17.99	10-550-6610
7	Downs Energy	Fuel for Fire 1 & 2	\$ 652.58	10-421-6425
8	Adobe	Acrobat Pro Subscriptions	\$ 311.87	A
9	Adobe	Creative Cloud All Apps 100GB	\$ 29.99	10-310-6210
10	DropBox	Dropbox Plus for Media (5/4/2024 to 5/4/2025)	\$ 119.88	10-310-6210
11	Temecula.org	Temecula State of the City Registration-Jessica	\$ 80.00	10-310-6510
12	Murrieta Chamber	Murrieta State of the City Registration-Arron	\$ 60.00	10-310-6510
13	Perris Valley Chamber	Perris State of the City Registration-Arron	\$ 50.00	10-310-6510
14	Hotel Booking Fee	City Leaders Summit Sacramento Hotel Fee	\$ 15.99	10-310-6510
15	Hotel Booking	City Leaders Summit Sacramento Hotel Fee	\$ 636.82	10-310-6510
16	Southwest Airlines	City Leaders Summit Sacramento Flight Fee	\$ 731.96	10-310-6510
17	TicketLeap-LESJWA	LESJWA Refund for Weity Registration Ticket	\$ (53.50)	10-100-6510
18	TicketLeap-LESJWA	LESJWA Registration Fee-Dale & Arron	\$ 107.00	A
19	Temecula.org	Temecula State of the City Registration-Arron	\$ 80.00	10-310-6510
20	Murrieta Chamber	Murrieta State of the City Registration-Jessica & Maddie	\$ 120.00	10-310-6510
21	Courtyard Palm Desert	SCAG Conference Hotel	\$ 141.60	10-310-6510
22	League of Cal Cities	Riverside County Div Meeting May 2024-Arron	\$ 65.00	10-310-6510
23	Murrieta Chamber	Refund for Murrieta State of the City-Arron	\$ (60.00)	10-310-6510
24	Courtyard Palm Desert	Refund SCAG Conference Hotel	\$ (141.60)	10-310-6510
			\$ 4,134.12	

Account Breakdown

Conference/Meeting/Travel Expense	10-100-6510	\$0.00
City Manager Office Expense and Supplies	10-310-6210	\$391.69
City Manager Conference/Meeting/Travel Expense	10-310-6510	\$1,833.27
City Manager Dept. Expense	10-310-6220	\$47.98
City Clerk Departmental Expense	10-320-6220	\$47.98
Building Dept Expense	10-360-6220	\$47.98
Finance Office Expense and Supplies	10-330-6210	\$47.98
Fire Department Fuel & Lubricants	10-421-6425	\$ 1,566.31
Fire Department Expense	10-421-6220	\$71.97
Special Enforcement Misc. Expense	10-520-6220	\$47.98
Building & Facilities Professional/Specializec	10-550-6610	\$ 30.98
		\$ 4,134.12

Check figure \$

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**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, May 8, 2024**

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

CALL TO ORDER

Mayor Welty called the meeting to order at 5:01 p.m.

ROLL CALL

Present: Council Member Castillo, Council Member Dain, Council Member Smith,
Mayor Pro Tem Terry and Mayor Welty.

Absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Section 54957
Title: Interim City Manager
2. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code
Section 54957.6
Agency Designated Representatives: Michael Valentich; Interim City Manager
Employee Organization: Canyon Lake Firefighters Association
3. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code
Section 54957.6
Agency Designated Representative: Interim City Manager
Employee Organization: Unrepresented Employees
4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Pursuant
to Government Code Section 54956.9(d)(2)
Significant Exposure to Litigation, One Case

The City Council entered Closed Session at 5:01 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 Welty called the meeting to order at 6:32 p.m.

INVOCATION

Council Member Smith called for a moment of silence in honor of the men and women who gave the ultimate sacrifice.

The Invocation was led by Council Member Smith.

FLAG SALUTE

The Flag Salute was led by Council Member Dain.

ROLL CALL

Present: Council Member Castillo, Council Member Dain, Council Member Smith, Mayor Pro Tem Terry and Mayor Welty.

Absent: None.

CLOSED SESSION REPORT

City Attorney Graham reported that Item 1 was not taken up and would be discussed after the conclusion of open session. For Items 2 and 3, there was no reportable action. For the first case under Item 4 settlement authority given by direction of 5-0. For the second case under Item 4 settlement direction was given by a vote of 3-0 with 2 abstentions. The abstentions were Council Member Castillo and Council Member Smith.

CEREMONIAL MATTERS

Mayor Welty recognized Kelly Lopez as Citizen of the Month.

Council Member Dain recognized Alex Kirvirzis and Summer Scott as Students of the Year.

Council Member Dain and Council Member Castillo presented a Certificate of Recognition to Mckenzie Cassara as the 2024 Essay Scholarship Winner.

Mayor Pro Tem Terry presented Certificates of Recognition to Jesse Beecher and Pat Kemball for the 2024 SCGA Team Play Championship.

COMMUNITY REPORTS

Board Vice President Greg Doherty provided an update on behalf of the Canyon Lake Property Owner's Association.

President John Grande provided an update on behalf of the Chamber of Commerce.

PUBLIC SAFETY UPDATE

Code Enforcement Supervisor Manzano provided an update on code enforcement statistics.

Fire Chief LaTendresse provided an update on fire statistics.

PUBLIC COMMENT

Donna Ritchie spoke about Canyon Lake's 11th Annual National Day of Prayer and thanked everyone for their participation.

John Grande spoke of his gratitude to the City Council for their hard work.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Council Member Castillo stated the tryouts in April for Junior Lifeguards Canyon Lake youth are active and well-rounded. She stated it was inspirational to see individuals engage with the community and encourage one another.

Council Member Dain announced that Animal Friends of the Valley would be holding half-off microchipping in June. She spoke about the Student of the Month presentations and how people should shed light on the good things in the world.

Council Member Smith stated the National Day of Prayer was a huge success and acknowledged Donna Ritchie's hard work. He spoke about the importance of people working together to accomplish great things. He noted he attended the RCTC meeting and presented a Certificate of Recognition to outgoing director Anne Mayer. He also provided a real estate update.

Mayor Welty encouraged youth engagement and public safety during the summer. He noted he attended the SCAG meeting and took courses which emphasized the importance of community outreach. He also attended the Mosquito and Vector Control meeting and encouraged the community take preventive measures against mosquitos and get rid of standing water.

CONSENT CALENDAR

City Attorney Graham stated with regard to Item 5, Section 8 of Ordinance 247 should be removed as it was included in error.

Motion and second by Council Member Smith/Council Member Castillo to approve Consent Calendar Items 1-5, with the removal of Section 8 of Ordinance 247.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Smith, Mayor Pro Tem Terry, and Mayor Welty voting aye.

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

Action Taken: The City Council adopted Resolution No. 2024-15 Approving Claims and Demands of the City.

- (3) Approval of City Council Minutes

Action taken: The City Council approved the Minutes of the City Council Meeting of April 10, 2024.

- (4) Second Reading and Adoption of Ordinance No. 246 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Various Sections of Chapter 4.20 of the Canyon Lake Municipal Code Regarding Commercial Cannabis Businesses

Action Taken: The City Council conducted a second reading and adopted Ordinance No. 246 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Various Sections of Chapter 4.20 of the Canyon Lake Municipal Code Regarding Commercial Cannabis Businesses.

- (5) Second Reading and Adoption of Ordinance No. 247 - An Ordinance of the City Council of the City of Canyon Lake, California, to Repeal and Replace Title 3 (Revenue and Finance), Chapter 3.08 (Purchases) of the Canyon Lake Municipal Code

Action Taken: The City Council conducted second reading and adopted Ordinance No. 247 - An Ordinance of the City Council of the City of Canyon Lake, California, to Repeal and Replace Title 3 (Revenue and Finance), Chapter 3.08 (Purchases) of the Canyon Lake Municipal Code, with the deletion of Section 8.

PULLED CONSENT CALENDAR ITEMS

None.

PUBLIC HEARINGS

None.

BUSINESS ITEMS

None.

CITY MANAGER COMMENTS

Interim City Manager Brown stated his first month had been an insightful process and he was looking forward to learning how Canyon Lake does business.

Management Analyst Sanchez shared volunteer opportunities available in the City.

ANNOUNCEMENTS

Mayor Welty announced that the next regular City Council meeting will be held on Wednesday, June 12, 2024.

City Attorney Graham announced that the City Council would be returning to closed session with the oral report to be provided at the next regular City Council meeting.

ADJOURNMENT

At 7:38 p.m., Mayor Welty adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk

**MINUTES
SPECIAL MEETING OF THE
CANYON LAKE CITY COUNCIL
Thursday, May 16, 2024**

**Closed Session – 7:00 p.m.
City Hall Administration Building
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

CALL TO ORDER

Mayor Welty called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Council Member Castillo, Council Member Dain, Council Member Smith,
Mayor Pro Tem Terry and Mayor Welty.

Absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Michael Valentich; Interim City Manager
Employee Organization: Canyon Lake Firefighters Association
2. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code Section 54957.6
Agency Designated Representative: Interim City Manager
Employee Organization: Unrepresented Employees

The City Council entered Closed Session at 7:00 p.m.

ADJOURNMENT

At 7:59 p.m., Mayor Welty adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk

**MINUTES
SPECIAL MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, May 29, 2024**

**Closed Session – 5:30 p.m.
City Hall Administration Building
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

CALL TO ORDER

Mayor Welty called the meeting to order at 5:30 p.m.

ROLL CALL

Present: Council Member Castillo, Council Member Dain, Council Member Smith,
Mayor Pro Tem Terry and Mayor Welty.

Absent: None.

PUBLIC COMMENT

There were no public comments.

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Michael Valentich; Interim City Manager
Employee Organization: Canyon Lake Firefighters Association

Motion and second by Council Member Smith/Council Member Dain to add Fire Department Management to closed session.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Smith. Mayor Pro Tem Terry, and Mayor Welty.

The City Council entered closed session at 5:31 p.m.

**Open Session – 6:00 p.m.
City Hall Administration Building
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

OPEN SESSION CALLED TO ORDER

Mayor Welty called the meeting to order at 6:01 p.m.

FLAG SALUTE

The Flag Salute was led by Joe Washle.

ROLL CALL

Present: Council Member Castillo, Council Member Dain, Council Member Smith, Mayor Pro Tem Terry, and Mayor Welty

Absent: None.

PUBLIC COMMENT

There were no public comments.

BUSINESS ITEM

(1) Adopt a Resolution Approving the Memorandum of Understanding by and Between the City of Canyon Lake and the Canyon Lake Firefighters Association (CLFA)

City Manager Brown provided a presentation.

Motion and second by Council Member Smith/Mayor Pro Tem Terry to adopt Resolution No. 2024-16 approving the Memorandum of Understanding by and between the City of Canyon Lake and the Canyon Lake Firefighters Association (CLFA).

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Smith, Mayor Pro Tem Terry, and Mayor Welty.

(2) Presentation and Discussion of the Draft Fiscal Year 2024-25 Budget

Finance Director Terry Shea provided a presentation.

Joe Washle asked questions regarding the budget which were answered by Finance Director Shea.

Discussion ensued regarding budget expenditures and revenue. Council Member Smith requested a 3 to 5-year projected budget be brought back at the June City Council meeting.

Due to scheduling conflicts, Staff requested that the regular City Council meetings for July and September be rescheduled to July 31 and September 3. City Council directed Staff to bring forward a resolution at the June City Council meeting reflecting the changes.

ADJOURNMENT

At the request of Council Member Smith, at 7:07 p.m. Mayor Welty adjourned the meeting in honor of former City of Banning Council Member Art Welch.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Jeff LaTendresse, Fire Chief

DATE: June 12, 2024

SUBJECT: Approval of a Cooperative Agreement with the County of Riverside for Fire Department Dispatch and Communication Services

Recommendation

Authorize the City Manager to enter into a cooperative agreement with the County of Riverside for Dispatch and Communication Services.

Background

At the June 3, 2021, City Council meeting, the City Manager was authorized to enter into an agreement with the County of Riverside for Dispatch and Communication Services for the soon to be formed Canyon Lake Fire Department. This contract is set to expire on June 30, 2024.

Discussion

The Canyon Lake Fire Department has been utilizing the services of the Riverside County Fire Department for all 9-1-1 emergency and routine dispatching and communications services since January 1, 2022. These services include not only dispatching but also maintenance of all radio systems, dispatch and vehicle mobile data computers, and station alerting system. The Fire Department is pleased with the services provided and the costs associated with providing these services. It is the desire of the Fire Department to continue with Riverside County for the term of the proposed contract, which will expire on June 30, 2027. The County of Riverside currently provides dispatching service for the Calimesa Fire Department, the Idyllwild Fire Protection District, and three tribal fire departments in the County.

Fiscal Impact

The estimated cost for the Dispatch and Communication Services Agreement this upcoming fiscal year is proposed to be \$119,536. The price is based on the number of emergency incidents dispatched in the City each quarter, thus the exact cost could fluctuate. The proposed estimate is slightly less than the previous year due to the number of Dispatchers employed at the Perris Emergency Command Center (ECC). As stipulated in the contract, the annual amount will be reassessed each fiscal year. The City's 2024/2025 proposed budget has included sufficient funds to cover the proposed costs in addition to any increases.

Attachments

1. Cooperative Agreement

ATTACHMENT 1

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

THIS AGREEMENT, made and entered into this ____ day of _____, 2024, by and between the City of Canyon Lake, a duly created city (hereinafter referred to as "CITY"), and the COUNTY OF RIVERSIDE (hereinafter referred to as "COUNTY"), a political subdivision of the State of California, on behalf of the Riverside County Fire Department, whereby it is agreed as follows:

I. Purpose.

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

II. Representation.

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

III. Payment for Services.

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

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

IV. Initial Term and Renewal.

- A. The term of this Agreement shall be from July 1, 2024, to July 30, 2027. Either party to this Agreement may terminate this Agreement by providing a written notice of termination to the other party hereto no less than six (6) months prior to the effective date of the termination. If such notice is given unilaterally by COUNTY, except any notice issued because of actions of CAL FIRE or CITY, COUNTY agrees to continue to provide Fire Dispatch Services to CITY until such time as CITY has a reasonable opportunity to implement alternative Fire Dispatch Services.
- B. Six (6) months prior to the date of expiration of this Agreement, CITY shall give COUNTY written notice of whether CITY intends to extend this Agreement or enter into a new agreement with COUNTY for Fire Dispatch Services and, if so, whether CITY intends to change the level of Fire Dispatch Services provided under this Agreement.
- C. If CITY fails to provide the six (6) months' notice, as defined in paragraph B above, COUNTY shall have the option to extend this Agreement for a period of up to one (1) year from the original termination date and to continue providing services at the same level during the extended period of this Agreement.
- D. Six (6) months prior to the date of expiration of this Agreement, or any extension hereof, COUNTY shall give written notice to CITY whether it is willing to extend this Agreement on the same terms or whether it desires to enter into a new agreement with CITY on different terms. If the County is willing to extend the Agreement on the same terms, and CITY'S notice to COUNTY as provided in paragraph B above provides for the City's desire for the same, then the Parties will memorialize the extension through an amendment to extend the term of the Agreement and services provided and obligations incurred by COUNTY during an extended period shall be accepted by CITY as services and obligations under the terms of this Agreement. If the COUNTY gives written notice to CITY that COUNTY does not want to extend the current Agreement but is willing to enter into an new agreement on different terms, then CITY and COUNTY, may thereafter negotiate a new agreement, and if that new agreement is not reached and executed prior to the expiration of the current Agreement, then the parties can either decide to enter into a short-term extension of the current

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

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

V. Mutual Aid/Auto Aid.

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

VI. Services by COUNTY.

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

A. SCOPE OF DISPATCH SERVICES

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

B. START UP COSTS

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

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

C. GRANT OF LICENSE MDC

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

D. INSTALLATION

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

E. OWNERSHIP

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

F. MAINTENANCE AND/OR REPLACEMENT

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

VII. Indemnification and Hold Harmless.

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

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

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

VIII. Audit.

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

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

IX. Disputes.

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

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

X. Delivery of Notices.

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

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

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

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

XI. Public Records Act Requests

The parties understand and acknowledge that, as public agencies, COUNTY and CITY are required to comply with the Public Records Act ("PRA," Gov. Code, § 7920 et seq.), which provides for the right of access to public records and other information in the event of the receipt of a qualifying request under the PRA. The parties understand and acknowledge that such compliance may require disclosure of all relevant, non-exempt documents that fall within the scope of a qualifying request under the PRA, including documents received from and/or concerning the other party to this Agreement.

XII. Electronic Signature

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

XIII. Entire Contract.

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

[Signature Provisions on following page]

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

CITY OF CANYON LAKE

Dated: _____

By: _____
Arron Brown, City Manager

ATTEST:

APPROVED AS TO FORM:

By: _____
Sheryl Garcia, MMC, CPM
City Clerk

By: _____
Steven Graham, City Attorney

COUNTY OF RIVERSIDE, a political subdivision of the State of California

Dated: _____

By: _____
Chair, Board of Supervisors

ATTEST:
KIMBERLY A. RECTOR
Clerk of the Board

APPROVED AS TO FORM:
MINH C. TRAN,
County Counsel

By: _____
Deputy

By: _____
MELISSA R. CUSHMAN
Deputy County Counsel

EXHIBIT 1 “Technology Devices”

Technology Devices:

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

Apparatus

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

Station

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

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

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

EXHIBIT "DA-1"

COST FOR DISPATCH AND COMMUNICATION SERVICES

The cost for Dispatch and Communication Services include the following:

- Dispatching of all Fire Department vehicles assigned to the City according to the
 - ~ Riverside County Standard Response Plan. (Riverside County Policy Letter 2-01 Standard Response Plan).

- Maintain the fire station base radio, Mobile Data Computers, mobile radios, hand held
 - ~ radios and radio pagers, and station alerting equipment owned by the Riverside County Fire Department, as per the Dispatch & Communication Cooperative Agreement.

- Maintenance of all technology equipment and accessories due to negligence will be the
 - ~ responsibility of the negligent party. Costs associated with end of life cycle will be the City's responsibility.

- Reprogram radios to conform to Riverside County Fire Department's radio plan during
 - ~ Riverside County Fire Department's pre-identified County-wide radio reprogramming.

- ~ Updating all Mobile Data Computers with the current computer image.
- ~ Maintenance of T-1 and 2.4 Wireless connectivity.
- ~ County will provide the City a revised DA-1 annually.

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

FY24/25 EMERGENCY COMMAND CENTER (ECC) SUPPORT		(SCHEDULE E)	
SCHEDULE COST ESTIMATE		STATION / CALL	
		BASIS <small>(Appendix 7)</small>	
		STATIONS	CALLS
		25%	75%
EMERGENCY RESPONSE		94	203,549
State Command/Support Personnel <small>(Appendix 2)</small>	\$597,630	\$1,589	\$2
County Support Personnel <small>(Appendix 3)</small>	\$8,669,233	\$23,056	\$32
OPERATING COSTS <small>(Appendix 4)</small>		\$1,469	\$2
CAPITAL COSTS TO ALLOCATE <small>(Appendix 5)</small>	\$8,960	\$24	\$0.03
TOTAL COST		\$9,828,315	\$26,139 \$36.21

ANNUAL ECC COSTS

Station Basis 1 @	\$26,139	per station	\$26,139
Est Call Volume 911 @	\$36.21	per call	\$32,987
TOTAL ANNUAL ECC COSTS			\$59,126

EXHIBIT "DA-1" cont.

COST FOR DISPATCH AND COMMUNICATION SERVICES

COMMUNICATIONS & INFO TECHNOLOGY

The Communication and Info Technology staff is responsible for recommending, ordering and installing all radio and computer equipment. They are also responsible for contracting the installation and repair of all safety communication devices on suppression equipment. Allocation is based on 75% call volume, 25% station basis.

FY 24/25 COMMUNICATIONS / IT SUPPORT SCHEDULE COST ESTIMATE		(SCHEDULE G)	
		STATION / CALL	
		BASIS (Appendix 7)	
		STATIONS	CALLS
		25%	75%
PERSONNEL		94	203,549
State Command/Support Personnel (Appendix 2)	\$0	\$0	\$0
County Support Personnel (Appendix 3)	\$5,174,282	\$13,761	\$19
OPERATING COSTS (Appendix 4)		\$2,913,444	\$7,749
CAPITAL COSTS TO ALLOCATE (Appendix 5)		\$205,750	\$547
TOTAL COST		\$8,293,476	\$22,057
			\$30.56

ANNUAL COMM/IT COSTS

Station Basis	1 @	\$22,057 per station	\$22,057
Est Call Volume	911 @	\$30.56 per call	\$27,840
TOTAL ANNUAL COMM/IT COSTS			\$49,897

ESTIMATED DIRECT CONNECTIVITY CHARGES

MDC Data Charges	5 @	\$46.56 per month	\$2,793.60
Station T1	1 @	\$643.28 per month	\$7,719.36
TOTAL ANNUAL CONNECTIVITY COSTS			\$10,512.96

COST ESTIMATE

\$119,536

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



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Mike Borja, Administrative Services Director

DATE: June 12, 2024

SUBJECT: Adopt a Resolution Approving CPI and Pass-Through Adjustments to Solid Waste Rates Consistent with Government Code Section 53756

Recommendation

Adopt Resolution No. 2024-18 approving CPI and pass-through adjustments to solid waste rates consistent with Government Code Section 53756.

Background

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

On March 19, 2024, the City received correspondence from its contract solid waste hauler, CR&R Incorporated, requesting increases in the various rates charged for their services. A review of the change in the annual data from the Bureau of Labor Statistics (BLS) for calendar year 2023 revealed an increase in the Consumer Price Index (CPI) for All Urban Consumers by 4.65%. In addition, the County of Riverside's Waste Management Department has indicated that they will not be adjusting their disposal rate from FY24/25. Therefore, based upon the data supplied by both BLS and the County of Riverside, CR&R is requesting a new rate schedule which passes these adjustments through to the various rates.

The fee increases outlined above total \$1.35 per month for residential standard service; from \$37.25 to \$38.60 per month. Similarly, for commercial, industrial, and multi-family residential refuse service, the typical three cubic yard bin with pick-ups once per week will increase from \$193.48 to \$201.31 per month, an increase of \$7.83 per month.

Fiscal Impact

Increased revenue to the General Fund from the solid waste franchise fee as well as the utility user tax.

Attachments

1. Resolution No. 2024-18

ATTACHMENT 1

RESOLUTION NO. 2024-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING CPI AND PASS-THROUGH ADJUSTMENTS TO SOLID WASTE RATES CONSISTENT WITH GOVERNMENT CODE SECTION 53756

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

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

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

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

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

WHEREAS, the proposed solid waste fees are set out in Exhibit “A”, attached, and incorporated hereto.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The adoption of this Resolution is exempt from the Requirements of the California Environmental Quality Act (“CEQA”) pursuant to Public Resources Code Section 21080(b) and Section 15273 of the State CEQA Guidelines because the Resolution pertains to the approval of rates necessary to maintain services within the City’s existing service area.

Section 3. Pursuant to Government Code section 53756, the City Council authorizes the automatic adjustments to the rates as described in Exhibit “A” beginning July 1, 2024, that pass through the increases tipping fees charged by Riverside County and adjusts for inflation.

Section 4. Such residential solid waste fees shall be collected on the property tax rolls. The City Clerk is directed to file a certified copy of this resolution and of the report with the County Auditor. The County Auditor is designated and empowered to collect the assessment as set out here as necessary. For the purpose of tax roll collection, the fees set forth in the report shall be deemed to constitute special assessments against the respective parcels on which they are levied without regard to property valuation. The Assessment shall be collected at the same time and subject to the same procedures provided for such taxes. All laws applicable to the levy, collection and enforcement of ad valorem property taxes shall be applicable to such assessments, except that if any real property to which such fees or charges relate has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been created and attached thereon, prior to the date on which the first installment of such taxes would become delinquent, then the lien which would otherwise be imposed shall not attach to such real property and the fees or charges and interest shall be transferred to the unsecured roll for collection.

Section 5. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED the 12th day of June 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT "A"

Rate Adjustments

[to be attached]



March 19, 2024

Mr. Michael Borja
Acting City Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake CA 92587

Re: Annual Consumer Price Index Rate Adjustment

Dear Mike,

Pursuant to our current agreement to provide Solid Waste and Recycling Services to the City of Canyon Lake, CR&R Incorporated respectfully submits the attached information which outlines our Annual Rate Adjustment request for fiscal year 2024-2025. As provided for in the contract between the City of Canyon Lake and CR&R Incorporated, the rates illustrated in Exhibit "A" shall be adjusted annually to reflect the change in the Consumer Price Index (CPI).

In reviewing the change in the Annual data from the Bureau of Labor Statistics (BLS) for calendar year 2023, the CPI for All Urban Consumers (Series ID CUURS49CSA0) has increased by 4.65%. In addition, the County of Riverside's Waste Management Department has indicated that they will not be adjusting their disposal rate for fiscal year 2024-2025. Therefore, based upon the data supplied by both the BLS and the County of Riverside, we have prepared the attached rate schedules which pass these adjustments through to the various rates. We have also prepared a new Exhibit "A" to reflect the incremental increases that will become effective July 1, 2024.

As we have stated in prior years, we greatly appreciate our long-standing relationship with the City of Canyon Lake, as well as the opportunity that we have had to be of service to your residents and businesses. It truly has been and continues to be an honor and a privilege to be of service to the City.

Please do not hesitate to call us if you should have any questions or comments. We look forward to any further assistance that we may be able to provide.

Respectfully,

J. Alex Braicovich
Senior Regional Vice President

Cc: Chrystal Denning, CR&R
Bill Higginbotham, CR&R

CANYON LAKE
2024 ANNUAL PRICE ADJUSTMENT

CPI - Annual Average

CUURS49CSAO - All Items, Riverside-SB-Ont

Landfill	123,784	129,545	4.65%	100%	4.65%
MRF	\$ 38.11	\$ 38.11	0.00%	100%	0.00%
AD Digester	\$ 64.26	\$ 64.26	0.00%	100%	0.00%
	\$ 95.02	\$ 95.02	0.00%	100%	0.00%

* Provided by County Waste Management Dept

No landfill increase 7/1/24

	Previous Rate		New	Change	Change In Rate		Proposed Rate		% Change					
	Service Component	Landfill Component			Service Component	Landfill Component	Service Component	Landfill Component						
	% of Rate	20% Fee	% of Rate	Landfill	Change	Extra-ordinary	Disposal	Change	% of Rate	20% Fee	% of Rate	Landfill	% of Rate	Total
Standard service	87%	\$ 23.15	\$ 5.79	13%	\$ 4.32	\$ -	\$ -	\$ 1.08	\$ 1.08	\$ 24.23	87%	\$ 4.32	\$ 4.32	\$ 34.61
Additional Cart	87%	\$ 9.98	\$ 2.50	13%	\$ 1.86	\$ -	\$ -	\$ 0.46	\$ 0.46	\$ 10.45	88%	\$ 1.86	\$ 1.86	\$ 14.92
Additional Bulky pick up	87%	\$ 10.57	\$ 2.64	13%	\$ 1.97	\$ -	\$ -	\$ 0.49	\$ 0.49	\$ 11.06	88%	\$ 1.97	\$ 1.97	\$ 15.79
Temporary 3 cubic yard bin	87%	\$ 102.51	\$ 25.63	13%	\$ 19.15	\$ -	\$ -	\$ 4.77	\$ 4.77	\$ 107.28	88%	\$ 19.15	\$ 19.15	\$ 153.25
Re-deliver and re-statement	100%	\$ 54.68	\$ 13.67	0%	\$ -	\$ -	\$ -	\$ 2.54	\$ 2.54	\$ 57.22	100%	\$ -	\$ -	\$ 71.53
40 cubic yard roll-off	100%	\$ 286.98	\$ 71.74	0%	\$ -	\$ -	\$ -	\$ 13.36	\$ 13.36	\$ 300.33	100%	\$ -	\$ -	\$ 375.42
10 cubic yard roll-off	100%	\$ 286.98	\$ 71.74	0%	\$ -	\$ -	\$ -	\$ 13.36	\$ 13.36	\$ 300.33	100%	\$ -	\$ -	\$ 375.42
Roll-off compactor service	100%	\$ 2.39	\$ 0.60	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.39	100%	\$ 0.60	\$ 0.60	\$ 2.99
Residential Organic AD Rate	100%	\$ 8.42	\$ 2.11	0%	\$ -	\$ -	\$ -	\$ 0.39	\$ 0.39	\$ 8.82	100%	\$ -	\$ -	\$ 11.02
Additional Food Scrap Pail	100%	\$ 0.80	\$ 0.20	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.80	100%	\$ 0.20	\$ 0.20	\$ 1.00
Residential Recycling Fee	100%	\$ 31.25	\$ 7.81	0%	\$ -	\$ -	\$ -	\$ 1.45	\$ 1.45	\$ 32.70	100%	\$ 7.81	\$ 7.81	\$ 40.88
Commercial New Account Set up	100%	\$ 62.53	\$ 15.63	0%	\$ -	\$ -	\$ -	\$ 2.91	\$ 2.91	\$ 65.44	100%	\$ -	\$ -	\$ 81.80
Commercial Bin Delivery	100%	\$ 48.15	\$ 12.04	0%	\$ -	\$ -	\$ -	\$ 2.26	\$ 2.26	\$ 50.39	100%	\$ -	\$ -	\$ 62.99
Commercial Convert To Locking Bin	100%	\$ 57.06	\$ 14.27	0%	\$ -	\$ -	\$ -	\$ 2.64	\$ 2.64	\$ 59.72	100%	\$ -	\$ -	\$ 74.65
Roll-off New Account Set up	100%	\$ 62.53	\$ 15.63	0%	\$ -	\$ -	\$ -	\$ 2.91	\$ 2.91	\$ 65.44	100%	\$ -	\$ -	\$ 81.80
Commercial Overflow	100%	\$ 65.58	\$ 16.40	0%	\$ -	\$ -	\$ -	\$ 3.05	\$ 3.05	\$ 68.64	100%	\$ -	\$ -	\$ 85.80
Roll-off Delivery	100%	\$ 95.41	\$ 23.85	0%	\$ -	\$ -	\$ -	\$ 4.44	\$ 4.44	\$ 99.85	100%	\$ -	\$ -	\$ 124.81
Roll-off False Run	100%	\$ 95.41	\$ 23.85	0%	\$ -	\$ -	\$ -	\$ 4.44	\$ 4.44	\$ 99.85	100%	\$ -	\$ -	\$ 124.81
Roll-off Relocation	100%	\$ 106.14	\$ 26.53	0%	\$ -	\$ -	\$ -	\$ 4.94	\$ 4.94	\$ 111.08	100%	\$ -	\$ -	\$ 138.84
Organic (Food/Green) - Bin Additional Pick up	100%	\$ 220.26	\$ 55.06	0%	\$ -	\$ -	\$ -	\$ 10.25	\$ 10.25	\$ 230.51	100%	\$ -	\$ -	\$ 288.13
Commercial Organic Cart Replacement Fee	100%	\$ 47.81	\$ 11.95	0%	\$ -	\$ -	\$ -	\$ 2.23	\$ 2.23	\$ 50.03	100%	\$ -	\$ -	\$ 62.54
Commercial Organics Contamination Fee	100%	\$ 47.81	\$ 11.95	0%	\$ -	\$ -	\$ -	\$ 2.23	\$ 2.23	\$ 50.03	100%	\$ -	\$ -	\$ 62.54
Commercial Bulky Item	100%	\$ 18.61	\$ 4.65	0%	\$ -	\$ -	\$ -	\$ 0.87	\$ 0.87	\$ 19.47	100%	\$ -	\$ -	\$ 24.34
Slinger Truck Fee	100%	\$ 29.08	\$ 7.27	0%	\$ -	\$ -	\$ -	\$ 1.35	\$ 1.35	\$ 30.43	100%	\$ -	\$ -	\$ 38.04
Complete Refuse 3 yd Bin Rates														
1 x week	87%	\$ 134.66	\$ 33.67	13%	\$ 25.15	\$ -	\$ -	\$ 6.27	\$ 6.27	\$ 140.93	88%	\$ 35.23	\$ 35.23	\$ 201.31
2 x week	87%	\$ 268.33	\$ 67.03	13%	\$ 50.08	\$ -	\$ -	\$ 12.48	\$ 12.48	\$ 280.61	88%	\$ 70.15	\$ 70.15	\$ 400.84
3 x week	87%	\$ 401.60	\$ 100.40	13%	\$ 75.01	\$ -	\$ -	\$ 18.68	\$ 18.68	\$ 420.29	88%	\$ 105.07	\$ 105.07	\$ 600.37
4 x week	87%	\$ 535.03	\$ 133.76	13%	\$ 99.93	\$ -	\$ -	\$ 24.90	\$ 24.90	\$ 559.93	88%	\$ 139.86	\$ 139.86	\$ 799.85
5 x week	87%	\$ 668.52	\$ 167.13	13%	\$ 124.87	\$ -	\$ -	\$ 31.11	\$ 31.11	\$ 699.64	88%	\$ 174.91	\$ 174.91	\$ 999.41
6 x week	87%	\$ 801.97	\$ 200.49	13%	\$ 149.79	\$ -	\$ -	\$ 37.32	\$ 37.32	\$ 839.29	88%	\$ 209.82	\$ 209.82	\$ 1,199.91
Complete Recycle 3 yd Bin Rates														
1 x week	100%	\$ 66.94	\$ 16.74	0%	\$ -	\$ -	\$ -	\$ 3.12	\$ 3.12	\$ 70.06	100%	\$ 17.51	\$ 17.51	\$ 87.57
2 x week	100%	\$ 133.90	\$ 33.48	0%	\$ -	\$ -	\$ -	\$ 6.23	\$ 6.23	\$ 140.14	100%	\$ 35.03	\$ 35.03	\$ 175.17
3 x week	100%	\$ 200.85	\$ 50.21	0%	\$ -	\$ -	\$ -	\$ 9.35	\$ 9.35	\$ 210.20	100%	\$ 52.55	\$ 52.55	\$ 262.74
4 x week	100%	\$ 267.82	\$ 66.96	0%	\$ -	\$ -	\$ -	\$ 12.46	\$ 12.46	\$ 280.29	100%	\$ 70.07	\$ 70.07	\$ 350.36
5 x week	100%	\$ 334.75	\$ 83.69	0%	\$ -	\$ -	\$ -	\$ 15.58	\$ 15.58	\$ 350.33	100%	\$ 87.58	\$ 87.58	\$ 437.91
6 x week	100%	\$ 401.70	\$ 100.43	0%	\$ -	\$ -	\$ -	\$ 18.70	\$ 18.70	\$ 420.40	100%	\$ 105.10	\$ 105.10	\$ 525.50
Recycle 95-gallon cart														
1x week	100%	\$ 42.16	\$ 10.54	0%	\$ -	\$ -	\$ -	\$ 1.96	\$ 1.96	\$ 44.12	100%	\$ 11.03	\$ 11.03	\$ 55.15
Each additional cart	100%	\$ 34.90	\$ 8.72	0%	\$ -	\$ -	\$ -	\$ 1.62	\$ 1.62	\$ 36.52	100%	\$ 9.13	\$ 9.13	\$ 45.65
Recycle Container Contamination Fee														
per occurrence	100%	\$ 59.62	\$ 14.91	0%	\$ -	\$ -	\$ -	\$ 2.77	\$ 2.77	\$ 62.40	100%	\$ 15.60	\$ 15.60	\$ 78.00
Organic (AD) Rates														
2-Yard Commercial Food Waste Bin														
1 x week	57%	\$ 151.62	\$ 37.91	43%	\$ 142.92	\$ -	\$ -	\$ 7.06	\$ 7.06	\$ 158.68	58%	\$ 39.67	\$ 39.67	\$ 341.27
2 x week	56%	\$ 296.23	\$ 74.06	44%	\$ 285.65	\$ -	\$ -	\$ 13.79	\$ 13.79	\$ 310.02	58%	\$ 77.50	\$ 77.50	\$ 673.17
3 x week	56%	\$ 443.31	\$ 110.83	44%	\$ 428.46	\$ -	\$ -	\$ 20.63	\$ 20.63	\$ 463.94	58%	\$ 115.99	\$ 115.99	\$ 1,008.39
4 x week	56%	\$ 590.37	\$ 147.59	44%	\$ 571.24	\$ -	\$ -	\$ 27.48	\$ 27.48	\$ 617.85	57%	\$ 154.46	\$ 154.46	\$ 1,343.56
5 x week	56%	\$ 737.46	\$ 184.36	44%	\$ 714.05	\$ -	\$ -	\$ 34.32	\$ 34.32	\$ 771.78	57%	\$ 192.94	\$ 192.94	\$ 1,678.77
6 x week	56%	\$ 884.55	\$ 221.14	44%	\$ 856.85	\$ -	\$ -	\$ 41.17	\$ 41.17	\$ 925.72	57%	\$ 231.43	\$ 231.43	\$ 2,014.00
2-Yard Commercial Green Waste Only Bin														
1 x week	73%	\$ 154.32	\$ 38.58	27%	\$ 72.74	\$ -	\$ -	\$ 7.18	\$ 7.18	\$ 161.51	74%	\$ 40.38	\$ 40.38	\$ 274.62
2 x week	72%	\$ 301.55	\$ 75.39	28%	\$ 145.40	\$ -	\$ -	\$ 14.03	\$ 14.03	\$ 315.59	73%	\$ 78.90	\$ 78.90	\$ 539.88
3 x week	72%	\$ 451.27	\$ 112.82	28%	\$ 218.07	\$ -	\$ -	\$ 21.00	\$ 21.00	\$ 472.28	73%	\$ 118.07	\$ 118.07	\$ 808.41
4 x week	72%	\$ 601.00	\$ 150.25	28%	\$ 290.76	\$ -	\$ -	\$ 27.97	\$ 27.97	\$ 629.97	73%	\$ 157.24	\$ 157.24	\$ 1,076.97
5 x week	72%	\$ 750.73	\$ 187.68	28%	\$ 363.45	\$ -	\$ -	\$ 34.94	\$ 34.94	\$ 785.67	73%	\$ 196.42	\$ 196.42	\$ 1,345.53
6 x week	72%	\$ 900.47	\$ 225.12	28%	\$ 436.14	\$ -	\$ -	\$ 41.91	\$ 41.91	\$ 942.37	73%	\$ 235.59	\$ 235.59	\$ 1,614.11
64-gal Food Waste Cart														
1 x week	56%	\$ 34.28	\$ 8.57	44%	\$ 34.06	\$ -	\$ -	\$ 1.60	\$ 1.60	\$ 35.87	57%	\$ 8.97	\$ 8.97	\$ 78.90
2 x week	56%	\$ 69.96	\$ 17.49	44%	\$ 68.16	\$ -	\$ -	\$ 3.28	\$ 3.28	\$ 72.22	57%	\$ 18.30	\$ 18.30	\$ 159.68
3 x week	56%	\$ 104.97	\$ 26.24	44%	\$ 102.24	\$ -	\$ -	\$ 4.99	\$ 4.99	\$ 109.85	57%	\$ 27.46	\$ 27.46	\$ 239.56
4 x week	56%	\$ 139.94	\$ 34.99	44%	\$ 136.33	\$ -	\$ -	\$ 6.51	\$ 6.51	\$ 146.46	57%	\$ 36.61	\$ 36.61	\$ 319.40
5 x week	56%	\$ 174.92	\$ 43.73	44%	\$ 170.41	\$ -	\$ -	\$ 8.14	\$ 8.14	\$ 183.06	57%	\$ 45.77	\$ 45.77	\$ 399.24
6 x week	56%	\$ 209.92	\$ 52.48	44%	\$ 204.49	\$ -	\$ -	\$ 9.77	\$ 9.77	\$ 219.69	57%	\$ 54.92	\$ 54.92	\$ 479.10

CITY OF CANYON LAKE

Schedule of Rates
(effective July 1, 2024)

2 Fully automated single family residential collection, fully mechanized recycling, composting, transfer and disposal:			
Monthly Rate:	(includes Extraordinary Recycling Fee)	\$	35.61
3 Fully automated single family residential additional refuse, recycling or composting container:			
Monthly Rate Per Container:		\$	14.92
4 Single family residential additional bulky item pick up:			
Per Pick Up (two items per pick up):		\$	15.79
Residential Organic AD Service		\$	2.99
Additional Food Scrap Pail		\$	11.02
5 Commercial, industrial, and multi-family residential refuse monthly bin rates (one 3 cubic yard bin) with the following pick ups per week:			
	1 x week	\$	201.31
	2 x week	\$	400.84
	3 x week	\$	600.37
	4 x week	\$	799.85
	5 x week	\$	999.41
	6 x week	\$	1,198.91
6 Commercial, industrial, and multi-family residential recycle monthly bin rates (one 3 cubic yard bin) with the following pick ups per week:			
	1 x week	\$	87.57
	2 x week	\$	175.17
	3 x week	\$	262.74
	4 x week	\$	350.36
	5 x week	\$	437.91
	6 x week	\$	525.50
Commercial, industrial, and multi-family residential recycle monthly cart rate (one 96 gallon cart) with the following pick ups per week:			
	1 x week	\$	55.15
Each Additional Commercial Recycling Cart		\$	45.65
Each Additional Commercial Organic Bin Per Pick Up*		\$	288.13
Commercial Organic Cart Replacement Fee*		\$	62.54
Commercial Convert To Locking Bin- One Time Fee Per Bin*		\$	74.65
Organic Container Contamination Fee Per Occurrence*		\$	62.54
Recycle Container Contamination Fee		\$	78.00
7 Temporary 3 cubic yard bin rate:		\$	153.25 per bin

CITY OF CANYON LAKE

Schedule of Rates
(effective July 1, 2024)

8 Redeliver and reinstatement rate:	\$	71.53	per occurrence
9 40 cubic yard roll-off bin rate:	\$	375.42	+ MRF/landfill fees
10 10 cubic yard roll-off/lowboy bin rate:	\$	375.42	+ MRF/landfill fees
Compactor roll-off bin rate*:	\$	538.67	
Commercial Bin Delivery (Permanent /Temp)*	\$	62.99	
Rolloff New Account Set up	\$	81.80	
Commercial Overflow	\$	85.80	
Commercial Bulky Item Per Item*	\$	24.34	
Rolloff Delivery	\$	124.81	
Rolloff False Run	\$	124.81	
Rolloff Relocation	\$	138.84	
Stinger Truck Fee Per Bin, Per Frequency*	\$	38.04	
Organic AD Rates			
Anaerobic Digester Rate Per Ton	\$	95.02	

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

1 x week	\$	341.27
2 x week	\$	673.17
3 x week	\$	1,008.39
4 x week	\$	1,343.56
5 x week	\$	1,678.77
6 x week	\$	2,014.00

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

1 x week	\$	274.62
2 x week	\$	539.88
3 x week	\$	808.41
4 x week	\$	1,076.97
5 x week	\$	1,345.53
6 x week	\$	1,614.11

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

1 x week	\$	78.90
2 x week	\$	159.68
3 x week	\$	239.56
4 x week	\$	319.40
5 x week	\$	399.24
6 x week	\$	479.10



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Change Output Options:

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include graphs



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Data extracted on: March 4, 2024 (4:29:44 PM)

Consumer Price Index for All Urban Consumers (CPI-U)

Series Id: CUURS49CSA0

Not Seasonally Adjusted

Series Title: All items in Riverside-San Bernardino-Ontario, CA, all urban consumers, not seasonally adjusted

Area: Riverside-San Bernardino-Ontario, CA

Item: All items

Base Period: DECEMBER 2017=100

Download:



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2017												100.000			
2018	100.916		101.897		102.929		103.139		103.241		103.616		102.732	102.023	103.441
2019	103.991		104.749		105.959		105.816		106.412		106.573		105.697	104.998	106.397
2020	107.143		107.162		106.899		107.640		108.201		108.626		107.672	107.068	108.275
2021	109.550		110.981		113.222		114.682		115.557		117.206		113.875	111.588	116.162
2022	118.963		122.127		123.893		125.262		125.272		125.983		123.784	122.018	125.551
2023	127.683		127.707		128.768		129.525		131.372		131.372		129.545	128.130	130.961
2024	131.358														

12-Month Percent Change

Series Id: CUURS49CSA0

Not Seasonally Adjusted

Series Title: All items in Riverside-San Bernardino-Ontario, CA, all urban consumers, not seasonally adjusted

Area: Riverside-San Bernardino-Ontario, CA

Item: All items

Base Period: DECEMBER 2017=100

Download:



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2019	3.0		2.8		2.9		2.6		3.1		2.9		2.9	2.9	2.9
2020	3.0		2.3		0.9		1.7		1.7		1.9		1.9	2.0	1.8
2021	2.2		3.6		5.9		6.5		6.8		7.9		5.8	4.2	7.3
2022	8.6		10.0		9.4		9.2		8.4		7.5		8.7	9.3	8.1
2023	7.3		4.6		3.9		3.4		4.9		4.3		4.7	5.0	4.3
2024	2.9														

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STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Mike Borja, Administrative Services Director

DATE: June 12, 2024

SUBJECT: Approval of Amendment No. 1 to the Professional Services Agreement Between the City of Canyon Lake and CTAI Pacific Greenscape for Landscape and Irrigation Maintenance Services

Recommendation

Approve Amendment No. 1 to the Professional Services Agreement with CTAI Pacific Greenscape to extend the term to June 30, 2025, for Landscape and Irrigation Maintenance Services.

Background

At the meeting of June 1, 2022, the City Council approved a Professional Services Agreement (“Agreement”) with CTAI Pacific Greenscape for Landscape and Irrigation Maintenance Services for Railroad Canyon Road and the Canyon Lake Fire Department. The term for the Professional Services Agreement with CTAI Pacific Greenscape was for two (2) years, ending on June 30, 2024, with the option of renewing the agreement for additional years, upon City Council approval. Since entering into previous agreements with CTAI Pacific Greenscape, and after going through a formal bid process in 2020-21, the City had since agreed to sign into a new Professional Service Agreement in 2022.

Discussion

The current term for the Professional Services Agreement with CTAI Pacific Greenscape is expiring on June 30, 2024, with the option of renewing the Agreement for additional years. CTAI Pacific Greenscape has requested the City’s consideration to exercise its option to extend the Agreement another year. Should the City exercise an additional one-year term extension, the monthly rate would be negotiated.

The City's current not-to-exceed annual costs for Landscape and Irrigation Maintenance Services with CTAI Pacific Greenscape is \$60,300.00, which includes the services for Railroad Canyon Road and the Canyon Lake Fire Department. With Consumer Price Index ("CPI") having increased significantly over the past 2 years, CTAI Pacific Greenscape has requested a cost-of-living increase of 5%, which would increase the annual cost approximately by \$3,024, for a new not-to-exceed annual cost of \$63,324.00. The City continues to receive quality Landscape and Irrigation Maintenance Services from CTAI Pacific Greenscape, and maintains a positive relationship with City staff. CTAI Pacific Greenscape is very responsive to meeting the service level needs of the City, especially when the need arises for one-time or special services are needed or requested.

Fiscal Impact

The annual not-to-exceed cost of the Agreement has been budgeted as part of the Fiscal Year 2024-25 budget. As with the original agreement, the proposed Amendment is structured so that the City is obligated to only pay a monthly flat fee that's based on services provided by CTAI Pacific Greenscape.

Attachments

1. Amendment No. 1 Professional Services Agreement

ATTACHMENT 1

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CANYON LAKE AND CTAI PACIFIC GREENSCAPE FOR
LANDSCAPE & IRRIGATION MAINTENANCE SERVICES**

This First Amendment to the Professional Services Agreement for Landscape & Irrigation Maintenance Services is made and entered into as of this 12th day of June 2024, by and between the City of Canyon Lake (“City”), a California municipal corporation and CTAI Pacific Greenscape, a California limited liability company (“Consultant”). For the purposes of this Agreement, City and Consultant are sometimes hereinafter referred to as “Party” and hereinafter collectively referred to as the “Parties.”

RECITALS

- A. City and Consultant entered into an agreement dated June 1, 2022 (“Agreement”) for the purpose of retaining services of Consultant to provide Landscape & Irrigation Maintenance Services.
- B. Pursuant to Section 1 & 2 of the Agreement, the Parties desire to amend the Agreement is to extend term and increase the not-to-exceed compensation amount.
- C. This First Amendment amends Section 1.1 “Term of Services” to provide the Term of the Agreement is extended for one (1) year, ending on June 30, 2025, and amends Section 2 “Compensation” to provide that the Compensation shall not exceed \$63,324.00.

The Parties have previously entered into an amended Professional Service Agreement dated June 1, 2022.

NOW, THEREFORE, in consideration of the promises made and recited herein, the Parties do hereby enter this First Amendment which modifies and amends the Agreement as follows:

- 1. **AMENDMENT.** The Agreement is hereby modified and amended as follows:
 - 1.1 **Term of Agreement.** Section 1.1 of the Agreement is hereby amended as follows: Subject to the provisions of Section 8 “Termination and Modification”, the Term of this agreement is for one (1) year, ending June 30, 2025.
 - 1.2 **Compensation.** Section 2 of the Agreement is hereby amended as follows:

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in Exhibit “B” “Compensation” and made a part of this Agreement by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed Sixty Three Thousand Three Hundred Twenty Four Dollars (\$63,324.00), unless additional compensation is approved in writing in accordance with Section 8.3 “Amendment” of the Agreement.

2. **REMAINDER UNCHANGED.** Except as specifically modified and amended in this First Amendment, the Agreement remains in full force and effect and binding upon the Parties.
3. **INTEGRATION.** This First Amendment consists of pages 1 through 8, inclusive, which constitute the entire understanding and agreement of the Parties and supersedes all negotiations or previous agreements, including written or verbal communications between the Parties with respect to all or any part of the transaction discussed in this First Amendment.
4. **SEVERABILITY.** If any portion of this First Amendment is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
5. **EFFECTIVE DATE.** This First Amendment shall not become effective until the date it has been executed by the appropriate authorities of the City and Consultant.
6. **APPLICABLE LAW.** The laws of the State of California shall govern the interpretation and enforcement of this First Amendment.
7. **REFERENCES.** All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this First Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this First Amendment.

[SIGNATURE PAGE FOLLOWS]

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CANYON LAKE AND CTAI PACIFIC GREENSCAPE FOR
LANDSCAPE & IRRIGATION MAINTENANCE SERVICES**

IN WITNESS WHEREOF, the Parties hereto have executed this First Amendment to the Agreement on the date and year first written above.

CITY OF CANYON LAKE

CONSULTANT
CTAI PACIFIC GREENSCAPE

By: _____
Arron Brown, Interim City Manager

By: Charles T. Andrews
Charles Andrews, Owner

Its: President 10/4/2024

ATTEST:

By: _____
Sheryl L. Garcia, MMC, CPM
City Clerk

APPROVED AS TO FORM:

By: _____
Steven Graham, City Attorney

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CANYON LAKE AND CTAI PACIFIC GREENSCAPE FOR
LANDSCAPE & IRRIGATION MAINTENANCE SERVICES**

IN WITNESS WHEREOF, the Parties hereto have executed this First Amendment to the Agreement on the date and year first written above.

CITY OF CANYON LAKE

CONSULTANT
CTAI PACIFIC GREENSCAPE

By: _____
Arron Brown, Interim City Manager

By: _____
Charles Andrews, Owner

Its: _____

ATTEST:

By: _____
Sheryl L. Garcia, MMC, CPM
City Clerk

APPROVED AS TO FORM:

By: _____
Steven Graham, City Attorney

**EXHIBIT “A”
SCOPE OF SERVICES**

See Attachment

CTAI PACIFIC GREENSCAPE
LANDSCAPE SERVICE

23520 Kettle Road
Murrieta CA 92562

Office (951) 696-2277

Fax (951) 461-0760

email ctai@me.com



PROPOSAL

DATE: 05/15/2024

TO: City of Canyon Lake

REFERENCE: City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587

WORK DESCRIPTION:

Weekly -Full Landscape Maintenance Service

SCOPE OF WORK: EXHIBIT A - EXTERIOR LANDSCAPE MAINTENANCE SPECIFICATIONS

PLEASE SEE ATTACHED "SCOPE OF WORK"

TOTAL MONTHLY/ANNUAL LANDSCAPE MAINTENANCE COST FY 2022:

Landscape Maintenance Service- Monthly Cost: \$5,014.00
Fire Station #1 Monthly Service Cost : \$263.00

City Of Canyon Lake Cost: **Annually \$60,168.00**

Fire Station Cost: **Annually \$3,156.00**



EXHIBIT A

SCOPE OF WORK - Our Company will furnish all labor, tools, equipment, materials, and supervision for landscape maintenance at this site.

INTENT:

It is our every intent to be awarded this contract for the Landscape Maintenance Services for your property. All maintenance will be performed with the best landscape maintenance practices and will be kept in the highest aesthetic level of the facility being maintained. This effort is to complete professional care of landscape maintenance. Weekly landscape maintenance-service will be provided. Maintenance-service includes, but is not limited too; litter control, tree trimming weed control, fertilization, v-ditches, edging and cultivating as necessary. All plant materials, and trees are to be kept in healthy, growing condition, as well as all planted areas neat, attractive, and free of trash and debris. We are fully aware that the required maintenance specifications for this contract. We will maintain adequate staffing for the term of the landscaping service contract to complete all terms and conditions, weekly, semi-monthly and monthly tasks requirements, periodic requirements, and special event requirements, etc.

SHRUBS AND PLANTS:

All shrubs shall be pruned as required. Some plants are to be maintained with a “Natural Appearance” according to city standards. There will be minimal pruning/ trimming on these specified shrubs. Planters shall be kept free of weeds and debris, and raked as required. Fertilizer shall be applied as necessary to maintain a healthy growth.

TREES:

Pruning of all limbs up to 12 feet in height to prevent safety hazards, and remove all dead growth and broken limbs. All trees will maintain in a health and vigorous growing condition, remaining free from disease. Trees will be maintained to allow all vehicle and pedestrian traffic to pass under without damage and/or injuries. All trees shall be fully trimmed and pruned annually to maintain appearance and aesthetic quality.



NON-PLANTED AREAS:

All sidewalk joints and cracks, and asphalt and curb joints shall be kept free of weeds.

IRRIGATION SYSTEM:

CTAI will be responsible for seasonal adjustment and weekly regulation of all control devices required for adequate watering. CTAI shall repair and or replace all/any broken or damaged sprinkler parts at no charge to the customer. (*Main line breaks repairs are excluded) Irrigation shall be confined to lawn and planted areas. Under no circumstances shall water be allowed to accumulate on sidewalks for pedestrian safety. Timer shall be adjusted to turn on early mornings or late nights to avoid sprinkling of parked cars. All major irrigation repair will be approved by management before work is performed.

FERTILIZERS:

CTAI's monthly price for maintenance includes seasonal fertilizing required to maintain a healthy green growth for all shrub and turf areas. Fertilizing shall occur quarterly (3 times per year) during Spring, Summer and Fall months, fertilizer types depend on season.

****PESTICIDE/HERBICIDE PROGRAM:**

All pesticides are included in the monthly price and are as follows: 1. Pre- emergent - will be applied as needed 2. Weed Abatement - completed as needed 3. Rodent Control - will include gophers/ground squirrels. We will maintain accurate and complete written records and reports of any/all applications of chemical, pesticides and herbicides. We will use photo-sensitive dyes when applying pesticides for weed control, and we will adhere to all safety precautions when applying all chemicals.



TRASH/DEBRIS:

All litter, trash, debris and dead plant material(s) will be removed from all turf, shrub, planter areas and walk way and disposed of appropriately. Our maintenance crew will sweep or blow-off all walk ways, curbs and gutters as needed.

INSPECTIONS/QUALITY CONTROL

Our Field Supervisors and Quality Control Inspectors will conduct weekly routine inspections of the facility, and will regularly inspect all landscaped areas for the presence of disease, insect and/or vertebrate pest infestations. We will notify the owner, within three (3) working days if any unusual disease or insect infestation is found and will follow the State of California Food and Agricultural code guidelines when when disposing of material.

EXTRA WORK:

In event that we are required to perform extra work, we will provide a written estimate cost of the requested work to Property Management for approval. All extra work will approved and signed off before performing any extra work.

SERVICE DAY:

Our scheduled service day to perform these duties will take place on Friday of every week.

**EXHIBIT “B”
COMPENSATION**

Total compensation shall not exceed Sixty Three Thousand Three Hundred Twenty Four Dollars (\$63,324.00), during which services are provided, notwithstanding any contrary indications that may be contained in Provider's proposal, for services to be performed and reimbursable costs incurred under this Agreement.

**EXHIBIT “C”
INSURANCE**

(A) **INSURANCE REQUIREMENTS.** Consultant shall provide and maintain insurance, acceptable to the City, in full force and effect throughout the Term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services by Consultant, its agents, representatives or employees. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII. Consultant shall provide the following scope and limits of insurance:

1. **MINIMUM SCOPE OF INSURANCE.** Consultant shall maintain the following types and limits of insurance.
2. **MINIMUM LIMITS OF INSURANCE.**

GENERAL LIABILITY INSURANCE. Consultant 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. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

AUTOMOBILE LIABILITY INSURANCE. Consultant shall maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services 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.

PROFESSIONAL LIABILITY (ERRORS & OMISSIONS) INSURANCE. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and \$2,000,000 in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

WORKERS’ COMPENSATION INSURANCE. Consultant shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000 per accident or disease). Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

UMBRELLA OR EXCESS LIABILITY INSURANCE. [Optional depending on limits required]. As an option to meet the limits of insurance required by this Agreement, Consultant may obtain and maintain an umbrella or excess liability insurance policy with limits 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, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

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

(B) OTHER PROVISIONS. Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either Party to this Agreement, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to City.

(C) OTHER REQUIREMENTS. Consultant agrees to deposit with City, at or before the effective date of this Agreement, certificates of insurance necessary to satisfy City that the insurance provisions of this contract have been complied with. The City Attorney may require that Consultant furnish City with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. City reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

1. Upon request from the City, Consultant shall furnish certificates and endorsements from each subcontractor identical to those Consultant provides.

2. Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City or its respective elected or appointed officers, officials, employees and volunteers or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

3. The procuring of such required policy or policies of insurance shall not be construed to limit Consultant's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

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

5. 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 Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant 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.

6. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies, with coverage at least as broad as ISO form CG 20 10. This provision shall also apply to any excess/umbrella liability policies.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Mike A. Borja, Administrative Services Director

DATE: June 12, 2024

SUBJECT: Approval of Amendment No. 2 to the Professional Services Agreement between the City of Canyon Lake and Interwest Consulting Group for City Engineering Services

Recommendation

Approve Amendment No. 2 to the Professional Services Agreement with Interwest Consulting Group to extend the term to June 30, 2025, for City Engineering Services.

Background

At the meeting of June 1, 2022, the City Council approved a First Amendment to the Professional Services Agreement (“Agreement”) with Interwest Consulting Group for City Engineering Services at City Hall. The term for the Professional Services Agreement with Interwest Consulting Group was for two (2) years, ending on June 30, 2024, with the option of renewing the agreement for additional years, upon City Council approval.

Discussion

The current term for the Professional Services Agreement with Interwest Consulting Group is expiring on June 30, 2024, with the option of renewing the Agreement for additional years. Interwest Consulting Group has requested the City’s consideration to exercise its option to extend the Agreement another year. Should the City exercise an additional one-year term extension, the monthly rate would be negotiated.

The City’s current not-to-exceed annual costs for City Engineering Services with Interwest Consulting Group is \$80,000.00, which is based on a time-and-material fee according to the hourly rates schedule that’s provided by Interwest Consulting Group. Based on experience and projections for the upcoming fiscal year, Interwest Consulting Group has agreed to maintain the same not-to-exceed annual cost of \$80,000.00. The City continues to receive quality City Engineering Services from Interwest Consulting Group, which maintains a positive relationship with City staff. Interwest Consulting Group is very responsive to meeting

the service level needs of the City, especially when the need arises for one-time or special services are needed or requested.

Fiscal Impact

The annual not-to-exceed cost of the Agreement has been budgeted as part of the Fiscal Year 2024-25 budget. As with the original agreement, the proposed Amendment is structured so that the City is only obligated to pay based on the applied hours of services provided each month by Interwest Consulting Group.

Attachments

1. Amendment No. 2 Professional Services Agreement

ATTACHMENT 1

**SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CANYON LAKE AND INTERWEST CONSULTING GROUP
FOR CITY ENGINEERING SERVICES**

This Second Amendment to the Professional Services Agreement for City Engineering Services is made and entered into as of this 12th day of June 2024, by and between the City of Canyon Lake (“City”), a California municipal corporation and Interwest Consulting Group, a California limited liability company (“Consultant”). For the purposes of this Agreement, City and Consultant are sometimes hereinafter referred to as “Party” and hereinafter collectively referred to as the “Parties.”

RECITALS

- A. City and Consultant entered into an agreement entitled “Professional Services Agreement” dated June 5, 2019 (“Agreement”) for the purpose of retaining services of Consultant to provide City Engineering Services.
- B. Pursuant to Section 1 & 2 of the Agreement, the Parties desire to amend the Agreement is to extend term and increase the not-to-exceed compensation amount.
- C. The First Amendment amended Section 1.1 “Term of Services” to provide that the Term of the Agreement is extended for two (2) years, ending on June 30, 2024, and amended Section 2 “Compensation” to provide that the Compensation shall not exceed \$80,000.00.
- D. This Second Amendment amends Section 1.1 “Term of Services” to provide the Term of the Agreement is extended for one (1) year, ending on June 30, 2025.

The Parties have previously entered into an amended Professional Service Agreement dated July 1, 2022.

NOW, THEREFORE, in consideration of the promises made and recited herein, the Parties do hereby enter this Second Amendment which modifies and amends the Agreement as follows:

- 1. **AMENDMENT.** The Agreement is hereby modified and amended as follows:
 - 1.1 **Term of Agreement.** Section 1.1 of the Agreement is hereby amended as follows:

Subject to the provisions of Section 8 “Termination and Modification”, the Term of this agreement is for one (1) year, ending June 30, 2025.
 - 1.2 **Compensation.** Section 2 of the Agreement is hereby amended as follows:

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in Exhibit “B” “Compensation” and made a part of this Agreement by this reference. The total compensation, including reimbursement for

actual expenses, shall not exceed Eighty Thousand Dollars (\$80,000.00), unless additional compensation is approved in writing in accordance with Section 8.3 “Amendment” of the Agreement.

2. **REMAINDER UNCHANGED.** Except as specifically modified and amended in this Second Amendment, the Agreement remains in full force and effect and binding upon the Parties.
3. **INTEGRATION.** This Second Amendment consists of pages 1 through 8, inclusive, which constitute the entire understanding and agreement of the Parties and supersedes all negotiations or previous agreements, including written or verbal communications between the Parties with respect to all or any part of the transaction discussed in this Second Amendment.
4. **SEVERABILITY.** If any portion of this Second Amendment is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
5. **EFFECTIVE DATE.** This Second Amendment shall not become effective until the date it has been executed by the appropriate authorities of the City and Consultant.
6. **APPLICABLE LAW.** The laws of the State of California shall govern the interpretation and enforcement of this Second Amendment.
7. **REFERENCES.** All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this Second Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Second Amendment.

[SIGNATURE PAGE FOLLOWS]

**SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CANYON LAKE AND INTERWEST CONSULTING GROUP
FOR CITY ENGINEERING SERVICES**

IN WITNESS WHEREOF, the Parties hereto have executed this Second Amendment to the Agreement on the date and year first written above.

CITY OF CANYON LAKE

CONSULTANT
INTERWEST CONSULTING GROUP

By: _____
Arron Brown, Interim City Manager

By: Paul Meschino
Paul Meschino

Its: President

ATTEST:

By: _____
Sheryl L. Garcia, MMC, CPM
City Clerk

APPROVED AS TO FORM:

By: _____
Steven Graham, City Attorney

**EXHIBIT “A”
SCOPE OF SERVICES**

See Attachment

May 24, 2024

Arron Brown, City Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587



Subject: Interwest Consulting Group Contract Extension

Dear Mr. Brown,

Interwest Consulting Group (Interwest) is pleased to submit our request for Contract Extension to continue providing Public Works Engineering services to the City of Canyon Lake. Per our recent conversations, you suggested renewal for another year of services. Our Scope of Services is provided in Exhibit A. The attached updated fee structure will be in force during the remaining term of the contract. The Scope of Services will remain the same as provided in the current contract.

Interwest will provide a registered Senior Engineer to provide the professional municipal engineering services. Responsibilities will remain the same as the past, including grants and implementation of various projects along Railroad Canyon Road.

Interwest Consulting Group is very appreciative of the opportunity to continue serving the City of Canyon Lake. Our staff is very committed to the City and we hope we are meeting your high expectations in terms of the quality of our work, our focus on customer service, and being responsive and professional to the needs of the City Manager, City Council, and the Canyon Lake community. We genuinely believe it is a privilege and honor serving the City under your guidance and leadership.

Interwest is 100% owned by SAFEbuilt Inc. and we are managing partner of subsidiaries, EsGil, BroadSpec, Kutzmann and Associates, TriLake, and CPSI.

Sincerely,



Paul Meschino
Vice President of Operations
Interwest Consulting Group

EXHIBIT A SCOPE OF WORK On-Call/Staff Augmentation Services

Interwest Consulting Group shall provide a variety of anticipated and requested services required by the City over the contract period. Interwest shall also perform additional tasks within the Consultant's area of expertise as requested and approved by the City Manager. Interwest services include the following:

- City Council meeting attendance
- Planning Commission meeting attendance
- Traffic Investigations
- Public Works Maintenance and Operations Review and Response
- Technical and Policy Review and Response to:
 - Regional, State and Federal funding programs
 - Issues requiring engineering review/analysis/recommendations
 - Outside agency and industry questions/issues
 - General Correspondence
- NPDES/Flood Plain Management
- Technical Review of Outside Agency reports/studies
- Pre-Development Meeting Attendance
- Capital Improvement Program Support
- Grant Funding Application Oversight and Preparation
- Review/Respond to Non-Emergency Correspondence

The Consultant's Personnel shall be deemed to be agents of the City while performing such services, provided such services are within the scope of work authorized by this Contract. Consultant's specific areas of services include, but are not limited to, the following:

- Provide qualified and experienced individuals to represent the City as Public Works Director, City Engineer and City Building Official;
- Provide qualified and experienced working managers and staff support to lead each key service area in the Public Works and Building and Safety Departments;
- Attend City Council, Planning Commission and other meetings as necessary to represent City engineering, building and safety, and other areas as necessary;
- Provide development processing, plan and map checking, and on-site inspection for all new development activity;
- Research, prepare, and coordinate grant funding requests
- Coordinate the City's transportation program with the County of Riverside, Riverside County Transportation Commission, Western Riverside Council of Governments, Southern California Association of Governments, Riverside Transit Agency, and other local, regional, state, and federal programs;
- Represent the City at meetings with other agencies, special districts, community groups, and members of the development community as needed;

- Prepare and administer the City's Development Services Budget and Capital Improvement Program Budget;
- Develop specific finance plans and strategies necessary to implement development projects in the City;
- Prepare, review, and administer public facilities infrastructure master plans;
- Provide project management services for the preparation of contract documents and specifications for public infrastructure projects;
- Provide design services for various public works projects;
- Provide Real Estate Acquisition and Relocation Services for City projects;
- Provide services in support of the preparation of environmental documents for City projects or for development projects being processed by the City;
- Provide construction management services including administering labor compliance and field observation of the construction of infrastructure projects;
- Establish and manage appropriate levels of proactive maintenance of the City's infrastructure;
- Manage third party agreements with the City;
- Provide City Traffic Engineering related services such as traffic safety investigations, speed zone surveys, route planning, corridor analysis, capacity evaluations, bicycle and pedestrian facilities analysis, traffic impact reports, computer modeling, congestion management programs, traffic signal and control systems, traffic management plans for construction zones; parking facilities, street signage and marking programs, and street lighting;
- Direct street maintenance and beautification programs;
- Prepare a comprehensive package of application forms, informational handouts, FEMA maps, and other materials in order to make information accessible and useful to the public and allow the processing of projects for Public Works and Building and Safety Departments;
- Oversee and manage the preparation of a comprehensive pavement management system;
- Manage the City's storm water program and coordinate with other regional, state, and federal agencies as may be necessary including the preparation for emergency situations, address specific areas of concern as may arise, coordinate the City's NPDES requirements with the County and take actions as may be appropriate for the City;
- As part of developing the City's long-range Capital Improvement Program, undertake a comprehensive review of all finance programs currently underway or proposed including all debt finance programs, developer fee programs, specific development finance plans, other regional, state, and federal funding programs;
- Provide creative solutions to difficult and unforeseen problems;
- Keep the City Council and City Manager abreast in current technology, materials, grant funding availability and methods in the Public Works and Building and Safety arena;
- Provide services to support other City departments as requested such as administrative, City Clerk Services, Finance, and Accounting, Information Technology; and
- Provide additional expertise and services in the areas of public works, water/wastewater engineering, street and roadway engineering, traffic engineering, building and safety plan

check and inspection, capital facilities and infrastructure financing, or other areas which may be required by the City.

- Work with the City Attorney in the preparation of ordinances and agreement.

Billing Rates

Effective July 1, 2024

Classification	Hourly Billing Rate
Engineering	
Principal in Charge	\$230
Principal Engineer	205
Project Manager	190
Traffic Engineer	185
Supervising Engineer	185
Senior Engineer	175
Licensed Land Surveyor	180
Engineering Associate III	145
Engineering Associate II	135
Engineering Associate I	125
Senior Engineering Technician	120
Engineering Technician III	115
Engineering Technician II	100
Engineering Technician I	90
Student Trainee	40
Grading Plans Examiner	150
Building Safety Services	
Certified Building Official	150
Licensed Plan Review Engineer (structural, civil, electrical, mechanical) / Architect	145
Senior Plans Examiner	110
CASp	120
Inspector III	105
Inspector II	95
Inspector I	85
Permit Technician	75
Fire Protection Engineer	145
Senior Fire Plans Examiner	125
Fire Plans Examiner / Fire Inspector	110
ICC Building Plans Examiner	110
Construction Management	
Construction Manager	165
Assistant Construction Manager	145
Supervising Public Works Observer	160

Senior Public Works Observer	150
Public Works Observer III.....	140
Public Works Observer II.....	130
Public Works Observer I.....	115

Real Estate

Supervising Corporate Broker	250
Senior Project Manager	195
Project Manager	175
Senior Acquisition / Relocation Agent	135
Acquisition / Relocation Agent	120
Business Relocation Agent.....	165
ROW Technician.....	105
ROW Coordinator.....	90
Administrative Support.....	75

Landscape Design Review Services

Project Manager	160
Senior Landscape Design Reviewer	145
Landscape Design Reviewer.....	135
Landscape Maintenance Inspector	115
Landscape Field Supervisor.....	115

Planning Services

Planning Manager	180
Principal Planner.....	165
Senior Planner.....	150
Associate Planner.....	125
Assistant Planner.....	90
Planning Technician	75

Administrative

Management Analyst II.....	110
Management Analyst I.....	100
Senior Administrative	90
Administrative III.....	80
Administrative II.....	75
Administrative I.....	65

**EXHIBIT “B”
COMPENSATION**

Total compensation shall not exceed Eighty Thousand Dollars (\$80,000.00), during which services are provided, notwithstanding any contrary indications that may be contained in Provider's proposal, for services to be performed and reimbursable costs incurred under this Agreement.

**EXHIBIT “C”
INSURANCE**

(A) **INSURANCE REQUIREMENTS.** Consultant shall provide and maintain insurance, acceptable to the City, in full force and effect throughout the Term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services by Consultant, its agents, representatives or employees. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII. Consultant shall provide the following scope and limits of insurance:

1. **MINIMUM SCOPE OF INSURANCE.** Consultant shall maintain the following types and limits of insurance.
2. **MINIMUM LIMITS OF INSURANCE.**

GENERAL LIABILITY INSURANCE. Consultant 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. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

AUTOMOBILE LIABILITY INSURANCE. Consultant shall maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services 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.

PROFESSIONAL LIABILITY (ERRORS & OMISSIONS) INSURANCE. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and \$2,000,000 in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

WORKERS’ COMPENSATION INSURANCE. Consultant shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000 per accident or disease). Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

UMBRELLA OR EXCESS LIABILITY INSURANCE. [Optional depending on limits required]. As an option to meet the limits of insurance required by this Agreement, Consultant may obtain and maintain an umbrella or excess liability insurance policy with limits 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, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

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

(B) OTHER PROVISIONS. Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either Party to this Agreement, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to City.

(C) OTHER REQUIREMENTS. Consultant agrees to deposit with City, at or before the effective date of this Agreement, certificates of insurance necessary to satisfy City that the insurance provisions of this contract have been complied with. The City Attorney may require that Consultant furnish City with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. City reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

1. Upon request from the City, Consultant shall furnish certificates and endorsements from each subcontractor identical to those Consultant provides.

2. Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City or its respective elected or appointed officers, officials, employees and volunteers or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

3. The procuring of such required policy or policies of insurance shall not be construed to limit Consultant's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

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

5. 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 Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant 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.

6. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies, with coverage at least as broad as ISO form CG 20 10. This provision shall also apply to any excess/umbrella liability policies.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Mike A. Borja, Administrative Services Director

DATE: June 12, 2024

SUBJECT: Approval of Amendment No. 2 to the Professional Services Agreement Between the City of Canyon Lake and PZL Inc. for Planning Services

Recommendation

Approve Amendment No. 2 to the Professional Services Agreement with PZL Inc. to extend the term to June 30, 2025, for Planning Services.

Background

At the meeting of June 1, 2022, the City Council approved a First Amendment to the Professional Services Agreement (“Agreement”) with PZL Inc. for Planning Services at City Hall. The term for the Professional Services Agreement with PZL Inc. was for two (2) years, ending on June 30, 2024, with the option of renewing the agreement for additional years, upon City Council approval.

Discussion

The current term for the Professional Services Agreement with PZL Inc. is expiring on June 30, 2024, with the option of renewing the Agreement for additional years. PZL Inc. has requested the City’s consideration to exercise its option to extend the Agreement another year. Should the City exercise an additional one-year term extension, the monthly rate would be negotiated.

The City’s current not-to-exceed annual costs for Planning Services with PZL Inc. is \$61,200.00, which is based on a billing rate of services of \$120.00 per hour. With Consumer Price Index (“CPI”) having increased significantly over the past 2 years, PZL Inc. has requested consideration of a new billing rate of services of \$135.00 per hour, which would increase the annual cost approximately by \$9,000, for a new not-to-exceed annual cost of \$70,200. The City continues to receive quality Planning Services from PZL Inc. which maintains a positive relationship with City staff. PZL Inc. is very responsive to meeting the

service level needs of the City, especially when the need arises for one-time or special services are needed or requested.

Fiscal Impact

The annual not-to-exceed cost of the Agreement has been budgeted as part of the Fiscal Year 2024-25 budget. As with the original agreement, the proposed Amendment is structured so that the City is only obligated to pay based on the applied hours of services provided each month by PZL Inc.

Attachments

1. Amendment No. 2 Professional Services Agreement

ATTACHMENT 1

**SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CANYON LAKE AND PZL INC. FOR
PLANNING SERVICES**

This Second Amendment to the Professional Services Agreement for Planning Services is made and entered into as of this 12th day of June 2024, by and between the City of Canyon Lake (“City”), a California municipal corporation and PZL Inc., a California limited liability company (“Consultant”). For the purposes of this Agreement, City and Consultant are sometimes hereinafter referred to as “Party” and hereinafter collectively referred to as the “Parties.”

RECITALS

A. City and Consultant entered into an agreement entitled “Professional Services Agreement” dated January 27, 2019 (“Agreement”) for the purpose of retaining services of Consultant to provide Planning Services.

B. Pursuant to Section 1 & 2 of the Agreement, the Parties desire to amend the Agreement is to extend term and increase the not-to-exceed compensation amount.

C. The First Amendment amended Section 1.1 “Term of Services” to provide that the Term of the Agreement is extended for two (2) years, ending on June 30, 2024, and amended Section 2 “Compensation” to provide that the Compensation shall not exceed \$61,200.00.

D. This Second Amendment amends Section 1.1 “Term of Services” to provide the Term of the Agreement is extended for one (1) year, ending on June 30, 2025, and amends Section 2 “Compensation” to provide that the Compensation shall not exceed \$70,200.00.

The Parties have previously entered into an amended Professional Service Agreement dated July 1, 2022.

NOW, THEREFORE, in consideration of the promises made and recited herein, the Parties do hereby enter this Second Amendment which modifies and amends the Agreement as follows:

1. **AMENDMENT.** The Agreement is hereby modified and amended as follows:

1.1 **Term of Agreement.** Section 1.1 of the Agreement is hereby amended as follows:

Subject to the provisions of Section 8 “Termination and Modification”, the Term of this agreement is for one (1) year, ending June 30, 2025.

1.2 **Compensation.** Section 2 of the Agreement is hereby amended as follows:

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in Exhibit “B” “Compensation” and made a part of this Agreement by this reference. The total compensation, including reimbursement for

actual expenses, shall not exceed Seventy Thousand Two Hundred Dollars (\$70,200.00), unless additional compensation is approved in writing in accordance with Section 8.3 “Amendment” of the Agreement.

2. **REMAINDER UNCHANGED.** Except as specifically modified and amended in this Second Amendment, the Agreement remains in full force and effect and binding upon the Parties.
3. **INTEGRATION.** This Second Amendment consists of pages 1 through 8, inclusive, which constitute the entire understanding and agreement of the Parties and supersedes all negotiations or previous agreements, including written or verbal communications between the Parties with respect to all or any part of the transaction discussed in this Second Amendment.
4. **SEVERABILITY.** If any portion of this Second Amendment is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
5. **EFFECTIVE DATE.** This Second Amendment shall not become effective until the date it has been executed by the appropriate authorities of the City and Consultant.
6. **APPLICABLE LAW.** The laws of the State of California shall govern the interpretation and enforcement of this Second Amendment.
7. **REFERENCES.** All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this Second Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Second Amendment.

[SIGNATURE PAGE FOLLOWS]

**SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CANYON LAKE AND PZL INC. FOR
PLANNING SERVICES**

IN WITNESS WHEREOF, the Parties hereto have executed this Second Amendment to the Agreement on the date and year first written above.

CITY OF CANYON LAKE

By: _____
Arron Brown, Interim City Manager

CONSULTANT
PZL INC.

By: Jim Morrissey
Jim Morrissey, Owner

Its: President

ATTEST:

By: _____
Sheryl L. Garcia, MMC, CPM
City Clerk

APPROVED AS TO FORM:

By: _____
Steven Graham, City Attorney

**EXHIBIT “A”
SCOPE OF SERVICES**

See Attachment

May 11, 2024

City of Canyon Lake
Attn: Mike Borja
31516 Railroad Canyon Road
Canyon Lake, CA 92587

SUBJECT: PROPOSAL & SCOPE OF WORK FOR PLANNING SERVICES

Dear Mike:

At your request I am submitting an updated proposal to continue providing Planning Services to the City of Canyon Lake. I have had the opportunity to provide planning services to the City for a number of years and would like to continue to do so.

Background

I started **PZL, Inc.** in the Year 2000 to provide a broad range of planning services, focused in three areas:

- Provide temporary or long-term consulting services directly to jurisdictions assisting in administration, development review or responding to unique planning concerns.
- Provide supplemental and support services to businesses to complete planning, management, and environmental documents.
- Provide planning and environmental services directly to developers and property owners.

Scope of Work

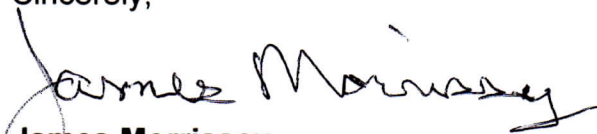
I have been providing a variety of Planning services to the City including the preparation and/or updates to various documents, including General Plan Elements, policy documents, zoning ordinance amendments, environmental documents, development processing and project evaluation, coordination with City Departments and regional agencies, in addition to overall department management and administration. This proposal would continue those efforts and others, as directed by the City.

Billing Rate

The proposed billing rate for services is \$135.00/hr., applied on an hourly basis based upon work load. Planning services are currently provided one day a week at the City offices, although I am available via e-mail or phone throughout the week and additional in office time could occur as necessary. Total cost of services is estimated to not exceed \$70,200.00.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



James Morrissey
President, PZL, Inc.

**EXHIBIT “B”
COMPENSATION**

Total compensation shall not exceed Seventy Thousand Two Hundred Dollars (\$70,200.00), during which services are provided, notwithstanding any contrary indications that may be contained in Provider's proposal, for services to be performed and reimbursable costs incurred under this Agreement.

**EXHIBIT “C”
INSURANCE**

(A) **INSURANCE REQUIREMENTS.** Consultant shall provide and maintain insurance, acceptable to the City, in full force and effect throughout the Term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services by Consultant, its agents, representatives or employees. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII. Consultant shall provide the following scope and limits of insurance:

1. **MINIMUM SCOPE OF INSURANCE.** Consultant shall maintain the following types and limits of insurance.
2. **MINIMUM LIMITS OF INSURANCE.**

GENERAL LIABILITY INSURANCE. Consultant 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. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

AUTOMOBILE LIABILITY INSURANCE. Consultant shall maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services 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.

PROFESSIONAL LIABILITY (ERRORS & OMISSIONS) INSURANCE. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and \$2,000,000 in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

WORKERS’ COMPENSATION INSURANCE. Consultant shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000 per accident or disease). Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

UMBRELLA OR EXCESS LIABILITY INSURANCE. [Optional depending on limits required]. As an option to meet the limits of insurance required by this Agreement, Consultant may obtain and maintain an umbrella or excess liability insurance policy with limits 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, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

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

(B) OTHER PROVISIONS. Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either Party to this Agreement, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to City.

(C) OTHER REQUIREMENTS. Consultant agrees to deposit with City, at or before the effective date of this Agreement, certificates of insurance necessary to satisfy City that the insurance provisions of this contract have been complied with. The City Attorney may require that Consultant furnish City with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. City reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

1. Upon request from the City, Consultant shall furnish certificates and endorsements from each subcontractor identical to those Consultant provides.
2. Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City or its respective elected or appointed officers, officials, employees and volunteers or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.
3. The procuring of such required policy or policies of insurance shall not be construed to limit Consultant's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.
4. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

5. 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 Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant 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.

6. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies, with coverage at least as broad as ISO form CG 20 10. This provision shall also apply to any excess/umbrella liability policies.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Mike A. Borja, Administrative Services Director

DATE: June 12, 2024

SUBJECT: Approval of Amendment No. 2 to the Professional Services Agreement Between the City of Canyon Lake and Willdan Engineering for Stormwater Compliance Services

Recommendation

Approve Amendment No. 2 to the Professional Services Agreement with Willdan Engineering to extend the term to June 30, 2025, for Stormwater Compliance Services.

Background

At the meeting of July 6, 2022, the City Council approved a First Amendment to the Professional Services Agreement (“Agreement”) with Willdan Engineering for Stormwater Compliance Services. The term for the Professional Services Agreement with Willdan Engineering was for two (2) years, ending on June 30, 2024, with the option of renewing the agreement for additional years, upon City Council approval.

Discussion

The current term for the Professional Services Agreement with Willdan Engineering is expiring on June 30, 2024, with the option of renewing the Agreement for additional years. Willdan Engineering has requested the City’s consideration to exercise its option to extend the Agreement another year. Should the City exercise an additional one-year term extension, the monthly rate would be negotiated.

The City’s current not-to-exceed annual costs for Stormwater Compliance Services with Willdan Engineering is \$60,000.00, which is based on a time-and-material fee according to the hourly rates schedule that’s provided by Willdan Engineering. Based on experience and projections with the NPDES program for the upcoming fiscal year, Willdan Engineering has agreed to maintain the same not-to-exceed annual cost of \$60,000.00. The City continues to receive quality Stormwater Compliance Services from Willdan Engineering, which maintains a positive relationship with City staff. Willdan Engineering is very responsive to meeting the

service level needs of the City, especially when the need arises for one-time or special services are needed or requested.

Fiscal Impact

The annual not-to-exceed cost of the Agreement has been budgeted as part of the Fiscal Year 2024-25 budget. As with the original agreement, the proposed Amendment is structured so that the City is only obligated to pay based on the applied hours of services provided each month by Willdan Engineering.

Attachments

1. Amendment No. 2 Professional Services Agreement

ATTACHMENT 1

**SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CANYON LAKE AND WILLDAN ENGINEERING FOR
STORMWATER COMPLIANCE SERVICES**

This Second Amendment to the Professional Services Agreement for Stormwater Compliance Services is made and entered into as of this 12th day of June 2024, by and between the City of Canyon Lake (“City”), a California municipal corporation and Willdan Engineering, a California limited liability company (“Consultant”). For the purposes of this Agreement, City and Consultant are sometimes hereinafter referred to as “Party” and hereinafter collectively referred to as the “Parties.”

RECITALS

- A. City and Consultant entered into an agreement dated January 1, 2022 (“Agreement”) for the purpose of retaining services of Consultant to provide Stormwater Compliance Services.
- B. Pursuant to Section 1 & 2 of the Agreement, the Parties desire to amend the Agreement is to extend term and increase the not-to-exceed compensation amount.
- C. The First Amendment amended Section 1.1 “Term of Services” to provide that the Term of the Agreement is extended for two (2) years, ending on June 30, 2024, and amended Section 2 “Compensation” to provide that the Compensation shall not exceed \$60,000.00
- D. This Second Amendment amends Section 1.1 “Term of Services” to provide the Term of the Agreement is extended for one (1) year, ending on June 30, 2025.

The Parties have previously entered into an amended Professional Service Agreement dated July 6, 2022.

NOW, THEREFORE, in consideration of the promises made and recited herein, the Parties do hereby enter this Second Amendment which modifies and amends the Agreement as follows:

- 1. **AMENDMENT.** The Agreement is hereby modified and amended as follows:
 - 1.1 **Term of Agreement.** Section 1.1 of the Agreement is hereby amended as follows:

Subject to the provisions of Section 8 “Termination and Modification”, the Term of this agreement is for one (1) year, ending June 30, 2025.
 - 1.2 **Compensation.** Section 2 of the Agreement is hereby amended as follows:

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in Exhibit “B” “Compensation” and made a part of this Agreement by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed Sixty Thousand Dollars (\$60,000.00), unless

additional compensation is approved in writing in accordance with Section 8.3 “Amendment” of the Agreement.

2. **REMAINDER UNCHANGED.** Except as specifically modified and amended in this Second Amendment, the Agreement remains in full force and effect and binding upon the Parties.
3. **INTEGRATION.** This Second Amendment consists of pages 1 through 8, inclusive, which constitute the entire understanding and agreement of the Parties and supersedes all negotiations or previous agreements, including written or verbal communications between the Parties with respect to all or any part of the transaction discussed in this Second Amendment.
4. **SEVERABILITY.** If any portion of this Second Amendment is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
5. **EFFECTIVE DATE.** This Second Amendment shall not become effective until the date it has been executed by the appropriate authorities of the City and Consultant.
6. **APPLICABLE LAW.** The laws of the State of California shall govern the interpretation and enforcement of this Second Amendment.
7. **REFERENCES.** All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this Second Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Second Amendment.

[SIGNATURE PAGE FOLLOWS]


**SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CANYON LAKE AND WILLDAN ENGINEERING FOR
STORMWATER COMPLIANCE SERVICES**

IN WITNESS WHEREOF, the Parties hereto have executed this Second Amendment to the Agreement on the date and year first written above.

CITY OF CANYON LAKE

CONSULTANT
WILLDAN ENGINEERING

By: _____
Arron Brown, Interim City Manager

By: 
Adel M. Freij, PE
Director-Engineering

Its: Director - Engineering

ATTEST:

By: _____
Sheryl L. Garcia, MMC, CPM
City Clerk

APPROVED AS TO FORM:

By: _____
Steven Graham, City Attorney

**EXHIBIT “A”
SCOPE OF SERVICES**

See Attachment



May 23, 2024

Mr. Mike Borja
Administrative Services Director
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587

Subject: Professional Consulting Services for General NPDES Compliance Services

Dear Mr. Borja:

Willdan Engineering (Willdan) appreciates this opportunity to present this proposal to continue assisting the City of Canyon Lake to comply with National Pollutant Discharge Elimination System (NPDES) programs for Fiscal Year 2024-2025.

The following is how we see our involvement for the fiscal year:

SCOPE OF SERVICES

1. MS4 Permit Compliance – Pursuant to Order No. R8-2010-0033 as amended by R8-2013-0024, Willdan shall provide services at the specific request of the City. This may include, but not limited to, assistance with discharge prohibitions, effluent and receiving water limitations, monitoring and reporting program requirements, and storm water management program minimum control measure requirements such as those summarized in the following:
 - a. Progressive Enforcement Policy - Site investigation and maintenance of records to bring properties within the City into compliance within a given time period;
 - b. Public Information and Public Participation Program - Development of a residential outreach program, distribution of educational materials to properties that are a potential source of pollution, and development and maintenance of the City's stormwater webpage;
 - c. Industrial and Commercial Facilities Program - Inspection and tracking of industrial and commercial facilities and assurance of effective implementation of Best Management Practices (BMPs);
 - d. Construction Program – Inspection and tracking of construction activities, including enforcement of construction BMPs, Erosion and Sediment Control Plan maintenance, and plan check review;

- e. Public Agency Activities – Inspection of City-owned facilities to ensure potential pollutant sources are effectively managed and the prevention of non-storm water discharges, site-specific BMPs, routine preventive maintenance of the MS4, and perform annual training for employees and contractors to improve awareness of and compliance with stormwater pollution BMPs; and,
- f. Illicit Discharge Detection and Elimination (IDDE) Program – Investigate and document all reported and observed IDDEs and conduct follow-up inspections as necessary. Provide IDDE training for all municipal staff who may come into contact with or observe and IDDE as part of routine duties.

It must be noted the above scope of services is subject to change based on current efforts by the Santa Ana Regional Water Quality Control Board to issue a new NPDES general permit for agencies that include the City of Canyon Lake. Once a tentative draft permit is available, and the impact on services provided by Willdan are known, we will discuss with City staff the best way forward.

- 2. Representation in the watershed – Willdan will represent the interests of the city in its participation with watershed groups, such as the LE/CL Task Force, which could include the following:
 - a. Meeting participation and coordination of work conducted in accordance with implementation of multi-agency agreements.
 - b. The development and implementation of City-specific monitoring programs. For assurance of appropriate responsibility and cost-allocation of the City's ongoing participation with watershed groups, it may be necessary to consider additional monitoring. Should this need arise, Willdan shall provide recommendations for the City to consider.
- 3. General NPDES Services – As needed, Willdan will provide assistance with any NPDES program derived from the Federal Clean Water Act (CWA).

COMPENSATION

Based on our experience with the NPDES program, and knowledge of the City, we have prepared a fiscal year budget for the City, included herein as Exhibit A. Willdan shall perform the above-mentioned Scope of Services for a suggested annual budget of \$60,000 in FY2024/25 based on a time-and-material fee according to the hourly rates provided in Exhibit B.

Thank you for giving us the opportunity to assist the City of Canyon Lake. If you have any questions, please contact Mr. Joe Bellomo at (805) 279-6856.



Respectfully submitted,

WILLDAN ENGINEERING



Adel M. Freij, PE
Director - Engineering

Approved and Authorized to proceed by:

CITY OF CANYON LAKE

Signature

Date

Enclosures

910005/WW.00.30/P24-156_26336

EXHIBIT A

City of Canyon Lake, NPDES & TMDL Program Management Budget Projections		Print Date: 4/30/2024
Services¹	FY24/25	
Program Management	\$	16,000
Monthly Permit/Watershed Meetings	\$	10,000
Municipal NPDES Permit Programs (MCMs)	\$	22,000
Public Education and Outreach Program	\$	-
New Development Program	\$	-
Development Construction Program ²	\$	-
Onsite/Field Staff Training Program ³	\$	-
Permittee Facilities and Activities Program	\$	-
Commercial/Industrial Inspection Program	\$	-
Illicit Connection/Discharge Inspection Program	\$	-
Annual Report	\$	8,000
As-needed Meetings and Assignments	\$	4,000
Budget Total	\$	60,000
¹ The following Services and Budget is envisioned to be adjusted based on need and written agreement between Administrative Services Director and Willdan. ² Estimate based on Public Works Observer onsite monthly (February thru June) for an onsite 6hr/day, including travel time and mileage. ³ Estimate based on Environmental Analyst III conducting an 6hr onsite and field training of City staff, including travel time and mileage.		

EXHIBIT B



WILLDAN ENGINEERING

Schedule of Hourly Rates

Effective July 1, 2024 to June 30, 2025

DESIGN ENGINEERING		BUILDING AND SAFETY		CONSTRUCTION MANAGEMENT	
Technical Aide I	\$81	Assistant Code Enforcement Officer	\$106	Labor Compliance Specialist	\$146
Technical Aide II	\$103	Code Enforcement Officer	\$121	Labor Compliance Manager	\$183
Technical Aide III	\$120	Senior Code Enforcement Officer	\$143	Utility Coordinator	\$167
CAD Operator I	\$128	Supervisor Code Enforcement	\$173	Office Engineer I	\$147
CAD Operator II	\$148	Plans Examiner Aide	\$114	Office Engineer II	\$167
CAD Operator III	\$165	Plans Examiner	\$173	Assistant Construction Manager	\$160
GIS Analyst I	\$168	Senior Plans Examiner	\$189	Construction Manager	\$185
GIS Analyst II	\$184	Assistant Construction Permit Specialist	\$121	Senior Construction Manager	\$201
GIS Analyst III	\$191	Construction Permit Specialist	\$128	Resident Engineer I	\$208
Environmental Analyst I	\$144	Senior Construction Permit Specialist	\$150	Resident Engineer II	\$216
Environmental Analyst II	\$161	Supervising Construction Permit Specialist	\$159	Project Manager IV	\$234
Environmental Analyst III	\$171	Assistant Building Inspector	\$143	Deputy Director	\$243
Environmental Specialist Designer I	\$173	Building Inspector	\$159	Director	\$249
Designer II	\$179	Senior Building Inspector	\$173	INSPECTION SERVICES	
Senior Designer I	\$188	Supervising Building Inspector	\$189	Public Works Observer **	\$131
Senior Designer II	\$197	Inspector of Record	\$202	Public Works Observer ***	\$159
Design Manager	\$196	Deputy Building Official	\$202	Senior Public Works Observer**	\$143
Senior Design Manager	\$206	Building Official	\$204	Senior Public Works Observer ***	\$159
Project Manager I	\$186	Plan Check Engineer	\$198	MAPPING AND EXPERT SERVICES	
Project Manager II	\$207	Supervising Plan Check Engineer	\$200	Survey Analyst I	\$147
Project Manager III	\$217	Principal Project Manager	\$238	Survey Analyst II	\$169
Project Manager IV	\$234	Deputy Director	\$243	Senior Survey Analyst	\$187
Principal Project Manager	\$238	Director	\$249	Supervisor - Survey & Mapping	\$203
Program Manager I	\$197	PLANNING		Principal Project Manager	\$238
Program Manager II	\$209	CDBG Technician	\$86	LANDSCAPE ARCHITECTURE	
Program Manager III	\$228	CDBG Specialists	\$103	Assistant Landscape Architect	\$153
Assistant Engineer I	\$141	CDBG Analyst	\$122	Associate Landscape Architect	\$176
Assistant Engineer II	\$157	CDBG Coordinator	\$152	Senior Landscape Architect	\$193
Assistant Engineer III	\$166	CDBG Manager	\$183	Principal Landscape Architect	\$204
Assistant Engineer IV	\$175	Housing Program Coordinator	\$151	Principal Project Manager	\$238
Associate Engineer I	\$184	Planning Technician	\$130	ADMINISTRATIVE	
Associate Engineer II	\$192	Assistant Planner	\$162	Administrative Assistant I	\$99
Associate Engineer III	\$196	Associate Planner	\$176	Administrative Assistant II	\$120
Senior Engineer I	\$199	Senior Planner	\$200	Administrative Assistant III	\$140
Senior Engineer II	\$204	Principal Planner	\$208	Project Accountant I	\$112
Senior Engineer III	\$207	Planning Manager	\$221	Project Accountant II	\$132
Senior Engineer IV	\$211	Deputy Director	\$243	Project Controller I	\$140
Supervising Engineer	\$219	Director	\$249	Project Controller II	\$158
Traffic Engineer I	\$219				
Traffic Engineer II	\$234				
City Engineer I	\$234				
City Engineer II	\$238				
Deputy Director	\$243				
Director	\$249				
Principal Engineer	\$270				

** For Non-Prevailing Wage Project *** For Prevailing Wage Project
 Mileage/Field Vehicle usage will be charged at the rate in accordance with the current FTR mileage reimbursement rate, subject to negotiation.

Additional billing classifications may be added to the above listing during the year as new positions are created. Consultation in connection with litigation and court appearances will be quoted separately. The above schedule is for straight time. Overtime will be charged at 1.5 times, and Sundays and holidays, 2.0 times the standard rates. Blueprinting, reproduction, messenger services, and printing will be invoiced at cost plus fifteen percent (15%). A sub consultant management fee of fifteen percent (15%) will be added to the direct cost of all sub consultant services to provide for the cost of administration, consultation, and coordination. Valid July 1, 2024 thru June 30, 2025, thereafter, the rates may be raised once per year to the value between the 12-month % change of the Consumer Price Index for the Los Angeles/Orange County/Sacramento/San Francisco/San Jose area and five percent. For prevailing wage classifications, the increase will be per the prevailing wage increase set by the California Department of Industrial Relations.

Rev 04.22.2024 V01R1



**EXHIBIT “B”
COMPENSATION**

Total compensation shall not exceed Sixty Thousand Dollars (\$60,000.00), during which services are provided, notwithstanding any contrary indications that may be contained in Provider's proposal, for services to be performed and reimbursable costs incurred under this Agreement.

**EXHIBIT “C”
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PROFESSIONAL LIABILITY (ERRORS & OMISSIONS) INSURANCE. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and \$2,000,000 in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

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coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

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

(B) OTHER PROVISIONS. Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either Party to this Agreement, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to City.

(C) OTHER REQUIREMENTS. Consultant agrees to deposit with City, at or before the effective date of this Agreement, certificates of insurance necessary to satisfy City that the insurance provisions of this contract have been complied with. The City Attorney may require that Consultant furnish City with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. City reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

1. Upon request from the City, Consultant shall furnish certificates and endorsements from each subcontractor identical to those Consultant provides.

2. Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City or its respective elected or appointed officers, officials, employees and volunteers or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

3. The procuring of such required policy or policies of insurance shall not be construed to limit Consultant's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

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

5. 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 Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant 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.

6. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies, with coverage at least as broad as ISO form CG 20 10. This provision shall also apply to any excess/umbrella liability policies.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Sheryl Garcia, City Clerk

DATE: June 12, 2024

SUBJECT: Adopt a Resolution Calling the 2024 General Municipal Election, Requesting Consolidation with the County of Riverside and Adopting Candidate Statement Regulations

Recommendation

Adopt Resolution No. 2024-19 calling for and giving notice of the City's November 5, 2024, general municipal election, requesting consolidation of the election with the County of Riverside, requesting that the County of Riverside provide election administration services and adopting candidate statement regulations.

Background/Discussion

The City's next municipal election will be held on November 5, 2024, for three Members of the City Council for full terms of 4 years.

State law requires that the City adopt certain regulations in order to conduct its municipal election. Accordingly, a resolution calling for and giving notice of the City's November 5, 2024, election, requesting consolidation of the City's election with the County of Riverside, requesting that the County of Riverside provide election administration services and adopting candidate statement regulations is attached for City Council's consideration.

Fiscal Impact

There is no fiscal impact associated with the adoption of the resolution. Sufficient funds to cover the costs of the November 5, 2024, municipal election have been included in the City's proposed budget for Fiscal Year 2024/2025.

Attachments

1. Resolution No. 2024-19

ATTACHMENT 1

RESOLUTION NO. 2024-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA: (1) CALLING FOR AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024 FOR THE ELECTION OF CERTAIN OFFICERS; (2) REQUESTING CONSOLIDATION OF THE ELECTION WITH THE COUNTY OF RIVERSIDE WITH ANY AND ALL ELECTIONS HELD ON SUCH DATE; (3) REQUESTING THE COUNTY OF RIVERSIDE TO PROVIDE SPECIFIC ELECTION ADMINISTRATION SERVICES FOR SUCH ELECTION; AND (4) ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE STATEMENTS

WHEREAS, under the provision of the laws relating to general law cities in the State of California, a general municipal election of the City of Canyon Lake (the “City”) shall be conducted on Tuesday, November 5, 2024, for the purpose of electing three (3) Members of the City Council for the full term of four years (“City’s Election”); and

WHEREAS, it is desirable that the City’s Election be consolidated with any and all elections to be administered by the County of Riverside Registrar of Voters (“County ROV”) on the same date and that the City have the same vote centers and vote center workers within the City for such election; and

WHEREAS, the City Council wishes for the County ROV to canvass the returns of the City’s Election; and

WHEREAS, the City seeks the provision of election services from the County ROV relating to the conduct of the City's Election; and

WHEREAS, the City Council approves the printing of the City’s Election information in the foreign languages requiring translation pursuant to the Voting Rights Act of 1965; and

WHEREAS, Elections Code section 13307 provides that the City may adopt regulations pertaining to the recovery of certain costs associated with the printing, handling, translation, and mailing of candidate statements as filed with the elections officer; and

WHEREAS, the City shall compensate the County ROV for all necessary expenses incurred by the County ROV in performing election services for the City.

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

Section 1. Pursuant to the requirements of the laws of the State of California relating to General Law Cities, the City Council hereby calls and orders a general municipal election of the City of Canyon Lake to be conducted on Tuesday, November 5, 2024, for the purpose of electing three (3) Members of the City Council for the full term of four years.

Section 2. Pursuant to the requirements of Elections Code section 10403, it is respectfully requested that the Board of Supervisors of the County of Riverside consent and agree to the consolidation of the City’s Election on Tuesday, November 5, 2024, with the County-administered election of the same date.

Section 3. In connection with the County ROV’s administration of the City’s Election, the City further requests that the County ROV be authorized and directed to: (a) review and verify absentee voter applications and signatures; (b) conduct registered voter verifications (including signature verifications) associated with the processing of any proposed ballot measure; (c) provide the City with the appropriate election precinct data, to the extent required; (d) make available to the City such election facilities, ballot casting equipment and assistance as may be necessary to conduct the election in compliance with state law and the Board of Supervisor's approval; (e) canvass the election returns; (f) print and supply ballots for the election; (g) mail the City’s sample ballots, including ballot measure questions, arguments, rebuttals and impartial analysis; and (h) administer the City’s Election in all respects as if it were part and parcel of any other County ROV administered election, implementing all such legally required or customarily employed measures and practices as may be necessary to conduct the election in a timely and legally compliant manner.

Section 4. The City shall reimburse the County ROV for necessary costs associated with the administration of the City’s Election upon presentation to the City of a properly approved invoice.

Section 5. The ballots to be used at the City’s Election shall be in the form and content as required by law or as directed by the County ROV to facilitate the consolidation of the City’s Election with the County-administered election of the same date.

Section 6. That the vote centers for the election shall be open at such hours and on such days as determined by the County ROV provided that the opening and closure of voting sites is conducted in accordance with Sections 10242, 14212, and 14401 of the Elections Code of the State of California.

Section 7. Pursuant to Elections Code section 13307, each candidate for elective office to be voted for at the City’s Election may elect to prepare a candidate statement which may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate’s education and qualifications expressed by the candidate himself or herself. Candidates shall utilize the County ROV’s Candidate Statement Form and the format and style shall be in conformance with the County ROV’s candidate statement guidelines. Candidate statements shall be filed in the office of the City Clerk/Elections Official at the time the candidate’s nomination papers are filed and may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. Candidate statements ***shall not*** include the following: (a) the party affiliation of the candidate; or (b) references to membership or activity in partisan political organizations.

Section 8. Foreign Language Policy:

(A) Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the County ROV. The County is required to translate candidate’s statements into the following language: Spanish.

(B) The County ROV will print and mail separate voter information guides and candidate statements in non-English languages (as required by the Federal Voting Rights Act) only those voters who are on the County voter file as having requested a sample ballot in that particular language. The County ROV will make the sample ballots and candidate statements in the required language available at all vote centers, on the County's website and in the Election Official's office.

Section 9. Payment:

(A) Translations.

1. The candidate shall be required to pay for the cost of translating the candidate statement into any required foreign language as specified in (A) and/or (B) of Section 8 above pursuant to Federal and/or State law.

2. The candidate shall be required to pay for the cost of translating the candidate statement into any foreign language that is not required as specified in (A) and/or (B) of Section 8 above, pursuant to Federal and/or State law, but is requested as an option by the candidate.

(B) Printing.

1. The candidate shall be required to pay for the cost of printing the candidate statement in English in the main voter pamphlet.

2. The candidate shall be required to pay for the cost of printing the candidate statement in a foreign language required in (A) of Section 8 above, in the main voter pamphlet.

3. The candidate shall be required to pay for the cost of printing the candidate statement in a foreign language requested by the candidate per (B) of Section 8 above, in the main voter pamphlet.

4. The candidate shall be required to pay for the cost of printing the candidate statement in a foreign language required by (A) of Section 8 above, in the facsimile voter pamphlet.

Section 10. The City Clerk/Elections Official, in consult with the County ROV, shall estimate the total cost of printing, handling, translating, and mailing the candidate statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the City of Canyon Lake his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. The estimate is an approximation of the actual cost that varies from one election to another and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk/Elections Official is not bound by the estimate and shall bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost, which payment or refund shall be paid within 30 days of City's receipt of final actual costs from the County ROV. In the event of underpayment, the candidate will be required to pay to the City the balance of the cost incurred. In the event of overpayment, the City shall refund to the candidate the excess amount paid.

Section 11. No candidate for any elected office of the City will be permitted to include additional materials in the voter information guide.

Section 12. The City Clerk/Elections Official shall provide each candidate, or candidate's representative, a copy of this Resolution at the time nominating petitions are issued.

Section 13. In the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County ROV, the City Council, in accordance with Election Code section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

Section 14. In all particulars not recited in this Resolution, the City's Election shall be held and conducted as provided by law for holding municipal elections.

Section 15. Notice of the time and place of holding the City's Election is given and the City Clerk/Elections Official is authorized, instructed and directed to give further or additional notice of the City's Election, in time, form and manner as required by law.

Section 16. The City Clerk/Elections Official is hereby directed to forward a certified copy of this Resolution to the County ROV.

Section 17. The City Clerk shall certify to the adoption of this Resolution and the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 12th day of June 2024, by the following vote:

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Sheryl Garcia, City Clerk

DATE: June 12, 2024

SUBJECT: Adopt a Resolution Setting the Regular City Council Meeting Schedule for 2024

Recommendation

Adopt Resolution No. 2024-20 setting the regular City Council meeting schedule for 2024.

Background

At its meeting of May 29, 2024, the City Council discussed changing the dates of the regularly scheduled City Council meetings of July and September due to scheduling conflicts. Pursuant to Chapter 2.01 of the Canyon Lake Municipal Code, the City Council may establish regular meetings by resolution. Accordingly, the attached resolution sets the regular meeting schedule for the remainder of 2024 as follows:

July 31
August - Dark
September 3
October 9
November 13
December 11

Fiscal Impact

None.

Attachments

1. Resolution No. 2024-20

ATTACHMENT 1

RESOLUTION NO. 2024-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, SETTING THE REGULAR CITY COUNCIL MEETING SCHEDULE FOR 2024

WHEREAS, pursuant to Chapter 2.01 of the Canyon Lake Municipal Code regular meetings of the City Council may be established by resolution; and

WHEREAS, the City Council periodically changes the date of regularly scheduled meetings and or cancels them as necessary; and

WHEREAS, at the May 29, 2024, City Council meeting, Staff suggested changing the dates of the regular meetings of July and September due to scheduling conflicts.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The regular City Council meeting schedule for the remainder of 2024 is set as follows:

July 31
August - Dark
September 3
October 9
November 13
December 11

Section 3. The City Manager is hereby authorized to make changes to this schedule as necessary.

Section 4. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED the 12th day of June 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Jim Morrissey, City Planner

DATE: June 12, 2024

SUBJECT: Update Regarding Proposed Housing Element Programs

Recommendation

Receive and file.

Background

The latest version of the City's Housing Element was submitted to the State Department of Housing and Community Development on January 5, 2024. City Staff and Rincon Consultants have been preparing a modified Housing Element to respond to comments received from the State. Staff has completed the updates requested by the State and is prepared to resubmit an updated document for review. However, due to changes made in the document to reflect State comments and based upon our Consultants' experience, a number of the proposed Programs have been modified from those originally reviewed by the City Council.

Discussion

The overall structure of the Housing Element includes the following items:

- Section I: Introduction
- Section II: Housing Summary and Housing Programs
- Appendix A: Assessment of Housing Needs
- Appendix B: Assessment of Fair Housing
- Appendix C: Sites Inventory and Analysis
- Appendix D: Governmental Constraints Analysis
- Appendix E: Non-Governmental Constraints Analysis
- Appendix F: Housing Resources
- Appendix G: Progress Report (*Utilized as part of the Annual Progress Report filed annually with the State*)

Staff wanted to inform the City Council about changes made to the Housing Element Programs, since it was last presented. Most of the changes to the other sections of the document were generally technical in nature and related to a variety of items, including socio-economic data, updating prior information, providing documentation of potential constraints posed by governmental and non-governmental agencies, and the availability of resources to meet identified housing needs. However, the proposed Programs would require the City to undertake specific actions within certain time frames, potentially resulting in additional costs to the City for implementation. The list contained in Table 2-1 of the attached document contains many of the Programs previously listed (identified as Continuation), while others are in direct response comments provided by the State (identified as New).

The proposed Programs have attempted to include a market-driven response to the development of identified housing needs within the overall development of the Towne Center Specific Plan, which includes both residential and commercial uses. As such, we have listed time limits for various actions for development in the Towne Center, in addition to utilizing existing County, State, and Federal programs that would be available throughout the City.

No action is required by the City Council. This is an informational report. A public review period will be provided prior to filing the document with the State.

Fiscal Impact

No fiscal impact would occur due to the submittal of the updated Housing Element. Programs previously presented to the City Council were noted as an additional cost, which would also apply to the updated version. Funding has been requested in the new Fiscal Year to meet this need.

Attachments

1. Proposed Housing Element Programs

ATTACHMENT 1



Canyon Lake Housing Element (2021-2029)

Section II – Housing Element Summary & Housing Programs

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1 Introduction

The Housing Program identifies the City of Canyon Lake’s housing goals, policies, and programs. The overall strategy is to present a balanced and diverse array of programs to address the main issue areas of construction, preservation of affordable housing, conservation of naturally occurring affordable housing, rehabilitation, and administration. Canyon Lake’s Housing Program includes the five following categories:

- Category 1: Actions to Make Sites Available to Accommodate the RHNA
- Category 2: Assist in the Development of Adequate Housing to Meet the Needs of All Economic Segments
- Category 3: Address and Remove Governmental and Nongovernmental Housing Constraints
- Category 4: Conserve and Improve the Condition of the Existing Housing Stock
- Category 5: Promote and Affirmatively Further Housing Opportunities for All Persons

The Housing Program seeks to address housing needs as identified in Appendix A, housing constraints as identified in Appendix D and Appendix E, and patterns of segregation and barriers that restrict access to opportunity for protected classes as identified in Appendix B. Programs from the 5th cycle Housing Element have been carried forward where applicable, as identified in Appendix G.

1.1 Goals, Policies, and Programs

The goals and policies contained in the Housing Element address the identified housing needs in Canyon Lake and are implemented through a series of housing programs. Housing programs define the actions the City will take to achieve specific goals and policies. The Housing Element includes programs currently in operation as well as new programs that address identified housing constraints and fair housing issues. This section provides a description of each program as well as qualitative and quantitative objectives for implementing each program.

1.1.1 Summary of Programs

Table 2-1 lists individual programs in five program categories.

Table 2-1 City of Canyon Lake 2021-2029 Housing Programs

Program Category	List of Programs
Category 1: Actions to Make Sites Available to Accommodate the RHNA	1.1: Annual Housing and Vacant Lot Reporting Program (new)
	1.2a: Facilitate the full buildout of the TCSP to accommodate RHNA (new)
	1.2b: Rezone and Lot Consolidation Program on Mixed-use Sites within the TCSP (new)
	1.2c: Displacement Prevention of Existing Businesses within the TCSP (new)
	1.2d: City-owned Sites/Surplus Land Act (new)
	1.3: No Net Loss Program (continuation)
Category 2: The Development of Adequate Housing to Meet the Needs of All Economic Segments	2.1: Section 8 Housing Choice Voucher Program (continuation)
	2.2: First Time Homebuyer Program (continuation)
	2.3: Extremely Low-Income, Low-Income, and Special Needs Housing Incentives Program (new)
	2.4: ADU Incentives Plan (modified)
	2.5: Area Agency on Aging Outreach Program (continuation)
	2.6: Inland Regional Center Outreach Program (new)
	2.7: Density Bonus Ordinance (continuation)
Category 3: Address and Remove Governmental and Nongovernmental Housing Constraints	3.1: Zoning Ordinance Amendments (continuation)
	3.2: Reasonable Accommodation Procedure (continuation)
	3.3: SB 35 Streamlining Information (new)
Category 4: Conserve and Improve the Condition of the Existing Housing Stock	4.1: Housing Code Enforcement (new)
	4.2: Homeowner Housing Rehabilitation Program (continuation)
Category 5: Promote and Affirmatively Further Housing Opportunities for All Persons	5.1: AFFH Outreach Program (continuation)
	5.2: Fair Housing Services Program (continuation)
	5.3: Affirmative Fair Housing (Marketing AFHM) Plan (new)
	5.4: Displacement Risk Program (new)
	5.5: Transit Expansion Program (new)
	5.6: Equitable Quality of Life Program (new)

1.2 Category 1: Actions to make sites available to accommodate the Regional Housing Needs Assessment (RHNA)

A major part of meeting the housing needs of all segments of the community is the provision of adequate sites to facilitate the development of all types, sizes, and prices of housing throughout the city. People and households of different ages, types, incomes, and lifestyles have a variety of housing needs and preferences that evolve over time and in response to changing life circumstances. Providing an adequate and diverse supply of housing works to accommodate the housing needs of all residents. If existing land use regulations or other constraints are present that prevent a jurisdiction from reaching its RHNA mandates for each income level, the City must take action to address these constraints.

1.2.1 Goals

- Accommodate meeting the housing needs of all income groups which were allocated to the City by the Southern California Association of Government’s 6th Cycle Regional Housing Needs Assessment Final Allocation Plan.¹
- Facilitate the construction of the maximum feasible number of housing units for all income groups.

1.2.2 Policies

- The City shall designate sites that provide a variety of housing types.
- The City shall implement the Land Use Element, Housing Element, Towne Center Specific Plan (TCSP), and Zoning Ordinance updates to achieve adequate sites for extremely low-, very low-, low-, moderate-, and above moderate- income households.

1.2.3 Programs

Program 1.1: Annual Housing Element and Vacant Lot Reporting Program

Government Code Section 65400 requires each jurisdiction in the State to prepare an APR documenting the progress on implementing its Housing Element. Each jurisdiction’s APR must be submitted to the California Department of Housing and Community Development (HCD) and the Governor’s Office of Planning and Research (OPR) by April 1 of each year (covering the previous calendar year). The City will supplement the APR data with reporting of vacant R-1 lots within the city.

The City will create and maintain a database that includes each vacant and available R-1 lot within the city.

Objectives

- Objective 1: Prepare an annual Vacant Residential Lot Development Report.
- Objective 2: Produce and submit the APR to HCD and OPR by April 1 of each year.

Responsible Agency

Planning Department and Building Department Timeline

- Objective 1: Prepare the first Annual Report by April 2025.
- Objective 2: Continue to prepare the APR annually for the remainder of the 8-Year Planning Period.

Funding Source

General Fund

Program 1.2a: Facilitate the full buildout of the TCSP to accommodate RHNA

The City’s analysis of sites with potential for additional residential development is presented in Appendix C. The analysis demonstrates that there are adequate sites with sufficient capacity to accommodate additional housing at all income levels commensurate with the City’s RHNA allocation for the 2021-2029 planning period. However, due to a limited number of available parcels and lack of vacant multiple family parcels, the City relies on the TCSP to accommodate its lower- and moderate-income RHNA.

¹ Southern California Association of Governments. 2021. 6th Cycle Regional Housing Needs Assessment Final Allocation Plan. https://scag.ca.gov/sites/main/files/file-attachments/6th_cycle_final_rhna_allocation_plan_070121.pdf?1646938785 (accessed November, 2023)

- Objective 1: Facilitate the full build-out of the Specific Plan with affordable residential projects achieving at least 30 dwelling units per acre and create consistency with the California Low Income Housing Tax Credit Program.
- Objective 2: Engage with developers and pursue a one or more application(s) to develop the TCSP with at least 188 residential units, including at least 43 very low-income units, 24 low-income units, and a total of 75 affordable housing units.
- Objective 3: If necessary to facilitate residential development, the City will relocate City operations from the four parcels in Planning Area 4 of the TCSP.
- Objective 4: Monitor development of the TCSP to ensure that any build out includes at least 43 very low-income units, 24 low-income units, and a total of 75 affordable housing units, and a total of at least 188 residential units, to be completed by the end of the current housing cycle.

Responsible Agency

Planning Department

Timeline

- Objective 1: Create a full build-out program for the TCSP by the end of 2025.
- Objective 2: Engage with at least three developers annually.
- Objective 3: The timeline for relocation is subject to developer timing. The City will move its operations as part of the entitlement process.
- Objective 4: As needed throughout the planning period.

Funding Source

General Fund

Program 1.2b: Rezone and Lot Consolidation Program on Mixed-use Sites within the TCSP

To accommodate a significant portion of the City's RHNA, the City identified and rezoned sites within the TCSP in 2022, allowing multifamily residential uses by-right in accordance with Government Code 65583.2 (h) and (i).

All sites are zoned to accommodate at least 20 units per acre. Sites within the TCSP allow 100 percent residential by-right and require residential uses to occupy at least 50 percent of the total floor area of the mixed-use project. Rezoned sites permit multifamily uses by right pursuant to Government Code section 65583.2(i) for developments in which 20 percent or more of the units are affordable to lower income (LI) households. All sites are listed in the Sites Inventory (Appendix C) and have the capacity for at least 16 units per site.

Additionally, the Sites Inventory includes 13 parcels under 0.5 acre which are too small to accommodate lower-income units. Once an application is submitted, the City will work with the developer to consolidate these small parcels with larger adjacent parcels to align with the proposed parcel layout of the TCSP.

Objectives

- Objective 1: Adopt the TCSP consistent with the requirements of Government Code section 65583.2(i) (completed).
- Objective 2: Develop and implement an affordable housing and lot consolidation incentives study.
- Objective 3: Provide technical assistance to applicants receptive to lot consolidation to encourage housing development, with priority for developments that support lower- and moderate-income housing. When a

development application is received, work with the developer to consolidate small lots within the TCSP to conform with the proposed parcel layout.

Responsible Agency

Planning Department

Timeline

Objective 1: Completed.

Objective 2: Complete by June 2026.

Objective 3: Provide technical assistance on an as needed basis. Consolidate lots as part of the entitlement process.

Funding Source

Funding will be sourced from the General Fund and from additional State and Federal funding sources as they become available.

Program 1.2c: Displacement Prevention of Existing Businesses within the TCSP

The TCSP will require building housing on the footprints of existing buildings which may contain businesses. This program is intended mitigate the impact of TCSP buildout on existing businesses by requiring TCSP developer(s) to provide a displacement prevention plan as part of proposal and buildout.

Objectives

Objective 1: Conduct a survey of existing businesses to determine displacement risk of existing businesses.

Objective 2: Include a Memorandum of Understanding (MOU) for a business displacement prevention plan as part of the TCSP RFP is issued.

Objective 3: Monitor implementation of a business displacement prevention plan as the TCSP is built out.

Responsible Agency

Planning Department

Timeline

Objective 1: Complete survey before issuing an RFP.

Objective 2: During the issuing of the RFP.

Objective 3: Ongoing

Funding Source

General Fund

Program 1.2d: City-owned Sites/Surplus Land Act

The City shall maintain compliance with all requirements of the Surplus Land Act, Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5, including holding a public hearing designating the properties as “surplus properties” under California Law throughout the planning period.

The Sites Inventory identifies 76 units on four City-owned sites as capacity to meet the RHNA. The City intends to make these properties available through the Surplus Land Act process over the next three years or sooner, depending on whether these parcels will need to be sold to facilitate development of the TCSP.

Objectives

- Objective 1: Publish a list of publicly owned sites on the City's website by January 2025. Prioritize releasing Surplus Lands Act-related documents for City-owned parcels.
- Objective 2: Engage with local affordable housing developers to determine site constraints and potential policies to meaningfully incentivize affordable housing development on these sites.
- Objective 3: Adopt incentives for affordable housing on City-owned sites based on engagement with the development community.
- Objective 4: Target land use entitlements issuance in 2027 or 2028 and building permits in 2029. Encourage the development of at least 32 lower-income units, 23 moderate-income units, and 21 above moderate-income units on City-owned sites in the planning period.
- Objective 5: If any of these sites are determined to be infeasible for residential development, identify alternative sites to accommodate the shortfall by January 2027.

Responsible Agency

Planning Department

Timeline

- Objective 1: Complete by June 2025.
- Objective 2: Engage with developers by June 2025 and develop incentives by January 2026.
- Objective 3: Adopt incentives by June 2026.
- Objective 4: Entitlement issuance in 2027 or 2028 and permits in 2029.
- Objective 5: Identify alternative sites by January 2028.

Funding Source

General Fund

Program 1.3: No-Net Loss Program

To ensure sufficient residential capacity is maintained to accommodate the RHNA for each income category, within one year of adoption of the Housing Element, develop and implement a formal, ongoing (project-by-project) evaluation procedure pursuant to Government Code section 65863. The evaluation procedure will track the number of extremely low-, very low-, low-, moderate-, and above moderate-income units constructed to calculate the remaining unmet RHNA by income group. The evaluation procedure will also track the number of units built on the identified sites to determine the remaining site capacity by income category and will be updated continuously as developments are approved. No action can be taken to reduce the density or capacity of a site (e.g., downzone, moratorium), unless other additional adequate sites are identified prior to reducing site density or capacity. If a development is being approved on an identified site at a lower density than what was assumed for that site identified in the Housing Element, additional adequate sites must be made available within 180 days of approving the development.

Objective

- Objective 1: Develop and maintain a no-net loss evaluation procedure.

Develop and maintain a no-net loss evaluation procedure.

Responsible Agency

Planning Department and Building Department

Timeline

Objective 1: Within one year of adoption of the Housing Element, develop and implement a formal ongoing evaluation procedure pursuant to Government Code Section 65863.

Funding Source

General Fund

1.3 Category 2: Assist in the development of adequate housing for Special Needs and Low-Income households

The City of Canyon Lake is a diverse community with many residents who have special housing needs. State law requires the housing element to address the needs of specific “special needs” groups, including extremely low-income residents, seniors, persons with disabilities, large families, female-headed households with children, and persons experiencing homelessness. The City will continue to monitor its policies, standards, and regulations to ensure that they comply with applicable laws pertaining to housing for special needs populations.

The City will also work with experienced nonprofits developing affordable special needs housing through aid, incentives, or concessions such as direct financial assistance (when available), density increases, or other financial, land or regulatory assistance that would result in enhancing development feasibility.

1.3.1 Goal

- Accommodate meeting the housing needs of special needs households living in Canyon Lake with financial resources available from the County Riverside (Housing Authority of the County of Riverside and County of Riverside Economic Development Agency).
- Develop working relationships with experienced nonprofits developing affordable special needs.

1.3.2 Policies

- The City shall reduce barriers to housing development, especially the development of housing for special needs groups.
- The City shall assist special-need groups to achieve rental assistance through programs administered by the County of Riverside Housing Authority.
- The City shall facilitate the development of affordable housing.
- The City shall work cooperatively with non-profit and for-profit housing developers to secure financing for affordable housing.

1.3.3 Programs

Program 2.1: Section 8 Housing Choice Voucher (HCV) Program

The Section 8 Housing Choice Voucher is administered by the Housing Authority of the County of Riverside. The program provides rental assistance to extremely low- and very low-income and special needs households. As of

September 2021, the Housing Authority provided rental assistance to one household living in Canyon Lake. On average, one to three households received rental assistance in recent years.

The City will continue to support the Housing Authority's applications to the U.S. Department of Housing and Urban Development (HUD) for additional funding and assist the Housing Authority in marketing the program to rental property owners.

Objective

Objective 1: Promote knowledge of Section 8 Housing Vouchers to tenants of Canyon Lake.

Objective 2: Promote knowledge of Section 8 Housing Vouchers to owners of rental properties Canyon Lake.

Objective 3: Provide assistance to help at least five extremely low- and very low-income households achieve Section 8 housing vouchers during the planning period.

Responsible Agency

Housing Authority of the County of Riverside

Timeline

Objective 1: Post information on the basic practical details of the Section 8 Housing Voucher Program on the City's website by the end of 2024.

Objective 2: Conduct a workshop with the Housing Authority to explain how the Section 8 Housing Voucher Program works for rental property owners by the end of 2024.

Objective 3: Provide assistance to at least five extremely low- and very low-income households by the end of 2029.

Funding Source

HUD Housing Choice Vouchers

Program 2.2: First Time Homebuyer Program

Canyon Lake is a Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) cooperating city with the County of Riverside. Through this cooperative effort, City residents and projects located in Canyon Lake are eligible to participate in three County funded programs including the First-Time Homebuyer Program, Mortgage Credit Certificate Program (reduced federal income tax liability) and the Neighborhood Stabilization Program (silent second mortgage purchase price assistance). The First Time Homebuyer (FTHB) Program provides down payment assistance up to 20 percent of the purchase price (not to exceed \$75,000).

The County's 2019-2024 Consolidated Plan allocates \$4,353,170 to the First Time Homebuyer Program.² The funding amount is projected to assist 100 households over a five-year period. The funding amount may assist households living in the County territory and the cooperating cities. Therefore, the number of households that can be assisted in any one city is limited.

Objective

Objective 1: Promote knowledge of First Time Homebuyer Assistance to residents of Canyon Lake in English and Spanish. Distribute bilingual materials to the POA office and to regional advocacy groups.

² Riverside County Economic Development Agency. 2023. 2022-2023 Consolidated Annual Performance and Evaluation Report (CAPER). https://rivcoeda.org/Portals/0/CDBG/PlansAndReports/FINAL_CAPER_9_28_2023.pdf?ver=2023-10-02-160301-047 (accessed November, 2023)

Objective 2: Facilitate First Time Homebuyer Assistance to five buyers purchasing homes in Canyon Lake by promoting Riverside County’s Mortgage Credit Certificate (MCC) Program and other public funding opportunities such as CAL HOME.

Responsible Agency

County of Riverside Economic Development Agency, Planning Department, and Building Department

Timeline

Objective 1: Post information on the program on its website annually throughout the planning period. Annually conduct a FTHB Workshop hosted by the City and Fair Housing Council of Riverside County (FHCRC).

Objective 2: Assist at least five homebuyers obtain funding during the planning period.

Funding Source

County of Riverside HUD CDBG/HOME Funds.

Program 2.3: Extremely Low-Income, Low-Income, and Special Needs Housing Incentives Program

The City will encourage and support the development of housing that meets the needs of lower-income and extremely low-income households, seniors, and persons with disabilities, including developmental disabilities.

Objective

Objective 1: Conduct outreach and coordination with affordable and special needs housing developers to determine best practices and procedures for accommodating lower-income, extremely low-income, and special needs housing development such as fee waiver or deferral.

Objective 2: Assist affordable housing developers by providing site information and assisting in the entitlement processes.

Objective 3: Adopt priority processing procedures and incentives (i.e. permit streamlining for projects with an affordability component) for housing developments which designate at least 10 percent of their units for extremely low-income households or 15 percent of their units for low-income households. In connection with Objective 1, coordinate with affordable and special needs housing developers to determine fee waivers/deferrals to facilitate and encourage the development of lower-income housing and special needs housing.

Objective 4: In connection with Objective 1, coordinate with affordable and special needs housing developers to identify development standards that present obstacles to the development of lower-income and special needs housing. Modify development standards accordingly.

Objective 5: Encourage use of State density bonus provisions through technical assistance and information dissemination.

Objective 6: Promote awareness of Riverside County’s Continuum of Care services by adding relevant material to the City website, print materials at City Hall, and conducting workshops with the public in English and Spanish. Distribute bilingual materials to the POA office and to regional advocacy groups.

Responsible Agency

Planning Department

Timeline

- Objective 1: Annually: Hold at least one conference between City leadership and relevant housing developers to discuss:
- Best practices and procedures for accommodating lower-income housing, extremely low-income housing, and special needs housing development.
 - Changes to the Sites Inventory.
 - Other opportunities for development.
- Objective 2: Annually: Make the Sites Inventory available online; refresh at least once per year.
- Objective 3: Adopt priority processing procedures by the end of 2026. Determine appropriate fee waivers/deferrals by the end of 2025 and adopt by the end 2026.
- Objective 4: Identify obstacles by the end of 2025 and modify constraining development standards by the end of 2026.
- Objective 5: Complete by the end of 2024: Add an informational webpage to the City website on State Density Bonuses. Ongoing: Ensure City planning staff are informed on changes to State legislation related to lower-income housing, extremely low-income housing, and special needs housing development.
- Objective 6: Complete initial workshop and add relevant information to the City website, City Hall, POA, and regional advocacy groups by the end of 2024. Conduct subsequent workshops annually.

Funding Source

General Fund

Program 2.4: ADU Incentives Plan

The City adopted an ADU Ordinance in March 2020.³ To support and encourage the production of ADUs, the City will develop handouts, frequently asked questions, brochures, and checklists to educate property owners regarding strategies to reduce construction costs. The City will also adopt a program that incentivizes and promotes the creation of ADUs that can be offered at an affordable rent for very low-, low-, or moderate-income households. In addition, the City will clarify the ADU permitting process by developing an application checklist and posting to the City's website.

Objectives

- Objective 1: Post on the City's website examples of design features and methods to construct attached ADUs, examples of small ADUs (<500 square feet), and strategies on how to reduce ADU construction costs including information about outside funding sources.
- Objective 2: Provide owners with a brochure and/or online material describing ADU opportunities and the permitting and development process, including an application checklist.
- Objective 3: Offer free consultation meetings with planning staff for property owners interested in developing ADUs.
- Objective 4: Research and promote awareness of available fee waivers and reductions from City, school district and special district fees. Promote the use of HCV's or development of cost incentive programs, or no-interest loan programs for ADU developers in exchange for income restrictions.
- Objective 5: Inform owners of the Section 8 Housing Choice Voucher Program and County of Riverside Housing Authority contacts.

³ City of Canyon Lake Municipal Code. Chapter 9.32: Accessory Dwelling Units.
https://codelibrary.amlegal.com/codes/canyonlakeca/latest/canyonlake_ca/0-0-0-27065 (accessed November, 2023).

Objective 6: Adopt pre-approved ADU plans.

Objective 7: Ensure all areas of the city have adequate infrastructure to support existing and proposed development. Coordinate with City Staff to review the City’s Capital Improvement Projects (CIP) to ensure public facilities and infrastructure are supportive of the needs of planned housing development throughout the city.

Responsible Agency

Planning Department and Building Department

Timeline

Objective 1-3: Complete all objectives by the end of 2024.

Objective 4: Prepare a report on potential strategies to encourage affordability by end of 2026.

Objective 5: Ongoing.

Objective 6: Complete by end of 2026.

Objective 7: Meet annually with appropriate individuals and groups with the first meeting by the end of 2024.

Funding Source

General Fund

Program 2.5: Area Agency on Aging Outreach Program

The Riverside County Office on Aging (OOA) is authorized by the Older Americans Act and the Older Californians Act to serve as the local Area Agency on Aging for Riverside County. OOA is charged with developing a system of care that offers safety net services for vulnerable older persons and adults with disabilities.

The City will reach out to the Area Agency on Aging to assist toward achievement of the following Area Plan on Aging.

Objectives

Objective 1: Participate in the Needs Assessment, Community Surveys, and Planning Workshop conducted by the Area Agency on Aging as needed.

Objective 1: Provide emergency assistance in the form of housing, rental, utility, transportation, home repairs and modifications, falls prevention, and mobility management assistance.

Objective 2: Conduct workshops to educate the local community about resources for Seniors.

Responsible Agency

Planning Department

Timeline

Objective 1: Ongoing as needed.

Objective 2: Emergency services will be provided on an on-going basis.

Objective 3: Conduct an initial workshop on resources for Canyon Lake Seniors in 2024. Conduct additional workshops annually.

Funding Source

General Fund

Program 2.6: Inland Regional Center Outreach Program

Objective

Objective 1: Continue to reach out to the Inland Regional Center to obtain the most recent information on:

- Description of common services (e.g., adult day programs, housing support services, etc.);
- Living options (brochures in English and Spanish); and
- Transition fact sheets describing the transition from adolescence to adulthood (in both English and Spanish).

Objective 2: Work with the Inland Regional Center to obtain the most current and relevant data on the types of housing occupied by Canyon Lake’s developmentally disabled youth and adults (e.g., home of parent, foster/family home, etc.)

Responsible Agency

Planning Department

Timeline

Objective 1: Ongoing. Post information on the City’s website as needed.

Objective 2: Ongoing. Participate in the Needs Assessment, Community Surveys, and Planning Workshops conducted by the Inland Regional Center as needed.

Funding Source

General Fund

Program 2.7: Density Bonus Ordinance

The purpose of this program is to implement State law to provide affordable housing by providing concessions for new development through the reduction of various development standards. The 5th Cycle Housing Element provided for adoption of the Density Bonus Program.

Objective

Objective 1: Conduct and present research on best practices for Density Bonus Ordinances (DBOs) in cities comparable to Canyon Lake.

Objective 2: Draft a DBO.

Objective 3: Adopt a DBO.

Responsible Agency

Planning Department

Timeline

Objective 1: Complete and present by the end of 2024.

Objective 2: Draft by the end of Summer, 2025.

Objective 3: Adopt by the end of 2025.

Funding Source

General Fund

1.4 Program Category 3: Address and remove governmental and nongovernmental housing constraints

The City must regularly evaluate and update its development review and permitting policies, standards, and practices in response to State and federal laws intended to facilitate residential development. The City also takes into consideration the needs and desires of the community as it undertakes such policy updates.

The City also continues to improve the efficiency of the development review process. As a response to the State housing crisis, Senate Bill 35 (SB 35; 2017-Wiener) made changes to Housing Element law to limit local discretion for qualified housing projects. The City continues to take steps to reduce identified constraints to housing production and make housing developments more financially feasible.

1.4.1 Goals

- Remove existing governmental constraints to the maintenance, preservation, improvement and development of housing.
- Remove existing and, where appropriate and legally possible, future governmental constraints that may hinder addressing the housing needs of disabled persons.

1.4.2 Policies

- The City shall prepare Zoning Ordinance development standards and requirements that address the housing needs of special populations such as disabled persons.
- The City shall permit reduced parking standards based on the results of a parking study correlating the need for parking to the housing unit/bedroom mix of the proposed project.

1.4.3 Housing Programs**Program 3.1: Zoning Ordinance Amendments**

A number of Zoning Ordinance Amendments are required to comply with recently updated State regulations. This program will implement these changes.

Objective

- Objective 1: Adopt applicable Zoning Ordinance amendments pertaining to emergency shelters, pursuant to AB 139/Government Code section 65583, subdivision (a)(4)(A). Increase the number of allowed beds at emergency shelters from 10 to 20.
- Objective 2: Adopt applicable Zoning Ordinance amendments pertaining to low barrier navigation centers, pursuant to Government Code section 65660.
- Objective 3: Adopt applicable Zoning Ordinance amendments pertaining to permanent supportive housing, pursuant to Government Code section 65651.
- Objective 4: Adopt applicable Zoning Ordinance amendments pertaining to single-room occupancy units (SROs), pursuant to Government Code sections 65583 and 65583.2.

Objective 5: Adopt applicable Zoning Ordinance amendments pertaining to employee housing, pursuant to the Employee Housing Act (Health and Safety Code, § 17000 et seq.), specifically, sections 17021.5 and 17021.6.

Objective 6: Adopt applicable Zoning Ordinance amendments pertaining to accessory dwelling units (ADUs).

Objective 7: Adopt applicable Zoning Ordinance amendments pertaining to large family daycare homes, pursuant to Assembly Bill 234.

Responsible Agency

Planning Department

Timeline

Objectives 1-7: Complete all Zoning Ordinance Amendments by the end of 2026.

Funding Source

General Fund and Local Early Action Planning (LEAP) Grant

Program 3.2: Reasonable Accommodation Procedure

Various federal laws require housing providers to make reasonable accommodations and reasonable modifications for individuals with disabilities.⁴ Federal nondiscrimination laws that protect against disability discrimination cover not only tenants and home seekers with disabilities, but also buyers and renters without disabilities who live or are associated with individuals with disabilities. These laws also prohibit housing providers from refusing residency to persons with disabilities, or placing conditions on their residency, because they require reasonable accommodations or modifications.

The City has prepared an application and brochure describing the Reasonable Accommodation Procedure. The application and brochure are available at the Planning Department and Building Department counters. To increase community awareness, the brochure/application will be posted on the City's website.

Objective

Objective 1: Make materials regarding reasonable accommodation procedure, reasonable modifications, and service and companion animals available at City Hall and on the City's website.

Objective 2: Conduct biannual community workshops to educate the public about reasonable accommodation procedure, reasonable modifications, and service and companion animals.

Responsible Agency

Planning Department and Building Department

Timeline

Objective 1: Post the brochure and application and additional relevant information on the City's website by June 2024.

Objective 2: Conduct initial community workshop by the end of 2024; continue to conduct workshops biannually.

⁴ U.S. Department of Housing and Urban Development. "Reasonable Accommodations and Modifications." HUD.gov, accessed November 30, 2023. https://www.hud.gov/program_offices/fair_housing_equal_opp/reasonable_accommodations_and_modifications.

Funding Source

General Fund

Program 3.3: SB 35 Streamlining Information

SB 35 requires cities and counties to streamline review and approval of eligible affordable housing projects by providing a ministerial approval process, exempting such projects from environmental review under the California Environmental Quality Act (CEQA). The City has not received any SB 35 development applications or inquiries. To accommodate any future SB 35 applications or inquiries, the City will create and make available to interested parties an informational packet that explains the SB 35 streamlining provisions in Canyon Lake and provides SB 35 eligibility information.

Objective

Objective 1: Compile relevant SB 35 information and create both a print and a virtual information packet; Post this information on the City website.

Objective 2: Draft and adopt an amendment to the Zoning Ordinance to implement SB 35 streamlining processes.

Responsible Agency

Planning Department

Timeline

Objective 3: Post information packet on City website by the end of 2024.

Objective 4: Adopt by the end of 2025.

Funding Source

General Fund

1.5 Program Category 4: Conserve and improve the condition of the existing stock

The city's existing housing stock is a valuable asset to the community. There is a need to maintain and improve the quality of existing market rate and deed-restricted subsidized affordable housing. While the age of housing, by itself, does not necessarily equate with poor housing conditions, there is greater potential for housing problems in older structures. Supporting the maintenance and preservation of the existing housing stock stabilizes neighborhoods and protects against displacement, particularly for low-income residents.

Government Code Section 65583(c)(4) states that a housing element shall describe actions to conserve and improve the condition of the existing affordable housing stock, which may include addressing ways to mitigate the loss of dwelling units demolished by public or private action.

1.5.1 Goals

- Conserve and improve the condition of Canyon Lake's existing housing stock.

1.5.2 Policies

- The City shall enforce adopted code requirements that set forth acceptable health and safety standards for the occupancy of existing housing.

- The City shall continue to provide information on the County’s rehabilitation programs regarding financial assistance to repair and improve homes.

Program 4.1: Housing Code Enforcement

To ensure the quality of the City’s housing stock, the City will continue to enforce its health and safety code.

Objective

Objective 1: The City will continue providing ongoing inspection services to review and enforce code violations.

Responsible Agency

Code Compliance Department

Timeline

Objective 1: Implementation will occur as needed throughout the 8-year planning period

Funding Source

General Fund

Program 4.2: Homeowner Housing Rehabilitation Program

The City is a cooperating city in the County of Riverside Urban County CDBG Program. The County’s 2019-2024 Consolidated Plan allocates \$4,235,710 to the Homeowner Housing Rehabilitation Program. The 5-year goal is the rehabilitation of 125 owner-occupied housing units. Canyon Lake homeowners may apply for the financial assistance provided by this program. County staff has indicated that there have been very few applications from Canyon Lake residents in the past five years. The City will continue to cooperate with the County of Riverside in the implementation of home repair and rehabilitation programs. The City will post information on its website describing the County program and encouraging eligible homeowners to submit an application.

Objective

Objective 1: Rehabilitate five homes through the County’s program during the planning period.

Responsible Agency

Planning Department

Timeline

Objective 1: Complete by the end of 2029.

Funding Source

County CDBG funds

1.6 Program Category 5: Promote and affirmatively further housing opportunities for all persons

Section 65583(c)(5) requires that the housing element promotes and affirmatively furthers fair housing (AFFH) opportunities throughout the community for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by State and Federal law.

Appendix B summarizes the fair housing issues and concerns in Canyon Lake. It includes a demographic summary of fair housing protected classes in Canyon Lake; analysis of fair housing issues; description of factors contributing to fair housing issues; and a fair housing action plan encompassing priorities, goals, and strategies.

Programs under this goal are designed to affirmatively reduce barriers to housing and increase equitable conditions across neighborhoods, addressing issues such as historic and existing racial and economic inequities, housing mobility and access, community investment and engagement, and environmental health.

1.6.1 Goals

- Promote equal housing opportunity in the City’s housing market for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by State and Federal law.
- Collect and maintain relevant data on fair housing issues in Canyon Lake.
- Join and participate in relevant AFFH related organizations.

1.6.2 Policies

- The City shall consistently enforce fair housing laws.
- The City shall develop and implement policies to affirmatively further fair housing.

Program 5.1: AFFH Outreach Program

The City will outreach related to affirmatively further fair housing through the meaningful actions described in this program.

Objectives

The outreach efforts shall include the following:

- Objective 1: Conduct annual meetings with the following agencies to discuss and determine best practices for AFFH within Canyon Lake:
- Fair Housing Council of Riverside County, Inc. (FHCRC)
 - California Department of Fair Employment and Housing (DFEH)
 - U.S. Department of Housing and Urban Development (HUD)
 - Community Access Center
 - Elsinore Valley Municipal Water District (EVMWD)
- Objective 2: Conduct at least one AFFH Community Outreach event per year within Canyon lake to provide residents of Canyon Lake a summary of fair housing issues within the City and to provide residents information on fair housing resources including where and how to report violations of fair housing laws.
- Objective 3: Create a fair housing resources page on the Canyon Lake website which provides information on fair housing resources including where and how to report violations of fair housing laws.
- Objective 4: Join the FHCRC as a public agency and promote relevant events to residents of Canyon Lake on the City website and social media.
- Objective 5: In collaboration with the EVMWD, communicate with property owners of hazardous waste sites and solid waste facilities to ensure the safety and health of residents. Host an annual workshop to educate residents on water quality in the community.

Responsible Agency

Planning Department

Timeline

Objective 1: Complete initial round of meetings by the end of 2024; conduct follow-up meetings annually.

Objective 2: Complete initial outreach event by the end of 2024; conduct additional outreach events annually.

Objective 3: Complete by the end of 2024; update as needed.

Objective 4: Join by the end of 2024; conduct community outreach as needed.

Objective 5: Complete initial meeting, outreach to property owners, and host a workshop by the end of 2024; conduct follow up meetings annually.

Funding Source

- General Fund
- County CDBG funds

Program 5.2: Fair Housing Services Program

The City of Canyon Lake will take affirmative steps to promote fair housing practices by working with the Fair Housing Council of Riverside County, Inc. to provide applicable services for residents.

Objectives

Objective 1: Continue to refer cases and questions to the FHCRC for enforcement of prohibitions on discrimination in lending practices and in the sale or rental of housing.

Objective 2: Make fair housing information available at City Hall, Chamber of Commerce, Senior Center, and the Public Library. The information will include brochures and other written information that will be obtained from the FHCRC. In addition, the City will make information available on its Website and provide links to additional resources.

Objective 3: Obtain training and education on fair housing issues for the benefit of City staff.

Objective 4: Work with the Fair Housing Council of Riverside County, Inc. to ensure that female householders are free from housing discrimination on the basis of sex and familial status.

Objective 5: Post on the City's website information on availability and location of childcare services.

Objective 6: Work with the FHCRC to schedule Fair Housing Workshops.

Responsible Agency

Planning Department

Timeline

Objective 1: Ongoing

Objective 2: Publicly post fair housing resources within six months of adoption of the 2021-2019 Housing Element.

Objective 3: Research and conduct initial City staff training by the end of 2026, annually through the remainder of the planning period.

Objective 4: Ongoing

Objective 5: Complete by the end of 2024.

Objective 6: Schedule and complete an initial Fair Housing Workshop by the end of 2024. Conduct additional workshops annually.

Funding Source

General Fund and/or County CDBG funds

Program 5.3: Affirmative Fair Housing (AFHM) Marketing Plan

A key purpose of the AFFH is to create inclusive communities. An associated objective is to remove barriers to buying or renting housing based on these characteristics.

To achieve these purposes the City shall require the developers of mixed-use developments in the TCSP to prepare and implement an Affirmative Fair Housing Marketing Plan consisting of the following:

- Property location
- Demographics of the market area
- Identification of populations groups interested but least likely to buy or rent at the property location.
- Develop outreach efforts to the targeted population groups.
- Develop targeted advertising to the population groups.
- Obtain input and evaluation of the Marketing Plan from the FHCRC.

Objective

Objective 1: Complete an Affirmative Fair Housing (AFHM) Marketing Plan for the TCSP.

Responsible Agency

Planning Department, FHCRC, affordable housing developers

Timeline

Objective 1: Complete the Plan requirements by December 2028, provided that residential development occurs within the TCSP

Funding Source

General Fund and/or County CDBG funds

Program 5.4: Displacement Risk Program

In the past few decades, Canyon Lake has experienced slow new housing construction compared to surrounding cities and Riverside County as a whole. This can lead to displacement, particularly for low- and moderate-income households. Although there are significant factors outside of the City's control that affect the housing market and cost of construction, the City will do its part to make it easier for different types of housing to be built at a variety of affordability levels to serve the needs of current and future residents.

The City will work with the Housing Authority of the County of Riverside and local non-profit to make available – when needed – financial resources such to prevent householders from being displaced from their Canyon Lake housing.

Objective

Objective 1: Network with the Housing Authority of the County of Riverside to discuss best practices for preventing displacement within Canyon Lake. Present this information to City leadership.

Objective 2: Draft and implement a Displacement Risk Program.

Responsible Agency

Planning Department, FHCRC, affordable housing developers

Timeline

Objective 1: Complete by the end of 2024.

Objective 2: Complete by the end of 2026.

Funding Source

General Fund and/ other funding sources that may become available.

Program 5.5: Transit Expansion Program

Reliable public transit access and active transportation options (walking and biking) are imperative for lower-income residents and/or persons with disabilities to connect to employment opportunities. Access to employment via public transit and active transportation can reduce income burden and increase housing mobility, which enables residents to find housing in more areas. Lack of transportation options can impede fair housing choice and continue to reinforce barriers for low-income residents in accessing opportunities.

Transit access in Canyon Lake is very limited. The City of Canyon Lake does not have its own transit system and Riverside County Transportation Authority operates only one line which provides service to the commercial area outside the gated portion of the community. To expand transportation opportunities within Canyon Lake, the City will collaborate with the Riverside Transit Agency to prepare a study on transit and active transportation needs for Canyon Lake residents and identify actions to address those needs, focusing on connecting residents to job centers.

Objective

Objective 1: Schedule and complete a meeting with the Riverside County Transportation Authority to discuss options for expanding transit in Canyon Lake. Complete meeting with at least three suggested transit solutions to at least double the level of transit service in Canyon Lake.

Objective 2: Present these three suggested transit solutions to City leadership and residents via a public workshop.

Objective 3: Conduct a community survey on transit needs as part of a transit and active transportation needs study and identify actions to address identified needs.

Responsible Agency

Planning Department

Timeline

Objective 1: Complete by the end of 2024.

Objective 2: Complete by June 2025.

Objective 3: By the end of 2025

Funding Source

General Fund

Program 5.6: Equitable Quality of Life Program

Due to limited capacity of the gated portion of the community to accommodate lower-income housing, the entirety of income-restricted RHNA requirements are planned to be accommodated at the TCSP. While all these sites are

located within a high opportunity census tract, the concentration of all lower-income units within one census tract could potentially exacerbate fair housing conditions. To ensure that the location of these sites does not further segregation or result in substandard living conditions for occupants of income-restricted units, the City will implement programs to promote equitable quality of life throughout the city.

Objective

- Objective 1: At the time of issuing an RFP for build out of the TCSP as required in Program 1.2a, include a requirement for a residential displacement prevention plan as part of the TCSP.
- Objective 2: Monitor implementation of the residential displacement prevention plan as the TCSP is built out.
- Objective 3: Implement place-based community revitalization strategies: At the time of the issuing an RFP for build out of the TCSP as required in Program 1.2c, include a requirement for implementing at least one place-based community revitalization program that will: (a) encourage economic and community development within the TCSP, (b) facilitate equitable quality of life for residents of income-restricted units.
- Objective 4: Monitor implementation of the place-based community revitalization strategies.
- Objective 5: Implement community improvement projects within the TCSP to ensure equity in development of public amenities and placemaking projects and events, including:
- Prioritize capital improvement projects, including new parks and amenities, in the TCSP.
 - Budget for and implement plans and strategies prioritizing areas designated for lower-income and mixed-income housing opportunities in the sites inventory.
 - Implement small-scale placemaking projects/events such as pedestrian improvements or parklets.
 - Prepare a report that identifies and summarizes community improvement projects.

Responsible Agency

Planning Department

Timeline

- Objective 1: During the issuing of the RFP.
- Objective 2: Ongoing
- Objective 3: During the issuing of the RFP.
- Objective 4: Ongoing
- Objective 5: Complete first annual report by the end of the year following execution of a contract from the RFP. Complete at least two of the identified projects within the planning period.

Funding Source

General Fund and/or other funding sources that may become available.

1.7 Quantified Objectives

California Housing Element Law requires jurisdictions to estimate the number of units achieved for maintenance, preservation, and construction of housing over the eight-year planning period. The City has two sets of numerical housing goals included in the Housing Element: the City's share of the RHNA (with adequate buffer) and the Quantified Objectives for Affordable Housing Production. The analysis of adequacy of available land resources to meet the RHNA is provided in Appendix C.

The second set of numerical goals is quantified objectives for the creation of affordable housing opportunities and the provision of other housing assistance. These quantified objectives are based on the goals, policies, and programs described in this section. The quantified objectives set a target goal for the City based on needs, resources, and constraints.

Table 2-2 shows quantified objectives for construction, rehabilitation, and conservation/preservation of housing for the current housing cycle.

Table 2-2 Quantified Objectives

Category	Extremely Low	Very Low	Low	Moderate	Above Moderate	Total
Construction	21	22	24	24	38	129
Rehabilitation	1	2	87	85	86	109
Conservation/ Preservation	3	2	0	0	0	5

The construction objective of 129 units is based on the following:

- 67 lower-income housing units. In 2020, the average size of a project awarded low-income housing tax credits was 67 housing units.
- At least the RHNA allocation of 24 moderate income housing units.
- At least the RHNA allocation of 38 above moderate-income housing units.

The rehabilitation objective of 109 units is based on the following:

- Rehabilitation of one extremely low-income unit, two very low-income units, and two low-income units funded through the Riverside County Homeowner Housing Rehabilitation Program.
- The Home Mortgage Disclosure Act (HMDA) reports that an annual average of 32 home improvement loans were approved in 2018 and 2019. Based on this, 256 home improvement loans can be projected to be approved over the 8-year planning period.
 - Rehabilitation of 85 moderate-income homes funded through private home improvement loans.
 - Rehabilitation of 86 above moderate-income homes funded through private home improvement loans.

The conservation/preservation objective of five units is based on three extremely low-income households and two very low-income households funded through Section 8.

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ITEM NO. 13

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Sheryl Garcia, City Clerk

DATE: June 12, 2024

SUBJECT: Adopt a Resolution Adopting a Travel Reimbursement Policy

Recommendation

Adopt Resolution No. 2024-21 adopting a travel reimbursement policy.

Background/Discussion

Travel undertaken by City Council and staff is integral to fulfilling their responsibilities and advancing the interests of the City. The proposed Travel Reimbursement Policy (“Policy”) is aimed at ensuring fiscal responsibility by City Council and staff when traveling for official business, including conferences, seminars, and training sessions. The Policy establishes clear guidelines and procedures to govern the reimbursement process, promoting transparency, accountability, and the effective use of taxpayer funds.

Policy Objectives:

1. Provide clear guidelines and procedures for reimbursing travel expenses incurred by city-elected officials and staff.
2. Ensure fiscal responsibility and accountability in managing taxpayer funds related to travel activities.
3. Facilitate the effective utilization of city resources by establishing reasonable limits and controls on travel-related expenditures.
4. Enhance the professional development and capacity-building of city-elected officials and staff through participation in relevant conferences, seminars, and training programs.
5. Mitigate risks associated with travel-related expenses, including fraud, waste, and non-compliance with regulatory requirements.

Key Policy Components:

1. Eligible Expenses: Define categories of expenses eligible for reimbursement, including transportation, accommodation, meals, registration fees, and incidental costs incurred during official travel.
2. Documentation Requirements: Specify the documentation necessary to support reimbursement claims, such as receipts, invoices, and travel itineraries, ensuring transparency and accountability.
3. Approval Process: Outline procedures for obtaining pre-approval for travel and post-travel reimbursement, including designated approval authorities and timelines to streamline the process.
4. Limits and Controls: Set reasonable limits on reimbursable expenses, such as maximum per diem rates for meals and lodging, to ensure cost-effectiveness and prudent use of taxpayer funds.

Fiscal Impact

None associated with the adoption of the Policy.

Attachments

1. Resolution No. 2024-21

ATTACHMENT 1

RESOLUTION NO. 2024-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A TRAVEL EXPENSE REIMBURSEMENT POLICY

WHEREAS, the purpose of this Travel Expense Reimbursement policy is to establish reasonable guidelines for expense reimbursement for City Elected Officials and employees when traveling on City-related business; and

WHEREAS, the Travel Expense Reimbursement Policy stresses the importance of cost effectiveness and efficiency in the use of public resources for travel purposes; and

WHEREAS, the Travel Expense Reimbursement Policy may be updated from time-to-time as deemed necessary by the City Manager; and

WHEREAS, the City Council has determined that adopting the Travel Expense Reimbursement Policy serves a municipal and public purpose.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council hereby adopts the Travel Expense Reimbursement Policy, attached hereto as Exhibit “A”. The City Manager is authorized to amend the Travel Expense Reimbursement Policy from time to time with changes approved as to form by the City Attorney.

Section 3. In the event of a conflict between the Travel Expense Reimbursement Policy and the City’s Employee Handbook and Personnel Policy Manual, the provisions of the Travel Expense Reimbursement Policy shall apply.

Section 4. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED the 12th day of June 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT "A"

Travel Expense Reimbursement Policy

[to be attached]



TRAVEL EXPENSE REIMBURSEMENT POLICY

Date of Adoption/Update: June 12, 2024

Resolution No. 2024-21

City Manager Approval: _____

City of Canyon Lake
Travel Expense Reimbursement Policy

1. INTENT AND PURPOSE

The City of Canyon Lake recognizes the value of attendance by City officials and employees at professional conferences, seminars, meetings with other government officials, professional organizations, community organizations, and constituents and ceremonial events and activities that promote or benefit the City. This policy establishes travel authorization, expense, reimbursement, and reporting standards consistent with the provisions of this policy and in compliance with California Government Code Sections 53232.2 and 53232.3.

2. APPLICATION

This policy applies to City Councilmembers, City Manager, and Employees of the City of Canyon Lake.

3. DEFINITIONS

- a. “City” shall refer to the City of Canyon Lake.
- b. “City Councilmembers” shall mean members of the City Council of the City of Canyon Lake.
- c. “City Manager” shall refer to the City Manager of the City of Canyon Lake, or his or her designee.
- d. “Employees” shall refer to all subordinate employees in the City. For the purposes of this policy, the City Manager is not considered a subordinate employee.

4. POLICY

The City reimburses its officials and employees for expenses incurred in connection with business related travel and attendance at meetings and events, in amounts designated in the approved City budget. The establishment of reasonable limits on expense reimbursement assures a prudent and responsible use of public funds and allows more officials and employees to attend beneficial conferences, seminars, and meetings. Absent unusual circumstances and only with the permission of the City Council, expense reimbursements will not exceed the amounts set forth in this policy.

"Reimbursement" for purposes of this policy means all forms of payment for expenses incurred by City officials and employees in the course of their official duties whether paid directly by the City (including without limitation, with a City-issued credit card) or advanced by city officials and employees with personal funds and later reimbursed from City funds.

In addition, this Policy is not intended to address every issue, exception or contingency that may arise in the course of City travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources. Specific issues not covered here may be directed to the City Manager.

5. TRAVEL REQUESTS AND AUTHORIZATION

Where travel proposes overnight lodging, officials and employees must complete and sign the Travel Authorization Form. The Travel Authorization Form must be submitted to the City Manager or the City Manager's designee for approval at least forty-five (45) days before the proposed trip. Upon approval, the signed Travel Authorization Form shall be submitted as an attachment to the official or employee's Expense Report. The City Manager may, at his discretion, accept Travel Authorization Forms submitted inside the forty-five (45) day window.

6. COST CONTROL

a. To conserve City resources and keep expenses within reasonable standards, City officials and employees must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route.

b. Government and group rates shall be used when practicable if they present the least expensive fare.

c. Incidental Expenses, which shall include bridge, road tolls, parking fees, and other similar costs, are considered reimbursable expenses. Baggage handling fees will also be reimbursed.

d. Expenses for which travelers receive reimbursement from another agency are not reimbursable.

7. LODGING

Actual lodging costs will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay. When an additional charge is imposed for City business related internet/broadband access, the charge may be reimbursed as part of the room rate. If the lodging is in connection with a conference or other organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, then travelers shall use standard accommodations in a reasonably priced hotel. Lodging rates that are equal or less than government rates are presumed to be reasonable and reimbursable for purposes of this policy.

8. METHOD OF TRAVEL

a. Automobile Travel

- i. **City Vehicle.** When using a City vehicle, travelers shall be reimbursed for the actual costs of fuel, oil and emergency repairs, tolls and parking.
- ii. **Private Vehicle.** Automobile mileage is reimbursable at the Internal Revenue Service rates presently in effect. The reimbursable amount shall be based upon the actual mileage traveled for the purposes of the traveler's official duties. In no case shall the amount of reimbursement exceed the cost of the least expensive ticket available via commercial air travel and, if applicable, the cost of a standard size rental car. However, the City will not reimburse city officials and employees for expenses not necessary for business purposes, such as, parking tickets, vehicle repairs and maintenance, fines for moving violations, or vehicle towing charges.
- iii. **Rental Vehicle.** Travelers shall be reimbursed for the cost of a standard size vehicle, along with gasoline, tolls, and parking, with the usual and customary levels of insurance. When demonstrable circumstances dictate necessity, travelers may be reimbursed, at the discretion of the City Manager, for upgrading to a larger vehicle.

b. Air Travel.

- i. City officials and employees shall be reimbursed for the lowest-priced coach airfare available, taking into consideration preferred airports, preferred arrival and departure times, connection times, and other restrictions, including cancellation and change fees. The City shall not reimburse City officials and employees for the cost of any upgrades paid for by the City official or employee.
- ii. **Baggage Fees.** Airline charges for checked baggage are reimbursable.
- iii. **Frequent Flyer Plans.** City officials and employees may personally retain frequent flyer awards that accrue from city-related travel. However, city officials and employees will not be reimbursed for tickets purchased with frequent flyer miles.
- iv. The City Manager may approve reimbursement for City officials and employees for penalties and other charges for flight cancellations or changes, taking the particular circumstances into account.
- v. Long-term parking shall be reimbursable for travel exceeding twenty-four (24) hours.

c. **Other Transportation.** Taxi, bus, train, shuttle, or other similar fares, including associated gratuities of up to 15 percent, shall be reimbursed at their actual cost as stated on the receipt.

9. MEALS

City officials and employees shall be reimbursed for the reasonable cost of their own meals while on overnight travel or where an official or employee is away from the City of Canyon Lake. The City Manager, in his sole discretion, may deny reimbursement for meals that he determines are lavish or extravagant.

Employees must provide receipts or other appropriate substantiating documentation for each meal taken throughout the trip, unless the meal costs less than \$20. Employees may include the expense of reasonable gratuities of up to 15%.

Meals provided for as part of the cost of the travel, including, but not limited to, conference, complementary, or in-flight meals, are not eligible for travel advances or reimbursement. The City will not pay for alcohol or other personal bar expenses.

10. PER DIEM

Employees may request reimbursement on a per diem basis. Under IRS guidance applicable to domestic travel, per diem rates may be based on either the high-low method or the regular federal per diem rate method. The per diem rate shall be based on the destination city/county in which the official or employee will be traveling.

Per diem advances must be requested by an employee in advance of travel and approved by the City Manager, utilizing the Travel Authorization Form. In the event of travel cancellation or change in plans, the employee must immediately inform their supervisor and return the per diem advance to the City.

Elected officials of the City of Canyon Lake are subject to the reimbursement requirements of Section 9, MEALS, above and shall not utilize this section.

11. AUTHORIZED EXPENSES

The following types of expenses generally constitute authorized expenses, as long as the other requirements of this Policy are met and provided that total expenses incurred by the traveler are within the total amount budgeted for that fiscal year:

- a. Communicating with representatives of regional, state and national government on City policy positions.
- b. Attending organized educational seminars, conferences or activities designed to improve the official or employee's skill and information levels for city-related purposes.
- c. Participating in regional, state and national organizations or associations whose activities affect the City's interests.

12. UNAUTHORIZED EXPENSES

Personal expenses that the City will not reimburse include, but are not limited to:

- a. The personal portion of any trip, including any additional costs associated with the attendance of the official or employee's spouse or other guests.
- b. Political contributions or events.
- c. Charitable event tickets for which the traveler is taking or will take a tax deduction.
- d. Family expenses, including a partner's expenses when accompanying the traveler on City-related business, as well as children or pet-related expenses.
- e. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf-related expenses), or other cultural events. However, where the City is acting in a host capacity, those host-related expenses, including entertainment expenses and meals, may be reimbursed with prior approval from the City Manager.
- f. Personal losses, including clothing, incurred while on City business.

Any questions regarding the propriety of a particular type of expense should be resolved with the City Manager before the expense is incurred.

13. OTHER EXPENSES

Expenses that do not fall within the scope of this Policy shall be approved in advance either:

- a. For City Councilmembers or City Manager by the City Council, in a public meeting; or,
- b. For all others, by the City Manager.

14. DOCUMENTATION OF EXPENSES; EXPENSE REPORTS

- a. Travelers shall submit expense reports on a form provided by the City within thirty (30) days of incurring the expense.
- b. In order to qualify for reimbursement, expense reports must be accompanied by documentary evidence, such as a receipt, canceled check or bill, for each expense. The documentary evidence should show the amount, date, place, and essential character of the expense.
- c. If a traveler cannot produce documentary evidence, he or she shall not be reimbursed.
- d. Reimbursement or per diem advances shall never exceed the amount authorized by Government Code Sections 53232.2 and 53232.3, this Policy, or the adopted amount budgeted by the City Council.

e. The City Manager shall review all forms and documentary evidence for appropriateness and compliance with this Policy. The City Manager shall make the determination for any disputed costs except in the case of City Councilmembers, where the determination will be made by the City Council at a public meeting. The City Councilmember whose expense is being discussed shall recuse himself or herself from the discussion.

f. All documents related to reimbursable City expenditures are subject to disclosure under the California Public Records Act.

g. City Councilmembers shall provide brief reports on meetings attended at the expense of the City at the next regular meeting of the City Council.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Mike Borja, Administrative Services Director

DATE: June 12, 2024

SUBJECT: Adopt a Resolution Approving the List of Projects for Fiscal Year 2024-2025 Funded by SB 1: the Road Repair and Accountability Act of 2017

Recommendation

Adopt Resolution No. 2024-22 approving the Fiscal Year 2024-2025 project list for Senate Bill 1 (Road Repair and Accountability Act of 2017) Road Maintenance and Rehabilitation Account (RMRA) funding.

Background

On April 28, 2017, the Governor signed Senate Bill 1 (SB 1), Road Repair and Accountability Act of 2017, to address transportation funding shortfalls statewide. SB 1 established a Road Maintenance and Rehabilitation Account (RMRA) in the State Transportation Fund.

Prior to receiving an apportionment of RMRA funds from the California State Controller in a fiscal year, the City must submit to the California Transportation Commission (Commission) an adopted project list proposed to utilize RMRA funds. Per Streets and Highways Code Section 2034(a)(1), all projects proposed to receive RMRA funding must be adopted by resolution by the City Council each fiscal year.

With the help of the City's Engineering consulting firm Interwest, City staff reviewed several projects that fit the criteria for RMRA funding. After careful review, City staff recommends that the funding be applied towards two projects:

- **Railroad Canyon Road Safety Corridor Project HSIP Improvements** - improving roadway lighting, installing median protective barriers, chevron signs to warn change in direction in the roadway, warning devices for pedestrian crossing, protected left-turns, and new crosswalks.
- **Active Transportation Plan** - intended to complete an Active Transportation Plan to encourage the use of active modes of transportation within the City limits to improve safety and mobility for non-motorized users.

Staff will submit to the Commission the proposed projects and adopted resolutions once approved.

Fiscal Impact

In Fiscal Year 2024-2025, the City of Canyon Lake is estimated to receive \$283,282 from the RMRA funding. The following table specifies the anticipated projects receiving RMRA funding:

Project Title	Project Description	Project Location	Estimated Schedule		Est. Useful Life	
			Start (MM/YY)	Completion (MM/YY)	Min	Max
Railroad Canyon Road Safety Corridor Project HSIP Improvements	Improve roadway lighting, median barriers, chevron signs, warning devices, pedestrian crossing along the roadway by installing protected left-turn and new crosswalks	Along Railroad Canyon Road from .1 miles south of Skylink Drive to approximately 0.3 miles west of Goetz Road.	08-23	02-25	15	20
Active Transportation Plan (ATP)	To complete an ATP plan to encourage the use of active modes of transportation within the City limits to improve safety and mobility for non-motorized users.	Along Railroad Canyon Road from .1 miles south of Skylink Drive to approximately 0.3 miles west of Goetz Road.	05-24	12-24	3	5

Attachments

1. Resolution No. 2024-22
2. Local Streets and Roads Summary - Projected Revenues

ATTACHMENT 1

RESOLUTION NO. 2024-22

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2024-25 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Canyon Lake are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Canyon Lake must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Canyon Lake, will receive an estimated \$283,282 in RMRA funding in Fiscal Year 2024-25 from SB 1; and

WHEREAS, this is the eighth year in which the City of Canyon Lake is receiving SB 1 funding and will enable the City of Canyon Lake to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Canyon Lake has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Canyon Lake used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Canyon Lake maintain and rehabilitate roadways, and implement the city's Local Road Safety Plan (LRSP) and add safety features and infrastructure throughout the City of Canyon Lake this year and similar projects into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in a "good" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into an "excellent" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The following previously proposed and adopted projects may also utilize Fiscal Year 2024-25 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City of Canyon Lake is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Project Title	Project Description	Project Location	Estimated Schedule		Est. Useful Life	
			Start (MM/YY)	Completion (MM/YY)	Min	Max
Railroad Canyon Road Safety Corridor Project HSIP Improvements	Improve roadway lighting, median barriers, chevron signs, warning devices, pedestrian crossing along the roadway by installing protected left-turn and new crosswalks	Along Railroad Canyon Road from .1 miles south of Skylink Drive to approximately 0.3 miles west of Goetz Road.	08-23	02-25	15	20
Active Transportation Plan (ATP)	To complete an ATP plan to encourage the use of active modes of transportation within the City limits to improve safety and mobility for non-motorized users.	Along Railroad Canyon Road from .1 miles south of Skylink Drive to approximately 0.3 miles west of Goetz Road.	05-24	12-24	3	5

Section 3. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED the 12th day of June 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

ATTACHMENT 2

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
ALAMEDA COUNTY						
ALAMEDA	2,105,295	1,886,962	3,992,256	2,139,548	2,017,062	4,156,609
ALBANY	605,181	536,772	1,141,953	614,925	573,781	1,188,705
BERKELEY	3,383,163	3,036,784	6,419,947	3,438,288	3,246,160	6,684,448
DUBLIN	1,983,032	1,776,734	3,759,766	2,015,284	1,899,234	3,914,518
EMERYVILLE	344,766	303,796	648,562	350,281	324,741	675,022
FREMONT	6,120,588	5,504,737	11,625,325	6,220,511	5,884,271	12,104,783
HAYWARD	4,369,021	3,925,594	8,294,614	4,440,279	4,196,251	8,636,530
LIVERMORE	2,341,084	2,099,540	4,440,623	2,379,195	2,244,296	4,623,491
NEWARK	1,271,111	1,136,247	2,407,358	1,291,737	1,214,588	2,506,325
OAKLAND	11,517,282	10,370,185	21,887,467	11,705,525	11,085,176	22,790,701
PIEDMONT	306,792	269,559	576,351	311,685	288,144	599,829
PLEASANTON	2,129,885	1,909,132	4,039,017	2,164,541	2,040,760	4,205,301
SAN LEANDRO	2,424,947	2,175,147	4,600,094	2,464,431	2,325,117	4,789,548
UNION CITY	1,872,188	1,676,802	3,548,990	1,902,626	1,792,412	3,695,038
County of Alameda	29,329,274	23,419,766	52,749,040	29,828,652	25,034,484	54,863,136
Total Cities & County: Alameda	70,103,609	60,027,756	130,131,365	71,267,507	64,166,477	135,433,985
ALPINE COUNTY						
County of Alpine	614,399	454,609	1,069,008	616,352	485,953	1,102,305
AMADOR COUNTY						
AMADOR	11,299	4,788	16,087	11,389	5,118	16,508
IONE	250,115	211,884	461,999	254,129	226,492	480,621
JACKSON	146,218	121,408	267,626	148,518	129,779	278,297
PLYMOUTH	35,190	25,594	60,784	35,675	27,358	63,033
SUTTER CREEK	78,465	63,278	141,742	79,663	67,641	147,304
County of Amador	2,320,953	2,300,838	4,621,791	2,356,472	2,459,473	4,815,945
Total Cities & County: Amador	2,842,240	2,727,790	5,570,029	2,885,847	2,915,862	5,801,708
BUTTE COUNTY						
BIGGS	59,357	47,644	107,000	60,236	50,929	111,165
CHICO	2,905,080	2,571,190	5,476,270	2,952,528	2,748,466	5,700,994
GRIDLEY	209,938	180,712	390,650	213,273	193,171	406,444
OROVILLE	545,200	477,181	1,022,381	554,006	510,081	1,064,087
PARADISE	285,253	218,875	504,128	289,292	233,965	523,258
County of Butte	7,519,291	7,639,601	15,158,892	7,636,364	8,166,327	15,802,691
Total Cities & County: Butte	11,524,119	11,135,203	22,659,322	11,705,699	11,902,939	23,608,639

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
CALAVERAS COUNTY						
ANGELS CAMP	114,270	87,411	201,681	116,089	93,438	209,527
County of Calaveras	3,475,744	3,483,754	6,959,498	3,527,599	3,723,947	7,251,546
Total City & County: Calaveras	3,590,014	3,571,165	7,161,179	3,643,688	3,817,385	7,461,073
COLUSA COUNTY						
COLUSA	171,539	153,897	325,436	174,212	164,508	338,720
WILLIAMS	149,499	133,307	282,806	151,814	142,498	294,312
County of Colusa	2,355,181	2,699,228	5,054,409	2,380,241	2,885,331	5,265,572
Total Cities & County: Colusa	2,676,219	2,986,432	5,662,651	2,706,267	3,192,337	5,898,604
CONTRA COSTA COUNTY						
ANTIOCH	3,110,656	2,763,873	5,874,529	3,161,438	2,954,433	6,115,870
BRENTWOOD	1,742,372	1,544,548	3,286,920	1,770,750	1,651,040	3,421,790
CLAYTON	304,508	264,890	569,398	309,375	283,154	592,529
CONCORD	3,381,968	3,006,090	6,388,059	3,437,200	3,213,351	6,650,550
DANVILLE	1,181,756	1,045,388	2,227,144	1,200,963	1,117,465	2,318,428
EL CERRITO	706,471	621,071	1,327,541	717,882	663,891	1,381,773
HERCULES	716,018	629,594	1,345,611	727,585	673,002	1,400,588
LAFAYETTE	692,579	608,669	1,301,248	703,762	650,634	1,354,397
MARTINEZ	1,017,445	898,698	1,916,143	1,033,957	960,660	1,994,618
MORAGA	471,990	413,520	885,511	479,588	442,031	921,619
OAKLEY	1,217,450	1,077,255	2,294,705	1,237,242	1,151,528	2,388,770
ORINDA	532,276	467,341	999,617	540,863	499,563	1,040,425
PINOLE	516,561	453,311	969,872	524,890	484,566	1,009,455
PITTSBURG	2,056,914	1,825,360	3,882,273	2,090,451	1,951,212	4,041,664
PLEASANT HILL	936,269	826,227	1,762,496	951,450	883,192	1,834,642
RICHMOND	3,122,778	2,774,694	5,897,472	3,173,758	2,966,001	6,139,759
SAN PABLO	874,428	771,017	1,645,445	888,594	824,176	1,712,770
SAN RAMON	2,280,919	2,025,344	4,306,264	2,318,132	2,164,985	4,483,117
WALNUT CREEK	1,897,645	1,683,170	3,580,815	1,928,570	1,799,219	3,727,790
County of Contra Costa	24,908,968	19,772,157	44,681,125	25,331,859	21,135,384	46,467,243
Total Cities & County: Contra Costa	51,669,971	43,472,218	95,142,189	52,528,309	46,469,488	98,997,797

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
DEL NORTE COUNTY						
CRESCENT CITY	183,500	161,558	345,058	186,382	172,697	359,079
County of Del Norte	1,297,182	1,404,834	2,702,016	1,316,663	1,501,692	2,818,355
Total City & County: Del Norte	1,480,682	1,566,392	3,047,074	1,503,045	1,674,389	3,177,434
EL DORADO COUNTY						
PLACERVILLE	320,643	258,833	579,477	325,862	276,679	602,541
SOUTH LAKE TAHOE	1,674,974	512,950	2,187,924	1,685,317	548,316	2,233,633
County of El Dorado	9,234,647	7,344,895	16,579,542	9,358,262	7,851,302	17,209,564
Total Cities & County: El Dorado	11,230,264	8,116,678	19,346,942	11,369,441	8,676,297	20,045,738
FRESNO COUNTY						
CLOVIS	3,283,843	2,981,287	6,265,129	3,337,196	3,186,837	6,524,033
COALINGA	483,104	432,554	915,658	490,845	462,377	953,222
FIREBAUGH	229,815	203,384	433,200	233,455	217,407	450,862
FOWLER	194,978	171,614	366,592	198,049	183,446	381,495
FRESNO	14,291,154	13,010,566	27,301,721	14,523,995	13,907,603	28,431,598
HURON	167,754	146,786	314,540	170,381	156,907	327,288
KERMAN	453,911	405,931	859,842	461,176	433,918	895,095
KINGSBURG	345,539	308,009	653,548	351,051	329,246	680,297
MENDOTA	338,240	301,354	639,594	343,634	322,131	665,765
ORANGE COVE	259,297	230,271	489,568	263,418	246,147	509,565
PARLIER	390,273	348,806	739,079	396,515	372,855	769,370
REEDLEY	677,115	607,663	1,284,778	687,990	649,560	1,337,550
SANGER	708,513	636,297	1,344,811	719,901	680,168	1,400,069
SAN JOAQUIN	102,908	88,560	191,468	104,493	94,666	199,159
SELMA	658,684	591,766	1,250,449	669,274	632,566	1,301,840
County of Fresno	26,599,658	25,750,544	52,350,202	27,023,244	27,525,962	54,549,206
Total Cities & County: Fresno	49,184,787	46,215,393	95,400,180	49,974,617	49,401,797	99,376,414
GLENN COUNTY						
ORLAND	220,507	197,567	418,073	223,983	211,188	435,171
WILLOWS	172,493	153,179	325,671	175,188	163,740	338,928
County of Glenn	2,871,612	3,289,220	6,160,832	2,902,127	3,516,001	6,418,128
Total Cities & County: Glenn	3,264,611	3,639,965	6,904,577	3,301,298	3,890,929	7,192,227

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
HUMBOLDT COUNTY						
ARCATA	518,614	447,422	966,036	527,009	478,270	1,005,279
BLUE LAKE	38,645	28,826	67,471	39,186	30,813	70,000
EUREKA	746,740	645,874	1,392,614	758,859	690,405	1,449,264
FERNDALE	43,801	33,351	77,152	44,427	35,650	80,077
FORTUNA	349,376	299,773	649,150	355,001	320,442	675,443
RIO DELL	98,198	81,090	179,289	99,720	86,681	186,401
TRINIDAD	14,175	7,350	21,525	14,313	7,857	22,170
County of Humboldt	5,855,674	6,211,341	12,067,015	5,945,246	6,639,594	12,584,840
Total Cities & County: Humboldt	7,665,225	7,755,027	15,420,252	7,783,763	8,289,712	16,073,475
IMPERIAL COUNTY						
BRAWLEY	749,941	659,329	1,409,270	762,067	704,788	1,466,855
CALEXICO	1,050,144	927,117	1,977,261	1,067,196	991,038	2,058,234
CALIPATRIA	184,238	158,278	342,516	187,149	169,191	356,340
EL CENTRO	1,213,813	1,073,113	2,286,926	1,233,550	1,147,101	2,380,650
HOLTVILLE	155,197	132,373	287,571	157,632	141,500	299,132
IMPERIAL	586,748	514,650	1,101,398	596,214	550,133	1,146,347
WESTMORLAND	60,016	48,362	108,379	60,906	51,697	112,602
County of Imperial	9,855,850	11,609,734	21,465,584	10,004,407	12,410,188	22,414,595
Total Cities & County: Imperial	13,855,947	15,122,957	28,978,904	14,069,120	16,165,636	30,234,756
INYO COUNTY						
BISHOP	110,234	92,702	202,936	111,949	99,094	211,043
County of Inyo	3,408,849	3,848,825	7,257,674	3,442,857	4,114,189	7,557,046
Total City & County: Inyo	3,519,083	3,941,527	7,460,610	3,554,806	4,213,283	7,768,089

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
KERN COUNTY						
ARVIN	514,619	472,824	987,442	522,825	505,423	1,028,248
BAKERSFIELD	10,474,201	9,777,126	20,251,327	10,643,890	10,451,228	21,095,118
CALIFORNIA CITY	393,344	359,460	752,804	399,583	384,244	783,826
DELANO	1,337,151	1,238,430	2,575,581	1,358,645	1,323,816	2,682,461
MARICOPA	32,053	24,540	56,593	32,479	26,232	58,711
MCFARLAND	370,932	339,445	710,377	376,824	362,848	739,672
RIDGECREST	725,001	667,613	1,392,614	736,588	713,643	1,450,231
SHAFTER	555,805	510,388	1,066,193	564,663	545,578	1,110,241
TAFT	229,551	208,221	437,771	233,165	222,577	455,741
TEHACHAPI	342,349	312,726	655,075	347,776	334,287	682,064
WASCO	705,305	649,202	1,354,507	716,572	693,962	1,410,535
County of Kern	25,091,344	23,723,148	48,814,492	25,494,249	25,358,783	50,853,032
Total Cities & County: Kern	40,771,654	38,283,123	79,054,777	41,427,258	40,922,621	82,349,879
KINGS COUNTY						
AVENAL	361,011	327,977	688,987	366,750	350,590	717,340
CORCORAN	567,398	517,762	1,085,160	576,459	553,460	1,129,919
HANFORD	1,530,778	1,409,996	2,940,774	1,555,453	1,507,211	3,062,664
LEMOORE	707,758	647,167	1,354,925	719,084	691,787	1,410,871
County of Kings	4,539,280	4,903,915	9,443,195	4,609,436	5,242,024	9,851,460
Total Cities & County: Kings	7,706,225	7,806,817	15,513,041	7,827,182	8,345,072	16,172,254
LAKE COUNTY						
CLEARLAKE	454,019	404,015	858,034	461,294	431,871	893,165
LAKEPORT	136,846	118,918	255,764	138,987	127,117	266,105
County of Lake	3,410,535	3,430,310	6,840,845	3,464,167	3,666,818	7,130,985
Total Cities & County: Lake	4,001,400	3,953,244	7,954,643	4,064,448	4,225,806	8,290,254
LASSEN COUNTY						
SUSANVILLE	508,176	385,700	893,876	514,955	412,293	927,248
County of Lassen	3,049,365	3,305,090	6,354,455	3,079,536	3,532,965	6,612,501
Total City & County: Lassen	3,557,541	3,690,790	7,248,331	3,594,491	3,945,258	7,539,749

Local Streets and Roads - Projected Revenues

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 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
LOS ANGELES COUNTY						
AGOURA HILLS	548,755	484,531	1,033,286	557,581	517,938	1,075,519
ALHAMBRA	2,212,432	1,977,964	4,190,396	2,248,462	2,114,338	4,362,800
ARCADIA	1,527,434	1,362,137	2,889,571	1,552,246	1,456,052	3,008,298
ARTESIA	447,889	394,750	842,639	455,080	421,967	877,046
AVALON	97,517	82,455	179,972	99,019	88,140	187,159
AZUSA	1,356,118	1,208,120	2,564,238	1,378,125	1,291,416	2,669,541
BALDWIN PARK	1,931,237	1,725,164	3,656,401	1,962,662	1,844,108	3,806,771
BELL	920,083	817,464	1,737,547	934,974	873,825	1,808,799
BELLFLOWER	2,112,939	1,888,518	4,001,457	2,147,340	2,018,725	4,166,065
BELL GARDENS	1,060,481	943,684	2,004,165	1,077,670	1,008,748	2,086,419
BEVERLY HILLS	881,868	783,108	1,664,975	896,132	837,100	1,733,233
BRADBURY	30,300	22,026	52,327	30,702	23,545	54,247
BURBANK	2,869,678	2,566,593	5,436,271	2,916,430	2,743,552	5,659,982
CALABASAS	628,487	556,213	1,184,700	638,619	594,562	1,233,181
CARSON	2,511,816	2,247,116	4,758,932	2,552,749	2,402,047	4,954,796
CERRITOS	1,325,724	1,182,143	2,507,867	1,347,257	1,263,648	2,610,905
CLAREMONT	1,008,071	896,567	1,904,638	1,024,403	958,383	1,982,785
COMMERCE	337,436	296,350	633,786	342,835	316,782	659,617
COMPTON	2,572,055	2,301,272	4,873,327	2,613,974	2,459,937	5,073,911
COVINA	1,378,861	1,228,566	2,607,427	1,401,240	1,313,272	2,714,512
CUDAHY	616,424	545,367	1,161,791	626,358	582,968	1,209,326
CULVER CITY	1,088,043	968,464	2,056,507	1,105,685	1,035,236	2,140,921
DIAMOND BAR	1,476,223	1,316,097	2,792,320	1,500,197	1,406,837	2,907,034
DOWNEY	3,049,409	2,728,176	5,777,585	3,099,105	2,916,275	6,015,379
DUARTE	616,876	545,774	1,162,650	626,818	583,403	1,210,221
EL MONTE	2,921,102	2,612,825	5,533,927	2,968,696	2,792,971	5,761,667
EL SEGUNDO	469,460	414,143	883,603	477,004	442,697	919,700
GARDENA	1,634,730	1,458,598	3,093,327	1,661,299	1,559,163	3,220,462
GLENDALE	5,233,243	4,691,487	9,924,730	5,318,702	5,014,950	10,333,652
GLENDORA	1,410,578	1,257,081	2,667,659	1,433,477	1,343,752	2,777,229
HAWAIIAN GARDENS	379,300	333,986	713,286	385,384	357,013	742,397
HAWTHORNE	2,356,265	2,107,273	4,463,538	2,394,651	2,252,562	4,647,213
HERMOSA BEACH	533,853	472,034	1,005,887	542,452	504,579	1,047,031
HIDDEN HILLS	51,898	41,443	93,341	52,653	44,300	96,953
HUNTINGTON PARK	1,469,539	1,310,087	2,779,626	1,493,403	1,400,414	2,893,817
INDUSTRY	17,278	10,319	27,597	17,466	11,030	28,496

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 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
INGLEWOOD	2,905,416	2,598,723	5,504,139	2,952,754	2,777,897	5,730,650
IRWINDALE	45,773	35,936	81,709	46,427	38,414	84,842
LA CANADA FLINTRIDGE	556,984	491,929	1,048,913	565,944	525,846	1,091,791
LA HABRA HEIGHTS	157,424	135,414	292,838	159,891	144,750	304,641
LAKESWOOD	2,204,470	1,970,805	4,175,275	2,240,369	2,106,686	4,347,055
LA MIRADA	1,322,288	1,179,055	2,501,343	1,343,765	1,260,347	2,604,112
LANCASTER	4,715,114	4,225,678	8,940,792	4,792,087	4,517,025	9,309,113
LA PUENTE	1,023,277	910,238	1,933,515	1,039,858	972,996	2,012,854
LA VERNE	886,741	787,489	1,674,230	901,086	841,784	1,742,870
LAWNDALE	857,341	761,057	1,618,398	871,204	813,530	1,684,734
LOMITA	567,370	501,266	1,068,636	576,500	535,827	1,112,328
LONG BEACH	12,376,190	11,113,142	23,489,332	12,578,623	11,879,358	24,457,981
LOS ANGELES	103,780,542	93,278,537	197,059,079	105,479,674	99,709,793	205,189,467
LYNWOOD	1,838,509	1,641,799	3,480,308	1,868,415	1,754,996	3,623,411
MALIBU	293,788	257,109	550,898	298,472	274,836	573,308
MANHATTAN BEACH	955,449	849,258	1,804,707	970,918	907,812	1,878,731
MAYWOOD	680,166	601,774	1,281,939	691,127	643,264	1,334,391
MONROVIA	1,019,070	906,455	1,925,525	1,035,581	968,952	2,004,534
MONTEBELLO	1,681,360	1,500,519	3,181,880	1,708,693	1,603,975	3,312,669
MONTEREY PARK	1,638,298	1,461,806	3,100,104	1,664,926	1,562,593	3,227,519
NORWALK	2,768,853	2,475,950	5,244,804	2,813,954	2,646,659	5,460,614
PALMDALE	4,524,197	4,054,041	8,578,238	4,598,045	4,333,554	8,931,598
PALOS VERDES ESTATES	363,455	319,741	683,195	369,279	341,786	711,065
PARAMOUNT	1,436,596	1,280,472	2,717,068	1,459,921	1,368,756	2,828,677
PASADENA	3,737,470	3,346,756	7,084,226	3,798,433	3,577,504	7,375,937
PICO RIVERA	1,667,406	1,487,974	3,155,380	1,694,510	1,590,565	3,285,075
POMONA	4,069,316	3,645,093	7,714,410	4,135,714	3,896,411	8,032,125
RANCHO PALOS VERDES	1,138,030	1,013,402	2,151,432	1,156,489	1,083,273	2,239,763
REDONDO BEACH	1,882,902	1,681,710	3,564,612	1,913,536	1,797,658	3,711,194
ROLLING HILLS (2)						
ROLLING HILLS ESTATES	231,724	202,211	433,935	235,407	216,153	451,560
ROSEMead	1,373,694	1,223,921	2,597,616	1,395,989	1,308,307	2,704,296
SAN DIMAS	941,334	836,569	1,777,904	956,573	894,248	1,850,821
SAN FERNANDO	639,566	566,172	1,205,738	649,879	605,208	1,255,087
SAN GABRIEL	1,061,732	944,810	2,006,542	1,078,943	1,009,951	2,088,894
SAN MARINO	342,043	300,492	642,535	347,517	321,210	668,727
SANTA CLARITA	6,157,439	5,522,359	11,679,798	6,258,033	5,903,107	12,161,140

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	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
SANTA FE SPRINGS	506,530	447,470	954,000	514,681	478,321	993,002
SANTA MONICA	2,497,781	2,234,499	4,732,280	2,538,484	2,388,560	4,927,045
SIERRA MADRE	305,506	267,644	573,150	310,381	286,097	596,478
SIGNAL HILL	321,058	281,626	602,684	326,188	301,043	627,231
SOUTH EL MONTE	529,193	467,844	997,037	537,715	500,100	1,037,815
SOUTH GATE	2,479,060	2,217,668	4,696,728	2,519,456	2,370,569	4,890,025
SOUTH PASADENA	728,874	645,563	1,374,436	740,633	690,072	1,430,705
TEMPLE CITY	983,651	874,613	1,858,263	999,582	934,914	1,934,497
TORRANCE	3,925,883	3,516,143	7,442,026	3,989,932	3,758,570	7,748,502
VERNON	11,419	5,052	16,471	11,511	5,400	16,911
WALNUT	768,127	680,853	1,448,980	780,530	727,795	1,508,325
WEST COVINA	2,933,725	2,624,173	5,557,898	2,981,526	2,805,101	5,786,627
WEST HOLLYWOOD	961,441	854,645	1,816,086	977,008	913,570	1,890,579
WESTLAKE VILLAGE	223,761	195,053	418,814	227,314	208,501	435,815
WHITTIER	2,353,629	2,104,903	4,458,531	2,391,971	2,250,029	4,642,000
County of Los Angeles	178,285,211	143,003,231	321,288,442	181,316,818	152,862,846	334,179,664
Total Cities & County: Los Angeles	418,739,577	358,308,536	777,048,113	425,693,117	383,012,762	808,705,878

Local Streets and Roads - Projected Revenues

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	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
MADERA COUNTY						
CHOWCHILLA	498,797	461,930	960,727	506,730	493,779	1,000,509
MADERA	1,679,976	1,572,153	3,252,129	1,706,975	1,680,548	3,387,523
County of Madera	6,664,249	7,269,335	13,933,584	6,766,560	7,770,532	14,537,092
Total Cities & County: Madera	8,843,022	9,303,418	18,146,440	8,980,265	9,944,859	18,925,124
MARIN COUNTY						
BELVEDERE	63,123	50,828	113,951	64,065	54,333	118,398
CORTE MADERA	283,076	244,085	527,161	287,598	260,914	548,512
FAIRFAX	211,738	181,717	393,455	215,105	194,246	409,351
LARKSPUR	360,758	312,965	673,723	366,557	334,543	701,100
MILL VALLEY	389,082	338,080	727,162	395,346	361,390	756,736
NOVATO	1,447,137	1,272,260	2,719,396	1,470,710	1,359,978	2,830,687
ROSS	68,847	55,904	124,751	69,883	59,758	129,641
SAN ANSELMO	352,766	305,879	658,644	358,433	326,968	685,401
SAN RAFAEL	1,672,920	1,472,460	3,145,379	1,700,202	1,573,981	3,274,183
SAUSALITO	198,886	170,321	369,207	202,041	182,064	384,105
TIBURON	253,239	218,515	471,754	257,287	233,581	490,869
County of Marin	6,134,566	5,327,167	11,461,733	6,235,833	5,694,458	11,930,291
Total Cities & County: Marin	11,436,137	9,950,181	21,386,318	11,623,061	10,636,214	22,259,275
MARIPOSA COUNTY						
County of Mariposa	1,988,694	2,191,873	4,180,567	2,009,858	2,342,996	4,352,854
MENDOCINO COUNTY						
FORT BRAGG	197,670	169,100	366,770	200,806	180,759	381,565
POINT ARENA	18,231	11,013	29,244	18,435	11,772	30,208
UKIAH	457,505	397,527	855,032	464,878	424,935	889,813
WILLITS	139,487	118,439	257,927	141,684	126,605	268,289
County of Mendocino	4,758,858	5,064,259	9,823,117	4,831,890	5,413,423	10,245,313
Total Cities & County: Mendocino	5,571,750	5,760,339	11,332,089	5,657,693	6,157,495	11,815,188
MERCED COUNTY						
ATWATER	833,547	760,172	1,593,718	846,933	812,583	1,659,516
DOS PALOS	156,937	138,718	295,655	159,380	148,282	307,662
GUSTINE	164,296	145,517	309,813	166,858	155,550	322,409
LIVINGSTON	377,234	341,336	718,570	383,245	364,870	748,115
LOS BANOS	1,237,678	1,133,566	2,371,243	1,257,639	1,211,721	2,469,360
MERCED	2,347,428	2,157,526	4,504,955	2,385,420	2,306,281	4,691,701
County of Merced	9,282,691	9,745,993	19,028,684	9,428,057	10,417,948	19,846,005
Total Cities & County: Merced	14,399,811	14,422,828	28,822,639	14,627,532	15,417,236	30,044,768

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	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
MODOC COUNTY						
ALTURAS	80,792	64,954	145,746	82,001	69,432	151,433
County of Modoc	2,879,497	3,237,932	6,117,429	2,906,574	3,461,177	6,367,751
Total City & County: Modoc	2,960,289	3,302,886	6,263,175	2,988,575	3,530,609	6,519,184
MONO COUNTY						
MAMMOTH LAKES	2,084,077	174,128	2,258,205	2,087,888	186,133	2,274,021
County of Mono	2,235,838	2,373,262	4,609,100	2,255,749	2,536,891	4,792,640
Total City & County: Mono	4,319,915	2,547,390	6,867,305	4,343,637	2,723,024	7,066,661
MONTEREY COUNTY						
CARMEL-BY-THE-SEA	87,419	75,727	163,147	88,746	80,949	169,694
DEL REY OAKS	46,494	37,756	84,250	47,155	40,359	87,514
GONZALES	227,066	204,366	431,432	230,646	218,456	449,103
GREENFIELD	522,746	476,846	999,592	531,099	509,723	1,040,822
KING CITY	364,339	330,802	695,141	370,134	353,610	723,744
MARINA	579,251	528,344	1,107,596	588,507	564,772	1,153,279
MONTEREY	745,193	681,380	1,426,572	757,129	728,358	1,485,488
PACIFIC GROVE	393,859	358,191	752,050	400,134	382,887	783,021
SALINAS	4,184,195	3,868,421	8,052,616	4,251,961	4,135,136	8,387,097
SAND CITY	15,502	9,002	24,505	15,660	9,623	25,283
SEASIDE	854,810	783,084	1,637,893	868,528	837,075	1,705,602
SOLEDAD	723,053	660,838	1,383,890	734,629	706,400	1,441,029
County of Monterey	11,898,892	10,833,329	22,732,221	12,092,724	11,580,252	23,672,976
Total Cities & County: Monterey	20,642,819	18,848,086	39,490,904	20,977,052	20,147,601	41,124,653
NAPA COUNTY						
AMERICAN CANYON	570,880	515,799	1,086,679	580,019	551,362	1,131,381
CALISTOGA	142,695	124,928	267,622	144,908	133,541	278,449
NAPA	2,033,791	1,858,351	3,892,142	2,066,720	1,986,479	4,053,199
SAINT HELENA	148,841	130,578	279,419	151,155	139,581	290,735
YOUNTVILLE	83,644	71,562	155,205	84,912	76,496	161,407
County of Napa	4,161,087	3,743,274	7,904,361	4,228,621	4,001,361	8,229,982
Total Cities & County: Napa	7,140,936	6,444,491	13,585,428	7,256,335	6,888,819	14,145,154
NEVADA COUNTY						
GRASS VALLEY	428,324	326,014	754,338	435,433	348,491	783,924
NEVADA CITY	109,225	80,181	189,405	110,973	85,709	196,682
TRUCKEE	2,136,804	401,645	2,538,450	2,145,562	429,337	2,574,900
County of Nevada	4,387,413	3,932,534	8,319,947	4,453,340	4,203,670	8,657,010
Total Cities & County: Nevada	7,061,766	4,740,373	11,802,140	7,145,309	5,067,207	12,212,516

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
ORANGE COUNTY						
ALISO VIEJO	1,414,516	1,241,327	2,655,843	1,437,562	1,326,913	2,764,474
ANAHEIM	9,368,660	8,280,605	17,649,265	9,522,391	8,851,526	18,373,917
BREA	1,313,924	1,153,605	2,467,529	1,335,341	1,233,142	2,568,483
BUENA PARK	2,291,226	2,017,444	4,308,670	2,328,680	2,156,540	4,485,220
COSTA MESA	3,057,118	2,693,245	5,750,363	3,107,119	2,878,935	5,986,054
CYPRESS	1,375,085	1,206,420	2,581,505	1,397,482	1,289,599	2,687,081
DANA POINT	907,658	793,953	1,701,611	922,398	848,694	1,771,092
FOUNTAIN VALLEY	1,558,340	1,368,649	2,926,989	1,583,750	1,463,013	3,046,762
FULLERTON	3,919,602	3,456,768	7,376,371	3,983,778	3,695,101	7,678,879
GARDEN GROVE	4,667,741	4,119,066	8,786,808	4,744,213	4,403,063	9,147,275
HUNTINGTON BEACH	5,382,237	4,751,581	10,133,818	5,470,451	5,079,187	10,549,638
IRVINE	8,338,499	7,368,643	15,707,142	8,475,299	7,876,688	16,351,986
LAGUNA BEACH	631,937	550,754	1,182,691	642,162	588,727	1,230,889
LAGUNA HILLS	859,762	751,553	1,611,314	873,715	803,370	1,677,084
LAGUNA NIGUEL	1,762,150	1,549,073	3,311,223	1,790,908	1,655,877	3,446,785
LAGUNA WOODS	489,034	425,132	914,166	496,926	454,443	951,370
LA HABRA	1,710,197	1,503,081	3,213,278	1,738,102	1,606,714	3,344,815
LAKE FOREST	2,368,628	2,085,965	4,454,593	2,407,354	2,229,785	4,637,140
LA PALMA	430,265	373,107	803,372	437,192	398,831	836,024
LOS ALAMITOS	335,826	290,388	626,214	341,217	310,410	651,627
MISSION VIEJO	2,545,447	2,242,495	4,787,942	2,587,079	2,397,108	4,984,187
NEWPORT BEACH	2,315,323	2,038,776	4,354,099	2,353,173	2,179,343	4,532,516
ORANGE	3,790,112	3,342,136	7,132,248	3,852,160	3,572,565	7,424,725
PLACENTIA	1,432,339	1,257,105	2,689,443	1,455,677	1,343,778	2,799,455
RANCHO SANTA MARGARITA	1,307,569	1,147,978	2,455,547	1,328,881	1,227,128	2,556,009
SAN CLEMENTE	1,747,167	1,535,809	3,282,976	1,775,679	1,641,699	3,417,378
SAN JUAN CAPISTRANO	959,773	840,089	1,799,862	975,370	898,010	1,873,380
SANTA ANA	8,409,761	7,431,730	15,841,491	8,547,733	7,944,124	16,491,856
SEAL BEACH	693,464	604,335	1,297,799	704,683	646,002	1,350,685
STANTON	1,067,817	935,736	2,003,553	1,085,189	1,000,252	2,085,441
TUSTIN	2,186,671	1,924,885	4,111,556	2,222,407	2,057,600	4,280,007
VILLA PARK	165,363	140,370	305,733	167,969	150,048	318,017
WESTMINSTER	2,473,318	2,178,643	4,651,961	2,513,765	2,328,853	4,842,619
YORBA LINDA	1,853,912	1,630,307	3,484,219	1,884,179	1,742,712	3,626,891
County of Orange	65,169,319	50,705,139	115,874,458	66,286,789	54,201,095	120,487,884
Total Cities & County: Orange	148,299,762	123,935,890	272,235,652	150,776,774	132,480,872	283,257,646

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
PLACER COUNTY						
AUBURN	380,823	329,940	710,763	386,955	352,688	739,643
COLFAX	60,369	48,266	108,635	61,266	51,594	112,860
LINCOLN	1,428,305	1,252,460	2,680,765	1,451,582	1,338,813	2,790,395
LOOMIS	191,241	163,138	354,379	194,273	174,386	368,659
ROCKLIN	1,941,974	1,706,801	3,648,774	1,973,694	1,824,479	3,798,173
ROSEVILLE	4,154,246	3,661,350	7,815,596	4,222,291	3,913,788	8,136,079
County of Placer	14,413,261	11,224,616	25,637,877	14,624,384	11,998,517	26,622,901
Total Cities & County: Placer	22,570,219	18,386,571	40,956,790	22,914,445	19,654,266	42,568,711
PLUMAS COUNTY						
PORTOLA	172,120	50,277	222,397	172,972	53,744	226,716
County of Plumas	2,792,503	2,651,308	5,443,811	2,817,936	2,834,107	5,652,043
Total City & County: Plumas	2,964,623	2,701,585	5,666,208	2,990,908	2,887,851	5,878,759
RIVERSIDE COUNTY						
BANNING	854,444	748,177	1,602,621	868,304	799,761	1,668,065
BEAUMONT	1,540,038	1,354,858	2,894,897	1,565,136	1,448,271	3,013,408
BLYTHE	510,559	444,980	955,539	518,802	475,660	994,462
CALIMESA	303,737	262,448	566,185	308,599	280,543	589,142
CANYON LAKE	306,625	265,010	571,636	311,535	283,282	594,816
CATHEDRAL CITY	1,400,817	1,231,391	2,632,208	1,423,628	1,316,292	2,739,919
COACHELLA	1,157,130	1,016,611	2,173,741	1,175,962	1,086,703	2,262,665
CORONA	4,253,403	3,758,960	8,012,363	4,323,036	4,018,128	8,341,164
DESERT HOT SPRINGS	891,106	780,690	1,671,795	905,567	834,516	1,740,083
EASTVALE	1,895,098	1,669,739	3,564,837	1,926,029	1,784,862	3,710,891
HEMET	2,439,781	2,152,786	4,592,567	2,479,661	2,301,214	4,780,874
INDIAN WELLS	134,682	114,297	248,979	136,799	122,178	258,977
INDIO	2,464,591	2,174,788	4,639,379	2,504,878	2,324,733	4,829,611
JURUPA VALLEY	2,848,985	2,513,467	5,362,452	2,895,546	2,686,762	5,582,308
LAKE ELSINORE	1,955,327	1,723,153	3,678,480	1,987,248	1,841,959	3,829,206
LA QUINTA	1,036,104	909,280	1,945,384	1,052,948	971,972	2,024,920
MENIFEE	2,985,345	2,634,396	5,619,741	3,034,146	2,816,029	5,850,175
MORENO VALLEY	5,637,897	4,986,784	10,624,681	5,730,275	5,330,606	11,060,881
MURRIETA	3,003,379	2,650,389	5,653,768	3,052,476	2,833,125	5,885,601
NORCO	730,503	638,261	1,368,763	742,326	682,267	1,424,593
PALM DESERT	1,380,920	1,213,746	2,594,666	1,403,404	1,297,430	2,700,834
PALM SPRINGS	1,204,212	1,058,365	2,262,577	1,223,818	1,131,336	2,355,154
PERRIS	2,143,628	1,890,146	4,033,774	2,178,643	2,020,465	4,199,108

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
RANCHO MIRAGE	468,066	407,295	875,362	475,611	435,377	910,988
RIVERSIDE	8,554,017	7,572,914	16,126,931	8,694,302	8,095,042	16,789,343
SAN JACINTO	1,472,898	1,295,315	2,768,213	1,496,893	1,384,623	2,881,516
TEMECULA	2,979,568	2,629,273	5,608,841	3,028,274	2,810,553	5,838,827
WILDOMAR	1,002,116	879,138	1,881,253	1,018,401	939,751	1,958,153
County of Riverside	52,904,478	44,086,537	96,991,015	53,794,840	47,126,163	100,921,003
Total Cities & County: Riverside	108,459,455	93,063,193	201,522,648	110,257,087	99,479,603	209,736,690
SACRAMENTO COUNTY						
CITRUS HEIGHTS	2,394,375	2,100,042	4,494,417	2,433,561	2,244,834	4,678,395
ELK GROVE	4,821,722	4,237,793	9,059,515	4,900,799	4,529,975	9,430,774
FOLSOM	2,334,168	2,046,964	4,381,131	2,372,364	2,188,095	4,560,459
GALT	704,851	611,877	1,316,728	716,269	654,064	1,370,332
ISLETON	27,390	19,034	46,423	27,745	20,346	48,091
RANCHO CORDOVA	2,215,193	1,942,075	4,157,268	2,251,432	2,075,975	4,327,407
SACRAMENTO	14,153,600	12,455,982	26,609,582	14,386,028	13,314,782	27,700,810
County of Sacramento	36,348,706	30,703,103	67,051,809	36,959,862	32,819,984	69,779,846
Total Cities & County: Sacramento	63,000,004	54,116,870	117,116,874	64,048,060	57,848,055	121,896,115
SAN BENITO COUNTY						
HOLLISTER	1,159,574	1,026,882	2,186,456	1,178,412	1,097,682	2,276,094
SAN JUAN BAUTISTA	61,617	49,894	111,511	62,532	53,334	115,867
County of San Benito	2,572,167	2,625,549	5,197,716	2,612,247	2,806,572	5,418,819
Total Cities & County: San Benito	3,793,358	3,702,325	7,495,683	3,853,191	3,957,588	7,810,780

Local Streets and Roads - Projected Revenues

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 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
SAN BERNARDINO COUNTY						
ADELANTO	996,579	877,749	1,874,328	1,012,758	938,267	1,951,025
APPLE VALLEY	2,056,026	1,819,757	3,875,783	2,089,570	1,945,224	4,034,793
BARSTOW	697,339	611,302	1,308,641	708,607	653,450	1,362,057
BIG BEAR LAKE	518,031	120,834	638,865	520,259	129,165	649,423
CHINO	2,516,596	2,229,854	4,746,450	2,557,699	2,383,595	4,941,294
CHINO HILLS	2,122,279	1,878,750	4,001,028	2,156,910	2,008,283	4,165,193
COLTON	1,459,482	1,288,588	2,748,070	1,483,235	1,377,432	2,860,667
FONTANA	5,764,890	5,119,947	10,884,837	5,859,266	5,472,951	11,332,217
GRAND TERRACE	361,166	314,641	675,807	366,966	336,335	703,301
HESPERIA	2,704,732	2,395,147	5,099,880	2,748,882	2,560,285	5,309,167
HIGHLAND	1,543,158	1,363,094	2,906,253	1,568,284	1,457,075	3,025,360
LOMA LINDA	689,138	604,000	1,293,138	700,272	645,644	1,345,916
MONTCLAIR	1,034,249	911,291	1,945,541	1,051,047	974,122	2,025,169
NEEDLES	138,359	118,032	256,392	140,535	126,170	266,705
ONTARIO	4,873,973	4,326,664	9,200,637	4,953,726	4,624,974	9,578,700
RANCHO CUCAMONGA	4,705,733	4,176,861	8,882,594	4,782,725	4,464,843	9,247,568
REDLANDS	1,971,462	1,744,461	3,715,923	2,003,618	1,864,736	3,868,354
RIALTO	2,814,921	2,493,260	5,308,181	2,860,879	2,665,162	5,526,041
SAN BERNARDINO	6,022,856	5,349,643	11,372,499	6,121,466	5,718,484	11,839,951
TWENTYNINE PALMS	718,661	630,288	1,348,949	730,280	673,744	1,404,024
UPLAND	2,135,346	1,890,385	4,025,732	2,170,192	2,020,721	4,190,913
VICTORVILLE	3,703,686	3,284,628	6,988,314	3,764,232	3,511,092	7,275,324
YUCAIPA	1,484,972	1,311,285	2,796,257	1,509,143	1,401,693	2,910,837
YUCCA VALLEY	595,777	521,761	1,117,537	605,394	557,734	1,163,129
County of San Bernardino	49,395,147	41,401,809	90,796,956	50,201,621	44,256,331	94,457,952
Total Cities & County: San Bernardino	101,024,558	86,784,033	187,808,591	102,667,566	92,767,514	195,435,080

Local Streets and Roads - Projected Revenues

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	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
SAN DIEGO COUNTY						
CARLSBAD	3,135,288	2,746,300	5,881,588	3,186,642	2,935,648	6,122,291
CHULA VISTA	7,489,956	6,578,784	14,068,741	7,612,976	7,032,370	14,645,346
CORONADO	651,210	564,496	1,215,706	661,766	603,417	1,265,182
DEL MAR	113,010	94,354	207,364	114,774	100,859	215,634
EL CAJON	2,903,050	2,541,910	5,444,959	2,950,582	2,717,166	5,667,748
ENCINITAS	1,681,142	1,468,725	3,149,866	1,708,606	1,569,989	3,278,595
ESCONDIDO	4,118,786	3,611,862	7,730,648	4,186,325	3,860,889	8,047,214
IMPERIAL BEACH	731,917	634,645	1,366,563	743,785	678,402	1,422,187
LA MESA	1,657,610	1,448,015	3,105,626	1,684,687	1,547,851	3,232,539
LEMON GROVE	756,727	656,480	1,413,207	769,003	701,742	1,470,745
NATIONAL CITY	1,680,706	1,468,342	3,149,048	1,708,163	1,569,579	3,277,743
OCEANSIDE	4,716,452	4,137,860	8,854,312	4,793,828	4,423,153	9,216,980
POWAY	1,334,399	1,164,881	2,499,280	1,356,181	1,245,196	2,601,377
SAN DIEGO	37,578,168	33,050,212	70,628,380	38,196,188	35,328,918	73,525,106
SAN MARCOS	2,583,871	2,263,205	4,847,076	2,626,192	2,419,245	5,045,437
SANTEE	1,626,571	1,420,698	3,047,269	1,653,137	1,518,650	3,171,787
SOLANA BEACH	358,647	308,776	667,422	364,421	330,065	694,485
VISTA	2,728,187	2,390,215	5,118,402	2,772,882	2,555,013	5,327,895
County of San Diego	70,601,163	57,173,021	127,774,184	71,797,994	61,114,917	132,912,911
Total Cities & County: San Diego	146,446,859	123,722,781	270,169,641	148,888,133	132,253,070	281,141,203
SAN FRANCISCO COUNTY						
SAN FRANCISCO - City Allocation	22,289,438	20,924,170	43,213,608	22,650,173	22,366,824	45,016,997
SAN FRANCISCO - County Allocation	11,495,848	10,744,237	22,240,085	11,682,454	11,485,017	23,167,471
Total San Francisco	33,785,286	31,668,407	65,453,693	34,332,627	33,851,841	68,184,468
SAN JOAQUIN COUNTY						
ESCALON	205,854	178,102	383,956	209,117	190,382	399,499
LATHROP	949,475	839,873	1,789,348	964,864	897,780	1,862,644
LODI	1,786,176	1,587,164	3,373,340	1,815,258	1,696,594	3,511,852
MANTECA	2,388,501	2,126,091	4,514,592	2,427,458	2,272,678	4,700,136
RIPON	436,314	382,516	818,830	443,323	408,889	852,212
STOCKTON	8,669,874	7,744,072	16,413,946	8,811,770	8,278,001	17,089,771
TRACY	2,570,778	2,289,181	4,859,959	2,612,723	2,447,013	5,059,736
County of San Joaquin	19,482,103	17,556,449	37,038,552	19,801,582	18,766,910	38,568,492
Total Cities & County: San Joaquin	36,489,075	32,703,449	69,192,524	37,086,095	34,958,247	72,044,342

Local Streets and Roads - Projected Revenues

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 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
SAN LUIS OBI SPO COUNTY						
ARROYO GRANDE	514,538	438,970	953,508	522,887	469,236	992,123
ATASCADERO	859,839	736,948	1,596,787	873,855	787,758	1,661,614
EL PASO DE ROBLES	875,865	750,858	1,626,723	890,146	802,627	1,692,773
GROVER BEACH	359,624	305,376	665,000	365,432	326,431	691,863
MORRO BAY	298,803	252,584	551,387	303,607	269,999	573,606
PISMO BEACH	228,790	192,682	421,472	232,454	205,967	438,422
SAN LUIS OBISPO	1,328,946	1,144,124	2,473,070	1,350,707	1,223,008	2,573,715
County of San Luis Obispo	9,845,042	9,485,671	19,330,713	10,002,600	10,139,678	20,142,278
Total Cities & County: San Luis Obispo	14,311,446	13,307,214	27,618,661	14,541,690	14,224,704	28,766,394
SAN MATEO COUNTY						
ATHERTON	195,492	167,137	362,629	198,593	178,660	377,253
BELMONT	771,000	673,359	1,444,359	783,492	719,785	1,503,277
BRISBANE	136,973	116,189	253,162	139,129	124,200	263,329
BURLINGAME	855,548	748,249	1,603,796	869,430	799,838	1,669,267
COLMA	45,182	34,883	80,065	45,829	37,288	83,117
DALY CITY	2,849,286	2,510,690	5,359,975	2,895,864	2,683,794	5,579,658
EAST PALO ALTO	822,842	719,279	1,542,122	836,187	768,871	1,605,058
FOSTER CITY	921,608	806,762	1,728,370	936,575	862,386	1,798,960
HALF MOON BAY	325,530	281,434	606,964	330,751	300,838	631,589
HILLSBOROUGH	315,313	272,384	587,697	320,366	291,164	611,530
MENLO PARK	934,041	817,775	1,751,816	949,213	874,158	1,823,371
MILLBRAE	640,340	558,511	1,198,851	650,702	597,019	1,247,720
PACIFICA	1,056,349	926,111	1,982,460	1,073,530	989,964	2,063,494
PORTOLA VALLEY	125,783	106,277	232,060	127,755	113,604	241,359
REDWOOD CITY	2,268,736	1,998,673	4,267,410	2,305,816	2,136,476	4,442,291
SAN BRUNO	1,200,496	1,053,792	2,254,288	1,220,046	1,126,448	2,346,494
SAN CARLOS	841,898	736,158	1,578,056	855,555	786,914	1,642,469
SAN MATEO	2,873,180	2,531,854	5,405,034	2,920,151	2,706,417	5,626,568
SOUTH SAN FRANCISCO	1,803,777	1,586,829	3,390,607	1,833,217	1,696,236	3,529,452
WOODSIDE	150,299	127,106	277,405	152,657	135,870	288,527
County of San Mateo	15,819,122	12,695,728	28,514,850	16,087,957	13,571,058	29,659,015
Total Cities & County: San Mateo	34,952,795	29,469,181	64,421,976	35,532,814	31,500,986	67,033,800

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
SANTA BARBARA COUNTY						
BUELLTON	142,211	123,300	265,511	144,422	131,801	276,223
CARPINTERIA	353,690	314,952	668,642	359,337	336,667	696,005
GOLETA	870,463	782,772	1,653,236	884,499	836,742	1,721,241
GUADALUPE	230,688	203,863	434,552	234,344	217,919	452,263
LOMPOC	1,178,070	1,062,866	2,240,936	1,197,128	1,136,147	2,333,275
SANTA BARBARA	2,312,343	2,094,320	4,406,664	2,349,896	2,238,717	4,588,613
SANTA MARIA	2,898,136	2,625,442	5,523,578	2,945,213	2,806,458	5,751,670
SOLVANG	159,828	139,340	299,168	162,326	148,948	311,274
County of Santa Barbara	11,208,872	9,553,334	20,762,206	11,395,111	10,212,006	21,607,117
Total Cities & County: Santa Barbara	19,354,302	16,900,190	36,254,493	19,672,276	18,065,405	37,737,681
SANTA CLARA COUNTY						
CAMPBELL	1,185,609	1,050,704	2,236,313	1,204,872	1,123,146	2,328,018
CUPERTINO	1,633,385	1,449,835	3,083,220	1,659,964	1,549,796	3,209,761
GILROY	1,620,562	1,438,367	3,058,929	1,646,932	1,537,538	3,184,469
LOS ALTOS	858,512	758,160	1,616,672	872,411	810,433	1,682,844
LOS ALTOS HILLS	234,422	203,576	437,998	238,154	217,612	455,766
LOS GATOS	909,347	803,626	1,712,973	924,080	859,033	1,783,113
MILPITAS	2,207,780	1,963,551	4,171,331	2,243,777	2,098,932	4,342,709
MONTE SERENO	100,002	84,251	184,253	101,547	90,060	191,606
MORGAN HILL	1,239,309	1,098,730	2,338,040	1,259,452	1,174,484	2,433,936
MOUNTAIN VIEW	2,250,263	2,001,546	4,251,809	2,286,957	2,139,547	4,426,503
PALO ALTO	1,846,016	1,640,003	3,486,019	1,876,081	1,753,076	3,629,158
SAN JOSE	27,218,026	24,320,557	51,538,583	27,663,890	25,997,382	53,661,272
SANTA CLARA	3,561,126	3,171,695	6,732,820	3,619,272	3,390,373	7,009,645
SARATOGA	846,118	747,075	1,593,193	859,814	798,584	1,658,398
SUNNYVALE	4,199,339	3,742,488	7,941,827	4,267,949	4,000,520	8,268,470
County of Santa Clara	36,337,919	29,359,932	65,697,851	36,955,933	31,384,205	68,340,138
Total Cities & County: Santa Clara	86,247,734	73,834,097	160,081,830	87,681,085	78,924,721	166,605,806

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
SANTA CRUZ COUNTY						
CAPITOLA	268,378	235,897	504,275	272,659	252,161	524,820
SANTA CRUZ	1,730,783	1,549,767	3,280,550	1,758,905	1,656,619	3,415,523
SCOTTS VALLEY	334,023	294,195	628,218	339,361	314,479	653,840
WATSONVILLE	1,386,853	1,239,603	2,626,456	1,409,346	1,325,070	2,734,416
County of Santa Cruz	7,317,254	6,182,547	13,499,801	7,437,628	6,608,813	14,046,441
Total Cities & County: Santa Cruz	11,037,290	9,502,010	20,539,300	11,217,898	10,157,142	21,375,041
SHASTA COUNTY						
ANDERSON	318,270	267,285	585,555	323,405	285,713	609,118
REDDING	2,621,875	2,246,589	4,868,464	2,665,035	2,401,484	5,066,519
SHASTA LAKE	295,244	247,461	542,705	299,998	264,523	564,520
County of Shasta	7,366,627	7,299,864	14,666,491	7,480,221	7,803,166	15,283,387
Total Cities & County: Shasta	10,602,016	10,061,199	20,663,215	10,768,659	10,754,886	21,523,545
SIERRA COUNTY						
LOYALTON	40,870	17,813	58,683	41,175	19,041	60,216
County of Sierra	1,251,418	1,299,430	2,550,848	1,262,389	1,389,022	2,651,411
Total City & County: Sierra	1,292,288	1,317,243	2,609,531	1,303,564	1,408,063	2,711,627
SISKIYOU COUNTY						
DORRIS	29,586	20,566	50,152	29,980	21,984	51,963
DUNSMUIR	78,871	40,821	119,691	79,651	43,635	123,286
ETNA	24,741	16,376	41,117	25,054	17,505	42,559
FORT JONES	25,017	16,616	41,633	25,335	17,761	43,096
MONTAGUE	39,860	29,448	69,308	40,423	31,479	71,901
MOUNT SHASTA	164,065	77,667	241,732	165,550	83,022	248,571
TULELAKE	30,749	21,571	52,321	31,162	23,059	54,220
WEED	86,159	69,479	155,638	87,487	74,269	161,756
YREKA	224,147	187,343	411,491	227,727	200,260	427,988
County of Siskiyou	4,916,135	5,248,771	10,164,906	4,964,685	5,610,657	10,575,342
Total Cities & County: Siskiyou	5,619,331	5,728,658	11,347,989	5,677,052	6,123,630	11,800,682

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
SOLANO COUNTY						
BENICIA	742,251	648,508	1,390,759	754,269	693,220	1,447,489
DIXON	522,358	455,322	977,680	530,795	486,715	1,017,511
FAIRFIELD	3,268,917	2,885,113	6,154,030	3,322,380	3,084,033	6,406,412
RIO VISTA	276,568	239,177	515,745	281,000	255,668	536,667
SUISUN CITY	806,331	705,321	1,511,652	819,401	753,951	1,573,352
VACAVILLE	2,777,124	2,449,088	5,226,212	2,822,507	2,617,945	5,440,452
VALLEJO	3,411,632	3,011,645	6,423,277	3,467,440	3,219,288	6,686,728
County of Solano	10,319,097	9,057,727	19,376,824	10,490,757	9,682,229	20,172,986
Total Cities & County: Solano	22,124,278	19,451,901	41,576,180	22,488,549	20,793,048	43,281,597
SONOMA COUNTY						
CLOVERDALE	250,087	215,642	465,730	254,084	230,510	484,595
COTATI	211,543	181,478	393,020	214,906	193,990	408,897
HEALDSBURG	313,185	270,684	583,869	318,203	289,347	607,550
PETALUMA	1,627,983	1,432,094	3,060,077	1,654,529	1,530,832	3,185,362
ROHNERT PARK	1,200,981	1,054,941	2,255,922	1,220,536	1,127,676	2,348,212
SANTA ROSA	4,823,278	4,262,094	9,085,371	4,902,282	4,555,951	9,458,234
SEBASTOPOL	209,976	180,089	390,065	213,314	192,506	405,820
SONOMA	298,653	257,804	556,457	303,432	275,578	579,011
WINDSOR	718,782	627,535	1,346,317	730,415	670,801	1,401,216
County of Sonoma	14,738,270	13,233,146	27,971,416	14,978,864	14,145,529	29,124,393
Total Cities & County: Sonoma	24,392,737	21,715,507	46,108,245	24,790,566	23,212,722	48,003,287
STANISLAUS COUNTY						
CERES	1,320,407	1,173,093	2,493,500	1,341,872	1,253,974	2,595,846
HUGHSON	208,996	181,119	390,114	212,310	193,606	405,916
MODESTO	5,868,849	5,243,821	11,112,670	5,964,798	5,605,366	11,570,164
NEWMAN	338,048	295,823	633,871	343,461	316,219	659,680
OAKDALE	629,269	554,896	1,184,165	639,423	593,154	1,232,577
PATTERSON	659,739	582,189	1,241,928	670,392	622,329	1,292,721
RIVERBANK	672,889	593,969	1,266,858	683,757	634,921	1,318,678
TURLOCK	1,938,971	1,725,834	3,664,805	1,970,549	1,844,825	3,815,374
WATERFORD	249,996	217,845	467,841	253,982	232,865	486,847
County of Stanislaus	14,679,293	13,620,321	28,299,614	14,918,011	14,559,398	29,477,409
Total Cities & County: Stanislaus	26,566,457	24,188,910	50,755,367	26,998,554	25,856,658	52,855,212

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
SUTTER COUNTY						
LIVE OAK	259,869	227,805	487,674	264,012	243,511	507,523
YUBA CITY	1,878,894	1,680,249	3,559,143	1,909,452	1,796,097	3,705,550
County of Sutter	3,942,256	4,173,489	8,115,745	4,003,498	4,461,237	8,464,735
Total Cities & County: Sutter	6,081,019	6,081,543	12,162,562	6,176,962	6,500,845	12,677,808
TEHAMA COUNTY						
CORNING	225,447	197,064	422,510	229,025	210,651	439,676
RED BLUFF	401,555	354,887	756,442	407,999	379,356	787,355
TEHAMA	17,355	10,415	27,770	17,544	11,133	28,677
County of Tehama	4,060,937	4,621,681	8,682,618	4,106,423	4,940,331	9,046,754
Total Cities & County: Tehama	4,705,294	5,184,047	9,889,340	4,760,992	5,541,470	10,302,462
TRINITY COUNTY						
County of Trinity	2,252,854	2,433,626	4,686,480	2,274,543	2,601,417	4,875,960
TULARE COUNTY						
DINUBA	685,627	609,770	1,295,397	696,665	651,812	1,348,477
EXETER	282,140	247,892	530,032	286,627	264,983	551,610
FARMERSVILLE	282,935	248,610	531,545	287,435	265,751	553,186
LINDSAY	344,220	303,987	648,207	349,723	324,946	674,669
PORTERVILLE	1,672,303	1,499,969	3,172,272	1,699,455	1,603,387	3,302,842
TULARE	1,858,464	1,668,183	3,526,647	1,888,661	1,783,199	3,671,860
VISALIA	3,804,554	3,424,399	7,228,953	3,866,542	3,660,500	7,527,042
WOODLAKE	211,111	184,614	395,725	214,453	197,343	411,795
County of Tulare	15,490,063	16,446,477	31,936,540	15,730,446	17,580,409	33,310,855
Total Cities & County: Tulare	24,631,417	24,633,901	49,265,318	25,020,007	26,332,330	51,352,337
TUOLUMNE COUNTY						
SONORA	154,656	124,473	279,129	157,114	133,055	290,168
County of Tuolumne	3,344,140	3,229,263	6,573,403	3,393,784	3,451,910	6,845,694
Total City & County: Tuolumne	3,498,796	3,353,736	6,852,532	3,550,898	3,584,965	7,135,862

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide revenue projections
 Estimated January 2024

	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
VENTURA COUNTY						
CAMARILLO	1,925,189	1,693,992	3,619,181	1,956,625	1,810,787	3,767,412
FILLMORE	465,671	404,590	870,261	473,179	432,485	905,664
MOORPARK	989,778	866,951	1,856,730	1,005,867	926,725	1,932,592
OJAI	213,756	183,273	397,029	217,157	195,909	413,066
OXNARD	5,466,459	4,827,811	10,294,270	5,556,050	5,160,673	10,716,723
PORT HUENEME	609,877	531,409	1,141,286	619,739	568,048	1,187,787
SAN BUENAVENTURA	2,990,396	2,635,091	5,625,487	3,039,296	2,816,772	5,856,068
SANTA PAULA	860,333	752,319	1,612,652	874,294	804,189	1,678,483
SIMI VALLEY	3,425,341	3,020,264	6,445,605	3,481,389	3,228,501	6,709,891
THOUSAND OAKS	3,437,967	3,031,445	6,469,412	3,494,222	3,240,453	6,734,675
County of Ventura	19,420,082	15,535,144	34,955,226	19,748,492	16,606,243	36,354,735
Total Cities & County: Ventura	39,804,850	33,482,288	73,287,139	40,466,310	35,790,786	76,257,096
YOLO COUNTY						
DAVIS	1,768,746	1,548,714	3,317,460	1,797,640	1,655,493	3,453,132
WEST SACRAMENTO	1,483,639	1,297,327	2,780,966	1,507,843	1,386,773	2,894,616
WINTERS	211,371	180,376	391,747	214,736	192,813	407,549
WOODLAND	1,638,249	1,433,650	3,071,899	1,664,996	1,532,496	3,197,492
County of Yolo	6,041,610	5,894,164	11,935,774	6,138,203	6,300,548	12,438,751
Total Cities & County: Yolo	11,143,615	10,354,231	21,497,846	11,323,417	11,068,123	22,391,540
YUBA COUNTY						
MARYSVILLE	352,431	315,767	668,197	358,049	337,538	695,587
WHEATLAND	105,382	91,242	196,624	107,006	97,532	204,538
County of Yuba	3,252,267	3,366,918	6,619,185	3,302,148	3,599,056	6,901,204
Total Cities & County: Yuba	3,710,080	3,773,926	7,484,006	3,767,203	4,034,126	7,801,329
Statewide Total	\$ 1,808,658,400	\$ 1,585,846,000	\$ 3,394,504,400	\$ 1,838,087,400	\$ 1,695,185,000	\$ 3,533,272,400



ITEM NO. 15

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Sheryl Garcia, City Clerk

DATE: June 12, 2024

SUBJECT: Adopt Resolutions Adopting a Workplace Violence Prevention Plan in Accordance with Senate Bill 553

Recommendation

Adopt Resolution No. 2024-23 and Resolution No. 2024-24 adopting workplace violence prevention plans for the City of Canyon Lake and the Canyon Lake Fire Department.

Background/Discussion

On September 30, 2023, Governor Gavin Newsom signed Senate Bill 553 (SB 553), which requires California employers to establish a workplace violence prevention plan (Plan). SB 553 takes effect July 1, 2024. The main requirements of SB 553 are to:

- Establish, implement and maintain, at all times in all work areas, an effective written Plan as a separate document or as a stand-alone section of the employer's Injury and Illness Prevention Plan.
- Provide effective training to employees.
- Create and maintain certain workplace records surrounding their Plan.

What constitutes workplace violence.

Workplace violence, as defined under the bill, is any act of violence or threat of violence that occurs in a place of employment, including the threat or use of physical force, with or without firearms or other dangerous weapons, against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma or stress. This is true regardless of whether the employee actually sustains an injury. It also includes a number of specific workplace violence types:

- Violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- Violence directed at employees by customers, clients, patients, students, inmates or visitors.
- Violence against an employee by a present or former employee, supervisor or manager.
- Violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Elements of the workplace violence prevention plan.

A violence prevention plan provides a roadmap for employers and employees to address actual and potential incidents of workplace violence. The goal of the Plan is to identify and mitigate against, and respond to workplace violence incidents or threats which must include the following elements:

- Names or job titles of individuals responsible for the Plan;
- Procedures to obtain the active involvement of employees and employee representatives in developing and implementing the Plan, including hazard identification and evaluation, training, and incident reporting;
- Methods the employer will use to coordinate implementation of the Plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the Plan;
- Procedures for the employer to accept and respond to reports of workplace violence and to prohibit retaliation;
- Procedures to ensure that supervisory and nonsupervisory employees comply with the Plan;
- Procedures to communicate with employees regarding workplace violence matters, including how employees can report violent incidents, threats, or other workplace violence concerns, how employee concerns will be investigated, and how employees will be informed of investigation results and corrective actions;
- Procedures to respond to actual or potential workplace violence emergencies, including how employees will be alerted, evacuation and sheltering plans, and how to obtain staff and law enforcement assistance;
- Training procedures;
- Procedures to identify, evaluate, and correct workplace violence hazards, including periodic inspections;
- Procedures for post incident response and investigation; and
- Procedures to review the effectiveness of the plan itself, including potential revisions.

Employee training requirements.

An employer must provide effective training to employees when the Plan is first established, as amended or deemed necessary, and annually thereafter, on the following:

- How to obtain a copy of the Plan at no cost, and how to participate in development and implementation of the employer's Plan.
- How to report workplace violence incidents or concerns to the employer or to law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the employer has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- Access to a person knowledgeable about the Plan for questions and copies of records.
- Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan.

Recordkeeping requirements.

Employers are required to keep the following records:

- Records of workplace violence hazard identification, evaluation and correction.
- Violent incident logs.
- Training records.
- Records of workplace violence incident investigations.

Fiscal Impact

None associated with the adoption of the Plan.

Attachments

1. Resolution No. 2024-23 (City of Canyon Lake)
2. Resolution No. 2024-24 (Canyon Lake Fire Department)

ATTACHMENT 1

RESOLUTION NO. 2024-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A WORKPLACE VIOLENCE PREVENTION PLAN FOR THE CITY OF CANYON LAKE

WHEREAS, on September 30, 2023, Governor Gavin Newsom signed Senate Bill 553 (SB 553), which requires California employers to establish a workplace violence prevention plan (Plan); and

WHEREAS, the Plan provides a roadmap for employers and employees to address actual and potential incidents of workplace violence and identifies, mitigates against, and responds to workplace violence incidents or threats; and

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

WHEREAS, the City Council has determined that adopting the Plan serves a municipal and public purpose.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council hereby adopts the Workplace Violence Prevention Plan for the City of Canyon Lake, attached hereto as Exhibit “A”. The City Manager is authorized to amend the Plan from time to time with changes approved as to form by the City Attorney.

Section 3. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED the 12th day of June 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT “A”

City of Canyon Lake
Workplace Violence Prevention Plan

[to be attached]



WORKPLACE VIOLENCE PREVENTION PLAN

Date of Adoption/Update: June 12, 2024

Resolution No. 2024-23

City Manager Approval: _____

City of Canyon Lake

Workplace Violence Prevention Plan

The City of Canyon Lake (“City”) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 553 (Labor Code § 6401.9). The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

Prohibited Acts

City will not ignore, condone, or tolerate *harassment*, *threats of violence*, or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- “*Harassment*” means a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, or harasses the person, serves no legitimate purpose, and would cause a reasonable person to suffer substantial emotional distress, and actually cause substantial emotional distress.
- *Threats of violence* means any verbal or written statement, including, but not limited to, texts, electronic or social media messages, or other online posts, or any physical conduct, that conveys an intent, or if reasonably perceived to convey an intent, to cause physical harm or place someone in fear of physical harm, and that serves no legitimate or work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

- *Workplace violence* can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime.

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

In addition, the City prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all City property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on City property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The City Manager is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The City Manager will also be able to answer employee questions concerning this plan. In the absence of the City Manager, the Human Resources Manager shall act as Administrator.

The City Manager shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The City Manager shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on City's WPV plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Informing and updating employees of the status or results of investigations and any corrective actions to be taken; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted as required by law or as deemed necessary by the Administrator.

Communication and Training

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the City's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to contact the Administrator.

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established and as it is amended;
- At time of hire or transfer;
- Annually for employees and supervisors performing public services activities;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified.

Employees who receive training in a form other than in person will have the opportunity to meet with their supervisor or Administrator within one business day of the training for interactive questions to be answered.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, the City Manager or an assigned designee(s) will alert employees of the presence, location, and nature of the workplace violence. All employees should respond following the methods listed based on the levels of violence below:

- (i) **Level I (Warning Signs):** When a person tries to intimidate or bully others, is discourteous or disrespectful, is uncooperative or verbally abusive.
 - a. Observe the situation and behavior in question.
 - b. Report to the supervisor to seek help. The supervisor should take over and deescalate the situation. If unable to assist, report to the next level of authority or [security].
 - c. If the offending person is the immediate supervisor, the employee should notify the next level of supervisor or manager.
 - d. If the offending person is an employee, the supervisor should meet with the employee in private at a scheduled time and place with the necessary union representative to discuss the situation, identify corrective actions, and set a standard of behavior and performances with an established time frame for improvement. Failure to correct the behavior will result in discipline.

- (ii) **Level II (Escalation):** When a person argues with co-workers or management, refuses to obey agency policies, verbalizes wishes to hurt others, or sends threatening notes.
 - a. If warranted, Call 911
 - b. Immediately contact the supervisor.
 - c. If necessary, secure your safety and that of others.
 - d. Document the observed behavior.
 - e. If the offending person is an employee, the supervisor should meet with the employee:
 - i. Call for assistance if necessary.
 - ii. Speak to the employee and avoid an audience.
 - iii. Remain calm and speak clearly and ask questions to assess the employee's situation (i.e., What can I do to help you, what is the issue).
 - iv. If necessary, begin progressive discipline.

- (iii) **Level III (Emergency Response):** When the person displays intense anger resulting in suicidal threats, physical fights, destruction of property, rage, and utilization of dangerous weapons to harm others.
- a. Secure personal safety first.
 - b. Call 9-1-1
 - c. Contact the supervisor or the City Manager and leave the area if your safety is at risk.
 - d. Cooperate with law enforcement who will assume control of the situation once they arrive. Witnesses must be prepared to provide a description of the violent behavior and the individual.
 - e. Supervisors must document the situation. If the offending person is an employee, begin progressive discipline.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify their supervisor and the City Manager.

In all types of workplace violence, employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

In the event of a workplace violence emergency, employees shall call 9-1-1 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing to Human Resources.

If an employee believes they are being harassed or threatened by the City Manager the employee is encouraged to report such incidents to the City Attorney. The report can be made in writing or verbally and should include all relevant details of the incident(s) and any witnesses if applicable.

City Attorney: Steven Graham
Email: sgraham@colehuber.com
Work: (909) 230-4209

Restraining Orders

In the event of any employee experiencing unlawful violence or a credible threat of violence in the workplace, the City has the right to seek legal protection including temporary restraining orders and court hearings for the affected employee and potentially other employees.

Effective January 1, 2025, this provision extends to cases of harassment as well. In addition to the City, the collective bargaining representative of the employee may seek a workplace restraining order on behalf of the affected employee(s), provided the representative serves in that capacity for the employee in employment or labor matters at the workplace.

Employees or other personnel affiliated with the City who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- As deemed necessary by the Administrator;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for five years in accordance with the recordkeeping requirements of Labor Code § 6401.9 (SB 553), as may be amended from time to time.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum one year.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five years in the Human Resources Department.

Annual Review

The City's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

**Appendix A
WORKPLACE VIOLENT INCIDENT LOG**

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
------------------------	-----------------------------------	--------------------

Specific Location of Incident:

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? Yes No Law enforcement called? Yes No Security contacted? Yes No

Did anyone provide assistance to conclude the event? Yes No Days lost from work (if any) _____

Actions taken by employer to protect employees from a continuing threat? Yes No

Description of Actions taken: _____

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

**Appendix B
WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the City’s vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there “drop safes” to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

ATTACHMENT 2

RESOLUTION NO. 2024-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A WORKPLACE VIOLENCE PREVENTION PLAN FOR THE CANYON LAKE FIRE DEPARTMENT

WHEREAS, on September 30, 2023, Governor Gavin Newsom signed Senate Bill 553 (SB 553), which requires California employers to establish a workplace violence prevention plan (Plan); and

WHEREAS, the Plan provides a roadmap for employers and employees to address actual and potential incidents of workplace violence and identifies, mitigates against, and responds to workplace violence incidents or threats; and

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

WHEREAS, the City Council has determined that adopting the Plan serves a municipal and public purpose.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council hereby adopts the Workplace Violence Prevention Plan for the Canyon Lake Fire Department, attached hereto as Exhibit “A”. The City Manager is authorized to amend the Plan from time to time with changes approved as to form by the City Attorney.

Section 3. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED the 12th day of June 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT "A"

Canyon Lake Fire Department
Workplace Violence Prevention Plan

[to be attached]

Workplace Violence

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the Department does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

1022.2 POLICY

The Canyon Lake Fire Department is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 553 (Labor Code § 6401.9). The regulation requires the Canyon Lake Fire Department to have these written procedures in place for our emergency medical services employees. In addition, the regulation requires the Fire Department to establish, implement, and maintain, at all time in all our facilities, a workplace violence prevention plan for the purpose of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention Program (Program) is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

1022.3 PROHIBITED BEHAVIOR

The Canyon Lake Fire Department will not ignore, condone, or tolerate the following behaviors by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- Harassment: knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, or harasses the person, serves no legitimate purpose, and would cause a reasonable person to suffer substantial emotional distress, and actually cause substantial emotional distress.
- Threats of violence: a statement, including including but not limited to, texts, electronic or social media messages, or other online posts, or physical conduct that causes a person to fear for his or her safety because there is a reasonable possibility the person might be physically injured and that serves no legitimate purpose.
- Workplace violence: means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others.
- Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

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- An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common object as weapons, regardless of whether the employee sustains an injury.
- Workplace violence can be categorized into four types:
 - Type 1: Workplace violence committed by a person who has no legitimate business at the work site and includes violent acts by anyone who enters the workplace with the intent to commit a crime
 - Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, visitors or other individuals accompanying a patient
 - Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager
 - Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, the Canyon Lake Fire Department prohibits all dangerous weapons not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all City of Canyon Lake property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on the City of Canyon Lake property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. Dangerous weapons include any instrument capable of inflicting death or serious bodily injury.

1022.4 RESPONSIBILITY AND AUTHORITY Workplace Violence Program Administrator

The Fire Chief, or an assigned designee, is the designated Workplace Violence Program Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this Program. The Fire Chief will also be able to answer employee questions concerning this Program.

Chief Officers, Fire Captains, and Supervisors

Responsibilities include:

- Implementing the Program in their work areas;
- Providing input to the Administrator regarding the Program;
- Participating in investigations of workplace violence reports;
- Informing and updating employees on the status or results of investigations and any corrective actions to be taken; and
- Answering employee questions concerning this Program.

Workplace Violence

Employees

Responsibilities include:

- Complying with the Program;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

1022.5 COMPLIANCE

The Administrator is responsible for ensuring the Program is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Program:

- Informing all employees of the Program during new employee safety orientation training and ongoing workplace violence prevention training;
- Providing comprehensive workplace violence prevention training to Chiefs, Fire Captains, and Supervisors concerning their roles and responsibilities for Program implementation;
- Evaluating employees to ensure their compliance with the Program; and
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal.

1022.6 COMMUNICATIONS

Chiefs, Fire Captains, and Supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log ([See attachment: Appendix A - Incident Log.pdf](#)) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the City's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to contact the Administrator.

Employee training on workplace violence will include:

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- This Program;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- ALERT CANYON LAKE alerts, alarms, or systems that are in place to warn of emergencies; and
- How to report incidents to law enforcement.

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent patients and victims;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the Program is first established and as it is amended;
- At time of hire or transfer;
- Annually for employees performing patient contact activities and their supervisors;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified; and
- Employees that receive training in a form other than in person will have the opportunity to meet with their supervisor or Administrator within one business day of the training for interactive questions to be answered.

1022.7 PROCEDURES

Emergencies and Reporting a Crime

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For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 9-1-1. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement.

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, the Fire Chief will alert employees, via any means possible, of the presence, location, and nature of the workplace violence.

All employees should respond following the methods listed based on the levels of violence below:

- (a) **Level I (Warning Signs):** When a person tries to intimidate or bully others, is discourteous or disrespectful, is uncooperative or verbally abusive.
 - (a) Observe the situation and behavior in question.
 - (b) Report to the supervisor to seek help. The supervisor should take over and deescalate the situation. If unable to assist, report to the next level of authority or [security].
 - (c) If the offending person is the immediate supervisor, the employee should notify the next level of supervisor or manager.
 - (d) If the offending person is an employee, the supervisor should meet with the employee in private at a scheduled time and place with the necessary association representative to discuss the situation, identify corrective actions, and set a standard of behavior and performances with an established time frame for improvement. Failure to correct the behavior will result in discipline.
- (b) **Level II (Escalation):** When a person argues with co-workers or management, refuses to obey agency policies, verbalizes wishes to hurt others, or sends threatening notes.
 - (a) If warranted, Call 911 [and other appropriate emergency contacts (i.e. City Manager or Fire Chief)].
 - (b) Immediately contact the supervisor.
 - (c) If necessary, secure your safety and that of others.
 - (d) Document the observed behavior.
 - (e) If the offending person is an employee, the supervisor should meet with the employee:
 - i. Call for assistance if necessary.
 - ii. Speak to the employee and avoid an audience.
 - iii. Remain calm and speak clearly and ask questions to assess the employee's situation (i.e., What can I do to help you, what is the issue).
 - iv. If necessary, begin progressive discipline.

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- (c) **Level III (Emergency Response):** When the person displays intense anger resulting in suicidal threats, physical fights, destruction of property, rage, and utilization of dangerous weapons to harm others.
 - (a) Secure personal safety first.
 - (b) Call 9-1-1 and [other appropriate emergency contacts].
 - (c) Contact the supervisor [or the Fire Chief] and leave the area if your safety is at risk.
 - (d) Cooperate with law enforcement who will assume control of the situation once they arrive. Witnesses must be prepared to provide a description of the violent behavior and the individual.

Supervisors must document the situation. If the offending person is an employee, begin progressive discipline.

Reporting Workplace Violence Concerns

Employees who witness or experience any *violence or threat of violence can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.*

If an employee believes they are being harassed or threatened by the Fire Chief or any other Chief Officers or supervisor, the employees is encouraged to report such incidents to the City Manager or Human Resources. The report can be made in writing or verbally, and should include all relevant details of the incident(s) and any witnesses if applicable.

Restraining Orders

In the event of any employee experiencing unlawful violence or a credible threat of violence in the workplace, the City has the right to seek legal protection including temporary restraining orders and court hearings for the affected employee and potentially other employees.

Effective January 1, 2025, this provision extends to cases of harassment as well. In addition to the City, the collective bargaining representative of the employee may seek a workplace restraining order on behalf of the affected employee(s), provided the representative serves in that capacity for the employee in employment or labor matters at the workplace.

Employees or other personnel affiliated with the Canyon Lake Fire Department who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Emergency Medical Services and Medical Transport

When responding to a call, emergency medical services and medical transport employees will communicate with dispatch and receiving facilities/hospitals by mobile phone and/or via radio

Workplace Violence

when they identify or so appropriate assistance can be provided. Patient-specific factors may include, but are not limited to:

- *Patient's mental status and conditions;*
- *Patient's treatment and medication status, type, and dosage;*
- *Patient's history of violence; and*
- *Any disruptive or threatening behavior displayed by patient.*

1022.8 HAZARD ASSESSMENT

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents;
- Review of training and adequacy of personnel skills to safely handle threatening or hostile situations; and
- Periodic physical security assessments (i.e., panic buttons, work areas, emergency exits).

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist ([See attachment: Appendix B Environmental Hazard Checklist.pdf](#)) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the Program is implemented and it is amended;
- When new, previously unidentified workplace violence/security hazards are recognized;
- When workplace violence injuries or threats of injury occur;
- When workplace conditions warrant an inspection; and
- Within 30 days of reported incident (follow-up inspection).

1022.9 HAZARD CORRECTION

will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Canyon Lake Fire Department

Policy Manual

Workplace Violence

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

1022.10 POST INCIDENT RESPONSE AND INVESTIGATION

Fire Captains and Supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

Employees may also use the Workplace Violence Incident Log (Attachment A) to send to the City Manager or Human Resources if they believe they are being harassed or threatened by the Fire Chief and/or Chief Officers.

The following procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this Program were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

1022.11 RECORDKEEPING

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for five years in accordance with the recordkeeping requirements of Labor Code § 6401.9 (as may be amended from time to time) and the Canyon Lake Fire Department Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained a minimum of five years.

1022.12 ANNUAL REVIEW

The Canyon Lake Fire Department's Workplace Violence Prevention Program will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;

Canyon Lake Fire Department

Policy Manual

Workplace Violence

- Modifications or additions to tasks and procedures that affect Program implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their representatives.

Attachments

Appendix A - Incident Log.pdf

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace for Fire/Emergency Medical Personnel

Incident ID #*:	Date and Time of Incident:	Department:
------------------------	-----------------------------------	--------------------

Specific Location of Incident:

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> no	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	City Council Agenda Page 245

Appendix B Environmental Hazard Checklist.pdf

Appendix B

**WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase Canyon Lake Fire Department's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No		Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No		Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Risk Factors	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No		Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: *BI* – Building Interior, *BE* – Building Exterior, *PA* – Parking Area, *SM* – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

DATE: June 12, 2024

SUBJECT: Adopt a Resolution Establishing Emergency Medical Services (EMS) Program Fees for the 2024-2025 Fiscal Year and Providing for Collection Thereof on the Property Tax Roll

Recommendation

(1) Conduct the public hearing; and (2) adopt Resolution No. 2024-25 establishing EMS Program Fees for the 2024/2025 Fiscal Year and providing for collection thereof on the property tax roll.

Background

On November 6, 2019, the City Council adopted Ordinance No. 187, adding Chapter 3.44 to the Canyon Lake Municipal Code establishing an Emergency Medical Services Subscription Program (EMS Program). Participation in the EMS Program is voluntary.

The EMS Program includes both an Emergency Medical Services Subscription Program Fee (“EMS Subscription Fee”) and Emergency Medical Services Response Fee (“EMS Response Fee”). The EMS Subscription Fee is collected on the property tax roll like other City services, such as residential solid waste collection charges. The EMS Response Fee is charged per call for anyone receiving emergency medical services within the City of Canyon Lake who is not covered by an EMS Subscription. As set forth in Municipal Code section 3.44.040 the EMS Subscription Fee and EMS Response Fee are established by resolution which may be adjusted periodically by the City Council. Since March 2020, the EMS Subscription Fee has remained the same at \$192 per year.

For residential households, a subscription to the EMS Program covers all members, guests, and invitees of the subscriber’s household regardless of location where the emergency medical services are rendered within the City. In the case of businesses, the business owner, employees, customers, guests, and invitees of the subscribing business, regardless of the location where emergency medical services are rendered within the City. Those who subscribed or covered by a subscription to the program are exempt from an EMS Response Fee if an emergency medical services call is made on their behalf.

Upon establishing the EMS Program, in March 2020, the City Manager conducted a fee analysis to determine the cost of providing emergency medical services on a “per call” basis. Additionally, the City Manager calculated an EMS Subscription Fee at a flat monthly rate per residence or business. On June 3, 2020, the City Council set the initial EMS Response Fee for full cost recovery at \$1,483 per call and the EMS Subscription Fee at \$192 per year.

On March 8, 2023, Staff presented suggested fee changes for the EMS Program as determined by a Comprehensive Citywide User Fee and Rate Study conducted by Willdan Financial Services. The fee study suggested the City increase its EMS Subscription Fee from \$192 per year to \$247 per year. In addition, the fee study recommended decreasing the EMS Response Fee from \$1,483 per call to \$1,356 per call.

At a public hearing held on June 14, 2023, the City Council did not support increasing the EMS Subscription Fee as recommended by the fee study, leaving the fee at \$192, but did decrease the response fee to \$1,356 to ensure the City was not collecting more than the associated costs for an EMS call.

Discussion

Each year, the City Council reviews the EMS Program fees. Since the 2022 fee study, the City has incurred additional expenses related to providing emergency medical services including the purchase of the fire station, allocating funding toward equipment and vehicle reserves, and related cost-of-living increases for various services needed for the EMS Program.

At the February 14, 2024, City Council meeting, Staff presented a review of the additional costs and using the model designed by Willdan for the fee study, calculated an updated EMS Subscription Fee for City Council’s consideration. Below is the fee study recommendation from December 2022 as well as Staff’s updated fee calculation.

	EMS Subscription Fee	Difference
Current Fee (2023/2024)	\$192/year	N/A
Proposed User Fee Study Rate (2022)	\$247/year	Increase of \$55/year or \$4.58/month
Updated Fee Calculation (2024)	\$309/year	Increase of \$117/year or \$9.75/month

Staff did not calculate a proposed EMS Response Fee for consideration at the February 14, 2024, City Council meeting. Based on direction from the City Council, an updated calculation is presented below. The proposed EMS Response Fee of \$1,545 per call is an increase of \$189 from the current EMS Response Fee of \$1,356.

EMS Response Fee

Fire Department FY 2023/24	\$1,846,858
<small>FY 23/24 budget</small>	
Indirect Overhead Support from City Central Services	\$582,472
<small>Calculated at 2% based on spread of central service support to all City departments and funds based on total cost (3-Year Average)</small>	
Capital Depreciation	\$203,235
<small>As determined in Willdan Study in 2023</small>	
New Capital Considerations	\$60,648
<small>Includes Shared Maintenance & Use Agreement for Fire Station plus Interest on Note</small>	
Data Ticket Cost for Processing Invoices	\$1,200
<small>\$100 per month</small>	
Fire Structure Fee Tax Revenue	-\$1,385,295
<small>(Property tax) Adopted FY 2022/23 budget, plus estimated 2% increase</small>	
Fire Prevention Permit, Review, & Inspection Revenue	-\$3,926
<small>Per FY 2022/23 actuals</small>	
Remaining Department Cost	\$1,305,192
<small>Direct & indirect cost to be included in EMS response fee recovery</small>	
EMS Calls	845
<small>3 yr. average per City and County/Cal Fire Reports for calendar years 2021, 2022, and 2023.</small>	
Total Cost Per Call	\$1,545

Furthermore, as discussed at the February 14 City Council meeting, a collection charge of 30% of the amount paid for overdue EMS Response Fees will be instituted beginning July 1, as allowed pursuant to Municipal Code section 3.44.040(c). This is a direct pass-thru charge which will cover the administrative expenses incurred by the City’s collection agency in reclaiming outstanding amounts owed to the City and ensures the City receives 100% of the debt owed.

Public Notice

In compliance with Municipal Code section 3.44.030(c)(4), public notice of the proposed fees for the EMS Program was mailed to all residents of the City on March 6, 2024. Residents were given 90 days to opt-out or opt-in to the EMS Program. As described in the notice, all current subscribers would continue to be enrolled in the EMS Program for the upcoming fiscal year, July 1, 2024, through June 30, 2025, unless the subscriber terminated their subscription by providing written notice to the City Clerk.

Pursuant to Canyon Lake Municipal Code section 3.44.050(a), the City has prepared a report describing the EMS Subscription Program Fees and EMS Response Fees to be placed on the tax rolls. The report describes the real property of eligible participants who are subscribed as well as the real property for each person not covered by the EMS Subscription Program and for which delinquent EMS Response Fees existed after April 1. This document is available on the City’s website and is also on file in the Office of the City Clerk.

Fiscal Impact

EMS Subscription Fees are projected to increase by \$454,000 based on a new annual fee of \$309. This amount has been included in the Fiscal Year 2024-25 proposed budget.

Attachments

1. Resolution No. 2024-25
2. Notice of Public Hearing

ATTACHMENT 1

RESOLUTION NO. 2024-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING EMS PROGRAM FEES FOR THE 2024/2025 FISCAL YEAR AND PROVIDING FOR COLLECTION THEREOF ON THE PROPERTY TAX ROLL

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

WHEREAS, the City of Canyon Lake has, by Ordinance No. 187, established Chapter 3.44 of the Canyon Lake Municipal Code, Emergency Medical Services Subscription Program (“EMS Program”), to recover the costs of providing emergency medical services to the City of Canyon Lake; and

WHEREAS, the City of Canyon Lake adopted Ordinance No. 209 amending Chapter 3.44 related to the EMS Program and Emergency Medical Services Response Fees; and

WHEREAS, pursuant to the provisions of Chapter 3.44, the City of Canyon Lake may adopt and implement fees and charges to cover the cost of providing emergency medical services and may also establish an EMS Subscription Fee for those residents, property owners, and businesses that desire to voluntarily participate in the EMS Subscription Program and may collect such fees on the property tax rolls; and

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

WHEREAS, although the notice provisions of Proposition 218 do not apply to the EMS Program, as the program consists of a fee for service that is not a property-related fee, the City nevertheless has published notice of the establishment and collection of such fees on the property tax roll in compliance with Section 3.44.030(c)(4) of the Canyon Lake Municipal Code; and

WHEREAS, in compliance to Section 3.44.050(a) of the Canyon Lake Municipal Code, a preliminary report has been published on June 1, 2024, describing the real property of each person covered and not covered by the EMS Program; and

WHEREAS, on June 12, 2024, the City Council conducted a duly noticed public hearing and heard all comments/protests/opt-outs regarding the EMS Program fees; and

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

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

- Section 1.** The above recitals are true and correct and are incorporated herein by reference.
- Section 2.** The EMS Program fees are established in the amounts set out on Exhibit “A” attached hereto and incorporated herein as though set forth in full. Such fees shall be effective immediately the first day of the 2024 through 2025 Fiscal Year.
- Section 3.** Such EMS Subscription fees shall be collected on the property tax rolls. The City Clerk is directed to file a certified copy of this resolution and of the report with the County Auditor. The City Clerk is authorized to remove any residence from the report that terminates their EMS Subscription before the transmission of the report to the County Auditor. The County Auditor is designated and empowered to collect the assessment as set out here as necessary. For purposes of tax roll collection, the fees set forth in the report shall be deemed to constitute special assessments against the respective parcels on which they are levied without regard to property valuation. The assessment shall be collected at the same time and subject to the same procedures provided for such taxes. All laws applicable to the levy, collection and enforcement of ad valorem property taxes shall be applicable to such assessments, except that if any real property to which such fees or charges relate has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been created and attached thereon, prior to the date on which the first installment of such taxes would become delinquent, then the lien which would otherwise be imposed shall not attach to such real property and the fees or charges and interest shall be transferred to the unsecured roll for collection.
- Section 4.** Beginning July 1, 2024, the City will institute a collection charge of 30% of the amount paid for overdue EMS Response Fees, as allowed pursuant to Municipal Code section 3.44.040(c), to cover administrative expenses incurred by the City’s collection agency in reclaiming outstanding debts owed to the City.
- Section 5.** That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.
- Section 6.** This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED the 12th day of June 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT A
EMERGENCY MEDICAL SERVICES SUBSCRIPTION PROGRAM FEES
EFFECTIVE JULY 1, 2024

EMS Subscription Fee

The EMS Subscription Fee is proposed to increase from the previous year.

For residents who are currently **ENROLLED** in the program, the fee will continue to be collected on the property tax roll in the same manner as other City services, such as residential solid waste collection charges, at the following rate:

EMS Subscription Fee	
Annual Fee:	\$[to be inserted]

EMS Response Fee

The EMS Response Fee is proposed to increase from the previous year.

For residents who have **OPTED-OUT** of the program, the annual fee listed above will not be charged. However, if emergency medical services are then provided by the Canyon Lake Fire Department or by any other first responder agency, you will receive an invoice from the City at the following rate each time services are provided:

EMS Response Fee	
Per Call Rate:	\$[to be inserted]

ATTACHMENT 2

CITY OF CANYON LAKE
NOTICE OF PUBLIC HEARING

PUBLIC HEARING ON
EMERGENCY MEDICAL SERVICES SUBSCRIPTION PROGRAM

NOTICE IS HEREBY GIVEN THAT pursuant to Chapter 3.44 of the Canyon Lake Municipal Code the City Council will conduct a public hearing at its regularly scheduled meeting on June 12, 2024, at 6:30 p.m. or as soon thereafter as it may be heard. The meeting will take place in City Council Chambers at City Hall, located at 31516 Railroad Canyon Road, Canyon Lake, CA 92587.

The City Council will consider the adoption of a resolution establishing the EMS Subscription Fee and EMS Response Fee pursuant to Canyon Lake Municipal Code Chapter 3.44 for the upcoming fiscal year (July 1, 2024 through June 30, 2025). A written report describing the EMS Program Fees is on file in the Office of the City Clerk. The report describes the real property for each person who has declined to participate in the EMS Subscription Program and for which delinquent EMS Response Fees existed after April 1. The report contains prospective EMS Subscription Fees and charges which may be placed on the tax rolls for residential and nonresidential property.

Additionally, Staff will propose implementing a collection charge for delinquent EMS Response Fees to cover the administrative expenses incurred by the City's collection agency in reclaiming outstanding amounts owed to the City.

For residential households, the subscription to the EMS Subscription Program covers all members, guests, and invitees of the subscriber's household, or in the case of businesses, the business owner, employees, customers, guests, and invitees of the subscribing business ("Covered Persons"), regardless of the location where the Emergency Medical Services are rendered within the City. The EMS Program Fees to be considered by the City Council at the above-noticed public hearing are set forth in Exhibit "A" to this notice.

THE EMS SUBSCRIPTION PROGRAM FEES ARE PROPOSED TO
INCREASE FOR THIS FISCAL YEAR

At the public hearing described above, the City Council will receive any objections to the EMS Program Fees and will make such revisions or corrections to the report as the City Council determines appropriate.

PARTICIPATION IN THE EMS SUBSCRIPTION PROGRAM IS VOLUNTARY

All persons currently subscribed will continue to be subscribed for the upcoming fiscal year (July 1, 2024 through June 30, 2025) unless the subscriber terminates their subscription by providing written notice to the City Clerk. For those subscribed, the EMS Subscription Fee will be collected on the property tax roll in the same manner as other City services, such as residential solid waste collection charges. All persons who have declined to participate or have previously terminated their subscriptions will not be subscribed unless they provide written notice to the City Clerk of their desire to participate, or Opt-In, to the EMS Subscription Program.

IF YOU ARE CURRENTLY SUBSCRIBED AND WOULD LIKE TO DECLINE TO PARTICIPATE IN THE EMS SUBSCRIPTION PROGRAM GOING FORWARD, please send a notice that you decline to participate to:

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

Any current subscriber declining to participate in the EMS Subscription Program for the upcoming fiscal year should send written notice to the City Clerk no later than June 12, 2024, and include the following:

1. The name of the subscriber and their interest in the property (e.g., owner or tenant), and
2. Identification of the property by either assessor’s parcel number or street address, and
3. A statement declining participation (“I/we decline to participate in the EMS Subscription Program” will suffice).

INQUIRIES: For any and all information pertaining to the proceedings, including relating to protests, objections, if you would like to decline to participate in the EMS Subscription Program, or for more information about the proposed fees, including the method of calculation, contact the City Clerk at (951) 244-2955 or sgarcia@canyonlakeca.gov. To determine if you are currently opted in or out of the program, you may use the searchable Opt-In/Opt-Out List available on the City’s website (canyonlakeca.gov/emsprogram).

/s/
Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT A
EMERGENCY MEDICAL SERVICES SUBSCRIPTION PROGRAM FEES
EFFECTIVE JULY 1, 2024

EMS Subscription Fee and EMS Response Fee are proposed to increase from last year.

For residents who are currently **ENROLLED** in the program, the fee will continue to be collected on the property tax roll in the same manner as other City services, such as residential solid waste collection charges, at the following rate:

EMS Subscription Fee Proposed Annual Fee:	Up to \$309.00
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For residents who have **OPTED-OUT** of the program, the annual fee listed above will not be charged. However, if emergency medical services are then provided by the Canyon Lake Fire Department or by any other first responder agency, you will receive an invoice from the City at the following rate each time services are provided:

EMS Response Fee Proposed Per Call Rate:	Up to \$1,545.00
---	------------------

Collection Charge for Delinquent EMS Response Fees	30% of EMS Response Fee
--	-------------------------

* To avoid receiving an invoice in the proposed amount of \$1,545.00 each time you call 9-1-1 for emergency medical services, make sure that you are enrolled in the EMS Subscription Program by reaching out to the City Clerk's office prior to June 12, 2024. Contact the City Clerk at (951) 244-2955 or sgarcia@canyonlakeca.gov. You may also use the searchable Opt-In/Opt-Out List available on the City's website (canyonlakeca.gov/emsprogram) to determine your subscription status. Those who have previously Opted-Out may also Opt-In at this time.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Terry Shea, Finance Director

DATE: June 12, 2024

SUBJECT: Adopt a Resolution Adopting the Budget, Appropriating Revenue and Establishing the Appropriations Limit for Fiscal Year 2024-2025; and Adopt a Resolution Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2024-25

Recommendation

(1) Adopt Resolution No. 2024-26 approving the budget, appropriating revenue, and establishing the appropriations limit for Fiscal Year 2024-25; (2) adopt Resolution No. 2024-27 Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2024-25; and (3) authorize the City Manager to execute contracts per the budget and Municipal Code.

Background

On May 29, 2024, City staff presented a draft Fiscal Year 2024-25 budget to the City Council for review and feedback.

Discussion

The attached Proposed Budget for Fiscal Year 2024-25 is presented to the City Council for review and approval.

The Proposed General Fund revenues are estimated at \$8,420,861, which is an increase of \$893,387 over the previous Fiscal Year budget. Estimated General Fund expenditures are \$8,266,348, an increase of \$731,730 over the previous Fiscal Year Budget. The Proposed Budget reflects General Fund Revenues over Expenditures of \$154,513 for Fiscal Year 2024-25.

Based on recent economic trends including significant inflation, staff have taken a conservative approach to this year's budget. As a result, the proposed budget does not include revenues associated with the Commercial Cannabis Business Community Benefits and Neighborhood Compatibility Agreement executed in November of 2022. Adjustments associated with this funding source will be presented at Mid-Year.

The major changes from the City's Fiscal Year 2023-24 Budget are as follows:

- An increase in tax revenues of \$233,671 with the largest projected increase in Property Tax Fire and Property Tax VLF due to higher assessed valuations and an increase in actual revenues received in FY 2023-24. These increases were offset by a reduction in projected Utility Users Tax.
- An increase in EMS Subscription Program revenues due to the increase in the annual charge based on the City's User Fee Study and approved by the City Council.
- An increase in Interest Income of \$172,000 due to higher rates of return and higher than anticipated earnings in Fiscal Year 2023-24.
- The Draft Budget for staff salaries for non-sworn positions includes a cost-of-living increase of 3.50% and a planned merit increase of 5.00% for an increase in salaries and benefits of \$183,000.
- The City Attorney's Budget decreased, but includes additional costs for general services, potential litigation, but the increases were offset in a reduction in the estimated costs for possible Code Enforcement cases.
- The City Manager's Department includes an increase in salaries and benefits due to the former City Manager being paid through October and the Administrative Assistant position being changed from part-time to fulltime. These increases were offset by reductions for the Community Survey, Government Relations, Economic Development Consultant and a reduction in the Contingency amount that were all included in the FY 2023-24 Budget.
- The City Clerk's Department increased due to the costs for the November Election of \$50,000 and the purchase of Agenda Software of \$20,000.
- The Finance Department Budget increased due to the need to hire additional assistance for Payroll and HR support for when the Accountant & Human Resources Specialist is out on leave. Also, the cost of the City's annual audit will increase by \$5,000 due to the City needing a Single Audit this year because of the ARPA expenditures exceeding the Single Audit threshold of \$750,000.
- The Planning Department increases include \$180,000 for a Sphere of Influence Study, \$35,000 for an Environmental Justice Study offset by decreases in Professional Fees of \$95,000 and \$25,000 for the digitally formatting the Zoning Ordinances.

- The Building & Safety Department budget increased by \$64,307. The increase is due to adding a part-time position for \$25,000 and \$20,000 for the State Mandated costs associated with providing ADU Design templates.
- The Law Enforcement budget increased by \$1,234,172, however, in Fiscal Year 2023-24 \$1,284,692 of the costs were paid out of the Miscellaneous Grants Fund with ARPA proceeds. A corresponding amount was budgeted as a transfer to the Capital Projects Fund to be used for the City Hall remodeling project. For FY 2024-25 we have offset the estimated Sheriff's contract amount of \$2,088,990 with \$80,130 in ARPA Funds and \$224,000 in CalCOPS Funds.
- The Fire Department increases are all related to salary and benefit increases.
- The NPDES Department costs increased by \$20,000 due to the increased costs for the City's consultant for the reporting and monitoring requirements.
- The Building & Facilities Maintenance Department budget increased by \$145, 945. The majority of this is for the Debt Service payments of \$112,315 on the POA Loan for the purchase of the Fire Station and for the increase in the costs for the various utilities.

Feedback is sought at this meeting and any direction given by the City Council will be incorporated into the final Budget.

Fiscal Impact

See attached Proposed Budget document.

Attachments

1. Fiscal Year 2024-25 Proposed Budget
2. Resolution No. 2024-26 Approving the Budget
3. Resolution No. 2024-27 Approving Salary and Wage Schedules
4. 3-5 Year Projection

ATTACHMENT 1

**City of Canyon Lake
Revenue Summary by Fund
Fiscal Year 2024-25**

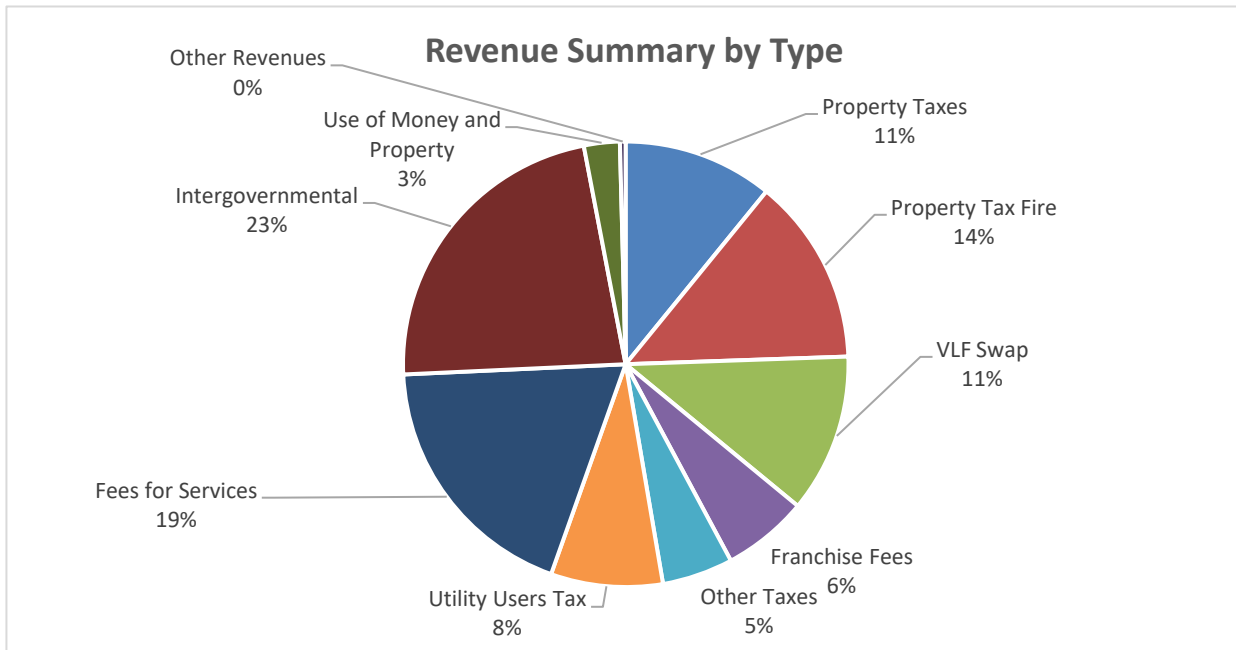
Fund Type & Name	Actual Revenue 2021-22	Actual Revenue 2022-23	Budgeted Revenue 2023-24	Proposed Revenue 2024-25
GENERAL FUND				
General Fund	\$ 7,373,395	\$ 8,020,363	\$ 7,527,474	\$ 8,420,861
SPECIAL REVENUE FUNDS				
Gas Tax	471,218	540,046	597,889	599,020
Measure A	272,651	299,549	271,000	289,500
AQMD Trust	12,639	14,716	14,400	14,900
Law Enforcement Grants	161,285	165,271	160,000	190,000
Miscellaneous Grants (ARPA)	531,651	451,050	1,719,926	149,930
TOTAL SPECIAL REVENUE	\$ 1,449,444	\$ 1,470,632	\$ 2,763,215	\$ 1,243,350
ENTERPRISE FUND				
Rental Fund	\$ 70,593	\$ 69,100	\$ 88,200	\$ 74,600
CAPITAL IMPROVEMENT FUND				
Capital Projects	\$ -	\$ -	\$ 2,057,980	\$ 1,207,980
TOTAL	\$ 8,893,432	\$ 9,560,095	\$ 12,436,869	\$ 10,946,791

**City of Canyon Lake
Revenue Sources by Type
Fiscal Year 2024-25**

Fund Type & Name	Actual Revenue 2021-22	Actual Revenue 2022-23	Budgeted Revenue 2023-24	Proposed Revenue 2024-25
GENERAL FUND				
Property Taxes	\$ 990,641	\$ 1,093,516	\$ 1,088,000	\$ 1,190,161
Property Taxes Fire	1,233,510	1,358,132	1,250,000	1,485,980
VLF Swap	1,045,690	1,127,432	1,160,000	1,261,120
Sales Tax	423,286	387,703	384,000	400,000
Utility Users Tax	1,154,317	1,238,494	1,150,000	888,500
Franchise Fees	596,228	616,941	624,500	680,100
Other Taxes	253,272	183,267	179,600	164,000
Fees for Services	1,550,174	1,868,048	1,550,600	2,060,000
Intergovernmental	72,638	14,573	60,300	44,000
Use of Money and Property	(95,814)	33,528	28,000	200,000
Fines and Forfeitures	20,814	18,778	22,474	15,000
Other Revenues	128,639	79,951	30,000	32,000
Total General Fund	\$ 7,373,395	\$ 8,020,363	\$ 7,527,474	\$ 8,420,861
SPECIAL REVENUE FUNDS				
Gas Tax				
Intergovernmental Revenue	\$ 489,970	\$ 533,680	\$ 595,889	\$ 594,820
Use of Money and Property	(18,752)	6,366	2,000	4,200
Measure A				
Intergovernmental Revenue	286,884	294,400	270,000	285,000
Use of Money and Property	(14,233)	5,149	1,000	4,500
AQMD Trust				
Intergovernmental Revenue	13,948	14,543	14,200	14,500
Use of Money and Property	(1,309)	173	200	400
Law Enforcement Grants				
Intergovernmental Revenue	161,285	165,271	160,000	190,000
Miscellaneous Grants Fund				
Intergovernmental Revenue	531,651	451,050	1,719,926	149,930
Total Special Revenue	\$ 1,449,444	\$ 1,470,632	\$ 2,763,215	\$ 1,243,350

**City of Canyon Lake
Revenue Sources by Type
Fiscal Year 2024-25**

Fund Type & Name	Actual Revenue 2021-22	Actual Revenue 2022-23	Budgeted Revenue 2023-24	Proposed Revenue 2024-25
ENTERPRISE FUND				
Rental Fund				
Use of Money and Property CDBG	\$ 70,593	\$ 69,100	\$ 88,200	\$ 74,600
	-	-	-	-
Total Enterprise	\$ 70,593	\$ 69,100	\$ 88,200	\$ 74,600
CAPITAL IMPROVEMENT FUND				
Capital Projects				
Intergovernmental Revenue	\$ -	\$ -	1,207,980	\$ 1,207,980
Other Revenues	-	-	-	-
Transfers In	-	-	1,284,692	-
Total Capital Projects	\$ -	\$ -	\$ 2,492,672	\$ 1,207,980
TOTAL	\$ 8,893,432	\$ 9,560,095	\$ 12,871,561	\$ 10,946,791



Fiscal Year 2024-25
General Fund Revenue Detail

Code	Description	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
Taxes					
4020	Base Property Tax (S)	\$ 906,145	\$ 975,554	\$ 1,001,000	\$ 1,066,271
4030	Base Property Tax (U)	43,297	44,266	41,600	54,890
4032	Property Tax Fire	1,233,510	1,358,132	1,250,000	1,485,980
4040	Homeowner-S Exemption Reimb	8,162	7,953	8,900	8,900
4050	Real Property Transfer Tax	163,228	97,344	93,600	78,000
4060	Property Tax-Py (S)	8,447	13,586	17,700	19,600
4070	Property Tax -Py (U)	691	2,717	2,000	2,500
4080	Property Tax 2345/Cur/Sup	9,518	39,643	11,800	23,000
4090	Property Tax 2345/Py/Sup	14,381	9,797	5,000	15,000
4705	Property Tax Vlf Swap	1,045,690	1,127,432	1,160,000	1,261,120
4100	Sales & Use Tax	423,286	387,703	384,000	400,000
4130	Utility Users Tax	1,154,317	1,238,494	1,150,000	888,500
4150	Franchise Fee - Cable Tv	139,396	132,014	136,000	136,000
4160	Transient Lodging Tax	90,044	85,923	86,000	86,000
4170	Edison Franchise Fee	138,575	156,956	156,000	165,000
4180	Refuse Disposal Franchise Fee	316,058	325,443	330,000	376,000
4190	So. Cal Gas Franchise Fee	2,199	2,528	2,500	3,100
	Subtotal Taxes	\$ 5,696,944	\$ 6,005,485	\$ 5,836,100	\$ 6,069,861
Licenses, Permits & Fees					
4200	Construction/Bldg Permit Fee	\$ 459,675	\$ 595,895	\$ 500,000	\$ 531,600
4201	CBSC Green Fees	1,006	1,400	1,200	1,200
4202	SMIP Fees	2,561	3,678	3,400	3,400
4220	Site Plan Review	16,328	534	20,000	15,000
4230	Miscellaneous Planning Fees	-	358	-	-
4231	Grading Fees	42,434	40,175	20,000	20,000
4250	Encroachment Fees	2,260	3,092	-	2,000
4420	Fire Plan Check Permits	7,934	7,652	-	10,000
4786	Cable Access Fee	27,946	26,478	28,000	24,200
4787	AMR System Enhancement Fee	-	-	-	20,500
4798	Stormwater Fees	11,698	15,074	-	10,000
4450	Foreclosure Fees	1,580	2,449	2,000	2,000
4400	Business License Fee	122,123	127,745	69,000	69,000
4405	EMS Subscription Program	799,259	794,688	840,000	1,294,100
4406	Commercial Cannabis	-	205,000	-	-
4410	Residential Rental Registration	49,780	33,201	50,000	40,000
4415	Fire Life Safety Inspection Program	736	1,720	2,000	2,000
4794	Rental Inspection Fees	4,854	8,909	15,000	15,000
	Subtotal Licenses, Permits & Fees	\$ 1,550,174	\$ 1,868,048	\$ 1,550,600	\$ 2,060,000
Use of Money & Property					
4690	Library Lease Income	\$ 3,985	\$ -	\$ -	\$ -
4900	Interest Income	(99,799)	33,528	28,000	200,000
	Subtotal Use of Money & Property	\$ (95,814)	\$ 33,528	\$ 28,000	\$ 200,000
Intergovernmental					
4700	Motor Vehicle License Fee	\$ 12,737	\$ 11,346	\$ 10,300	\$ 14,000
4590	Grant Revenues (Emergency)	21,084	-	7,000	7,000
4596	AVA Funds	-	-	8,000	8,000
4585	Grant Revenues CDBG	29,280	-	-	-
4593	Grant Revenues LEAP SB 2	9,537	3,227	35,000	15,000
	Subtotal Intergovernmental	\$ 72,638	\$ 14,573	\$ 60,300	\$ 44,000
Fines & Forfeitures					
4600	Court, Vehicle & Parking Fees	\$ 20,814	\$ 18,778	\$ 22,474	\$ 15,000
Other Income					
4789	Code Enforcement Reimbursement	\$ 5,100	\$ -	\$ -	\$ -
4790	Miscellaneous	110,618	60,144	24,000	32,000
4791	Insurance Reimbursements	8,550	11,657	-	-
4799	Fire Department Reimbursements	-	6,600	-	-
4793	Veterans Donations	3,871	-	4,000	-
4796	Military Banner Program	500	1,550	2,000	-
		\$ 128,639	\$ 79,951	\$ 30,000	\$ 32,000
	TOTAL REVENUE	\$ 7,373,395	\$ 8,020,363	\$ 7,527,474	\$ 8,420,861

City of Canyon Lake Fiscal Year 2024-25				
General Fund Expenditure Detail				
Department	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
City Council				
Personnel	\$ 19,534	\$ 19,831	\$ 19,340	\$ 19,340
Operations & Maintenance	121,439	131,395	153,975	163,525
City Attorney				
Operations & Maintenance	102,605	129,750	173,082	156,560
City Manager				
Personnel	504,250	607,824	614,393	752,087
Operations & Maintenance	325,014	188,568	219,860	124,550
City Clerk				
Personnel	139,608	228,951	188,231	200,363
Operations & Maintenance	59,272	40,643	69,150	127,100
Finance				
Personnel	90,570	167,231	207,276	235,678
Operations & Maintenance	163,785	228,041	168,695	198,660
Planning				
Operations & Maintenance	323,925	109,814	231,200	335,200
Building & Safety				
Personnel	144,296	164,192	223,277	265,584
Operations & Maintenance	138,301	112,911	143,950	165,950
Law Enforcement				
Operations & Maintenance	1,425,890	1,834,531	623,998	1,858,170
Capital Outlay	5,500	-	5,000	5,000
Fire (Riverside County)				
Operations & Maintenance	1,008,047	-	-	-
City Fire Department				
Personnel	-	1,172,298	1,421,948	1,683,949
Operations & Maintenance	-	468,401	507,855	539,100
Capital Outlay	-	44,633	20,250	17,750
Emergency Preparedness				
Operations & Maintenance	22,025	33,797	29,000	28,600
Animal Control				
Operations & Maintenance	139,745	146,872	173,320	121,434
Public Works				
Operations & Maintenance	4,239	4,285	15,000	20,000
NPDES				
Operations & Maintenance	99,831	119,383	133,500	153,500
Code Enforcement				
Personnel	264,120	313,602	355,421	392,798
Operations & Maintenance	47,589	33,868	47,200	50,500
Building & Facilities Maintenance				
Operations & Maintenance	252,807	330,023	485,005	505,635
Debt Service	-	-	-	112,315
Capital Outlay	10,518	19,856	20,000	33,000
Transfers Out				
	-	-	1,284,692	-
TOTAL EXPENDITURES	\$ 5,412,910	\$ 6,650,700	\$ 7,534,618	\$ 8,266,348

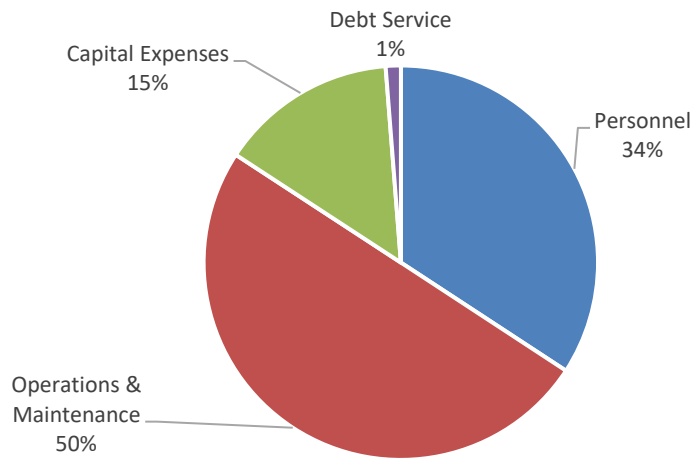
**City of Canyon Lake
Expenditure Summary by Fund
Fiscal Year 2024-25**

Fund Type & Name	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
GENERAL FUND				
General Fund	\$ 5,412,910	\$ 6,650,700	\$ 7,534,618	\$ 8,266,348
SPECIAL REVENUE FUNDS				
Gas Tax	\$ 297,305	\$ 250,999	\$ 298,700	\$ 354,705
Measure A	-	-	601,200	76,150
AQMD Trust	99,759	-	-	-
Law Enforcement Grants	180,000	160,000	160,000	224,000
Miscellaneous Grants	531,651	451,050	1,719,926	149,930
TOTAL SPECIAL REVENUE	\$ 1,108,715	\$ 862,049	\$ 2,779,826	\$ 804,785
ENTERPRISE FUND				
Rental	\$ 307,555	\$ 73,216	\$ 61,025	\$ 91,410
CAPITAL IMPROVEMENT FUND				
Capital Projects	\$ -	\$ -	\$ 2,057,980	\$ 1,207,980
TOTAL	\$ 6,829,180	\$ 7,585,965	\$12,433,449	\$ 10,370,523

**Expenditure Summary by Category
Fiscal Year 2024-25**

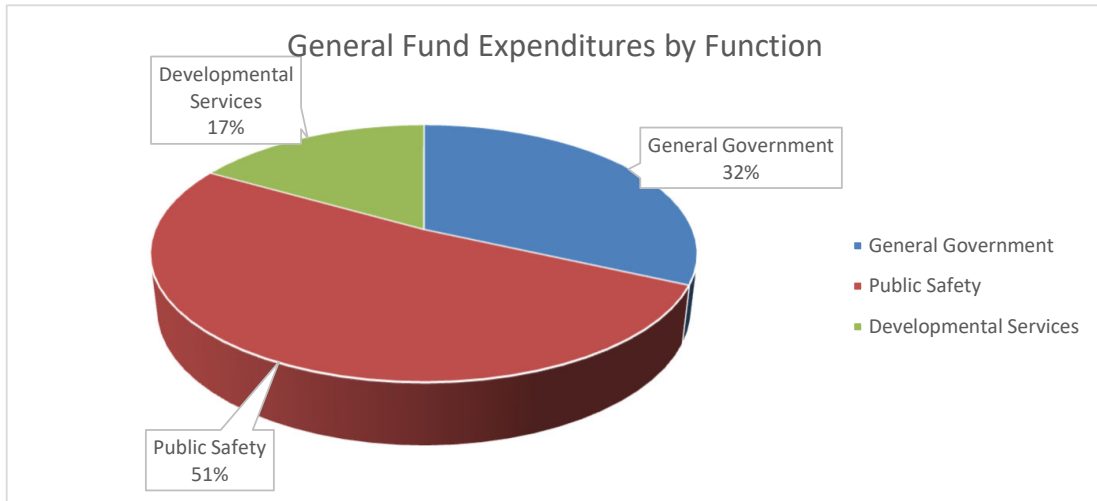
CATEGORY/TYPE	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
Personnel	\$ 972,449	\$ 2,673,929	\$ 2,703,581	\$ 3,549,799
Operations & Maintenance	5,603,651	4,331,695	4,755,985	5,184,759
Capital Expenses	75,767	511,152	2,643,000	1,506,930
Debt Service	17,323	69,189	13,800	129,035
Transfers Out	-	-	-	
TOTAL	\$ 6,669,190	\$ 7,585,965	\$ 10,116,366	\$ 10,370,523

Expenditures by Category Fiscal Year 2024-25



**City of Canyon Lake
General Fund Budget Expenditure Summary
Fiscal Year 2024-25**

Department/Division	Personnel	O & M	Capital	Debt Service	Total
GENERAL GOVERNMENT					
100 City Council	\$ 19,340	\$ 163,525	\$ -	\$ -	\$ 182,865
200 City Attorney	-	156,560	-	-	156,560
310 City Manager	752,087	124,550	-	-	876,637
320 City Clerk	200,363	127,100	-	-	327,463
330 Finance	235,678	198,660	-	-	434,338
550 P W Building & Fac Maint	-	505,635	33,000	112,315	650,950
SUBTOTAL	<u>\$ 1,207,468</u>	<u>\$ 1,276,030</u>	<u>\$ 33,000</u>	<u>\$ 112,315</u>	<u>\$ 2,628,813</u>
DEVELOPMENT SERVICES					
350 Planning	\$ -	\$ 335,200	\$ -	\$ -	\$ 335,200
360 Building and Safety	265,584	165,950	-	-	431,534
510 Public Works Administration	-	20,000	-	-	20,000
515 NPDES	-	153,500	-	-	153,500
520 Code Enforcement	392,798	50,500	-	-	443,298
SUBTOTAL	<u>\$ 658,382</u>	<u>\$ 725,150</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,383,532</u>
PUBLIC SAFETY					
410 Law Enforcement	\$ -	\$ 1,858,170	\$ 5,000	\$ -	\$ 1,863,170
421 City Fire Department	1,683,949	556,850	-	-	2,240,799
425 Emergency Preparedness	-	28,600	-	-	28,600
430 Animal Control	-	121,434	-	-	121,434
SUBTOTAL	<u>\$ 1,683,949</u>	<u>\$ 2,565,054</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 4,254,003</u>
Transfers Out	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL	<u><u>\$ 3,549,799</u></u>	<u><u>\$ 4,566,234</u></u>	<u><u>\$ 38,000</u></u>	<u><u>\$ 112,315</u></u>	<u><u>\$ 8,266,348</u></u>



**City of Canyon Lake
Fund Balance Summary
Fiscal Year 2024-25**

Fund Type & Name	Estimated Available Balance 06/30/24	+	Estimated Revenues 2024-25	=	Funds Available 2024-25	-	Budgeted Appropriations 2024-25	=	Estimated Available Balance 06/30/25
GENERAL FUND									
General Fund	\$ 6,772,606		\$ 8,420,861	*	\$ 15,193,467		\$ 8,266,348	*	\$ 6,927,119
SPECIAL REVENUE FUNDS									
Gas Tax	\$ 930,684		\$ 599,020		\$ 1,529,704		\$ 354,705		\$ 1,174,999
Measure A	1,360,332		289,500		1,649,832		76,150		1,573,682
AQMD Trust	68,058		14,900		82,958		-		82,958
Law Enforcement Grants	34,672		190,000		224,672		224,000		672
Miscellaneous grants	15,817		149,930		165,747		149,930		15,817
TOTAL SPECIAL REVENUE	\$ 2,409,563		\$ 1,243,350		\$ 3,652,913		\$ 804,785		\$ 2,848,128
ENTERPRISE FUND									
Rental	\$ 275,469		\$ 74,600		\$ 350,069		\$ 91,410		\$ 258,659
CAPITAL IMPROVEMENT FUND									
Capital Projects	\$ 338,600		\$ 1,207,980		\$ 1,546,580		\$ 1,207,980		\$ 338,600
TOTAL	\$ 9,796,238	+	\$ 10,946,791	=	\$ 20,743,029	-	\$ 10,370,523	=	\$ 10,372,506

* The adopted General Fund Budget anticipates revenues over expenditures of \$ 154,513
The adopted budget does not include revenues associated with the Commercial Cannabis Business Community Benefits and Neighborhood Compatability Agreement executed in November of 2022.

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

<u>General Government</u>		<u>City Council - 100</u>			
Function - Department		Division - Code			
Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS					
6010	Salaries and Wages	\$ 16,800	\$ 18,300	\$ 18,000	\$ 18,000
6080	Benefits	2,734	1,531	1,340	1,340
	Personnel Total:	\$ 19,534	\$ 19,831	\$ 19,340	\$ 19,340
OPERATIONS & MAINTENANCE COSTS					
6220	Departmental Expense	\$ 7,330	\$ 7,624	\$ 8,300	\$ 8,300
6225	Council Meeting Expense	8,701	7,256	10,600	10,600
6510	Conference/Meeting/Travel Exp	5,626	10,064	17,100	17,100
6520	Membership/Dues/Publications	6,647	6,779	13,650	15,950
6610	Professional/Specialized Services	-	-	-	-
6830	Promotion and Advertising	93,135	99,672	24,825	32,075
6831	City Events	-	-	79,500	79,500
	O & M Total:	\$ 121,439	\$ 131,395	\$ 153,975	\$ 163,525
CAPITAL COSTS					
	None	\$ -	\$ -	\$ -	\$ -
<u>DIVISION SUMMARY</u>					
	Personnel	\$ 19,534	\$ 19,831	\$ 19,340	\$ 19,340
	Operations & Maintenance	121,439	131,395	153,975	163,525
	Capital	-	-	-	-
		\$ 140,973	\$ 151,226	\$ 173,315	\$ 182,865

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

General Government		City Council - 100	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
6010	Salaries and Wages City Council Members (5)	\$ 18,000	\$ 18,000
6080	Benefits Medicare/SUTA	1,340	1,340
Personnel Total:		\$ 19,340	\$ 19,340
6220	Departmental Expense	\$ 8,300	\$ 8,300
6225	Council Meeting Expense	10,600	10,600
	Meeting Taping	\$ 7,500	
	Closed Session Meals	\$ 1,600	
	Presentation Materials	\$ 1,500	
6510	Conference/Meeting/Travel Exp	17,100	17,100
	League of CA Cities Conference	\$ 8,000	
	League Division Meetings	\$ 1,500	
	League New Mayor & Council Acad	\$ 4,200	
	SCAG Regional Conference	\$ 2,000	
	Miscellaneous Meetings	\$ 1,000	
	Chamber Meetings	\$ 400	
6520	Membership/Dues/Publications	13,650	15,950
	League of CA Cities	\$ 7,000	
	Riverside Division	\$ 100	
	SCAG	\$ 1,220	
	WRCOG	\$ 1,500	
	WRCOG Solid Waste	\$ 4,800	
	LAFCO	\$ 950	
	2-1-1 Riverside County	\$ 380	
6830	Promotion and Advertising	24,825	32,075
	Chamber of Commerce	\$ 7,825	
	Advertisement/Promotion	\$ 3,500	
	City Attire	\$ 750	
	Trauma Intervention Program	\$ 1,500	
	Video Production	\$ 15,000	
	City Golf Championship	\$ 1,500	
	Youth in Government	\$ 2,000	
6831	City Events	79,500	79,500
	Winter Wonderland	\$ 30,000	
	State of the City	\$ 20,000	
	Veterans Day Celebration	\$ 10,000	
	CLFD Open House	\$ 6,000	
	9/11 Event	\$ 3,500	
	Memorial Day Event	\$ 5,000	
	Fiesta Day Sponsorship	\$ 1,000	
	National Night Out	\$ 1,500	
	Small Business Event	\$ 2,500	
O & M Total:		\$ 153,975	\$ 163,525

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

General Government
Function - Department

City Attorney - 200
Division - Code

Object Acct #	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS				
None	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS				
6610 Professional/Specialized Services	\$ 102,605	\$ 129,750	\$ 173,082	\$ 156,560
O & M Total:	\$ 102,605	\$ 129,750	\$ 173,082	\$ 156,560
CAPITAL COSTS				
None	\$ -	\$ -	\$ -	\$ -
<u>DIVISION SUMMARY</u>				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations & Maintenance	102,605	129,750	173,082	156,560
Capital	-	-	-	-
	\$ 102,605	\$ 129,750	\$ 173,082	\$ 156,560

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

<u>General Government</u>		<u>City Attorney - 200</u>	
<u>Function - Department</u>		<u>Division - Code</u>	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
	None	\$ -	\$ -
	Personnel Total:	\$ -	\$ -
6610	Professional/Specialized Services	\$ 173,082	\$ 156,560
	Attorney services \$ 116,560		
	Litigation \$ 30,000		
	Code Enforcement \$ 10,000	-	
	O & M Total:	\$ 173,082	\$ 156,560
	None	\$ -	\$ -
	Capital Total:	\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

General Government
Function - Department

City Manager - 310
Division - Code

Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS					
6010	Salaries and Wages	\$ 430,362	\$ 500,497	\$ 476,294	\$ 576,255
6080	Benefits	73,888	107,327	138,099	175,832
	Personnel Total:	\$ 504,250	\$ 607,824	\$ 614,393	\$ 752,087
OPERATIONS & MAINTENANCE COSTS					
6210	Office Expense and Supplies	\$ 30,256	\$ 39,895	\$ 27,880	\$ 32,400
6220	Departmental Expense	2,449	6,874	5,800	5,500
6310	Communications	1,558	315	28,000	4,000
6415	Fleet Maintenance	-	547	1,500	1,000
6425	Fuels & Lubricants	-	993	2,500	2,000
6440	Mileage Reimbursement	-	78	500	500
6510	Conference/Meeting/Travel Exp	11,139	7,624	11,950	18,950
6520	Membership/Dues/Publications	3,257	2,965	3,500	4,000
6610	Professional/Specialized Services	168,751	122,518	111,230	44,200
6710	Training and Education	-	483	2,000	2,000
6930	Settlement	-	-	-	-
6855	Contingency	19,361	6,276	25,000	10,000
6840	Liability Property Ins & Deductible	88,243	-	-	-
	O & M Total:	\$ 325,014	\$ 188,568	\$ 219,860	\$ 124,550
CAPITAL COSTS					
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
	Capital Total:	\$ -	\$ -	\$ -	\$ -
DIVISION SUMMARY					
	Personnel	\$ 504,250	\$ 607,824	\$ 614,393	\$ 752,087
	Operations & Maintenance	325,014	188,568	219,860	124,550
	Capital	-	-	-	-
		\$ 829,264	\$ 796,392	\$ 834,253	\$ 876,637

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

General Government		City Manager - 310	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
6010	Salaries and Wages	\$ 476,294	\$ 576,255
	City Manager	\$ 266,667	
	Administrative Services Director	\$ 162,760	
	Senior Administrative Assistant	\$ 47,622	
	Management Analyst I	\$ 99,206	
6080	Benefits	138,099	175,832
	Health/PERS/Medicare/SUTA/Deferred Comp/Auto/Life Ins.		
Personnel Total:		\$ 614,393	\$ 752,087
6210	Office Expense and Supplies	\$ 27,880	\$ 32,400
	General Office Supplies	\$ 16,500	
	Microsoft 365	\$ 13,000	
	Adobe Pro Subscriptions	\$ 2,900	
6220	Departmental Expense	5,800	5,500
6310	Communications	28,000	4,000
	Equipment	\$ 4,000	
6415	Fleet Maintenance	1,500	1,000
6425	Fuels & Lubricants	2,500	2,000
6440	Mileage Reimbursement	500	500
6510	Conference/Meeting/Travel Exp	11,950	18,950
	League of CA Cities Conference	\$ 2,850	
	League Division Meetings/Other mtgs	\$ 500	
	ICMA Conference	\$ 3,500	
	League City Manager Conference	\$ 1,500	
	SCAG Regional Conference	\$ 600	
	CSMFO Conference	\$ 2,500	
	CCMF Conference	\$ 500	
	MMASC Conference	\$ 1,000	
	WRCOG General Assembly	\$ 500	
	SHRM Conference	\$ 4,500	
	Miscellaneous	\$ 1,000	
6520	Membership/Dues/Publications	3,500	4,000
	ICMA/CCMF/MMASC/League	\$ 4,000	
6610	Professional/Specialized Services	111,230	44,200
	Support Services IT	\$ 35,200	
	Internship Program	\$ 1,500	
	Annual Website/Domain	\$ 7,500	
6710	Training and Education	2,000	2,000
6855	Contingency	25,000	10,000
O & M Total:		\$ 219,860	\$ 124,550
		\$ -	\$ -
Capital Total:		\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

General Government
Function - Department

City Clerk - 320
Division - Code

Object Acct #	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS				
6010 Salaries and Wages	\$ 122,475	\$ 205,823	\$ 162,813	\$ 174,316
6080 Benefits	17,133	23,128	25,418	26,047
Personnel Total:	\$ 139,608	\$ 228,951	\$ 188,231	\$ 200,363
OPERATIONS & MAINTENANCE COSTS				
6210 Office Expense and Supplies	\$ 17,010	\$ 2,934	\$ 500	\$ 500
6220 Departmental Expense	26,399	16,660	27,350	21,000
6240 Printing	4,178	2,142	10,000	10,000
6510 Conference/Meeting/Travel Exp	876	834	1,800	2,000
6511 Military Banner Expense	2,396	1,659	7,500	-
6520 Membership/Dues/Publications	1,038	1,328	1,700	2,000
6610 Professional/Specialized Services	5,840	14,963	17,300	88,600
6710 Training and Education	1,535	123	3,000	3,000
O & M Total:	\$ 59,272	\$ 40,643	\$ 69,150	\$ 127,100
CAPITAL COSTS				
	\$ -	\$ -	\$ -	\$ -
Capital Total:	\$ -	\$ -	\$ -	\$ -
<u>DIVISION SUMMARY</u>				
Personnel	\$ 139,608	\$ 228,951	\$ 188,231	\$ 200,363
Operations & Maintenance	59,272	40,643	69,150	127,100
Capital	-	-	-	-
	\$ 198,880	\$ 269,594	\$ 257,381	\$ 327,463

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

General Government		City Clerk - 320	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
6010	Salaries and Wages		
	City Clerk	\$ 162,813	\$ 174,316
	Senior Administrative Assistant	\$ 148,809	\$ 25,507
6080	Benefits	25,418	26,047
	Health/PERS/Medicare/SUTA/Life Ins.		
Personnel Total:		\$ 188,231	\$ 200,363
6210	Office Expense and Supplies	500	\$ 500
	Postage	\$ 500	
6220	Departmental Expense	27,350	21,000
	Records Management & Retention	\$ 8,000	
	Mailing (Yearly EMS Hearing)	\$ 5,500	
	Miscellaneous	\$ 5,000	
	Tuition Reimbursement	\$ 2,500	
6240	Public Notices	10,000	10,000
6510	Conference/Meeting/Travel Exp	1,800	2,000
	New Law & CCAC Conference	\$ 2,000	
6511	Military Banner Expense	7,500	-
6520	Membership/Dues/Publications	1,700	2,000
	Notary	\$ 250	
	IIMC	\$ 200	
	Elections Code, Muni Law Book	\$ 600	
	CCAC	\$ 250	
	Miscellaneous	\$ 400	
	MMASC	\$ 100	
	The Elections Center	\$ 200	
6610	Professional/Specialized Services	17,300	88,600
	Harris & Associates, (EMS)(UUT)	\$ 7,500	
	Elections	\$ 50,000	
	Imaging Annual Renewal	\$ 5,100	
	American Legal Publishing	\$ 5,500	
	Agenda Management Software	\$ 20,000	
	Gladwell Governmental Services	\$ 500	
6710	Training and Education	3,000	3,000
O & M Total:		\$ 69,150	\$ 127,100
		\$ -	\$ -
Capital Total:		\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

General Government
Function - Department

Finance - 330
Division - Code

Object Acct #	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS				
6010 Salaries and Wages	\$ 70,158	\$ 121,613	\$ 155,134	\$ 177,021
6080 Benefits	20,412	45,618	52,142	58,657
Personnel Total:	\$ 90,570	\$ 167,231	\$ 207,276	\$ 235,678
OPERATIONS & MAINTENANCE COSTS				
6210 Office Expense and Supplies	\$ 401	\$ 831	\$ 1,200	\$ 1,400
6220 Departmental Expense	35,067	41,240	45,115	50,200
6520 Membership/Dues/Publications	-	140	360	800
6530 Software	1,995	2,697	3,420	2,520
6610 Professional/Specialized Services	105,602	165,133	95,400	114,560
6612 Annual Audit Expense	20,720	18,000	20,000	24,950
6710 Training and Education	-	-	3,200	4,000
O & M Total:	\$ 163,785	\$ 228,041	\$ 168,695	\$ 198,660
CAPITAL COSTS				
	\$ -	\$ -	\$ -	\$ -
Capital Total:	\$ -	\$ -	\$ -	\$ -
<u>DIVISION SUMMARY</u>				
Personnel	\$ 90,570	\$ 167,231	\$ 207,276	\$ 235,678
Operations & Maintenance	163,785	228,041	168,695	198,660
Capital	-	-	-	-
	\$ 254,355	\$ 395,272	\$ 375,971	\$ 434,338

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

General Government		Finance - 330	
Function - Department		Division - Code	
Object Acct #	Description and Justification	Budget 2023-24	Proposed 2024-25
6010	Salaries and Wages	\$ 155,134	\$ 177,021
	Accountant/Human Resource Specialist	\$ 105,407	
	Accounting Technician I	\$ 71,614	
6080	Benefits	52,142	58,657
	Retiree Medical	\$ 4,100	
	Benefits	\$ 54,557	
	Health/PERS/Medicare/SUTA/Life Ins.		
Personnel Total:		\$ 207,276	\$ 235,678
6210	Office Expense and Supplies	\$ 1,200	\$ 1,400
	Checks and Miscellaneous items	\$ 1,400	
6220	Departmental Expense	45,115	50,200
	PERS Unfunded Liability	\$ 45,200	
	Tuition Reimbursement	\$ 5,000	
6440	Mileage Reimbursement	-	230
6520	Membership/Dues/Publications	360	800
	MMASC	\$ 260	
	CSMFO	\$ 120	
	SRHM	\$ 270	
	GFOA	\$ 150	
6530	Software	3,420	2,520
	Abila MIP Licensing Online	\$ 2,520	
6610	Professional/Specialized Services	95,400	114,560
	Contract Accounting Firm	\$ 60,000	
	HDL Sales Tax Consultant	\$ 5,420	
	Budget Software	\$ 18,540	
	GASB 75 Actuarial	\$ 2,200	
	Advisory Services	\$ 3,000	
	Payroll Service	\$ 5,500	
	HR Consulting	\$ 10,000	
	HR Membership	\$ 3,100	
	Payroll Assistance	\$ 6,800	
6612	Annual Audit Expense	20,000	24,950
6710	Training and Education	3,200	4,000
	CSMFO Conference	\$ 3,100	
	MIP Software Training	\$ 500	
	SHRM Training	\$ 400	
O & M Total:		\$ 168,695	\$ 198,660
		\$ -	\$ -
Capital Total:		\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Development Services		Planning - 350			
Function - Department		Division - Code			
Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS					
6010	Salaries and Wages	\$ -	\$ -	\$ -	\$ -
6080	Benefits	-	-	-	-
	Personnel Total:	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS					
6610	Professional/Specialized Services	\$ 201,938	\$ -	\$ -	\$ -
6616	Regular Planning Services	50,994	54,906	61,200	70,200
6619	General Plan Services	70,993	54,908	170,000	265,000
	O & M Total:	\$ 323,925	\$ 109,814	\$ 231,200	\$ 335,200
CAPITAL COSTS					
	None	\$ -	\$ -	\$ -	\$ -
<u>DIVISION SUMMARY</u>					
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	323,925	109,814	231,200	335,200
	Capital	-	-	-	-
		\$ 323,925	\$ 109,814	\$ 231,200	\$ 335,200

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

Development Services		Planning - 350	
Function - Department		Division - Code	
Object Acct #	Description and Justification	Budget 2023-24	Proposed 2024-25
6010	Salaries and Wages Planning Tech	\$ -	\$ -
6080	Benefits Medicare, SUI, WC	-	-
Personnel Total:		\$ -	\$ -
6616	Regular Planning Services Contract City Planner	\$ 61,200	\$ 70,200
6619	General Plan Services Housing Element	\$ 70,200	
	Sphere of Influence		170,000
	Environmental Justice Element	\$ 50,000	265,000
		\$ 180,000	
		\$ 35,000	
O & M Total:		\$ 231,200	\$ 335,200
None			
Capital Total:		\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Development Services
Function - Department

Building & Safety - 360
Division - Code

Object Acct #	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS				
6010 Salaries and Wages	\$ 115,632	\$ 126,635	\$ 176,013	\$ 215,586
6080 Benefits	28,664	37,557	47,264	49,998
Personnel Total:	\$ 144,296	\$ 164,192	\$ 223,277	\$ 265,584
OPERATIONS & MAINTENANCE COSTS				
6210 Office Expense and Supplies	\$ -	\$ 481	\$ 1,000	\$ 1,000
6220 Departmental Expenses	8,734	6,269	7,000	7,000
6310 Communications	-	1,150	1,000	1,000
6415 Fleet Maintenance	-	469	1,500	1,000
6425 Fuels & Lubricants	-	972	2,500	1,500
6440 Mileage Reimbursements	-	-	500	500
6520 Membership/Dues/Publications	-	1,897	2,000	1,500
6610 Professional/Specialized Services	129,567	101,344	126,450	150,950
6710 Training	-	329	2,000	1,500
O & M Total:	\$ 138,301	\$ 112,911	\$ 143,950	\$ 165,950
CAPITAL COSTS				
None	\$ -	\$ -	\$ -	\$ -
DIVISION SUMMARY				
Personnel	\$ 144,296	\$ 164,192	\$ 223,277	\$ 265,584
Operations & Maintenance	138,301	112,911	143,950	165,950
Capital	-	-	-	-
	\$ 282,597	\$ 277,103	\$ 367,227	\$ 431,534

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

Development Services		Building & Safety - 360	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
6010	Salaries & Wages	\$ 176,013	\$ 215,586
	Deputy Building Official	\$ 110,677	
	Building Permit Technician II	\$ 80,605	
	Building Permit Technician I	\$ 24,304	
6080	Benefits	47,264	49,998
	Health/PERS/Medicare/SUTA/Life Ins.	\$ 49,998	
Personnel Total:		\$ 223,277	\$ 265,584
6210	Office Expense and Supplies	\$ 1,000	\$ 1,000
	Miscellaneous	\$ 1,000	
6220	Departmental Expense	7,000	7,000
	Tuition Reimbursement	\$ 5,000	
	Printing	\$ 1,000	
	Miscellaneous	\$ 1,000	
6310	Communications	1,000	1,000
6415	Fleet Maintenance	1,500	1,000
6425	Fuels & Lubricants	2,500	1,500
6440	Mileage Reimbursement	500	500
6520	Membership/Dues/Publications	2,000	1,500
	State Building Officials	\$ 1,500	
6610	Professional/Specialized Services	126,450	150,950
	ADU Design	\$ 20,000	
	IworQ	\$ 10,950	
	VCA Code	\$ 120,000	
6710	Training	2,000	1,500
O & M Total:		\$ 143,950	165,950
	None	\$ -	\$ -
Capital Total:		\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

<u>Public Safety - Police</u> Function - Department		<u>Law Enforcement - 410</u> Division - Code		
Object Acct #	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS				
None	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS				
6335 Facility Rate	\$ 28,931	\$ 24,554	\$ 28,000	\$ 28,000
6410 Vehicle & Equip Maint/Support	-	-	3,000	3,000
6610 Professional/Specialized Services	1,372,127	1,781,624	566,298	1,799,770
6845 Booking Fees	7,543	6,114	7,000	7,200
6850 Cal ID	11,000	11,025	11,300	11,600
6861 County RMS System	6,289	11,214	8,400	8,600
O & M Total:	\$ 1,425,890	\$ 1,834,531	\$ 623,998	\$ 1,858,170
CAPITAL COSTS				
8000 ALPR Cameras	\$ 5,500	\$ -	\$ 5,000	\$ 5,000
Capital Total:	\$ 5,500	\$ -	\$ 5,000	\$ 5,000
<u>DIVISION SUMMARY</u>				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations & Maintenance	1,425,890	1,834,531	623,998	1,858,170
Capital	5,500	-	5,000	5,000
	\$ 1,431,390	\$ 1,834,531	\$ 628,998	\$ 1,863,170

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

Public Safety - Police		Law Enforcement - 410	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
	None	\$ -	\$ -
	Personnel Total:	\$ -	\$ -
6335	Facility Rate	\$ 28,000	\$ 28,000
6410	Vehicle & Equip Maint/Support	3,000	3,000
6610	Professional/Specialized Services	566,298	1,799,770
	Police Services (total)	\$ 2,088,900	
6620	Extra Duty - Events	\$ 15,000	
	Less CalCOPS Fund offset	\$ (224,000)	#
	Less ARPA Fund offset	\$ (80,130)	##
6845	Booking Fees	7,000	7,200
6846	Blood/Alcohol Analysis	\$ 7,200	
6850	Cal ID	11,300	11,600
6861	County RMS System	8,400	8,600
	O & M Total:	\$ 623,998	\$ 1,858,170
8000	ALPR Cameras	\$ 5,000	\$ 5,000
8001	New Vehicles		
	Capital Total:	\$ 5,000	\$ 5,000

= Amount of Law Enforcement costs charged to the Police Grants Fund.

= Amount of Law Enforcement costs charged to the ARPA Fund.

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Public Safety - Fire					Fire & Medical - 420
Function - Department					Division - Code
<u>Object</u>		Actual	Actual	Budget	Proposed
<u>Acct #</u>		2021-22	2022-23	2023-24	2024-25
PERSONNEL COSTS					
6010	Salaries and Wages	\$ -	\$ -	\$ -	\$ -
6080	Benefits	-	-	-	-
	Personnel Total:	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS					
6220	Departmental Expense	\$ 3,518	\$ -	\$ -	\$ -
6320	Utilities	13,494	-	-	-
6520	Membership/Dues/Publications	-	-	-	-
6610	Professional/Specialized Services	988,935	-	-	-
6720	Landscape Maint/Repair	2,100	-	-	-
	O & M Total:	\$ 1,008,047	\$ -	\$ -	\$ -
CAPITAL COSTS					
8000	Equipment	\$ -	\$ -	\$ -	\$ -
8018	Station Upgrades	-	-	-	-
	Capital Total:	\$ -	\$ -	\$ -	\$ -
<u>DIVISION SUMMARY</u>					
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	1,008,047	-	-	-
	Capital	-	-	-	-
		\$ 1,008,047	\$ -	\$ -	\$ -

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

Public Safety - Fire		Fire & Medical - 420	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
6010	Salaries and Wages	\$ -	\$ -
6080	Benefits	-	-
Personnel Total:		\$ -	\$ -
6220	Departmental Expense	\$ -	\$ -
6320	Utilities	-	-
	Electric	\$ -	-
	Water	\$ -	-
	DirecTv	\$ -	-
	Internet	\$ -	-
	Propane	\$ -	-
6520	Membership/Dues/Publications	-	-
	NFPA Fire Code Inspection	\$ -	-
6610	Professional/Specialized Services	-	-
	Cal Fire Contract	\$ -	-
6720	Landscape Maint/Repair	-	-
O & M Total:		\$ -	\$ -
	Capital - Fencing	\$ -	\$ -
	Station Upgrades	-	-
Capital Total:		\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Public Safety - Fire	City Fire Department - 421
Function - Department	Division - Code

Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS					
6020	Salaries FD Management	\$ 145,643	\$ 273,370	\$ 293,697	\$ 326,811
6023	Salaries FD Firefighters	309,512	604,428	681,317	793,174
6024	Salaries FD Firefighters OT	90,405	101,703	144,720	176,300
6025	Salaries FD Firefighters FSLA	6,782	15,387	18,553	21,549
6026	Reserve Firefighter Stipends	16,738	12,553	17,050	18,250
6081	Benefits FD Management	-	18,954	24,954	26,801
6086	Benefits FD Firefighters	-	17,954	22,307	28,665
6087	Benefits Health Insurance FD	-	54,320	100,206	154,850
6088	Benefits PARS Firefighters	-	41,108	85,686	100,043
6089	Benefits PARS FD Management	53,827	12,521	33,458	37,506
6090	Benefits Workers Compensation	9,847	20,000	-	-
	Personnel Total:	\$ 632,754	\$ 1,172,298	\$ 1,421,948	\$ 1,683,949
OPERATIONS & MAINTENANCE COSTS					
6210	Office Expens & Supplies	\$ 4,053	\$ 8,945	\$ 7,700	\$ 4,500
6220	Departmental Expense	20,564	72,693	8,000	10,500
6231	Emergency Response Equip	-	-	44,500	50,000
6240	Printing	-	-	1,000	1,000
6310	Communications	55,872	3,069	3,020	3,760
6320	Utilities	11,402	18,075	-	-
6330	Rents & Leases	125,416	125,202	125,215	125,214
6410	Fleet & Equipment Maintenance	34,503	51,863	61,000	65,550
6425	Fuels & Lubricants	11,050	23,650	21,800	22,416
6440	Mileage Reimbursement	-	972	1,000	1,000
6450	EMS Enhancement Funds	-	-	-	20,500
6510	Conference/Meeting/Travel	-	-	6,000	8,000
6520	Membership/Dues/Publications	-	600	3,000	3,000
6530	Software	10,025	10,346	13,900	15,900
6610	Professional/Specialized Services	-	130,560	161,720	167,760
6710	Training & Education	4,108	17,026	50,000	40,000
6720	Landscape Maint/Repair	2,550	5,400	-	-
6840	Liability Property Ins & Deductible	47,624	-	-	-
	O & M Total:	\$ 327,167	\$ 468,401	\$ 507,855	\$ 539,100
STARTUP COSTS					
6975	Fire & Life Saving Equipment	\$ 285,247	\$ 1,712	\$ 20,250	\$ 17,750
6815	Startup Capital Outlay Costs	415,428	42,921	-	-
	Capital Total:	\$ 700,675	\$ 44,633	\$ 20,250	\$ 17,750
DIVISION SUMMARY					
	Personnel	\$ 632,754	\$ 1,172,298	\$ 1,421,948	\$ 1,683,949
	Operations & Maintenance	327,167	468,401	507,855	539,100
	Capital	700,675	44,633	20,250	17,750
		\$ 1,660,596	\$ 1,685,332	\$ 1,950,053	\$ 2,240,799

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

Public Safety - Fire		City Fire Department - 421	
Function - Department		Division - Code	
Object Acct #	Description and Justification	Budget 2023-24	Proposed 2024-25
Salaries and Wages (See detail schedule)			
6020	Salaries FD Management	\$ 293,697	\$ 326,811
6023	Salaries FD Firefighters	681,317	793,174
6024	Salaries FD Firefighters OT	144,720	176,300
6025	Salaries FD Firefighters FSLA	18,553	21,549
6026	Reserve Firefighter Stipends	17,050	18,250
6081	Benefits FD Management	24,954	26,801
6086	Benefits FD Firefighters	22,307	28,665
6087	Benefits Health Insurance FD	100,206	154,850
6088	Benefits PARS Fire Fighters	85,686	100,043
6089	Benefits PARS FD Management	33,458	37,506
6090	Benefits Workers Compensation	-	-
Personnel Total:		\$ 1,421,948	\$ 1,683,949
6210	Office Expense & Supplies	\$ 7,700	\$ 4,500
6220	Departmental Expense	8,000	10,500
6231	Emergency Response Equipment	44,500	50,000
6240	Printing	1,000	1,000
6310	Communications	3,020	3,760
6320	Utilities	-	-
6330	Rents & Leases	125,215	125,214
	Type I Engine Lease	\$ 84,151	
	Type VI Engine Lease	\$ 41,063	
6410	Fleet & Equipment Maintenance	61,000	65,550
6425	Fuels & Lubricants	21,800	22,416
6440	Mileage Reimbursement	1,000	1,000
6450	EMS Enhancement Funds	-	20,500
6510	Conference/Meeting/Travel	6,000	8,000
6520	Membership/Dues/Publications	3,000	3,000
6530	Software	13,900	15,900
	Lexipol Policy Computer Application	\$ 6,600	
	Training Computer Module	\$ 5,000	
	Fire Prevention Computer Mod	\$ 3,300	
	Fire Simulation Software	\$ 1,000	
6610	Professional/Specialized Services	161,720	167,760
	Public Education Supplies	\$ 2,500	
	IworQ Fire Prevention Software	\$ 1,180	
	Dispatch Riverside County	\$ 135,000	
	MDC Annual Rents	\$ 7,500	
	NFPA Fire Code Subscription	\$ 1,800	
	Email/Office Accounts	\$ 5,200	
	Background & Medical Exams	\$ 10,000	
	Adobe Software	\$ 900	
	Annual SCBA Fit Testing	\$ 1,000	
	Other Items	\$ 2,680	
6710	Training & Education	50,000	40,000
	Training Supplies	\$ 10,000	
	Certifications	\$ 5,000	
	Outside Instructors	\$ 7,500	
	Tuition Reimbursement	\$ 17,500	
6720	Landscape Maint/Repair	-	-
O & M Total:		\$ 507,855	\$ 539,100
8017	Fire & Life Saving Equipment	\$ 20,250	\$ 17,750
Capital Total:		\$ 20,250	\$ 17,750

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Public Safety - Emergency Preparedness
Function - Department

Emergency Preparedness - 425
Division - Code

Object Acct #	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS				
None	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS				
6215 EOC Equipment/Supplies	\$ -	\$ -	\$ -	\$ -
6220 Departmental Expense	21,433	8,797	2,600	2,600
6310 Communications	592	-	1,400	1,000
6610 Professional/Specialized Service	-	25,000	25,000	25,000
6710 Training	-	-	-	-
O & M Total:	\$ 22,025	\$ 33,797	\$ 29,000	\$ 28,600
CAPITAL COSTS				
None	\$ -	\$ -	\$ -	\$ -
<u>DIVISION SUMMARY</u>				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations & Maintenance	22,025	33,797	29,000	28,600
Capital	-	-	-	-
	\$ 22,025	\$ 33,797	\$ 29,000	\$ 28,600

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

Public Safety - Emergency Preparedness		Emergency Preparedness - 425	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
	None	\$ -	\$ -
	Personnel Total:	\$ -	\$ -
6220	Departmental Expense		
	Supplies	2,600	2,600
	Emergency Backpacks		
	\$ 1,500		
	\$ 1,100		
6310	Communications (Emergency Management EOC)	1,400	1,000
	Satellite Phones		
	\$ 1,000		
6610	Professional/Specialized Services	25,000	25,000
	EMD Contract (County)		
	\$ 25,000		
6710	Training	-	-
	O & M Total:	\$ 29,000	\$ 28,600
	None	\$ -	\$ -
	Capital Total:	\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Public Safety - Animal Control
Function - Department

Animal Control - 430
Division - Code

Object Acct #	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS				
None	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS				
6610 Professional/Specialized Services	\$ 108,296	\$ 114,912	\$ 136,200	\$ 99,250
6900 Debt Service	31,449	31,960	37,120	22,184
O & M Total:	\$ 139,745	\$ 146,872	\$ 173,320	\$ 121,434
CAPITAL COSTS				
None	\$ -	\$ -	\$ -	\$ -
<u>DIVISION SUMMARY</u>				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations & Maintenance	139,745	146,872	173,320	121,434
Capital	-	-	-	-
	\$ 139,745	\$ 146,872	\$ 173,320	\$ 121,434

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

Public Safety - Animal Control		Animal Control - 430	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
	None	\$ -	\$ -
Personnel Total:		\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS			
6610	Professional/Specialized Services	\$ 136,200	\$ 99,250
	Animal Control	\$ 43,050	
	County Sheltering Services	\$ 56,200	
6900	Interest Expense	37,120	22,184
	Debt Service	\$ 17,984	
	Audit/Fiscal Agent/Admin	\$ 4,200	
O & M Total:		\$ 173,320	\$ 121,434
	None	\$ -	\$ -
Capital Total:		\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Development Services		Public Works Administration - 510			
Function - Department		Division - Code			
Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
	PERSONNEL COSTS				
6010	Salaries and Wages	\$ -	\$ -	\$ -	\$ -
6080	Benefits	-	-	-	-
	Personnel Total:	\$ -	\$ -	\$ -	\$ -
	OPERATIONS & MAINTENANCE COSTS				
6610	Professional/Specialized Services	\$ 4,239	\$ 4,285	\$ 15,000	\$ 20,000
	O & M Total:	\$ 4,239	\$ 4,285	\$ 15,000	\$ 20,000
	CAPITAL COSTS				
	None	\$ -	\$ -	\$ -	\$ -
	<u>DIVISION SUMMARY</u>				
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	4,239	4,285	15,000	20,000
	Capital	-	-	-	-
		\$ 4,239	\$ 4,285	\$ 15,000	\$ 20,000

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

Development Services		Public Works Administration - 510		
Function - Department		Division - Code		
Object Acct #	Description and Justification	Budget 2023-24	Proposed 2024-25	
6015	Salaries and Wages	\$ -	\$ -	
6080	Benefits	-	-	
	Personnel Total:	\$ -	\$ -	
6610	Professional/Specialized Services	15,000	20,000	
	On Call Maintenance	\$ 10,000		
	Tri-Lake/Interwest	\$ 10,000		
	O & M Total:	\$ 15,000	\$ 20,000	
	None	\$ -	\$ -	
	Capital Total:	\$ -	\$ -	

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Development Services		NPDES - 515			
Function - Department		Division - Code			
Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS					
6015	Salaries and Wages	\$ -	\$ -	\$ -	\$ -
6080	Benefits	-	-	-	-
	Personnel Total:	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS					
6520	Membership/Dues/Publications	\$ 64,995	\$ 71,297	\$ 93,500	\$ 93,500
6610	Professional/Specialized Services	34,836	48,086	40,000	60,000
	O & M Total:	\$ 99,831	\$ 119,383	\$ 133,500	\$ 153,500
CAPITAL COSTS					
	None	\$ -	\$ -	\$ -	\$ -
DIVISION SUMMARY					
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	99,831	119,383	133,500	153,500
	Capital	-	-	-	-
		\$ 99,831	\$ 119,383	\$ 133,500	\$ 153,500

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

Development Services		NPDES - 515	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
6015	Salaries and Wages	\$ -	\$ -
6080	Benefits	-	-
Personnel Total:		\$ -	\$ -
6520	Membership/Dues/Publications	93,500	93,500
	NPDES MS4 Permit Fee	\$ 10,700	
	LE/CL TMDL	\$ 38,200	
	San Jacinto River Watershed Council	\$ 1,000	
	LESJWA	\$ 20,000	
	SAR NPDES Program Share	\$ 3,600	
	WMP Cost Share	\$ 20,000	
6610	Professional/Specialized Services	40,000	60,000
	Consultant for NPDES	\$ 60,000	
O & M Total:		\$ 133,500	\$ 153,500
	None	\$ -	\$ -
Capital Total:		\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Development Services
Function - Department

Code Enforcement - 520
Division - Code

Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
	PERSONNEL COSTS				
6015	Salaries and Wages	\$ 210,485	\$ 241,995	\$ 281,182	\$ 310,221
6080	Benefits	53,635	71,607	74,239	82,577
	Personnel Total:	\$ 264,120	\$ 313,602	\$ 355,421	\$ 392,798
	OPERATIONS & MAINTENANCE COSTS				
6210	Office Expense and Supplies	\$ -	\$ 281	\$ 2,750	\$ 1,500
6220	Department Expense	9,774	6,919	18,500	15,700
6310	Communications	2,256	2,037	3,000	3,000
6320	Utilities	310	-	-	
6415	Fleet Maintenance	16,198	5,250	6,500	6,000
6425	Fuels and Lubricants	3,136	7,937	4,500	4,000
6520	Membership/Dues/Publications	8,626	8,582	1,000	800
6610	Professional/Specialized Services	6,965	1,834	8,950	18,000
6710	Training and Education	324	1,028	2,000	1,500
	O & M Total:	\$ 47,589	\$ 33,868	\$ 47,200	\$ 50,500
	CAPITAL COSTS				
8001	Vehicles	\$ -	\$ -	\$ -	\$ -
	Capital Total:	\$ -	\$ -	\$ -	\$ -
	<u>DIVISION SUMMARY</u>				
	Personnel	\$ 264,120	\$ 313,602	\$ 355,421	\$ 392,798
	Operations & Maintenance	47,589	33,868	47,200	50,500
	Capital	-	-	-	-
		\$ 311,709	\$ 347,470	\$ 402,621	\$ 443,298

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

Development Services		Code Enforcement - 520	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2023-24	2024-25
6015	Salaries and Wages	\$ 281,182	\$ 310,221
	Code Enforcement Officer	\$ 36,749	
	Code Enforcement Officer	\$ 75,645	
	Code Enforcement Officer	\$ 72,043	
	Code Enforcement Supervisor	\$ 97,656	
	Senior Administrative Assistant	\$ 28,128	
6080	Benefits	74,239	82,577
	Health/PERS/Medicare/SUTA/Deferred Comp/Life Ins.		
Personnel Total:		\$ 355,421	\$ 392,798
6210	Office Expense and Supplies	\$ 2,750	\$ 1,500
6220	Departmental Expense	18,500	15,700
	Miscellaneous	\$ 2,100	
	Data Ticket/Revenue Experts	\$ 3,200	
	Tuition Reimbursement	\$ 5,000	
	Printing	\$ 800	
	Equipment	\$ 1,000	
	Uniforms	\$ 1,600	
	BLM Cleanup	\$ 2,000	
6310	Communications	3,000	3,000
6415	Fleet Maintenance	6,500	6,000
6425	Fuels and Lubricants	4,500	4,000
6520	Membership/Dues/Publications	1,000	800
	Memberships	\$ 800	
6610	Professional/Specialized Services	8,950	18,000
	Coreologic/Real Quest	\$ 2,500	
	IworQ	\$ 15,500	
6710	Training and Education	2,000	1,500
O & M Total:		\$ 47,200	\$ 50,500
8001	Vehicles	-	-
Capital Total:		\$ -	\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

General Government		Building and Facilities Maint - 550			
Function - Department		Division - Code			
Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PERSONNEL COSTS					
	None	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS					
6310	Communications	\$ 3,026	\$ -	\$ -	\$ -
6320	Utilities	32,212	35,457	54,520	59,605
6330	Rentals & Leases	170,521	69,708	77,850	79,850
6520	Membership/Dues/Publications	-	-	7,500	7,500
6610	Professional/Specialized Services	47,048	40,395	60,100	69,980
6840	Liability Property Ins & Deductible	-	184,463	285,035	288,700
	O & M Total:	\$ 252,807	\$ 330,023	\$ 485,005	\$ 505,635
CAPITAL COSTS					
8000	Furniture & Equipment	\$ -	\$ 8,326	\$ 5,000	\$ 13,000
8018	Fire Station Upgrades	10,518	11,530	15,000	20,000
	Capital Total:	\$ 10,518	\$ 19,856	\$ 20,000	\$ 33,000
DEBT SERVICE					
6900	Interest Expense	\$ -	\$ -	\$ -	\$ 22,740
6910	Principal Expense	-	-	-	89,575
	Debt Service Total:	\$ -	\$ -	\$ -	\$ 112,315
DIVISION SUMMARY					
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	252,807	330,023	485,005	505,635
	Capital	10,518	19,856	20,000	33,000
	Debt Service	-	-	-	112,315
		\$ 263,325	\$ 349,879	\$ 505,005	\$ 650,950

**City of Canyon Lake
Budget Detail
Fiscal Year 2024-25**

General Government		Building and Facilities Maint - 550	
Function - Department		Division - Code	
Acct #	Description and Justification	Budget 2023-24	Proposed 2024-25
6320	Utilities	\$ 54,520	\$ 59,605
	Electric	\$ 29,000	
	Gas	\$ 1,300	
	Water	\$ 7,600	
	Ring Central Telephone	\$ 11,100	
	Elevator Phone	\$ 620	
	Internet/Cable	\$ 3,785	
	Propane	\$ 3,000	
	Rental Common Charges	\$ 3,200	
6330	Rentals and Leases		
	City Hall - Administration	\$ 40,400	77,850
	Copy Costs	\$ 7,500	79,850
	Copier Lease	\$ 8,300	
	Postage Meter Lease	\$ 650	
	Tree Lease	\$ 23,000	
6520	Membership/Dues/Publications	7,500	7,500
	Merchants Association	\$ 7,500	
6610	Professional/Specialized Services	60,100	69,980
	Pest Control	\$ 3,570	
	Security	\$ 3,800	
	HVAC Maintenance	\$ 6,800	
	Janitorial	\$ 14,400	
	Elevator service	\$ 5,610	
	Sparkletts Water	\$ 1,700	
	Maintenance & Repairs	\$ 5,000	
	Fire Station Maintenance	\$ 15,000	
	Fire Dept Landscaping	\$ 5,000	
	Other Items	\$ 9,100	
6840	Liability Property Ins & Deductible	285,035	288,700
	General Liability Premium	\$ 189,500	
	Property Premium	\$ 22,200	
	Cyber	\$ 2,200	
	ADWRP	\$ 130	
	Crime Bond	\$ 1,570	
	ERMA	\$ 13,100	
	APD	\$ 9,800	
	Workers Compensation Deposit	\$ 50,200	
O & M Total:		\$ 485,005	\$ 505,635
6900	Interest Expense (POA Loan)	\$ -	\$ 22,740
6910	Principal Expense (POA Loan)	-	89,575
Debt Service Total:		\$ -	\$ 112,315
8007	Furniture & Equipment	\$ 5,000	\$ 13,000
8018	Fire Station Upgrades	15,000	20,000
Capital Total:		\$ 20,000	\$ 33,000

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Public Works - Streets		Gas Tax - Fund 20			
Function - Department		Division - Code			
Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PROGRAM REVENUES					
4840	Gas Tax 2103	\$ 87,206	\$ 90,214	\$ 109,686	\$ 98,290
4850	Gas Tax 2105	61,222	63,009	72,635	68,720
4860	Gas Tax 2106	42,627	44,553	49,696	47,610
4870	Gas Tax 2107	73,207	85,871	87,244	93,920
4875	Gas Tax 2107.5	3,000	3,000	3,000	3,000
4876	Road Maintenance Rehab	222,708	247,033	273,628	283,280
4900	Interest Income	(18,752)	6,366	2,000	4,200
	Program Revenue Total	\$ 471,218	\$ 540,046	\$ 597,889	\$ 599,020
OPERATIONS & MAINTENANCE COSTS					
6610	Professional and Specialized Services	\$ 18,930	\$ 76,137	\$ 50,000	\$ 50,000
6320	Utilities	2,935	4,352	3,400	3,000
6720	Landscape Maintenance	60,922	70,970	69,300	92,500
6721	Street Maintenance	47,352	42,049	30,000	35,605
6722	Signal and Sign Maintenance	26,664	21,516	30,000	36,600
6724	Street Tree Trimming	-	-	5,000	5,000
6723	Reclaimed Water (RRCR)	11,252	8,362	11,000	12,000
	O & M Total:	\$ 168,055	\$ 223,386	\$ 198,700	\$ 234,705
CAPITAL COSTS					
8108	RR Canyon Rd Safety Improvements	\$ -	\$ -	\$ 100,000	\$ 50,000
	Active Transportation Plan	-	-	-	70,000
8000	Capital Outlay	129,250	27,613	-	-
	Capital Total:	\$ 129,250	\$ 27,613	\$ 100,000	\$ 120,000
<u>DIVISION SUMMARY</u>					
	Total Revenue	\$ 471,218	\$ 540,046	\$ 597,889	\$ 599,020
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	168,055	223,386	198,700	234,705
	Capital	129,250	27,613	100,000	120,000
	Total Expenditures	\$ 297,305	\$ 250,999	\$ 298,700	\$ 354,705
	Surplus/Shortfall	\$ 173,913	\$ 289,047	\$ 299,189	\$ 244,315
	Estimated Available Reserves				\$ 930,684

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

**Public Works - Streets
Function - Department**

**Measure A - Fund 21
Division - Code**

Object Acct #	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PROGRAM REVENUES				
4550 Measure A Fees	\$ 286,884	\$ 294,400	\$ 270,000	\$ 285,000
4790 Miscellaneous Income	-	-		
4900 Interest Income	(14,233)	5,149	1,000	4,500
Program Revenue Total	\$ 272,651	\$ 299,549	\$ 271,000	\$ 289,500
PERSONNEL COSTS				
None	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS				
6955 Interest Expense	\$ -	\$ -	\$ -	\$ -
6960 Principal Expense (RCTC advance)	-	-	-	-
6610 Professional Services	-	-	-	-
O & M Total:	\$ -	\$ -	\$ -	\$ -
CAPITAL COSTS				
8108 RR Canyon Rd Safety Improvements	\$ -	\$ -	\$ 200,000	\$ 76,150
8109 RR Canyon Rd Painting Improvements	-	-	401,200	-
Capital Total:	\$ -	\$ -	\$ 601,200	\$ 76,150
<u>DIVISION SUMMARY</u>				
Total Revenue	\$ 272,651	\$ 299,549	\$ 271,000	\$ 289,500
Personnel	\$ -	\$ -	\$ -	\$ -
Operations & Maintenance	-	-	-	-
Capital	-	-	601,200	76,150
Total Expenditures	\$ -	\$ -	\$ 601,200	\$ 76,150
Surplus/Shortfall	\$ 272,651	\$ 299,549	\$ (330,200)	\$ 213,350
Estimated Available Reserves				\$ 1,360,332

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

General Government		AQMD - Fund 25			
Function - Department		Division - Code			
Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PROGRAM REVENUES					
4580	SCAQMD Fees	\$ 13,948	\$ 14,543	\$ 14,200	\$ 14,500
4900	Interest Income	(1,309)	173	200	400
	Program Revenue Total	\$ 12,639	\$ 14,716	\$ 14,400	\$ 14,900
PERSONNEL COSTS					
	None	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS					
Public Works					
	None	\$ -	\$ -	\$ -	\$ -
	O & M Total:	\$ -	\$ -	\$ -	\$ -
CAPITAL COSTS					
8000	Capital Outlay	\$ -	\$ -	\$ -	\$ -
	Vehicle	99,759	-	-	-
	Capital Total:	\$ 99,759	\$ -	\$ -	\$ -
<u>DIVISION SUMMARY</u>					
	Total Revenue	\$ 12,639	\$ 14,716	\$ 14,400	\$ 14,900
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	-	-	-	-
	Capital	99,759	-	-	-
	Total Expenditures	\$ 99,759	\$ -	\$ -	\$ -
	Surplus/Shortfall	\$ (87,120)	\$ 14,716	\$ 14,400	\$ 14,900
	Estimated Available Reserves				\$ 68,058

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Public Safety - Police Function - Department		Law Enforcement Grants - Fund 26 Division - Code			
Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PROGRAM REVENUES					
4575	CAL COPS Revenue	\$ 161,285	\$ 165,271	\$ 160,000	\$ 190,000
4900	Interest Income	-	-	-	-
	Program Revenue Total	\$ 161,285	\$ 165,271	\$ 160,000	\$ 190,000
PERSONNEL COSTS					
414					
6010	Salaries and Wages	\$ -	\$ -	\$ -	\$ -
6080	Benefits	-	-	-	-
	Personnel Total:	\$ -	\$ -	\$ -	\$ -
OPERATIONS & MAINTENANCE COSTS					
414					
6610	Professional/Specialized Services	\$ 180,000	\$ 160,000	\$ 160,000	\$ 224,000
	O & M Total:	\$ 180,000	\$ 160,000	\$ 160,000	\$ 224,000
CAPITAL COSTS					
8000	Capital Outlay	\$ -	\$ -	\$ -	\$ -
	Capital Total:	\$ -	\$ -	\$ -	\$ -
<u>DIVISION SUMMARY</u>					
	Total Revenue	\$ 161,285	\$ 165,271	\$ 160,000	\$ 190,000
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	180,000	160,000	160,000	224,000
	Capital	-	-	-	-
	Total Expenditures	\$ 180,000	\$ 160,000	\$ 160,000	\$ 224,000
	Surplus/Shortfall	\$ (18,715)	\$ 5,271	\$ -	\$ (34,000)
	Estimated Available Reserves				\$ 34,672

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

General Government **Miscellaneous Grants - Fund 27**
Function - Department **Division - Code**

Object Acct #	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
PROGRAM REVENUES				
4599 American Rescue Plan	\$ 531,651	\$ 451,050	\$ 1,719,926	\$ 149,930
Program Revenue Total	\$ 531,651	\$ 451,050	\$ 1,719,926	\$ 149,930
OPERATIONS & MAINTENANCE COSTS				
Var Amounts Listed Below	\$ 403,591	\$ 32,000	\$ 1,469,772	\$ 85,130
O & M Total:	\$ 403,591	\$ 32,000	\$ 1,469,772	\$ 85,130
CAPITAL COSTS				
Var Amounts Listed Below	\$ 128,060	\$ 419,050	\$ 250,154	\$ 64,800
Total:	\$ 128,060	\$ 419,050	\$ 250,154	\$ 64,800
Total Revenue	\$ 531,651	\$ 451,050	\$ 1,719,926	\$ 149,930
Personnel	\$ 40,000	\$ -	\$ 35,000	\$ -
Operations & Maintenance	363,591	32,000	1,434,772	85,130
Capital	128,060	419,050	250,154	64,800
Total Expenditures	\$ 531,651	\$ 451,050	\$ 1,719,926	\$ 149,930
Surplus/Shortfall	\$ -	\$ -	\$ -	\$ -
Estimated Available Reserves			\$ 15,817	\$ 15,817

American Rescue Plan Act

Acct #		FY 2022-23	Total
7000	City Hall Renovation	\$ 24,753	\$ -
7001	Fire Station Upgrades/Equipment	213,127	-
7002	Repairs - 31542 Railroad Canyon Road	44,000	64,800
7003	Code Enforcement Boat Deck	-	-
7004	Replacement for Yukon	63,395	-
7005	Replacement for Sierra	67,202	-
7006	New Code Enforcement Vehicle	6,573	-
7007	Fire Department Premium Pay	-	-
7008	Small Business Emergency Relief Grants	10,000	-
7009	Small Business Assistance Grants	-	-
7010	Community E-Gift Card Program	-	-
7011	Chamber of Commerce - Business Support Programs	12,000	-
7012	Junior Lifeguard Program Bus Rental	10,000	-
7013	HdL Consulting Services	-	-
7016	Law Enforcement Services Riverside County Sheriff	-	80,130
7020	Small Business Support	-	5,000
7021	Fire Chief Bonus	-	-
7022	Fire Station Architectural Design	-	-
7023	Economic Development-Town Center Marketing	-	-
Total ARPA Expenditures		\$ 451,050	\$ 149,930

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Capital Projects Function - Department		Capital Projects - Fund 40 Division - Code			
Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
	PROGRAM REVENUES				
4590	Grant Revenues HSIP	\$ -	\$ -	\$ 1,207,980	\$ 1,207,980
5901	Transfer from General Fund	-	-	1,284,692	-
	Program Revenue Total	\$ -	\$ -	\$ 2,492,672	\$ 1,207,980
	CAPITAL COSTS				
8108	RR Canyon Rd Safety (HSIP)	\$ -	\$ -	\$ 1,207,980	\$ 1,207,980
8006	City Hall Expansion	-	-	850,000	
	Capital Costs Total:	\$ -	\$ -	\$ 2,057,980	\$ 1,207,980
	<u>DIVISION SUMMARY</u>				
	Total Revenue	\$ -	\$ -	\$ 2,492,672	\$ 1,207,980
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	-	-	-	-
	Capital	-	-	2,057,980	1,207,980
	Total Expenditures	\$ -	\$ -	\$ 2,057,980	\$ 1,207,980
	Surplus/Shortfall	\$ -	\$ -	\$ 434,692	\$ -
	Estimated Available Reserves				\$ 338,600

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

**Enterprise Fund - Rental
Function - Department**

**Rental - Fund 60
Dept - Code 560**

Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
	REVENUES				
4698	Rental Income	\$ 70,593	\$ 69,100	\$ 71,000	\$ 74,600
	Revenue Total	\$ 70,593	\$ 69,100	\$ 71,000	\$ 74,600
	OPERATING EXPENDITURES				
6210	Office Expense & Supplies	\$ 534	\$ 447	\$ 600	\$ 250
6320	Utilities	11,675	12,173	13,000	14,000
6325	Repairs & Maintenance	350	140	7,000	2,000
6326	Assessments	9,687	10,773	10,000	11,000
6327	Insurance	-	-	700	-
6328	Property Taxes	2,627.00	3,946	2,700	2,800
6610	Professional & Specialized Services	1,416	1,256		-
6900	Interest Expense	23,257	37,189	7,800	16,720
6910	Principal Expense	-	-	-	33,240
	Expenditure Total:	\$ 49,546	\$ 65,924	\$ 41,800	\$ 80,010
	CAPITAL COSTS				
8023	ADA Project	147,134		-	-
8014	Building Improvements	102,630		-	-
		\$ 249,764	\$ -	\$ -	\$ -
	<u>DIVISION SUMMARY</u>				
	Total Revenue	\$ 70,593	\$ 69,100	\$ 71,000	\$ 74,600
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	49,546	65,924	41,800	80,010
	Capital	249,764	-	-	-
	Total Expenditures	\$ 299,310	\$ 65,924	\$ 41,800	\$ 80,010
	Surplus/Shortfall	\$ (228,717)	\$ 3,176	\$ 29,200	\$ (5,410)
	Estimated Available Reserves				\$ -

**City of Canyon Lake
Budget Summary
Fiscal Year 2024-25**

Enterprise Fund - Rental Function - Department		Rental - Fund 60 Dept - Code 570			
Object Acct #		Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25
	REVENUES				
4698	Rental Income	\$ 14,060	\$ 675	\$ 17,200	\$ -
	Revenue Total	\$ 14,060	\$ 675	\$ 17,200	\$ -
	OPERATING EXPENDITURES				
6210	Office Expense & Supplies	\$ 85		\$ 425	\$ 200
6320	Utilities	2,479	1,812	2,700	2,000
6325	Repairs & Maintenance	1,226	55	4,200	2,000
6328	Property Taxes	-	-	-	1,600
6326	Assessments	3,229	3,591	3,500	3,800
6327	Insurance	-	-	600	-
6610	Professional/Specialized Services	1,226	1,834	1,800	1,800
6900	Interest Expense	-	-	6,000	-
	Expenditure Total:	\$ 8,245	\$ 7,292	\$ 19,225	\$ 11,400
	CAPITAL COSTS				
	Building Improvements	\$ -	\$ -	\$ -	\$ -
	<u>DIVISION SUMMARY</u>				
	Total Revenue	\$ 14,060	\$ 675	\$ 17,200	\$ -
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	8,245	7,292	19,225	11,400
	Capital	-	-	-	-
	Total Expenditures	\$ 8,245	\$ 7,292	\$ 19,225	\$ 11,400
	Surplus/Shortfall	\$ 5,815	\$ (6,617)	\$ (2,025)	\$ (11,400)
	Estimated Available Reserves				\$ -

ATTACHMENT 2

RESOLUTION NO. 2024-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING THE BUDGET, APPROPRIATING REVENUE AND ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-2025

WHEREAS, the City Manager has prepared and submitted to the City Council a proposed budget for the 2024-2025 fiscal year commencing July 1, 2024, and ending June 30, 2025; and

WHEREAS, the City Council held a Council Meeting to discuss the proposed budget on June 12, 2024, where all interested persons were provided the opportunity to be heard; and

WHEREAS, the City Council has considered the same budget and comments thereon, and has determined it is necessary for the efficient management of the City that certain sum of revenue be appropriated to the various departments, officers, agencies and activities of the City; and

WHEREAS, an appropriations limit must be established for FY 2024-2025 to meet the legal requirements of Article XIII B of the California Constitution, including the designation of certain revenues as tax proceeds, as set forth in said budget.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. For the Fiscal Year ending June 30, 2025, the appropriations limit has been computed using the change in population for the City of Canyon Lake and the change in California per capita personal income as set out in Section 7901 of the Government Code. The appropriations limit for the fiscal year ending June 30, 2025, is established at \$7,758,353 as verified by calculations attached “Exhibit A”.

Section 3. The City Council hereby identifies and authorizes a total estimated Operations, Debt Service and Capital Budget for FY 2024-2025 in the amount of \$10,370,523 with reserves and balances of \$10,372,506 and appropriates said amount from revenues of the City to the departments, functions and funds as contained in the Budget and authorizes the City Manager to carry out the City’s expenditures in conformity herewith.

Section 4. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED the 12th day of June 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

“Exhibit A”

CITY OF CANYON LAKE

2024-2025 APPROPRIATIONS COMPUTATION

2023-2024 Appropriations Limit	\$7,496,718
Multiply by Cumulative Growth Factor (See below from “C”)	
2024-2025 Appropriations Limit	\$7,758,353
(a) *Inflation Change = 3.62 %	1.0362 ratio
(b) **Population Change for City = -0.13%	0.9987 ratio
(c) Cumulative Growth Factor	
Calculation: 1.0444 X 0.9951	1.0349 ratio
* California per capita personal income selected	
** City percentage change	

ATTACHMENT 3

RESOLUTION NO. 2024-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING THE SALARY AND WAGE SCHEDULE FOR EMPLOYEES OF THE CITY OF CANYON LAKE FOR FISCAL YEAR 2024-25

WHEREAS, the City Council annually adopts a resolution which establishes salaries and wages for its employees; and

WHEREAS, the City Manager has reviewed the staff positions and the organizational structure of the City and identified positions necessary for the City of Canyon Lake.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. Exhibit “A” has been modified to incorporate employee positions, salaries, and wages.

Section 3. All other terms and conditions of employment shall remain the same.

Section 4. This Resolution supersedes the provisions of any prior resolution that established a salary schedule for employees in the City of Canyon Lake.

Section 5. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 6. These changes shall be effective July 1, 2024, and shall continue until modified.

PASSED, APPROVED AND ADOPTED the 12th day of June 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT "A"

Employee Positions, Salaries and Wages

[to be attached]



SALARY SCHEDULE

Proposed - Effective July 1, 2024

Salaried Employees					
Job Title	Step A	Step B	Step C	Step D	Step E
City Manager	Per Contract - \$200,000				
City Clerk	\$128,547.00	\$134,974.35	\$141,723.07	\$148,809.22	\$156,249.68
Administrative Services Director	\$133,903.13	\$140,598.28	\$147,628.20	\$155,009.61	\$162,760.09
Management Analyst I	\$85,698.00	\$89,982.90	\$94,482.05	\$99,206.15	\$104,166.45
Accountant / HR Specialist	\$91,054.13	\$95,606.83	\$100,387.17	\$105,406.53	\$110,676.86
Dep Bldg Official / Sr. Bldg Inspector	\$91,054.13	\$95,606.83	\$100,387.17	\$105,406.53	\$110,676.86
Code Enforcement Supervisor	\$80,341.88	\$84,358.97	\$88,576.92	\$93,005.76	\$97,656.05
Executive Assistant / Analyst	\$69,629.63	\$73,111.11	\$76,766.66	\$80,604.99	\$84,635.24

Hourly Full-Time Employees					
Job Title	Step A	Step B	Step C	Step D	Step E
Code Enforcement Officer	\$65,344.73	\$68,611.96	\$72,042.56	\$75,644.69	\$79,426.92
Building Permit Technician II	\$69,629.63	\$73,111.11	\$76,766.66	\$80,604.99	\$84,635.24
Building Permit Technician I	\$62,131.05	\$65,237.60	\$68,499.48	\$71,924.46	\$75,520.68
Executive Asst. / Accounting Tech. I	\$58,917.38	\$61,863.24	\$64,956.41	\$68,204.23	\$71,614.44

Hourly Part-Time Employees					
Job Title	Step A	Step B	Step C	Step D	Step E
Senior Administrative Assistant	\$24.10/hr.	\$25.31/hr.	\$26.57/hr.	\$27.90/hr.	\$29.30/hr.
Code Enforcement Officer	\$33.07/hr.	\$34.72/hr.	\$36.46/hr.	\$38.28/hr.	\$40.20/hr.



SALARY SCHEDULE - FIRE DEPARTMENT

Adopted - Effective July 1, 2024

Salaried Employees		
Class	Position	Annual Salary
CFD-01	Fire Chief	Per Contract * Base Pay \$147,038
CFD-02	Battalion Chief	Per Contract * Base Pay \$103,006

Hourly Employees						
Class	Position	Step A	Step B	Step C	Step D	Step E
CFD-03	Captain	\$26.17/hr.	\$27.48/hr.	\$28.85/hr.	\$30.29/hr.	\$31.81/hr.
CFD-04	Captain/Paramedic	\$27.47/hr.	\$28.84/hr.	\$30.28/hr.	\$31.80/hr.	\$33.39/hr.
CFD-05	Engineer	\$23.79/hr.	\$24.98/hr.	\$26.23/hr.	\$27.54/hr.	\$28.92/hr.
CFD-06	Engineer/Paramedic	\$24.98/hr.	\$26.23/hr.	\$27.54/hr.	\$28.92/hr.	\$30.36/hr.
CFD-07	Firefighter/Paramedic	\$21.64/hr.	\$22.72/hr.	\$23.85/hr.	\$25.05/hr.	\$26.30/hr.

Paid Call Positions		
Class	Position	Hourly Rate
CFD-8	Paid/Call Captain	\$26.17/hr.
CFD-9	Paid/Call Engineer	\$23.79/hr.
CFD-10	Paid/Call Firefighter	\$21.64/hr.

Volunteer Positions		
Class	Position	Stipend
CFD-11	Reserve Firefighter	\$50.00 per 24-hour shift

*= Other terms and conditions of employment, including performance pay and benefits subject to City Manager Approved agreement.

ATTACHMENT 4

City of Canyon Lake
Summary of Projected General Fund
Revenues, Expenditures and Fund Balance

	Budget 2024-25	Projections 2025-26	Projections 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30
Fund Balance, beginning	\$ 6,772,606	\$ 6,927,349	\$ 7,144,135	\$ 7,144,511	\$ 7,137,193	\$ 7,055,449
Revenues/Other Fin Sources	8,420,861	8,652,494	8,890,131	9,135,626	9,389,264	9,651,342
Expenditures/Transfers	<u>(8,266,118)</u>	<u>(8,435,708)</u>	<u>(8,889,754)</u>	<u>(9,142,943)</u>	<u>(9,471,008)</u>	<u>(9,722,527)</u>
Excess Expenditures	<u>154,743</u>	<u>216,786</u>	<u>376</u>	<u>(7,318)</u>	<u>(81,744)</u>	<u>(71,185)</u>
Fund Balance, ending	<u>\$ 6,927,349</u>	<u>\$ 7,144,135</u>	<u>\$ 7,144,511</u>	<u>\$ 7,137,193</u>	<u>\$ 7,055,449</u>	<u>\$ 6,984,264</u>

1. Estimated revenues **do not include UUT on water and sewer utilities and with No Cannabis Revenues, EMS at \$309.**
2. Salaries increases include step increase at 5% and 3.50% inflation for non-safety employees.
3. Salaries for safety employees include step increase at 5% and raises of 3.5%, 3.5%, 3.5%, 3.5%
4. Fire Department expenditures include an amount for equipment replacement.
5. Fire Department expenditures include an amount for a replacement truck lease beginning in FY 2026-27.

City of Canyon Lake

Fiscal Year 2024-25 Budget & Projections through Fiscal Year 2029-30

General Fund Revenue Detail - Without UUT on Water and Sewer Utilities and no Cannabis Revenues

Code	Description	Budget 2024-25	Projections 2025-26	Projections 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30
	Taxes						
4020	Base Property Tax (S)	\$ 1,066,271	\$ 1,108,922	\$ 1,153,279	\$ 1,199,410	\$ 1,247,386	\$ 1,297,282
4030	Base Property Tax (U)	54,890	56,537	58,233	59,980	61,779	63,633
4032	Property Tax Fire	1,485,980	1,545,419	1,607,236	1,671,525	1,738,386	1,807,922
4040	Homeowner-S Exemption Reimb	8,900	9,167	9,442	9,725	10,017	10,318
4050	Real Property Transfer Tax	78,000	80,340	82,750	85,233	87,790	90,423
4060	Property Tax-Py (S)	19,600	20,188	20,794	21,417	22,060	22,722
4070	Property Tax -Py (U)	2,500	2,575	2,652	2,732	2,814	2,898
4080	Property Tax 2345/Cur/Sup	23,000	23,000	23,000	23,000	23,000	23,000
4090	Property Tax 2345/Py/Sup	15,000	15,000	15,000	15,000	15,000	15,000
4705	Property Tax Vlf Swap	1,261,120	1,353,165	1,407,291	1,463,583	1,522,126	1,583,011
4100	Sales & Use Tax	400,000	408,000	416,160	424,483	432,973	441,632
4120	Utility Users Tax	888,500	906,270	924,395	942,883	961,741	980,976
4150	Franchise Fee - Cable Tv	136,000	138,720	141,494	144,324	147,211	150,155
4160	Transient Lodging Tax	86,000	87,720	89,474	91,264	93,089	94,951
4170	Edison Franchise Fee	165,000	168,300	171,666	175,099	178,601	182,173
4180	Refuse Disposal Franchise Fee	376,000	383,520	391,190	399,014	406,994	415,134
4190	So. Cal Gas Franchise Fee	3,100	3,162	3,225	3,290	3,356	3,423
	Subtotal Taxes	\$ 6,069,861	\$ 6,310,005	\$ 6,517,283	\$ 6,731,963	\$ 6,954,324	\$ 7,184,653
	Licenses, Permits & Fees						
4200	Construction/Bldg Permit Fee	\$ 531,600	\$ 542,232	\$ 553,077	\$ 564,138	\$ 575,421	\$ 586,929
4201	CBSC Green Fees	1,200	1,224	1,248	1,273	1,299	1,325
4202	SMIP Fees	3,400	3,468	3,537	3,608	3,680	3,754
4220	Site Plan Review	15,000	6,000	6,000	6,000	6,000	6,000
4230	Other Fees		1,000	1,000	1,000	1,000	1,000
4231	Grading Fees	20,000	10,000	10,000	10,000	10,000	10,000
4250	Encroachment Fees	2,000	500	500	500	500	500
4405	EMS Subscription Program	1,294,100	1,307,041	1,320,111	1,333,313	1,346,646	1,360,112
4786	Cable Access Fee	24,200	24,684	25,178	25,681	26,195	26,719
4787	AMR Enhancement Fee	20,500	20,500	20,500	20,500	20,500	20,500
4794	Rental Inspection Fee	15,000	15,150	15,302	15,455	15,609	15,765
4406	Commerical Cannabis	-	-	-	-	-	-
4410	Residential Rental Registration	40,000	40,000	40,000	40,000	40,000	40,000
4415	Fire Life Safety Inspection Program	2,000	2,020	2,040	2,061	2,081	2,102
4420	Fire Plan Check Permits	10,000	10,100	10,201	10,303	10,406	10,510
4450	Forclosure Fees	2,000	2,000	2,000	2,000	2,000	2,000
4400	Business License Fee	69,000	69,690	70,387	71,091	71,802	72,520
4798	Stormwater Fees	10,000	10,100	10,201	10,303	10,406	10,510
4799	Fire Dept Reimb						
	Subtotal Licenses, Permits & Fees	\$ 2,060,000	\$ 2,065,709	\$ 2,091,282	\$ 2,117,225	\$ 2,143,545	\$ 2,170,246
	Use of Money & Property						
4900	Interest Income	200,000	200,000	204,000	208,080	212,242	216,486
	Subtotal Use of Money & Property	\$ 200,000	\$ 200,000	\$ 204,000	\$ 208,080	\$ 212,242	\$ 216,486
	Intergovernmental						
4596	AVA Revenues	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
4593	Grant Revenues Leap SB2	15,000	-	-	-	-	-
	Grant Revenues (DUI, Etc)	7,000	7,000	7,000	7,000	7,000	7,000
4597	Fire House Sub Grants		-	-	-	-	-
4700	Motor Vehicle License Fee	14,000	14,280	14,566	14,857	15,154	15,457
	Subtotal Intergovernmental	\$ 44,000	\$ 29,280	\$ 29,566	\$ 29,857	\$ 30,154	\$ 30,457
	Fines & Forfeitures						
4600	Court, Vehicle & Parking Fees	\$ 15,000	\$ 15,500	\$ 16,000	\$ 16,500	\$ 17,000	\$ 17,500
	Other Income						
4790	Miscellaneous	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
4796	Military Banner Program	-	-	-	-	-	-
		\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
	TOTAL REVENUE	\$ 8,420,861	\$ 8,652,494	\$ 8,890,131	\$ 9,135,626	\$ 9,389,264	\$ 9,651,342

City of Canyon Lake
 FY 2024-25 BUDGET AND FIVE YEAR EXPENDITURE PROJECTIONS THROUGH 2029-30
 General Fund Expenditures

Department	Budget 2024-25	Projections 2025-26	Projections 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30
City Council						
Personnel	\$ 19,340	\$ 61,245	\$ 61,245	\$ 61,245	\$ 61,245	\$ 61,245
Operations & Maint.	163,525	158,920	161,437	164,003	167,119	170,295
City Attorney						
Operations & Maint.	156,560	161,257	166,095	171,077	176,210	181,496
City Manager						
Personnel	752,087	703,642	725,785	748,654	772,272	796,665
Operations & Maint.	124,550	126,711	128,995	131,325	133,702	136,008
Capital Outlay	-	-	-	-	-	-
City Clerk						
Personnel	200,363	217,321	224,509	231,940	239,623	247,566
Operations & Maint.	127,100	65,760	87,531	69,316	111,162	72,129
Finance						
Personnel	235,678	246,232	253,987	261,996	270,267	278,810
Operations & Maint.	198,430	206,489	209,506	212,580	215,714	218,908
Planning						
Operations & Maint.	335,200	167,306	174,475	176,709	184,011	186,381
Building & Safety						
Personnel	265,584	254,393	262,513	270,902	279,568	288,521
Operations & Maint.	165,950	151,239	155,668	160,225	164,913	169,735
Law Enforcement						
Operations & Maint.	1,863,170	2,052,024	2,141,114	2,233,703	2,329,932	2,429,945
Fire						
Personnel	1,683,949	1,746,876	1,824,613	1,888,190	1,953,986	2,022,079
Operations & Maint.	539,100	546,948	698,416	563,217	571,645	580,140
Capital Outlay	17,750	22,000	24,000	26,000	28,000	30,000
Equipment Replacement	-	215,190	215,190	215,190	215,190	215,190
New Lease on Fire Truck	-	-	-	143,364	143,364	143,364
Emergency Preparedness						
Operations & Maint.	28,600	29,172	29,755	30,351	30,958	31,577
Animal Control						
Operations & Maint.	121,434	125,077	128,829	132,694	136,675	140,775
Public Works						
Operations & Maint.	20,000	20,400	20,808	21,224	21,649	22,082
NPDES						
Personnel	-	-	-	-	-	-
Operations & Maint.	153,500	155,800	158,654	161,564	164,531	167,556
Special Enforcement						
Personnel	392,798	413,923	427,121	440,755	454,840	469,391
Operations & Maint.	50,500	51,980	53,080	54,199	55,339	56,500
Capital Outlay	-	-	-	-	-	-
Building & Facilities Maint						
Operations & Maint.	650,950	535,804	556,428	572,521	589,097	606,170
Capital Outlay	-	-	-	-	-	-
Tansfers Out to ARPA		-	-	-	-	-
TOTAL EXPENDITURE	\$ 8,266,118	\$ 8,435,708	\$ 8,889,754	\$ 9,142,943	\$ 9,471,008	\$ 9,722,527

CITY OF CANYON LAKE
FY 2024-25 BUDGET AND FIVE YEAR EXPENDITURE PROJECTIONS THROUGH 2029-30
GENERAL FUND

	Acct Number	Budget 2024-25	Projections 2025-26	Projections 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30
EXPENDITURES							
CITY COUNCIL - DEPARTMENT 100							
SALARIES & WAGES	6010	18,000.00	57,000.00	57,000.00	57,000.00	57,000.00	57,000.00
BENEFITS	6080	1,340.00	4,245.00	4,245.00	4,245.00	4,245.00	4,245.00
SPECIAL DEPARTMENTAL EXPENSE	6220	8,300.00	8,466.00	8,635.32	8,808.03	8,984.19	9,163.87
COUNCIL MEETING EXPENSE	6225	10,600.00	10,812.00	11,028.24	11,248.80	11,473.78	11,703.26
COMMUNICATIONS	6310		0	-	-	-	-
CONFERENCE/MEETINGS	6510	17,100.00	17,442.00	17,790.84	18,146.66	18,509.59	18,879.78
MEMBERSHIP/DUES/PUBLICATIONS	6520	15,950.00	16,109.50	16,270.60	16,433.30	16,597.63	16,763.61
PROMOTION & ADVERTISING	6830	32,075.00	25,000.00	25,000.00	25,000.00	25,500.00	26,010.00
CITY EVENTS	6830	79,500.00	81,090.00	82,711.80	84,366.04	86,053.36	87,774.42
TOTAL CITY COUNCIL		182,865.00	220,164.50	222,681.80	225,247.82	228,363.55	231,539.94
CITY ATTORNEY - DEPARTMENT 200							
PROFESSIONAL/SPECIALIZED SERVICES	6610	156,560.00	161,256.80	166,094.50	171,077.34	176,209.66	181,495.95
TOTAL CITY ATTORNEY		156,560.00	161,256.80	166,094.50	171,077.34	176,209.66	181,495.95
CITY MANAGER - DEPARTMENT 310							
SALARIES & WAGES	6010	576,255.00	538,020.00	556,850.70	576,340.47	596,512.39	617,390.32
BENEFITS	6080	175,832.00	165,622.00	168,934.44	172,313.13	175,759.39	179,274.58
OFFICE EXPENSE & SUPPLIES	6210	32,400.00	33,048.00	33,708.96	34,383.14	35,070.80	35,772.22
SPECIAL DEPARTMENTAL EXPENSE	6220	5,500.00	5,610.00	5,722.20	5,836.64	5,953.38	5,954.40
COMMUNICATIONS	6310	4,000.00	4,080.00	4,161.60	4,244.83	4,329.73	4,416.32
FLEET & EQUIPMENT MAINTENANCE	6415	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	1,104.08
FUELS & LUBRICANTS	6425	2,000.00	2,040.00	2,080.80	2,122.42	2,164.86	2,208.16
MILEAGE REIMBURSEMENT	6440	500.00	500.00	500.00	500.00	500.00	500.00
CONFERENCE/MEETING/TRAVEL EXP	6510	18,950.00	19,329.00	19,715.58	20,109.89	20,512.09	20,922.33
MEMBERSHIPS DUES	6520	4,000.00	4,000.00	4,080.00	4,161.60	4,244.83	4,329.73
PROFESSIONAL/SPECIALIZED SERVICES	6610	44,200.00	45,084.00	45,985.68	46,905.39	47,843.50	48,800.37
TRAINING AND EDUCATION	6710	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
CONTINGENCY	6840	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
CAPITAL OUTLAY	8010	-	-	-	-	-	-
TOTAL CITY MANAGER		876,637.00	830,353.00	854,780.36	879,978.73	905,973.41	932,672.52

CITY OF CANYON LAKE
FY 2024-25 BUDGET AND FIVE YEAR EXPENDITURE PROJECTIONS THROUGH 2029-30
GENERAL FUND

	Acct Number	Budget 2024-25	Projections 2025-26	Projections 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30
CITY CLERK - DEPARTMENT 320							
SALARIES & WAGES	6010	174,316.00	189,443.00	196,073.51	202,936.08	210,038.84	217,390.20
BENEFITS	6080	26,047.00	27,878.00	28,435.56	29,004.27	29,584.36	30,176.04
OFFICE EXPENSE & SUPPLIES	6210	500.00	500.00	500.00	500.00	500.00	500.00
SPECIAL DEPARTMENTAL EXPENSE	6220	21,000.00	21,420.00	21,848.40	22,285.37	22,731.08	23,185.70
PRINTING & ADVERTISING	6240	10,000.00	10,200.00	10,404.00	10,612.08	10,824.32	11,040.81
CONFERENCE/MEETING/TRAVEL EXP	6510	2,000.00	2,000.00	2,100.00	2,200.00	2,300.00	2,400.00
MEMBERSHIP/DUES/PUBLICATIONS	6520	2,000.00	2,040.00	2,080.80	2,122.42	2,164.86	2,208.16
PROFESSIONAL/SPECIALIZED SERVICES	6610	88,600.00	26,600.00	47,398.00	28,196.00	69,041.88	28,994.00
TRAINING EDUCATION	6710	3,000.00	3,000.00	3,200.00	3,400.00	3,600.00	3,800.00
TOTAL CITY CLERK		327,463.00	283,081.00	312,040.27	301,256.21	350,785.34	319,694.91
FINANCE - DEPARTMENT 330							
SALARIES & WAGES	6010	177,021.00	188,672.00	195,275.52	202,110.16	209,184.02	216,505.46
BENEFITS	6080	58,657.00	57,560.00	58,711.20	59,885.42	61,083.13	62,304.80
OFFICE SUPPLIES EXPENSE	6210	1,400.00	1,428.00	1,456.56	1,485.69	1,515.41	1,545.71
SPECIAL DEPARTMENTAL EXPENSE	6220	50,200.00	56,200.00	56,200.00	56,200.00	56,200.00	56,200.00
MEMBERSHIP/DUES/PUBLICATIONS	6520	800.00	816.00	832.32	848.97	865.95	883.26
SOFTWARE	6530	2,520.00	2,545.20	2,570.65	2,596.36	2,622.32	2,648.55
PROFESSIONAL/SPECIALIZED SERVICES	6610	114,560.00	116,851.20	119,188.22	121,571.99	124,003.43	126,483.50
ANNUAL AUDIT EXPENSE	6612	24,950.00	25,449.00	25,957.98	26,477.14	27,006.68	27,546.82
TRAINING EDUCATION	6710	4,000.00	3,200.00	3,300.00	3,400.00	3,500.00	3,600.00
TOTAL FINANCE		434,108.00	452,721.40	463,492.46	474,575.73	485,980.93	497,718.09
PLANNING - DEPARTMENT 350							
REGULAR PLANNING SERVICES	6616	70,200.00	72,306.00	74,475.18	76,709.44	79,010.72	81,381.04
GENERAL PLAN SERVICES	6619	265,000.00	95,000.00	100,000.00	100,000.00	105,000.00	105,000.00
TOTAL PLANNING		335,200.00	167,306.00	174,475.18	176,709.44	184,010.72	186,381.04

CITY OF CANYON LAKE
FY 2024-25 BUDGET AND FIVE YEAR EXPENDITURE PROJECTIONS THROUGH 2029-30
GENERAL FUND

	Acct Number	Budget 2024-25	Projections 2025-26	Projections 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30
BUILDING & SAFETY - DEPARTMENT 360							
SALARIES & WAGES	6010	215,586.00	202,148.00	209,223.18	216,545.99	224,125.10	231,969.48
BENEFITS	6080	49,998.00	52,245.00	53,289.90	54,355.70	55,442.81	56,551.67
OFFICE SUPPLIES EXPENSE	6210	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	1,104.08
SPECIAL DEPARTMENTAL EXPENSE	6220	7,000.00	7,140.00	7,282.80	7,428.46	7,577.03	7,728.57
COMMUNICATIONS	6310	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	1,104.08
FLEET & EQUIPMENT MAINTENANCE	6415	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	1,104.08
FUELS & LUBRICANTS	6425	1,500.00	1,530.00	1,560.60	1,591.81	1,623.65	1,656.12
MILEAGE REIMBURSEMENT	6440	500.00	500.00	500.00	500.00	500.00	500.00
MEMBERSHIP/DUES/PUBLICATIONS	6520	1,500.00	1,530.00	1,560.60	1,591.81	1,623.65	1,656.12
PROFESSIONAL/SPECIALIZED SERVICES	6610	150,950.00	135,478.50	139,542.86	143,729.14	148,041.01	152,482.25
TRAINING EDUCATION	6710	1,500.00	2,000.00	2,100.00	2,200.00	2,300.00	2,400.00
TOTAL BUILDING & SAFETY		431,534.00	405,631.50	418,181.14	431,126.53	444,480.55	458,256.44
LAW ENFORCEMENT - DEPARTMENT 410							
SPECIAL DEPARTMENTAL EXPENSE	6220						
PRINTING & ADVERTISING	6240						
FACILITY RATE	6335	28,000.00	28,560.00	29,131.20	29,713.82	30,308.10	30,914.26
VEHICLE & EQUIP MAINT/SUPPORT	6410	3,000.00	3,060.00	3,121.20	3,183.62	3,247.30	3,312.24
CONFERENCE/MEETING/TRAVEL EXP	6510	-	-	-	-	-	-
PROFESSIONAL/SPECIALIZED SERVICES	6610	1,799,770.00	1,987,456.00	2,075,354.24	2,166,728.41	2,261,717.55	2,360,466.25
BOOKING FEES	6845	7,200.00	7,344.00	7,490.88	7,640.70	7,793.51	7,949.38
CAL ID	6850	11,600.00	11,832.00	12,068.64	12,310.01	12,556.21	12,807.34
RMS SYS	6861	8,600.00	8,772.00	8,947.44	9,126.39	9,308.92	9,495.09
EQUIPMENT	8000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
TOTAL LAW ENFORCEMENT		1,863,170.00	2,052,024.00	2,141,113.60	2,233,702.96	2,329,931.58	2,429,944.57

CITY OF CANYON LAKE
FY 2024-25 BUDGET AND FIVE YEAR EXPENDITURE PROJECTIONS THROUGH 2029-30
GENERAL FUND

	Acct Number	Budget 2024-25	Projections 2025-26	Projections 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30
FIRE DEPARTMENT 421							
Salaries FD Management	6020	326,811.00	342,221.00	352,559.00	364,898.57	377,670.01	390,888.47
Salaries FD Firefighters	6023	793,174.00	828,489.00	874,441.00	905,046.44	936,723.06	969,508.37
Salaries FD Firefighters OT	6024	176,300.00	181,589.00	187,944.62	194,522.68	201,330.97	208,377.55
Salaries FD Firefighters FSLA	6025	21,549.00	22,495.00	23,726.00	24,556.41	25,415.88	26,305.44
Reserve Firefigher Stipends	6026	18,250.00	18,615.00	18,987.30	19,367.05	19,754.39	20,149.47
Benefits FD Management	6081	26,801.00	28,120.00	29,526.00	30,559.41	31,628.99	32,736.00
Benefits FD Firefighters	6086	28,665.00	28,443.00	29,127.00	30,146.45	31,201.57	32,293.63
Benefits Health Insurance FD	6087	154,850.00	153,509.00	157,845.00	163,369.58	169,087.51	175,005.57
Benefits PARS Firefighters	6088	100,043.00	104,575.00	110,473.00	114,339.56	118,341.44	122,483.39
Benefits PARS FD Management	6089	37,506.00	38,820.00	39,984.00	41,383.44	42,831.86	44,330.98
Office Expense and Supplies	6210	4,500.00	4,590.00	4,681.80	4,775.44	4,870.94	4,968.36
Departmental Expense	6220	10,500.00	10,710.00	10,924.20	11,142.68	11,365.54	11,592.85
Emergency Response Equipment	6231	50,000.00	51,000.00	52,020.00	53,060.40	54,121.61	55,204.04
Communications	6310	3,760.00	3,835.20	3,911.90	3,990.14	4,069.94	4,151.34
Rents & Leases	6330	125,214.00	125,214.00	125,214.00	125,214.00	125,214.00	125,214.00
New Truck lease	6240	-	-	143,364.00	143,364.00	143,364.00	143,364.00
EMS Enhancement Expense	6450	20,500.00	20,500.00	20,500.00	20,500.00	20,500.00	20,500.00
Printing	6240	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	1,104.08
Fuels & Lubricants	6245	22,416.00	22,864.32	23,321.61	23,788.04	24,263.80	24,749.08
Fleet & Equipment Maintenance	6410	65,550.00	66,861.00	68,198.22	69,562.18	70,953.43	72,372.50
Mileage Reimbursement	6440	1,000.00	1,000.00	1,100.00	1,100.00	1,200.00	1,200.00
Conference/Meeting/Travel	6510	8,000.00	8,160.00	8,323.20	8,489.66	8,659.46	8,832.65
Membership/Dues/Publications	6520	3,000.00	3,060.00	3,121.20	3,183.62	3,247.30	3,312.24
Software	6530	15,900.00	16,218.00	16,542.36	16,873.21	17,210.67	17,554.88
Professional/Specialized Services	6610	167,760.00	171,115.20	174,537.50	178,028.25	181,588.82	185,220.60
Training & Education	6710	40,000.00	40,800.00	41,616.00	42,448.32	43,297.29	44,163.23
Fire & Life Saving Equipment	6975	17,750.00	22,000.00	24,000.00	26,000.00	28,000.00	30,000.00
Equipment Replacement Expense	6815	-	215,190.00	215,190.00	215,190.00	215,190.00	215,190.00
TOTAL FIRE & MEDICAL		2,240,799.00	2,531,013.72	2,762,219.31	2,835,960.72	2,912,184.91	2,990,772.72

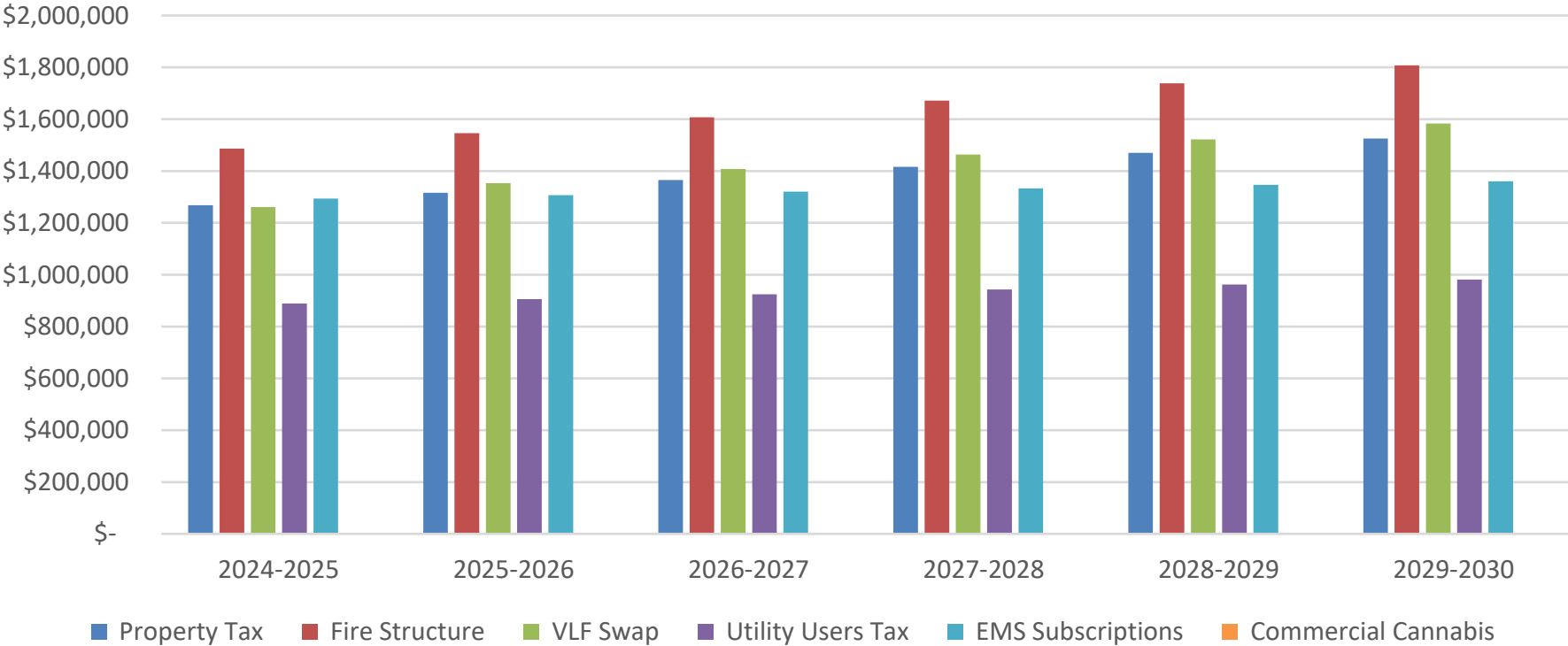
CITY OF CANYON LAKE
FY 2024-25 BUDGET AND FIVE YEAR EXPENDITURE PROJECTIONS THROUGH 2029-30
GENERAL FUND

	Acct Number	Budget 2024-25	Projections 2025-26	Projections 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30
EMERGENCY PREPAREDNESS - DEPARTMENT 425							
DEPARTMENTAL EXPENSE	6220	2,600.00	2,652.00	2,705.04	2,759.14	2,814.32	2,870.61
COMMUNICATIONS	6310	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	1,104.08
PROFESSIONAL/SPECIALIZED SERVICES	6610	25,000.00	25,500.00	26,010.00	26,530.20	27,060.80	27,602.02
TOTAL EMERGENCY PREPAREDNESS		28,600.00	29,172.00	29,755.44	30,350.55	30,957.56	31,576.71
ANIMAL CONTROL - DEPARTMENT 430							
PROFESSIONAL/SPECIALIZED SERVICES	6610	99,250.00	102,227.50	105,294.33	108,453.15	111,706.75	115,057.95
INTEREST EXPENSE	6900	22,184.00	22,849.52	23,535.01	24,241.06	24,968.29	25,717.34
TOTAL ANIMAL CONTROL		121,434.00	125,077.02	128,829.33	132,694.21	136,675.04	140,775.29
PUBLIC WORKS ADMINISTRATION - DEPARTMENT 510							
SPECIAL DEPARTMENTAL EXPENSE	6220						
PROFESSIONAL/SPECIALIZED SERVICES	6610	20,000.00	20,400.00	20,808.00	21,224.16	21,648.64	22,081.62
TOTAL PUBLIC WORKS ADMINISTRATION		20,000.00	20,400.00	20,808.00	21,224.16	21,648.64	22,081.62
NPDES - DEPARTMENT 515							
MEMBERSHIP/DUES/PUBLICATIONS	6520	93,500.00	94,000.00	95,000.00	96,000.00	97,000.00	98,000.00
PROFESSIONAL/SPECIALIZED SERVICES	6610	60,000.00	61,800.00	63,654.00	65,563.62	67,530.53	69,556.44
TOTAL NPDES		153,500.00	155,800.00	158,654.00	161,563.62	164,530.53	167,556.44
CODE ENFORCEMENT 520							
RSA-SPCL ENFORCEMENT	6015	310,221.00	327,969.00	339,447.92	351,328.59	363,625.09	376,351.97
BENEFITS	6080	82,577.00	85,954.00	87,673.08	89,426.54	91,215.07	93,039.37
OFFICE SUPPLIES EXPENSE	6210	1,500.00	1,530.00	1,560.60	1,591.81	1,623.65	1,656.12
SPECIAL DEPARTMENTAL EXPENSE	6220	15,700.00	16,014.00	16,334.28	16,660.97	16,994.18	17,334.07
COMMUNICATIONS	6310	3,000.00	3,060.00	3,121.20	3,183.62	3,247.30	3,312.24
FLEET & EQUIPMENT MAINTENANCE	6415	6,000.00	6,120.00	6,242.40	6,367.25	6,494.59	6,624.48
FUELS & LUBRICANTS	6425	4,000.00	4,080.00	4,161.60	4,244.83	4,329.73	4,416.32
MEMBERSHIP/DUES/PUBLICATIONS	6520	800.00	816.00	832.32	848.97	865.95	883.26
PROFESSIONAL/SPECIALIZED SERVICES	6610	18,000.00	18,360.00	18,727.20	19,101.74	19,483.78	19,873.45
TRAINING	6710	1,500.00	2,000.00	2,100.00	2,200.00	2,300.00	2,400.00
CAPITAL OUTLAY	8010			-	-	-	-
TOTAL SPECIAL ENFORCEMENT		443,298.00	465,903.00	480,200.60	494,954.33	510,179.34	525,891.30

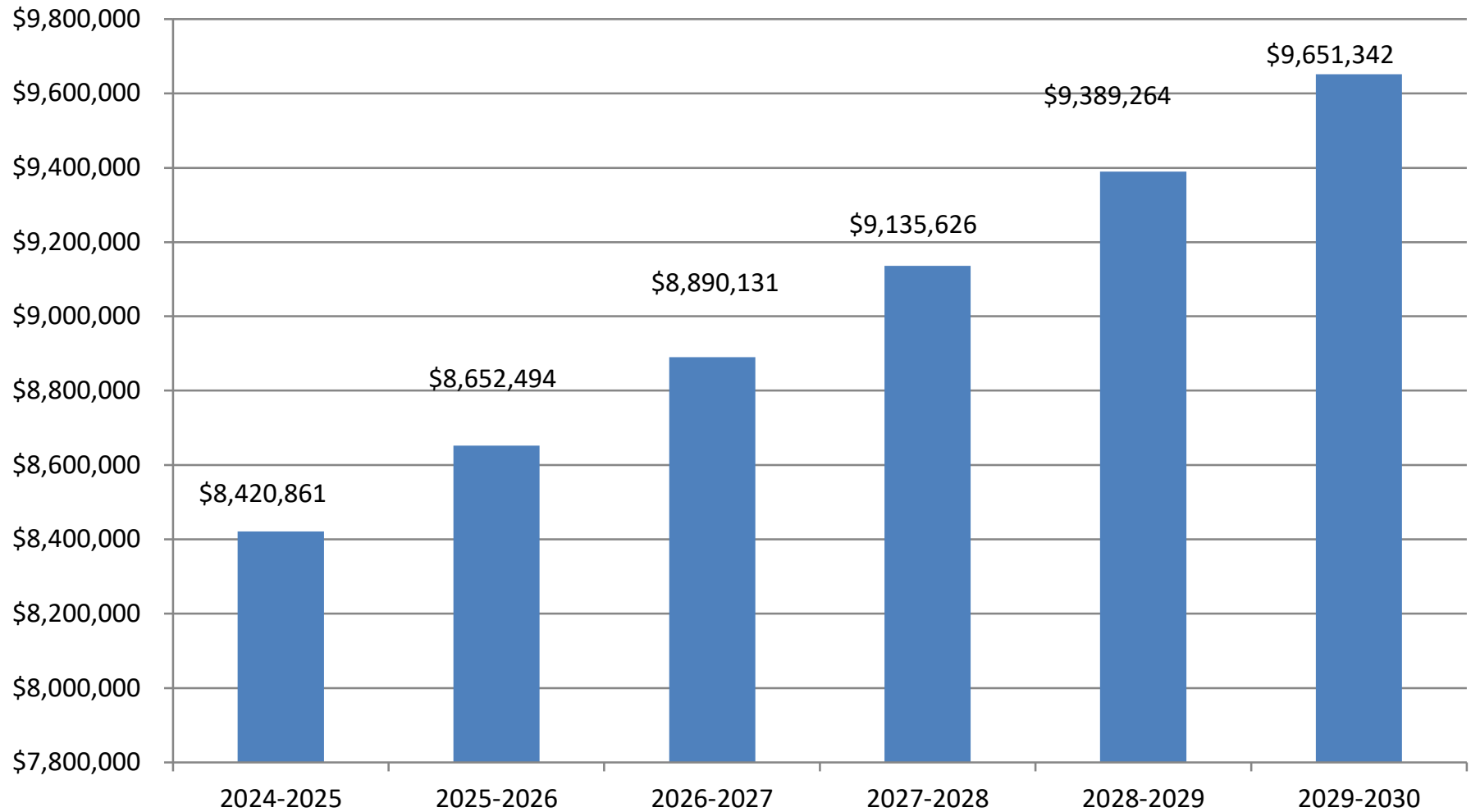
**CITY OF CANYON LAKE
 FY 2024-25 BUDGET AND FIVE YEAR EXPENDITURE PROJECTIONS THROUGH 2029-30
 GENERAL FUND**

	Acct Number	Budget 2024-25	Projections 2025-26	Projections 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30
BUILDING & FACILITIES MAINT. - DEPARTMENT 550							
UTILITIES	6320	59,605.00	61,393.15	63,234.94	65,131.99	67,085.95	69,098.53
RENTALS & LEASES	6330	79,850.00	82,245.50	84,712.87	87,254.25	89,871.88	92,568.03
MEMBERSHIP/DUES/PUBLICATIONS	6520	7,500.00	7,725.00	7,956.75	8,195.45	8,441.32	8,694.56
PROFESSIONAL/SPECIALIZED SERVICES	6610	69,980.00	72,079.40	74,241.78	76,469.04	78,763.11	81,126.00
LIABILITY PROPERTY INSURANCE	6840	288,700.00	297,361.00	306,281.83	315,470.28	324,934.39	334,682.43
FURNITURE & EQUIPMENT	8007	13,000.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00
FIRE STATION UPGRADES	8018	20,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
DEBT SERVICE	6900	112,315.00	112,315.00	112,315.00	112,315.00	112,315.00	112,315.00
TOTAL BUILDING & FACILITIES MAINT		650,950.00	535,804.05	556,428.17	572,521.02	589,096.65	606,169.55
TRANSFERS OUT		-	-	-	-	-	-
TOTAL EXPENDITURES		8,266,118	8,435,708	8,889,754	9,142,943	9,471,008	9,722,527

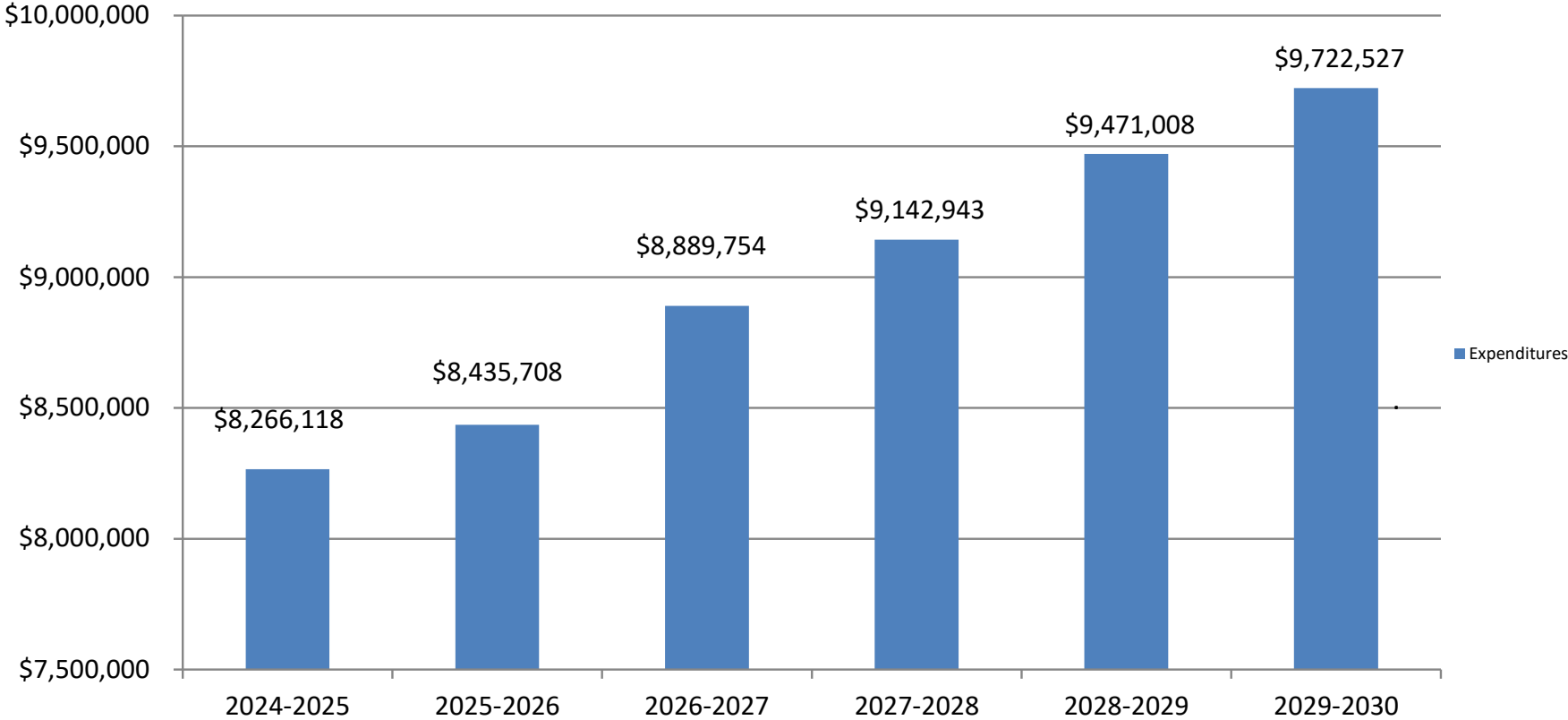
Major Revenue Projections



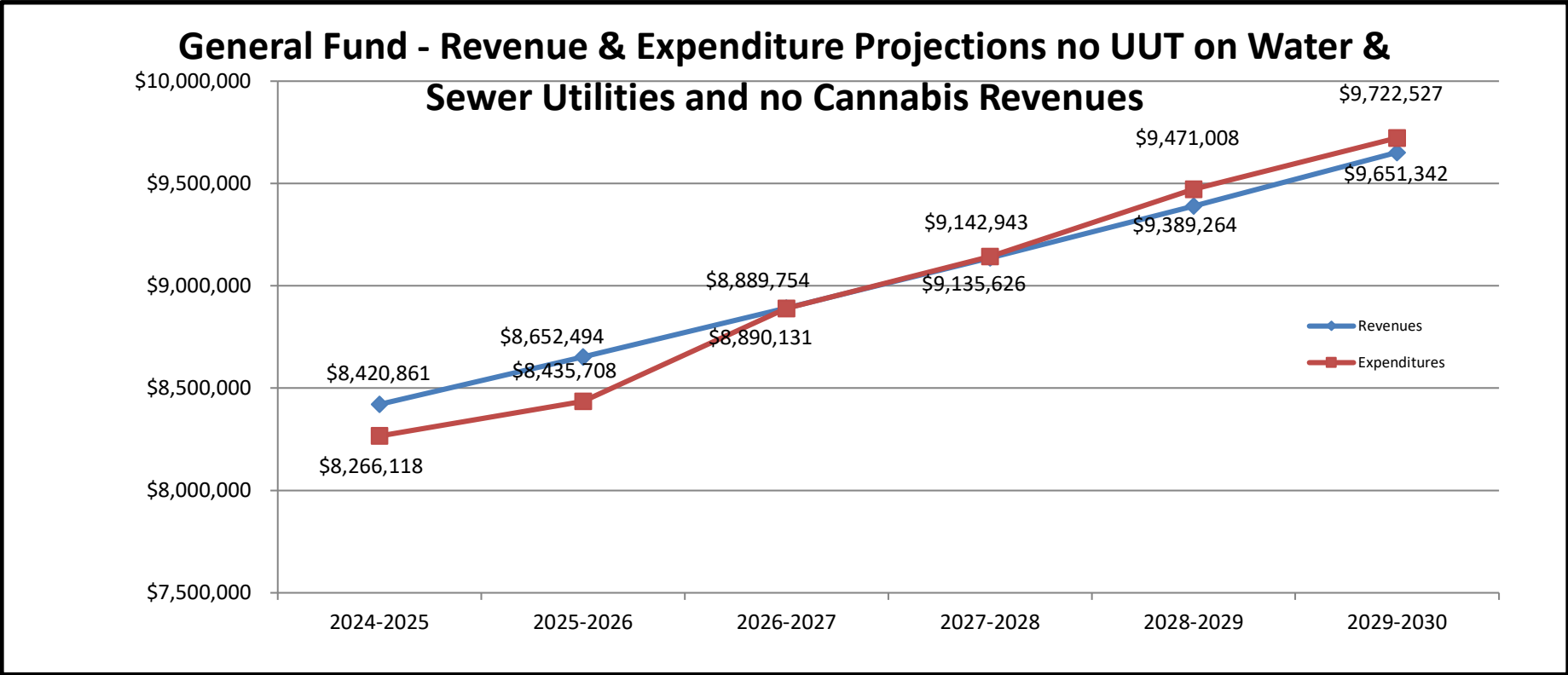
General Fund Revenues



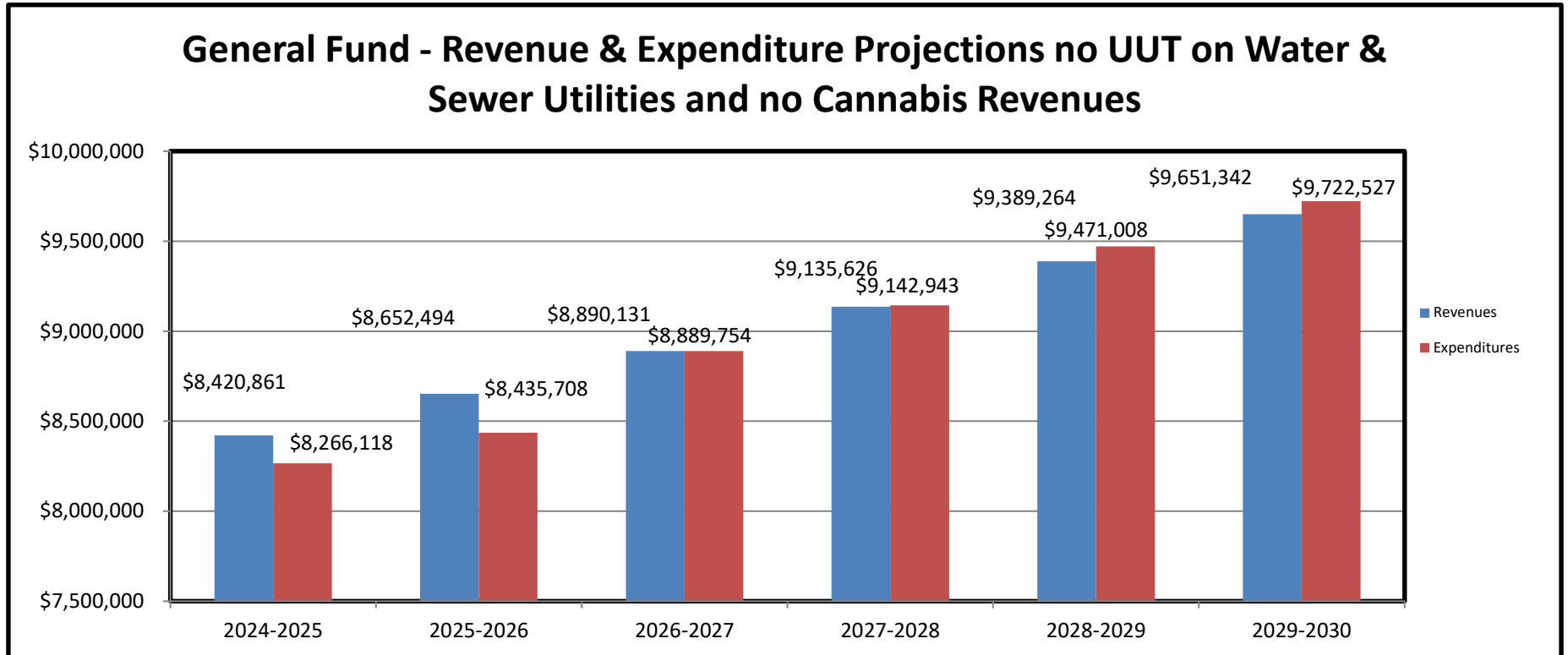
General Fund Expenditures



City of Canyon Lake
General Fund
Revenues Expenditures



City of Canyon Lake
General Fund
Revenues and Expenditures





STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Mike Borja, Administrative Services Director

DATE: June 12, 2024

SUBJECT: Approve Authorization and Allocation for the City's Council Chamber Renovation Project

Recommendation

Authorize the City Manager to negotiate and execute all purchase orders and contracts necessary to carry out the Council Chamber Renovation and associated projects and allocate \$700,000 towards the construction and build of the project.

Background

The Council Chamber Renovation Project is a capital improvement project that is budgeted and made possible with funding from City's General Funds that was offset by one-time funds from the Federal American Rescue Plan Act (ARPA). In Fiscal Year 2022/23, the City Council gave direction and authorization to City staff to proceed with the design and build of the City's new Council Chamber by relocating the existing council chamber to its new location on the first floor of City Hall. Since then, architectural designs have been completed and approved, leaving construction and build as the next phase in the project.

Discussion

Contracts allow a city to mobilize services quickly and efficiently under pre-negotiated terms and conditions. With the City unable to provide or perform internally the necessary construction for this project, the need to expedite general or specific maintenance or construction contracts is a must to support the immediate construction and renovation of the City's Council Chamber project.

On April 10, 2024, the City Council adopted Ordinance 247 which repealed and replaced the City's procurement ordinance from 1990. The new ordinance had a second reading on May 8, 2024, and became effective June 7, 2024. In accordance with this recently adopted ordinance and the Procurement and Purchasing Policy, staff recommend that the City Council authorize the City Manager to negotiate and execute all purchase orders and contracts, including change

orders. Although prevailing wage will be paid for all projects, the City will subdivide into multiple projects for ease of monitoring and management. The City will maintain control of each of the needed areas of improvement for the Council Chambers. This will consist of bids for technology, carpet and flooring, custom cabinetry, and a class B general building (GC) contractor for the specified remaining items. Additionally, the projects consist of three separate areas: the Council Chambers, an antechamber room directly off the Council Chambers and an unrelated employee break room in the adjacent area.

In terms of the breakdown of bids the following will be used:

- Technology including networking, cameras, streaming equipment, presentation equipment and televisions or monitors.
- Carpet and flooring will consist of carpet tiles and laminate flooring. The carpet tiles will be used for ease of maintenance and replacement if they become soiled or damaged.
- The custom cabinetry will consist of fabrication of the dais and staff desk areas.
- The GC will take care of all framing, electrical, plumbing, drywall, finish, and demolition.

As the overall design has been completed, staff recommend that the City Council allocate \$700,000 towards the funding of the project. Although staff expects the projects to be completed in this calendar year, the City Manager will plan to provide an update to the City Council at a regular scheduled meeting after all dates have been finalized by the awarded vendors. After the projects have been substantially completed, an agenda item will be brought to the City Council for project acceptance and closeout.

Fiscal Impact

Funds are budgeted by the City Council in the current Fiscal Year 2023/24 budget.

Attachments

None.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Sheryl Garcia, City Clerk

DATE: June 12, 2024

SUBJECT: Discussion Regarding Appointment of Council Members to Standing and Ad Hoc Committees

Recommendation

Review the current list of standing and ad hoc committees and authorize the Mayor to dissolve, establish and make appointments as necessary.

Background/Discussion

Each year following the reorganization of the City Council, the incoming Mayor and Council Members review the list of standing and ad hoc committees to ensure the existing committees align with City Council priorities. The most recent review and appointment to committees took place on December 13, 2023.

The Mayor and City Council may dissolve existing committees, establish new committees and make appointments as necessary. The list of current committees and members is shown below:

COMMITTEE NAME	TYPE	MEMBERS
Canyon Lake Emergency Preparedness	Standing	Smith, Welty
Finance and Planning	Standing	Castillo, Dain
Public Safety	Ad Hoc	Smith, Terry
LEUSD Articulation	Ad Hoc	Castillo, Dain
Canyon Lake POA Articulation	Ad Hoc	Smith, Welty
Economic Development	Ad Hoc	Terry, Welty
Community Engagement	Ad Hoc	Castillo, Dain

Fiscal Impact

None.

Attachments

None.