



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, October 9, 2024

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

CLOSED SESSION

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 - One Claim
Claimant: Nicole Dailey
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957
Title: Interim City Manager
3. CONFERENCE WITH LABOR NEGOTIATORS - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957.6
Agency Designated Representatives: City Council
Unrepresented Employee: 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

Proclamation – Fire Prevention Week

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

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.

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. 2024-40 Approving Claims and Demands of the City.

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

Recommendation: Approve the Minutes of the City Council Meeting of September 3, 2024.

(4) **Adopt a Resolution Approving an Amendment to Contract No. C9802199 with the State of California for the Urban Counties Grant Funds**

Recommendation: Adopt Resolution No. 2024-41 approving an amendment to Contract No. C9802199 with the State of California for the Urban Counties Grant on a form to be approved by the City Attorney that allows a pass-through of the City's allocated funds to go to the Riverside County Regional Park and Open Space District.

(5) **Approve Amendment No. 2 to Employment Agreement with Arron Brown**

Recommendation: Approve Amendment No. 2 to Employment Agreement with Arron Brown.

PULLED CONSENT CALENDAR ITEMS

PUBLIC HEARINGS - None

BUSINESS ITEMS

(6) **Update Regarding the Police Services Assessment**

Recommendation: Receive and file the update.

(7) **Update Regarding the Council Chambers Renovation Project, Allocate Capital Funds for the Project and Consider the Award of a Change Order for Phase 2**

Recommendation: (1) Receive and file the update; (2) adopt Resolution No. 2024-42 allocating \$75,000 of capital funds for the standby and emergency generator; and (3) authorize the City Manager to negotiate with and award a change order to Lowe Construction Inc. to include all of Phase 2.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The next regular City Council meeting will be held on November 13, 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 October 3, 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: October 9, 2024

SUBJECT: Approve Claims and Demands of the City

Recommendation

Adopt Resolution No. 2024-40 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 from end of August and September 2024 represent the paid claims and demands since the City Council meeting of September 3, 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. 2024-40

RESOLUTION NO. 2024-40

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 October 9, 2024; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on October 9, 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 October 9th, in the amount of \$1,117,459.72 as follows:

Payroll Earnings (Direct Deposit)	\$ 220,515.05	(3rd Payday of August & September)
Payroll Processing Fees	\$ 456.41	(3rd Payday of August & September)
Payroll Taxes - Employer & Employee	\$ 58,338.01	(3rd Payday of August & September)
Payroll CLFAD	\$ 1,246.32	(3rd Payday of August & September)
Payroll CS	\$ 1,192.56	(3rd Payday of August & September)
On-line Retirement	\$ 31,780.41	(3rd Payday of August & September)
GASB 68 Reporting Fee	700.00	(For Month of September)
On-line Health	\$ 29,224.08	(For the Month of September)
Principal	\$ 470.53	(For the Month of September)
Aflac	\$ 793.92	(For Month of August)
Nationwide Deferred Comp.	\$ 16,778.11	(3rd Payday of August & September)
Citizens Business Bank Interest	\$ 1,949.05	(For the Month of August)
General	\$ 754,015.27	
TOTAL	<u>\$ 1,117,459.72</u>	

PASSED, APPROVED AND ADOPTED this 9th day of October 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Lowe	Canyon Lake Council Chamber Renovation	167,149.89
Sound Space Furniture	1st Installment Pymt 50%-Furniture for New Council Chamber	25,500.00
Report Total		<u>192,649.89</u>

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Cotter Construction Inc.	Demo and Tenant Ready Church-31542 RRCR	31,000.00
Creative Industries Media	2024 SOC Video Production Filming for Council	1,750.00
EC Lock Replacement	Tenant Mailbox Configuration Suites 1-9	390.00
Morningstar	Deposit for Video & Stage Production for 2024 SOC	8,044.88
Report Total		<u>41,184.88</u>

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

Vendor ID	Invoice Description	Cash Required
ABILA	Accounting Software (Microix) 10/1/24-10/31/24	385.40
	Accounting Software MIP Cloud Microix	375.00
	Accounting Software 10/1/24-10/31/24	220.09
Amazon	Fire Station Parts for Fuel Truck	42.17
	Fire Station Supplies for Fuel Truck Repairs	53.51
	Fire Station Office Supplies	107.21
AMERICAN FORENSIC	Sheriff's Blood Draw, 8/23/24	140.00
ANIMAL FRIENDS	Animal Control Services Month of September 2024	3,587.50
Cabrera	Reserve Stipend for August 2024	100.00
California State Fire Protection	Five Year Sprinkler Inspection-City Hall	640.00
	Fire Station Annual Extinguisher Service	237.00
Champion Trophy	Fire Station Reserve Plaques	150.85
Cheap Deals	Repaired Boat Battery Switch	230.90
Clark Pest	Exterior Pest Control for 31526 RRCR-Admin	60.00
	Pest Control for 31526 RRCR-Admin	60.00
	Pest Control for Storage Units	95.00
Collision	Repairs for 2022 Ford Explorer, 8/1/2024	15,940.59
CPS	HR Consulting 6/30/24-8/3/24	315.00
CTAI	Landscape Maintenance Fee for Medians & Parkways August 2024	5,014.00
	Landscape for Fire Station August 2024	263.00
Curtis	Fire Station Helmet Lights	291.82
Dain	Auto Allowance September 2024-Dain	100.00
Delgado	Janitorial Services for August 2024	1,180.50
	Janitorial Services for August 2024	59.00
Discount Hauling	Removed Debris (furniture, appliances, & trash) from BLM	950.00
Express Events	Fair Attractions for 2024 Pumpkin Bash-Deposit	11,991.60
Gordon	Reserve Stipend for August 2024	100.00
GPS Consulting LLC	Consulting Services related to Law Enforcement Study	12,000.00
Harris & Associates	EMS Program Support & Levy & UUT Levy	4,250.00
Honoring USA Heroes	Fire Station Donation for 9/11 Ceremony Picture	500.00
Jeremy Smith	Auto Allowance September 2024-Smith	100.00
John Hancock	Fire Station PARS EE & ER Contributions Check Date 8/16/24	6,204.73
	Fire Station PARS EE & ER Contributions Check Date 8/30/24	6,253.33
Kasey Castillo	Auto Allowance September 2024-Castillo	100.00
LANCE, SOLL	2024 Government Audit	18,000.00
Longobardo	Reserve Stipend for August 2024	100.00
Lowe	Canyon Lake Council Chamber Renovation	110,532.50
Mark Terry	Auto Allowance September 2024-Terry	100.00

Date: 9/11/24
02:53:18 PM

Page: 1

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

Vendor ID	Invoice Description	Cash Required
Michel	Reserve Stipend for August 2024	50.00
Nate Volk	Video Broadcast Meeting, September 3, 2024	350.00
NEOGEO	Fire Station Department Recruiting (8/20/24-8/19/25)	840.00
PORAC	PORAC 2nd Quarter FFA Dues	101.25
PZL, Inc.	Planning Services for August 2024	3,915.00
RAMS	Accounting Services for July 2024	10,693.91
RCA	MSHCP Fees Collected August 2024	4,358.00
Riv Co Fire	Dispatch Services FY 23/24 4th Quarter	26,489.94
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 7/1/24-7/24/24	137,826.94
SanchezJ	Reserve Stipend for August 2024	200.00
SDRMA	Dental & Vision Insurance October 2024	1,652.76
STAPLES	Office Supplies for Admin & City Hall	1,216.16
Syntech	Configure New Computer for City Manager	350.00
TCS	GASB 75 Full Valuation-2nd Installment	1,530.00
Welty	Auto Allowance September 2024-Welty	100.00
ZF	Fire Station Medical Direction April-June 2024	600.00
Report Total		391,104.66

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Anderson Chevrolet	Maintenance for Yukon, 9/11/2024	1,579.13
CivicPlus	Subscription for CivicPlus NextRequest 8/1/24-7/31/25	5,991.00
Morningstar	Deposit for Stage, Audio, and Lighting-2024 Pumpkin Bash	2,988.55
	Deposit for Generator for 2024 Pumpkin Bash	<u>950.00</u>
Report Total		<u><u>11,508.68</u></u>

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

Vendor ID	Invoice Description	Cash Required
Amazon	Fire Station Apparatus & Station Supplies	208.80
	Fire Station Office Supplies	72.39
	Fire Station Batteries for Radios/SCBA's	255.62
	Fire Station Maintenance Supplies	179.50
AMP	Rent for October 2024-31526 Railroad Cyn Rd., Suite 5	2,919.00
	Rent for October 2024-31526 Railroad Cyn Rd., Suite 4	443.00
ANIMAL FRIENDS	Animal Control Services Month of February 2024	3,500.00
Awthentik	Ford Explorer Decals, 9/10/2024	450.00
Bound Tree	Fire Station Medical Supplies	238.49
Bratt	Reimbursement for REMSA, EMS Renewal, & PHTLS Class	545.00
Brianna Hemsley	Reimbursement for Bagels & Donuts for 9/11 Event	52.65
CACEO	Code Enforcement Training Webinar - Rubi	40.00
CL PROPERTY OWNERS	Firehouse Note Payment 9	9,359.57
Cole Huber	Attorney Services/General July 2024	8,880.00
	Attorney Services/1 Call Closers-Code Enforcement July 2024	785.90
	Attorney Services/Nuisance Abatement July 2024	182.00
Control Pump	Installed New Flow Sensor, 9/12/2024	2,064.00
	Landscape Booster Station Monitor Report August 2024	401.25
	Service Call to Check Pump, 9/5/2024	375.00
Corelogic	Database for Code Enforcement August 2024	161.17
CTAI	Landscape for Fire Station September 2024	263.00
DATA TICKET	Monthly EMS Response Fee August 2024	100.00
	Code Enforcement Processing August 2024	119.50
	Monthly Parking Fee August 2024	100.00
Delgado	Janitorial Services for September 2024	1,180.50
	Janitorial Services for September 2024	59.00
DMA&E	Canyon Lake City Hall TI-Design Renovations	8,000.00
	Canyon Lake City Hall Site-ADA Ramp	10,800.00
GOLDING	Code Enforcement Notice of Violation NCR Forms, 9/16/24	152.43
GREENHALGH	Retiree Health Insurance October 2024	184.72
ICG	CL-003 Railroad Canyon Road HSIP Project 7/1/24-7/31/24	1,512.50
	Building Inspections Services 7/1/24-7/31/24	315.00
	CL-001 General Engineering Services 7/1/24-7/31/24	872.50
	CL-003 Railroad Canyon Road-HSIP Project 8/1/24-8/31/24	6,905.00
	CL-001 General Engineering Services 8/1/24-8/31/24	637.50
Inland Fleet	Fire Station Biannual Services E-201	2,514.13

Date: 9/25/24
03:09:44 PM

Page: 1

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

Vendor ID	Invoice Description	Cash Required
John Hancock	Fire Station PARS EE & ER Contributions Check Date 9/13/24	6,253.33
Johnson Controls	Quarterly Security Services for City Hall 10/1/24-12/31/24	12.46
	Quarterly Security Services for Admin 10/1/24-12/31/24	575.69
Life-Assist	Fire Station Medical Supplies	66.65
MES	Fire Station SCBA Bottle Repairs	497.25
OTIS	Fleet Maintenance & Logistics Surcharge, 5/22/2024	95.00
PARS	Monthly Administrative Fees Ending July 2024	400.00
Polar Express	HVAC & Thermostat Service for Rental-31520 RRCR, 9/11/24	374.00
	HVAC Service for Rental-35142 RRCR, 9/20/24	699.00
PVM	Street & Facility Maintenance Services 7/1/24-8/31/24	2,086.50
SUN BADGE	Fire Station New Battalion Chief Badge	158.35
Syntech	Monthly IT Support 9/1/24-9/30/24	2,957.50
	Microsoft Subscriptions & Programs 9/1/24-9/30/24	1,573.00
Tesla Energy	Partial Refund for Permit #20240166-Homeowner Cancelled Job	632.00
The Code	Plan Check Services 8/1/24-8/31/24	8,509.81
Time Warner	Internet for Fire Station 9/10/24-10/9/24	312.42
US Bank	See Credit Card Review	4,321.62
	See Credit Card Review	796.24
Report Total		95,149.94

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 9/1/2024 Through 9/30/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 1023	SOUTHERN CALIFORNIA EDISON	9/3/2024	2,540.99
EFT 1024	SOUTHERN CALIFORNIA EDISON	9/3/2024	286.10
EFT 1025	SOUTHERN CALIFORNIA EDISON	9/3/2024	1,331.57
EFT 1026	Sparkletts	9/3/2024	194.35
EFT 1027	Toshiba America Business Solutions	9/3/2024	120.83
EFT 1028	SOUTHERN CALIFORNIA EDISON	9/9/2024	522.57
EFT 1029	SOUTHERN CALIFORNIA EDISON	9/9/2024	120.44
EFT 1030	SOUTHERN CALIFORNIA EDISON	9/9/2024	71.68
EFT 1031	SOUTHERN CALIFORNIA EDISON	9/9/2024	166.49
EFT 1032	SOUTHERN CALIFORNIA EDISON	9/9/2024	636.53
EFT 1033	SOUTHERN CALIFORNIA EDISON	9/9/2024	16.53
EFT 1034	SOUTHERN CALIFORNIA EDISON	9/9/2024	180.34
EFT 1035	SOUTHERN CALIFORNIA EDISON	9/9/2024	36.24
EFT 1036	SOUTHERN CALIFORNIA EDISON	9/9/2024	13.98
EFT 1037	SOUTHERN CALIFORNIA EDISON	9/9/2024	1,681.31
EFT 1038	Bankcard Center	9/11/2024	15.64
EFT 1039	Bankcard Center	9/11/2024	272.87
EFT 1040	Bankcard Center	9/11/2024	5,170.07
EFT 1041	Bankcard Center	9/11/2024	1,008.19
EFT 1042	Bankcard Center	9/11/2024	223.94
EFT 1043	Bankcard Center	9/11/2024	3,051.94
EFT 1044	The Gas Company	9/17/2024	16.40
EFT 1045	Toshiba America Business Solutions	9/17/2024	61.47
EFT 1046	Toshiba America Business Solutions	9/17/2024	427.64
EFT 1047	ELSINORE VALLEY MUNI WATER DIS	9/17/2024	132.76
EFT 1048	ELSINORE VALLEY MUNI WATER DIS	9/17/2024	87.75
EFT 1049	ELSINORE VALLEY MUNI WATER DIS	9/17/2024	124.73
EFT 1050	ELSINORE VALLEY MUNI WATER DIS	9/17/2024	562.25
EFT 1051	ELSINORE VALLEY MUNI WATER DIS	9/17/2024	1,582.27
EFT 1052	Charter Communications	9/17/2024	5.35
EFT 1053	Amazon Capital Services	9/23/2024	163.08
EFT 1054	SOUTHERN CALIFORNIA EDISON	9/23/2024	408.18
EFT 1055	CR&R	9/23/2024	209.26
EFT 1056	Toshiba Financial Services	9/24/2024	852.65
EFT 1057	Toshiba Financial Services	9/24/2024	120.83
Report Total			22,417.22

Credit Card Review

California Bank & Trust Statement dated 8/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	The Home Depot	Fire Station Supplies	\$ 15.64	10-421-6220
			<u>\$ 15.64</u>	

Account Breakdown

Fire Department Departmental Expense	10-421-6220	\$ 15.64
		<u>\$ 15.64</u>
		\$ -

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

California Bank & Trust Statement dated 8/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Reliable Translations I	Elections	\$ 80.00	10-320-6520
2	B2B Prime Amazon	Membership Fee	\$ 192.87	10-320-6220
3				
			<u>\$ 272.87</u>	

Account Breakdown

City Clerk Departmental Expense	10-320-6220	\$ 192.87
City Clerk Membership/Dues/Publications	10-320-6520	\$ 80.00
		<u>\$ 272.87</u>

Check Figure \$ -

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

California Bank & Trust Statement dated 8/28/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Amazon	Swag for 2024 National Night Out	\$ 550.46	10-100-6831 Project #108
2	Amazon	Swag for 2024 National Night Out	\$ 116.25	10-100-6831 Project #108
3	Amazon	Computer Supplies	\$ 34.41	10-310-6210
4	Amazon	Swag for 2024 National Night Out	\$ 46.17	10-100-6831 Project #108
5	Olive Garden	Closed Session Meal, 7/31/2024	\$ 263.77	10-100-6225
6	Target	Swag for 2024 National Night Out	\$ 16.60	10-100-6831 Project #108
7	FastSigns	Sign Repair	\$ 2,192.40	10-100-6831 Project #106
8	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210
9	RoadPost	Satellite Phones	\$ 66.95	10-425-6310
10	Amazon	Office Supplies	\$ 8.61	10-310-6210
11	Amazon	Computer Monitor	\$ 209.71	10-310-6210
12	Target	Swag for 2024 National Night Out	\$ 39.25	40-000-8006
13	Target	Swag for 2024 National Night Out	\$ 13.05	40-000-8006
14	Amazon	Office Equipment Protection Plans	\$ 72.47	10-550-6610
15	Lowe's	Swag for 2024 National Night Out	\$ 26.60	40-000-8006
16	Verizon Wireless	Ipads & Sim Card Devices	\$ 216.30	A \$14.83 10-360-6310 \$ 120.76 10-421-6310 \$ 47.86 10-520-6310 \$32.85 10-550-6320
17	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 368.55	A \$51.51 10-360-6310 \$ 162.51 10-421-6310 \$154.53 10-520-6310
18	OTC Brands	Supplies for 2024 State of the City	\$ 672.10	10-100-6831 Project #103
19	Amazon	Office Equipment	\$ 240.27	10-550-6610
			\$ 5,170.07	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 263.77
City Council City Events	10-100-6831	\$ 3,593.98
City Manager Office Expense	10-310-6210	\$268.88
Building Dept Communications	10-360-6310	\$66.34
Fire Department Communications	10-421-6310	\$283.27
Emergency Preparedness Communications	10-425-6310	\$ 66.95
Code Enforcement Communications	10-520-6310	\$ 202.39
Building & Facilities Utilities	10-550-6320	\$32.85
Building & Facilities Professional/Specialized Ser	10-550-6610	\$ 312.74
City Hall Expansion	40-000-8006	\$78.90
		\$ 5,170.07

Check Figure \$ -

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

California Bank & Trust Statement dated 8/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	League of California Cities	Cal Cities City Managers Meeting Beaumont, CA	\$ 60.00	10-310-6510
2	The Home Depot	Supplies for Council Chamber Ground Breaking	\$ 10.75	40-000-8006
3	The Home Depot	Supplies for Council Chamber Ground Breaking	\$ 292.94	40-000-8006
4	VIPS Café Restaurant	Lunch Meeting with Chief LaTendresse	\$ 38.90	10-310-6510
5	The Home Depot	Supplies for Council Chamber Ground Breaking	\$ 29.06	40-000-8006
6	EB 2024 State of Riverside	2024 Riverside State of the City (Table of 10)	\$ 500.00	10-310-6510
7	In Hit Print	Supplies for Council Chamber Remodel Project	\$ 71.78	40-000-8006
8	In Hit Print	Supplies for Council Chamber Ground Breaking	\$ 4.76	40-000-8006
			\$ 1,008.19	

Account Breakdown

Conference/Meeting/Travel Expense	10-310-6510	\$ 598.90
City Hall Expansion	40-000-8006	\$ 409.29
		\$ 1,008.19

Check Figure \$ -

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

California Bank & Trust Statement dated 8/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Fan4Life Decal	Supplies for Fire Station-Helmet Identifiers, Passports, Velc	\$ 223.94	10-421-6231
			<u>\$ 223.94</u>	

Account Breakdown

Fire Department Emergency Response Equipment 10-421-6231	\$ 223.94
	<u>\$ 223.94</u>

Check Figure \$ -

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

California Bank & Trust Statement dated 8/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Canyon Lake Auto Repair	Repairs to Fuel Truck	\$ 507.00	10-421-6410
2	Champion Trophy	Gold Plaque for Chief Samuels	\$ 26.94	10-421-6220
3	Apple.com	Monthly iCloud Storage (July)	\$ 0.99	10-421-6310
4	SQ BW Printworks	2025 Calendars	\$ 128.82	10-421-6210
5	Costco	Fire Station Supplies	\$ 125.92	10-421-6220
6	On Demand Services Lake Elsinore	Fire Station Wall Map	\$ 133.83	27-400-7001
7	Call 2 Recycle	55 Gallon Drum	\$ 808.13	10-421-6455
8	The Home Depot	New Dishwasher for Fire Station	\$ 1,044.93	10-550-8007
9	The Home Depot	New Vacuum Cleaner for Fire Station	\$ 231.65	A
10	Vincent Communications	Impact Listen Only Earpiece	\$ 43.73	10-421-6231
			<u>\$ 3,051.94</u>	

Account Breakdown

Fire Station Office Expense & Supplies	10-421-6210	\$ 128.82
Fire Department Expense	10-421-6220	\$ 288.90
Fire Department Emergency Response Equip	10-421-6231	\$ 43.73
Fire Department Communications	10-421-6310	\$ 0.99
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 507.00
Fire Department Fuel & Lubricants	10-421-6425	\$95.61
Fire Department CalRecycle Grant	10-421-6455	\$808.13
Building & Facilities Maint. Furniture & Equip.	10-550-8007	\$ 1,044.93
Fire Station Upgrades	27-400-7001	\$ 133.83
		<u>\$ 3,051.94</u>

Check Figure \$ -

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

US BANK Statement dated 9/6/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Downs Energy	Fuel for Fire 1 & 2	\$ 484.79	10-421-6425
2	FastSigns	HDU 911 Redo (Remove & Install)	\$ 1,558.16	10-550-6610
3	Arlo Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
4	Ecological Coatings	Anti-Stick Coating for Street Signs	\$ 796.24	20-520-6722
5	Tommys Express	Car Wash Membership August 2024	\$ 87.96	A
6	Downs Energy	Fuel for Fire 1 & 2	\$ 532.75	10-421-6425
7	Zoom.US	Zoom Workplace	\$ 33.24	10-310-6210
8	Arlo Technologies	Admin Office Security Cameras	\$ 17.99	10-550-6610
9	Adobe	Acrobat Pro Subscriptions	\$ 311.87	A
10	Downs Energy	Fuel for Fire 1, 2, & 3	\$ 716.55	10-421-6425
11	Adobe	Acrobat Pro Subscriptions	\$ 59.99	10-310-6210
12	Frontier Comm	Internet for City Hall & Admin	\$ 205.33	10-550-6320
13	Docusign Inc.	Docusign Subscription	\$ 300.00	10-320-6220
			\$ 5,117.86	

Account Breakdown

City Manager Office Expense and Supplies	10-310-6210	\$333.13
City Manager Fleet Maintenance	10-310-6415	\$21.99
City Clerk Departmental Expense	10-320-6220	\$ 300.00
Building Dept Fleet Maintenance	10-360-6415	\$21.99
Fire Department Fuel & Lubricants	10-421-6425	\$ 1,734.09
Fire Department Professional/Specialized Services	10-421-6610	\$71.97
Code Enforcement Fleet Maintenance	10-520-6415	\$43.98
Building & Facilities Utilities	10-550-6320	\$ 205.33
Building & Facilities Professional/Specialized Service	10-550-6610	\$ 1,589.14
Gas Tax Signal and Sign Maintenance	20-520-6722	\$ 796.24
		\$ 5,117.86

Check Figure \$ -

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

**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Tuesday, September 3, 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 5:00 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

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - One Claim
Claimant: Nicole Dailey

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - Initiation of
litigation pursuant to Government Code Section 54956.9(4)(d), One case

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION - Pursuant to
Government Code Section 54956.9(1)(d): Carlo Moreno v. City of Canyon Lake, et al.,
RCSC Case No. CVME2400897

PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code
Section 54957
Title: Interim City Manager

CONFERENCE WITH LABOR NEGOTIATORS-PUBLIC EMPLOYEE APPOINTMENT -
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: City Council
Unrepresented Employee: City Manager

The City Council entered Closed Session at 5:00 p.m.

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

CALL OPEN SESSION TO ORDER

Mayor 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 Mayor Pro Tem Terry.

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 for Item 1, direction was given by a vote of 5-0. For Item 2, direction was given by a vote of 5-0. For Item 3, direction was given by a vote of 5-0. There was no reportable action for Items 4 and 5. He stated that City Council would be returning to closed session at the end of open session.

CEREMONIAL MATTERS

Mayor Welty recognized James Godoy as Citizen of the Month.

COMMUNITY REPORTS

Director Darcy Burke provided an update on behalf of the Elsinore Valley Municipal Water District.

President John Grande provided an update on behalf of the Chamber of Commerce. Jeanette Vanderpool provided an update on behalf of the Lake Elsinore Unified School District Board.

PUBLIC SAFETY UPDATE

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

Captain Rayls provided an update on public safety statistics.

Fire Chief LaTendresse provided an update on fire statistics.

PUBLIC COMMENT

Jim Judziewicz spoke about Measure T which include repairs, safety and security improvements for new classroom spaces.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Council Member Smith stated that Riverside Transportation Agency was looking into the possibility of autonomous buses. He also stated that he would be traveling to Washington D.C. along with Riverside County Transportation Commission and Riverside Transportation Agency.

Council Member Castillo stated the Community Engagement ad hoc committee met regarding upcoming events including the the 9/11 Remembrance Ceremony at the fire station and the Pumpkin Bash in October. She encouraged the community to support local businesses.

Council Member Dain stated she attended Supervisor Spiegel's Senior Legacy Awards and where Steve Liebring was the recipient. She further spoke about the Veteran's Day celebration at Holiday Harbor.

Mayor Pro Tem Terry had no comments.

Mayor Welty spoke about his attendance at a recent etymology conference and learning about flies and mosquitos. He noted the City held a ribbon cutting for the Council Chambers renovation project and that goal was to move Staff together to have one central home.

CONSENT CALENDAR

Council Member Smith pulled Item 4 for further discussion.

Motion and second by Council Member Smith/Council Member Dain to approve Consent Calendar Items 1, 2, 3 and 5.

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 Nos. 2024-37 and 2024-38 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 July 31, 2024.

- (5) Adopt a Resolution Adopting the Amended Conflict of Interest Code of the City of Canyon Lake

Action Taken: The City Council adopted Resolution No. 2024-39 rescinding Resolution No. 2022-15 and adopting the City's amended Conflict of Interest Code.

PULLED CONSENT CALENDAR ITEMS

- (4) Approval of Amendment No. 1 to the Professional Services Agreement Between the City of Canyon Lake and VCA Code for Building & Safety Department Services

This item was pulled by Council Member Smith.

Administrative Services Director Borja answered questions regarding the agreement with VCA Code.

Motion and second by Council Member Smith/Mayor Pro Tem Terry to approve Amendment No. 1 to the Professional Services Agreement with VCA Code to extend the term to September 3, 2025, for Building & Safety Department Services

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

PUBLIC HEARINGS

There were no public hearings.

BUSINESS ITEMS

(6) Update Regarding the Police Services Assessment

City Manager Brown and Matthew Rodriguez of GPS Consulting, LLC provided a presentation.

There were no public comments.

Motion and second by Council Member Castillo/Council Member Dain to receive and file the report, accept the project as complete and direct Staff to bring this item back with more information at the October City Council meeting.

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

(7) Update Regarding the City's Weed Abatement Program

Fire Chief LaTendresse provided a presentation.

There were no public comments.

The City Council received and filed the presentation.

(8) Update Regarding the City's Highway Safety Improvement Program (HSIP)

Administrative Services Director Borja provided a presentation.

There were no public comments.

The City Council received and filed the presentation.

- (9) Introduction and First Reading of Ordinance No. 249 and Urgency Ordinance No.250 Adopting a Golf Cart Transportation Plan

City Manager Brown requested this item be withdrawn from the agenda and brought back at a future City Council meeting.

Motion and second by Council Member Smith/ Mayor Pro Tem Terry to continue the item to a date uncertain.

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

CITY MANAGER COMMENTS

Interim City Manager Brown spoke about the upcoming Pumpkin Bash.

ANNOUNCEMENTS

Mayor Welty announced that the next regular City Council meeting will be held on Wednesday, October 9, 2024.

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

ADJOURNMENT

At 8:55 p.m., Mayor Welty adjourned the meeting.

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: Jessica Sanchez, Management Analyst

DATE: October 9, 2024

SUBJECT: Adopt a Resolution Approving an Amendment to Contract No. C9802199 with the State of California for the Urban Counties Grant Funds

Recommendation

Adopt Resolution No. 2024-41 approving an amendment to Contract No. C9802199 with the State of California for the Urban Counties Grant on a form to be approved by the City Attorney that allows a pass-through of the City’s allocated funds to go to the Riverside County Regional Park and Open Space District.

Background/Discussion

The City Council adopted Resolution 2024-02 on January 10, 2024, which approved the submission of an application for Per Capita Grant funds which included Urban Counties Grant funds of \$6,859 offered through the “Parks, Environment, and Water Bond Act of 2018” Proposition 68 by the State of California’s Department of Parks and Recreation. The noncompetitive and cost matching grant funds were available to the City since July 1, 2018, with no prior actions taken to secure the City’s allotment.

Contract No. C9802199 was procured on February 28, 2024, between the City and the State that allocated the City the combined State grant funds and allowed the City a submission of a recreation project application for State approval.

On June 5, 2024, the City notified the State that it would no longer seek out its allotted grant funds and an application would not be submitted. On July 31, 2024, the City Council adopted Resolution No. 2024-30 allowing a pass-through of the City’s allocated funds to go to the Riverside County Regional Park and Open Space District.

On August 29, 2024, the State notified the City that a second resolution was required, referencing the separate Urban Counties Grant Contract No. C980219, in order to release and pass-through the entire amount of allocated funds. The allocated Urban Counties Grant funds of \$6,859 will reflect \$0, showing a pass-through of \$6,859 to be allocated to the Riverside County Regional Park and Open Space District.

Fiscal Impact

None.

Attachments

1. Resolution No. 2024-41

RESOLUTION NO. 2024-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING AN AMENDMENT TO CONTRACT NO. C9802199 WITH THE STATE OF CALIFORNIA FOR URBAN COUNTIES GRANT FUNDS

WHEREAS, on February 28, 2024, the City of Canyon Lake entered into Contract No. C9802199 with the State of California (“State”) for Urban Counties Grant funds to submit an application for a recreation project; and

WHEREAS, on June 5, 2024, the City of Canyon Lake notified the State it would no longer seek out allocated Per Capita and Urban Counties grant funds and an application would not be submitted due to a non-viable project; and

WHEREAS, on July 31, 2024, the City Council adopted Resolution No. 2024-30 allowing a pass-through of the City’s allocated funds to go to the Riverside County Regional Park and Open Space District; and

WHEREAS, On August 29, 2024, the State notified the City a second resolution was required, referencing the separate Urban Counties Grant contract in order to release and pass-through the entire amount of allocated funds; and

WHEREAS, the City will enter into an amended Contract with the State to decrease the City’s Urban Counties Grant Fund allocation from \$6,859 to \$0 to reflect the pass-through of \$6,859 to the Riverside County Regional Park and Open Space District.

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 approves the amendment to Contract No. C9802199 to reflect the pass through of \$6,859 to the Riverside County Regional Park and Open Space District.

Section 3. The City Council hereby authorizes the City Manager to execute the amendment on behalf of the City of Canyon Lake.

Section 4. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 5. That the City Clerk shall certify to 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 this 9th day of October 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Steven Graham Pacifico, City Attorney

DATE: October 9, 2024

SUBJECT: Approve Amendment No. 2 to Employment Agreement with Arron Brown

Recommendation

Approve Amendment No. 2 to Employment Agreement with Arron Brown.

Background and Analysis

The City of Canyon Lake entered into an employment agreement with Arron Brown on April 10, 2024, to fill the position of Interim City Manager.

The position of Interim City Manager is a temporary role appointed to oversee the daily operations of the city during the transition period between permanent City Managers. The Interim City Manager assumes all the responsibilities of the permanent City Manager, including managing city staff, implementing policies set by the City Council, and ensuring the delivery of public services. However, the interim position differs in that it is intended to be short-term and lacks the long-term strategic planning focus often associated with a permanent appointment. Typically, the Interim City Manager's primary goal is to maintain continuity and stability while the city conducts a search for a permanent City Manager.

Transitioning the incumbent Interim City Manager to the permanent position provides several benefits for the city, including continuity of leadership and familiarity with ongoing projects and city operations. Since the interim manager has already established working relationships with city staff, council members, and the community, this transition can reduce the learning curve and foster a smoother continuation of city policies and initiatives. Furthermore, having firsthand experience with the city's challenges and priorities, the incumbent brings a deeper understanding to long-term strategic planning. Additionally, as the incumbent manager has demonstrated to the City Council that he has the necessary experience and skillset to be successful in the position, his appointment avoids the significant costs (up to \$50,000) associated with a recruitment process.

This amendment removes the “interim” designation from Arron Brown’s employment agreement, without making any other changes to the agreement. From a purely legal perspective, the amendment does not fundamentally modify relationship between the parties with no changes to salary, duties, or separation provisions. However, the change is significant in practical terms as the incumbent will no longer be expected to solely account for continuity and stability, but will be expected to engage in long-term planning, accounting for the goals and vision of the City Council going forward.

Discussion

The attached Amendment No. 2 to the employment agreement removes all references to the position of “Interim City Manager” and replaces those references with the position of “City Manager.”

Fiscal Impact

There is fiscal impact associated with the adoption of this Amendment No. 2 to the Employment Agreement.

Attachments

1. Amendment No. 2

**AMENDMENT NO. 2 TO
CITY MANAGER EMPLOYMENT AGREEMENT**

BY AND BETWEEN

THE CITY OF CANYON LAKE

AND

ARRON BROWN

DATED: OCTOBER 9, 2024

AMENDMENT NO. 2 TO AGREEMENT

This Amendment No. 2 to the Interim City Manager Employment Agreement approved by the City Council of the City of Canyon Lake on April 10, 2024, and first amended on July 31, 2024, is made and entered into as of October 9, 2024, by and between the City of Canyon Lake (“City”), a California municipal corporation and Arron Brown, an individual (“Employee”). City and Employee are sometimes hereinafter referred to as “Party” and hereinafter collectively referred to as the “Parties.”

RECITALS

- A. City and Employee entered into an agreement entitled “Interim City Manager Employment Agreement” approved by the City Council on April 10, 2024 (“Agreement”).
- B. City and Employee entered into an amendment to the agreement entitled “Amendment No 1 to Interim City Manager Employment Agreement” approved by the City Council on July 31, 2024 (“1st Amendment”).
- C. The Parties desire to amend the Agreement once more to remove the Interim title and make Employee the City Manager of the City of Canyon Lake.
- D. The Parties agree to meet on or before December 11, 2024 to discuss any potential changes in compensation and benefits.

OPERATIVE PROVISIONS

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

- 1. **AMENDMENT.** The Agreement is hereby modified and amended as follows: The word Interim is removed and all references to “Interim City Manager” shall be changed to “City Manager.”
- 2. **REMAINDER UNCHANGED.** Except as specifically modified and amended in this Amendment, the Agreement remains in full force and effect and binding upon the Parties.
- 3. **SEVERABILITY.** If any portion of this Amendment is declared invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 4. **EFFECTIVE DATE.** This Amendment shall not become effective until the date it has been executed by the appropriate authorities of the City and Employee.
- 5. **APPLICABLE LAW.** The laws of the State of California shall govern the interpretation and enforcement of this Amendment.
- 6. **REFERENCES.** All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Amendment.

[SIGNATURE PAGE FOLLOWS]

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

CITY OF CANYON LAKE

Dale Welty

Mayor

**ATTEST:
CITY CLERK**

By: _____

**APPROVED AS TO FORM:
CITY ATTORNEY**

By: _____

EMPLOYEE

Arron Brown



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

DATE: October 9, 2024

SUBJECT: Update Regarding the Police Services Assessment

Recommendation

Receive and file the update.

Background/Discussion

The City's consultant will provide an update on the police services assessment.

Fiscal Impact

None.

Attachments

None.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, Interim City Manager

BY: Mike Borja, Administrative Services Director

DATE: October 9, 2024

SUBJECT: Update Regarding the Council Chambers Renovation Project, Allocate Capital Funds for the Project and Consider the Award of a Change Order for Phase 2

Recommendation

(1) Receive and file the update; (2) adopt Resolution No. 2024-42 allocating \$75,000 of capital funds for the standby and emergency generator; and (3) authorize the City Manager to negotiate with and award a change order to Lowe Construction Inc. to include all of Phase 2.

Background

The Council Chambers 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 Chambers by relocating the existing council chambers to its new location on the first floor of City Hall.

On June 12, 2024, the City Council authorized the City Manager to go to negotiate and execute all purchase orders and contracts necessary to carry out the Council Chambers Renovation and associated projects. The notice of intent to award was posted August 1, 2024, and no protests were received for any of the awarded bids. On August 22, 2024, notice to proceed was issued and work began August 26, 2024. The awarded bids were as follows:

- General Construction and Flooring: Lowe Construction Inc., Canyon Lake, CA
- Technology: Precision Technologies Inc., Riverside, CA
- Custom Cabinetry: Sound Space Furniture, Palm Springs, CA

Discussion

The Council Chambers Renovation Project is moving along very well and is now expected to be done ahead of the expected timeline. Thus far, Lowe Construction, Inc. has provided a quality project with exceptional communication and workmanship. At each step of the way Lowe Construction Inc. has met and exceeded the needs, expectations, and requirements of City Staff and building & fire codes.

As we navigated through the project, it became apparent that business resumption in a utility outage or disaster scenario had not been addressed. This project created the perfect opportunity to add a generator that would be capable of providing continuous power to both City Hall and the new Administration Offices, and all City Hall functions during scheduled or unscheduled power outage occurrences by SoCal Edison. Because of that we are requesting an allocation of \$75,000.00 from the Capital Expense Account 40-000-8031 to cover the cost of the generator and all associated electrical and installation costs. The attached Resolution requests the City Council to approve a budget adjustment to accommodate this need.

When the City's request for bids went out, numerous General Contractors expressed interest in bidding on the project. Unfortunately, only one contractor ultimately decided to submit a bid. The reasons given by those that decided not to submit a bid included the small-scale size of the job, the needed timeline to complete the project, and the prevailing wage requirement. The city was very fortunate to receive the bid from Lowe Construction Inc. that is not only a well-respected general contractor, but the firm is also a local business here in Canyon Lake and is owned and operated by a Canyon Lake resident.

Pursuant to 3.08.080 Public Projects(j) *no competitive advantage*, the City Council may dispense with otherwise applicable competitive procurement procedures if the advertisement for bids would be undesirable, impractical, or impossible, and if competitive procurement would not result in any advantage to the City in efforts to contract for the greatest public benefit. Because of the challenge with receiving bids, the high quality of the work completed by Lowe Construction Inc. and our desire for local preference, we are requesting City Council to authorize the City Manager to negotiate and execute all purchase orders and contracts necessary to carry out Phase 2 of the City Hall renovations. The request is specifically to negotiate up to the remaining ARPA created general fund balance with a goal of avoiding spending any money that was not ARPA related.

Phase 2 includes all areas highlighted in Exhibit A which includes the current public and staff areas of City Hall, and the first and second floor offices in the adjacent building, also referred to as the new Administration Offices, located at 31520 Railroad Canyon Road. If approved this will allow us to move all Administration staff from the lease building of 31526 Railroad Canyon Road to the new Administration Offices and eliminate the costly monthly lease.

Fiscal Impact

Funds for Phase 2 are budgeted and approved by the City Council in the current Fiscal Year 2024/25 budget. Elimination of the Administrative Office lease would save the City approximately \$40,300 per year.

Attachments

1. Resolution No. 2024-42
2. Exhibit A: Phase 2 Project Area

RESOLUTION NO. 2024-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING A BUDGET ADJUSTMENT IN THE AMOUNT OF \$75,000 FOR A BACKUP GENERATOR TO SUPPORT ALL CITY FUNCTIONS AT CITY HALL, AND THE ADMINISTRATION OFFICES

WHEREAS, on June 12, 2024, the City Council authorized the City Manager to go to negotiate and execute all purchase orders and contracts necessary to carry out the Council Chamber Renovation and associated projects; and

WHEREAS, it became apparent that business resumption in a utility outage or disaster scenario had not been addressed for the project that would be capable of providing continuous power to both City Hall and the new Administration Offices, and all City Hall functions during scheduled or unscheduled power outage occurrences; and

WHEREAS, the City’s Capital Expense Account has sufficient fund balance available to make the necessary purchase for a backup generator; and

WHEREAS, this work was not anticipated when the Budget was adopted for the project, therefore, budget adjustments must be approved by the City Council.

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 authorizes a budget adjustment in the amount of \$75,000 into account number 40-000-8031 (City Hall Generator) to fund the purchase.

Section 3. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 4. That the City Clerk shall certify to 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.

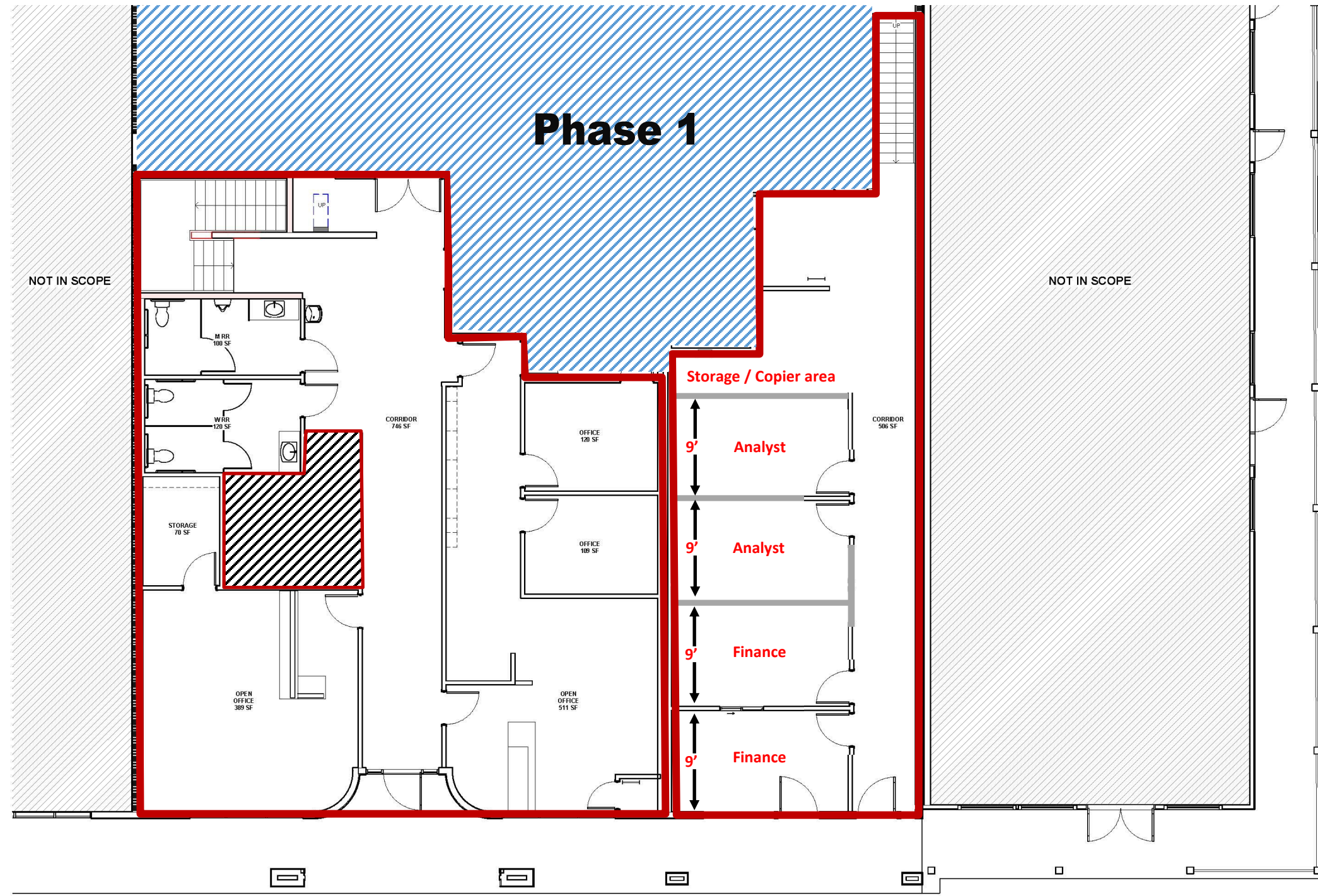
PASSED, APPROVED AND ADOPTED the 9th day of October 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

Phase 2 - City Hall & 1st Floor Administration Office



© 2021 Holt Architects, Inc.
 (E) FIRST FLOOR PLAN
 1/4" = 1'-0"

CANYON LAKE CITY HALL
 MASTER PLAN

CITY OF CANYON LAKE

MARK	DATE	DESCRIPTION
	10/11/23	PRELIMINARY DESIGN

PROJECT NO.: CCL001

SHEET TITLE:
**FIRST FLOOR
 PLAN - EXISTING**

SHEET NO.:
A101

Phase 2 - 2nd Floor Administration Office



MARK	DATE	DESCRIPTION
	10/1/23	PRELIMINARY DESIGN

