



AGENDA
ADMINISTRATION AND FINANCE COMMITTEE

John Zaitz
Tim Brown

January 5, 2016
8:00 a.m.

Canyon Lake Council Chambers
31516 Railroad Canyon Road
Canyon Lake, CA 92587

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Accept Meeting Minutes
 - 5.1 Meeting Minutes December 1, 2015 **Page 3**
6. Review of January 6, 2016 City Council Meeting Agenda – Recommendations to Council
 - a. Claims and Demands **Page 5**
 - b. Credit Card Review
7. November Investment Report **Page 27**
8. Review of Draft Audit FY 2014/2015 **Page 35**
9. Update Regarding Utility Users Tax Collected to Date **Page 93**
10. Review of Staff Recommendation for Public Works, Building and Safety, Planning, and Engineering Firm **Page 105**
11. Committee Member Comments
12. Staff Comments
13. Adjournment

Next Meeting Date: February 2, 2016

MINUTES
REGULAR MEETING OF THE CANYON LAKE
ADMINISTRATION AND FINANCE COMMITTEE
Tuesday, December 1, 2015 8:00 a.m.

Canyon Lake Council Chambers
31516 Railroad Canyon Road
Canyon Lake, CA 92587

1. Call to Order

Committee Chair John Zaitz called the meeting to order at 8:04 a.m.

2. Pledge of Allegiance

Kirsten Rowe, Administrative Services Manager, led the flag salute.

3. Roll Call

Present: Committee Chair John Zaitz
Committee Member Tim Brown

4. Public Comments

There were no public comments.

5. Accept Meeting Minutes

- 5.1 Meeting Minutes April 28, 2015**
- 5.2 Meeting Minutes May 5, 2015**
- 5.3 Meeting Minutes June 2, 2015**
- 5.4 Meeting Minutes November 3, 2015**

The minutes for April 28, 2015, May 5, 2015, June 2, 2015 and November 3, 2015 were accepted as presented.

6. Review of December 2, 2015 City Council Meeting Agenda – Recommendations to Council

a. Claims and Demands

This item was addressed.

b. Credit Card Review

This item was addressed.

7. Financial Statements

This item was addressed.

8. Quarterly Investment Report

This item was addressed.

9. October Investment Report

This item was addressed.

10. Review of Request for Proposal for Public Works, Building and Safety, Planning and Engineering Services

This item was addressed.

11. Update regarding Utility Users Tax Collected to Date

This item was addressed.

12. Committee Member Comments

This item was addressed.

13. Staff Comments

This item was addressed.

14. Adjournment

The meeting was adjourned at 9:24 a.m.

Respectfully submitted,

Courtney C. Shurtleff
Deputy City Clerk

City of Canyon Lake
City Council
Staff Report

TO: Mayor and City Council
FROM: Michelle Gomez, Accountant
DATE: January 6, 2016
SUBJECT: List of Demands

Recommendation:

That the City Council adopts a resolution entitled: RESOLUTION NO. 2016-01

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

Background:

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of December 2, 2015.

Budget (or 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:

Resolution
List of Demands

RESOLUTION NO. 2016-01

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

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

Demands are approved as shown on the Demand\Warrant Register of January 6th, in the amount of \$205,048.15 as follows:

Payroll Earnings (Gross)	\$	28,524.63	(2nd Half of November & 1st Half of December)
Payroll Taxes - Employer	\$	574.49	(2nd Half of November & 1st Half of December)
On-line Retirement		2,920.56	(2nd Half of November & 1st Half of December)
On-line Health		1,325.66	(For the Month of December)
General		171,702.81	
TOTAL	\$	205,048.15	

PASSED, APPROVED AND ADOPTED this 6th day of January 2016.

Mayor, Timothy Brown

ATTEST:

Ariel M. Hall, City Clerk

State of California
County of Riverside) ss
City of Canyon Lake)

I, Ariel M. Hall, City Clerk of the City of Canyon Lake, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of the Resolution No. 2016-01 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on January 6, 2016, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Ariel M. Hall, City Clerk

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 12/1/2015 Through 12/31/2015

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22082	12/17/2...	AMERICAN FORENSIC NURSES LLC	Blood Draw	40.00	10	GENERAL
Total 22082	12/17/2...			40.00		
22083	12/17/2...	ANIMAL FRIENDS OF THE VALLEYS	Animal Control Srv June 2015	3,500.00	10	GENERAL
22083	12/17/2...	ANIMAL FRIENDS OF THE VALLEYS	Animal Control Srvs Oct 2015	3,500.00	10	GENERAL
Total 22083	12/17/2...			7,000.00		
22084	12/17/2...	BIO-TOX LABORATORIES	Blood Screen	41.70	10	GENERAL
Total 22084	12/17/2...			41.70		
22085	12/17/2...	CITY CLERKS ASSN OF CALIF	Annual Membership Dues	130.00	10	GENERAL
Total 22085	12/17/2...			130.00		
22086	12/17/2...	CANYON LAKE PEST CONTROL, Steven E. Young	Pest Control	100.00	10	GENERAL
22086	12/17/2...	CANYON LAKE PEST CONTROL, Steven E. Young	Pest Control Storage Unit	90.00	10	GENERAL
Total 22086	12/17/2...			190.00		
22087	12/17/2...	Canyon Lake Property Owners Assoc.	Postage for Oct 2015	542.35	10	GENERAL
Total 22087	12/17/2...			542.35		
22088	12/17/2...	Corelogic Information Solutions, INC.	Property Detail Report	1.25	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 12/1/2015 Through 12/31/2015

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22088	12/17/2...	Corelogic Information Solutions, INC.	Property Report for Code Enforcement	1,650.00	10	GENERAL
Total 22088	12/17/2...			1,651.25		
22089	12/17/2...	Cota Cole LLP	Attorney Services Nov 2015	5,715.00	10	GENERAL
Total 22089	12/17/2...			5,715.00		
22090	12/17/2...	CTAI PACIFIC GREENSCAPE	Landscape Service Nov 2015	5,200.00	20	GAS TAX
Total 22090	12/17/2...			5,200.00		
22091	12/17/2...	Eagle Graphic Creations Inc.	Gavel for outgoing Mayor	32.40	10	GENERAL
Total 22091	12/17/2...			32.40		
22092	12/17/2...	ELSINORE VALLEY MUNI WATER DIS	Billing Period 10/22/15 - 11/20/15	100.60	10	GENERAL
22092	12/17/2...	ELSINORE VALLEY MUNI WATER DIS	Billing Period 10/23/15 - 11/23/15	281.70	20	GAS TAX
Total 22092	12/17/2...			382.30		
22093	12/17/2...	Executive Cleaning Services, LLC	Cleaning Service Dec 2015	925.00	10	GENERAL
22093	12/17/2...	Executive Cleaning Services, LLC	Cleaning Services Nov 2015	925.00	10	GENERAL
Total 22093	12/17/2...			1,850.00		
22094	12/17/2...	Fontis Solutions	New Citation Books for Police Officers	1,932.34	10	GENERAL
Total 22094	12/17/2...			1,932.34		
22095	12/17/2...	FRIDAY FLYER	Block Grant Applications	39.90	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 12/1/2015 Through 12/31/2015

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22095	12/17/2...	FRIDAY FLYER	Block Grant Funds	17.25	10	GENERAL
22095	12/17/2...	FRIDAY FLYER	Marijuana Dispensaries Notice	31.50	10	GENERAL
22095	12/17/2...	FRIDAY FLYER	Notice of Ordinance Adoption	107.50	10	GENERAL
22095	12/17/2...	FRIDAY FLYER	Ordinance No. 162	91.35	10	GENERAL
22095	12/17/2...	FRIDAY FLYER	Ordinance No. 163	195.05	10	GENERAL
22095	12/17/2...	FRIDAY FLYER	Ordinance No. 164	107.50	10	GENERAL
22095	12/17/2...	FRIDAY FLYER	Ordinance no. 165	91.35	10	GENERAL
22095	12/17/2...	FRIDAY FLYER	Public Hearing Solar Energy	79.50	10	GENERAL
Total 22095	12/17/2...			760.90		
22096	12/17/2...	Ariel Hall	Mileage Task Force, El Nino, Contract City Partners	83.17	10	GENERAL
Total 22096	12/17/2...			83.17		
22097	12/17/2...	MIG / HOGLE-IRELAND	Planning Nov 2015	3,205.00	10	GENERAL
Total 22097	12/17/2...			3,205.00		
22098	12/17/2...	Joseph Holt Plastering, Inc.	Overpaid Business License Renewal	1.00	10	GENERAL
Total 22098	12/17/2...			1.00		
22099	12/17/2...	League of California Cities	LCC Division Meeting - Warren & Haggerty	80.00	10	GENERAL
Total 22099	12/17/2...			80.00		
22100	12/17/2...	NEXTEL COMMUNICATIONS	Phones Oct 25- Nov 24 2015	208.66	10	GENERAL
Total 22100	12/17/2...			208.66		
22101	12/17/2...	Pierce Law Firm, Bradley D. Pierce	Attorney Srvs Nov 2015	255.57	10	GENERAL

City of Canyon Lake
Check/Voucher Register - Council Report - Expenditures
From 12/1/2015 Through 12/31/2015

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 22101	12/17/2...			255.57		
22102	12/17/2...	Rogers, Anderson, Malody & Scott, LLP	Accounting Serivces Oct 2015	7,500.00	10	GENERAL
Total 22102	12/17/2...			7,500.00		
22103	12/17/2...	JOHN REGUS	Library Rent Feb 2016	983.45	10	GENERAL
Total 22103	12/17/2...			983.45		
22104	12/17/2...	JOHN REGUS	Rent for Conference Room	250.00	10	GENERAL
Total 22104	12/17/2...			250.00		
22105	12/17/2...	County Executive Office	Southwest Communities Financing Authority	997.47	10	GENERAL
Total 22105	12/17/2...			997.47		
22106	12/17/2...	RIV. CO. SHERIFF'S DEPT., Acctg & Fin	Law Enforcement Services	108,006.01	10	GENERAL
Total 22106	12/17/2...			108,006.01		
22107	12/17/2...	COUNTY OF RIVERSIDE-TLMA	SLF Costs FY 2016	640.66	20	GAS TAX
Total 22107	12/17/2...			640.66		
22108	12/17/2...	SOUTHERN CALIFORNIA EDISON	Billing Period 10/15 - 11/16	1,142.34	10	GENERAL
22108	12/17/2...	SOUTHERN CALIFORNIA EDISON	Billing Period 10/21 - 11/20	26.76	10	GENERAL
22108	12/17/2...	SOUTHERN CALIFORNIA EDISON	Billing period 10/22 - 11/21	104.28	20	GAS TAX
22108	12/17/2...	SOUTHERN CALIFORNIA EDISON	Billing Period 10/29 - 12/1	497.03	20	GAS TAX

City of Canyon Lake
Check/Voucher Register - Council Report - Expenditures
From 12/1/2015 Through 12/31/2015

Check Num...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22108	12/17/2...	SOUTHERN CALIFORNIA EDISON	Billing Period 11/9 - 12/10	96.85	20	GAS TAX
22108	12/17/2...	SOUTHERN CALIFORNIA EDISON	Billing Period 9/21 - 10/21	15.53	20	GAS TAX
22108	12/17/2...	SOUTHERN CALIFORNIA EDISON	Billing Period 10/15 - 11/16	225.19	20	GAS TAX
Total 22108	12/17/2...			2,107.98		
22109	12/17/2...	Sparkletts	Drinking Water Oct 2015	13.89	10	GENERAL
Total 22109	12/17/2...			13.89		
22110	12/17/2...	STAPLES	Office Supplies	396.37	10	GENERAL
Total 22110	12/17/2...			396.37		
22111	12/17/2...	STATE COMP. INS. FUND	Workers Comp Ins Jan 2016	975.75	10	GENERAL
Total 22111	12/17/2...			975.75		
22112	12/17/2...	Synoptek	It Services Dec 2015	1,825.00	10	GENERAL
22112	12/17/2...	Synoptek	It Services Nov 2015	1,725.00	10	GENERAL
Total 22112	12/17/2...			3,550.00		
22113	12/17/2...	TelePacific Communications	Phone Nov 2015	490.39	10	GENERAL
Total 22113	12/17/2...			490.39		
22114	12/17/2...	The Gas Company	Billing Period 10/28/15 - 12/1/15	3.51	10	GENERAL
Total 22114	12/17/2...			3.51		
22115	12/17/2...	Tyco Integrated Security LLC	Alarm System	159.61	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 12/1/2015 Through 12/31/2015

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 22115	12/17/2...			159.61		
22116	12/17/2...	U. S. Bank	Office Supplies, Video Camera, CC snacks	805.85	10	GENERAL
Total 22116	12/17/2...			805.85		
22117	12/17/2...	VERIZON CALIFORNIA	Internet Nov 10 - Dec 9	150.00	10	GENERAL
Total 22117	12/17/2...			150.00		
22118	12/17/2...	VERIZON CALIFORNIA	Billing Period 11/13 - 12/12	221.40	10	GENERAL
Total 22118	12/17/2...			221.40		
22119	12/17/2...	VERIZON CALIFORNIA	Phone 11/13 - 12/12	123.11	10	GENERAL
Total 22119	12/17/2...			123.11		
22120	12/17/2...	Verizon Wireless	Billing Period 11/4/15 - 12/3/15	239.10	10	GENERAL
Total 22120	12/17/2...			239.10		
22121	12/17/2...	Vivint Solar	Overpaid on Business License Renewal	21.00	10	GENERAL
Total 22121	12/17/2...			21.00		
22122	12/17/2...	Willdan	Building and Safety Nov 2015	13,345.54	10	GENERAL
22122	12/17/2...	Willdan	Overpaid on Business License Renewal	21.00	10	GENERAL
Total 22122	12/17/2...			13,366.54		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 12/1/2015 Through 12/31/2015

Check Numb...	Matching Docum... Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
22123	12/17/2...	XEROX	Copier Lease Nov 2015	1,121.20	10	GENERAL
Total 22123	12/17/2...			1,121.20		
22124	11/30/2...	JOHN ZAITZ	Mileage, Phone and Internet for November 2015	105.75	10	GENERAL
Total 22124	11/30/2...			105.75		
22125	12/17/2...	AMERICAN FORENSIC NURSES LLC	Blood Draw	80.00	10	GENERAL
Total 22125	12/17/2...			80.00		
22126	12/17/2...	Special District Risk Management Authority	Dental Ins Jan 2016	92.13	10	GENERAL
Total 22126	12/17/2...			92.13		
Report Total				171,702.81		

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

Vendor ID	Invoice Description	Cash Required
AMERICAN FORENSIC	Blood Draw	40.00
ANIMAL FRIENDS	Animal Control Srv June 2015	3,500.00
	Animal Control Srvs Oct 2015	3,500.00
BIO-TOX	Blood Screen	41.70
CCAC	Annual Membership Dues	130.00
CL PEST	Pest Control	100.00
	Pest Control Storage Unit	90.00
CL PROPERTY OWNERS	Postage for Oct 2015	542.35
Corelogic	Property Detail Report	1.25
	Property Report for Code Enforcement	1,650.00
Cota Cole	Attorney Services Nov 2015	5,715.00
CTAI PACIFIC	Landscape Service Nov 2015	5,200.00
GREENSCAP		
Eagle	Gavel for outgoing Mayor	32.40
EVMWD	Billing Period 10/22/15 - 11/20/15	100.60
	Billing Period 10/23/15 - 11/23/15	281.70
Executive Cleaning Services, LLC	Cleaning Service Dec 2015	925.00
	Cleaning Services Nov 2015	925.00
Fontis Solutions	New Citation Books for Police Officers	1,932.34
FRIDAY FLYER	Block Grant Applications	39.90
	Block Grant Funds	17.25
	Marijuana Dispensaries Notice	31.50
	Notice of Ordinance Adoption	107.50
	Ordinance No. 162	91.35
	Ordinance No. 163	98.95
	Ordinance No. 163	96.10
	Ordinance No. 164	107.50
	Ordinance no. 165	91.35
	Public Hearing Solar Energy	79.50
Hall	Mileage Task Force, El Nino, Contract City Partners	83.17
HOGLE-IRELAND	Planning Nov 2015	3,205.00
Joseph Holt	Overpaid Business License Renewal	1.00
LCC	LCC Division Meeting - Warren & Haggerty	80.00
NEXTEL	Phones Oct 25- Nov 24 2015	208.66
Pierce Law Firm	Attorney Srvs Nov 2015	255.57
RAMS	Accounting Services Oct 2015	7,500.00
REGUS	Library Rent Feb 2016	983.45
	Rent for Conference Room	250.00
riv Co Exec	Southwest Communities Financing Authority	997.47
Riv Co Sheriff Acctg	Law Enforcement Services	108,006.01
Riv Co TLMA	SLF Costs FY 2016	640.66
SCE	Billing Period 10/15 - 11/16	919.70
	Billing Period 10/15 - 11/16	225.19

Date: 12/17/15
02:15:35 PM

Page: 1

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

Vendor ID	Invoice Description	Cash Required
	Billing Period 10/15 - 11/16	222.64
	Billing Period 10/21 - 11/20	26.76
	Billing period 10/22 - 11/21	104.28
	Billing Period 10/29 - 12/1	497.03
	Billing Period 11/9 - 12/10	96.85
	Billing Period 9/21 - 10/21	15.53
Sparkletts	Drinking Water Oct 2015	13.89
STAPLES	Office Supplies	396.37
STATE FUND	Workers Comp Ins Jan 2016	975.75
Synoptek	It Services Dec 2015	1,825.00
	It Services Nov 2015	1,725.00
TelePacific	Phone Nov 2015	490.39
The Gas Co	Billing Period 10/28/15 - 12/1/15	3.51
TYCO - ADT	Alarm System	159.61
US Bank	Office Supplies, Video Camera, CC snacks	805.85
VERIZON	Billing Period 11/13 - 12/12	221.40
	Internet Nov 10 - Dec 9	150.00
	Phone 11/13 - 12/12	123.11
VerizonW	Billing Period 11/4/15 - 12/3/15	239.10
Vivint Solar	Overpaid on Business License Renewal	21.00
Willdan	Building and Safety Nov 2015	13,345.54
	Overpaid on Business License Renewal	21.00
XEROX	Copier Lease Nov 2015	1,121.20
ZAITZ	Mileage, Phone and Internet for November 2015	105.75
Report Total		171,530.68

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
AMERICAN FORENSIC	Blood Draw	80.00
SDRMA	Dental Ins Jan 2016	<u>92.13</u>
Report Total		<u><u>172.13</u></u>

P.O. BOX 6345
 RECEIVED
 4246 0445 5568 4145

DEC 10 2015

BY: *RS*

ACCOUNT NUMBER 4246 0445 5568 4145
 STATEMENT DATE 12-07-2015
 AMOUNT DUE \$805.85
 NEW BALANCE \$805.85
 PAYMENT DUE ON RECEIPT

000000227 1 SP 0.500 106481300109345 P
 CITY OF CANYON LAKE
 ATTN KEITH BRESKIN
 31516 RAILROAD CANYON RD
 CANYON LAKE CA 92587-9400

AMOUNT ENCLOSED
 \$
 Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEM
 P.O. BOX 790428
 ST. LOUIS, MO 63179-0428

4246044555684145 000080585 000080585

U S BANK Statement dated 12/7/2015

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	USPS	Postage	\$ 19.94	10-310-6210
2	Best Buy	Video Camera	\$ 337.45	10-310-6610
3	Stater Bros	Turkey Drive Snacks	\$ 24.73	10-310-6610
4	MSFT	Office 365 Monthly Fee	\$ 237.50	10-310-6610
5	Stater Bros	Council Snacks	\$ 46.04	10-100-6510
6	USPS	Postage	\$ 6.74	10-310-6210
7	Avangate	License DVD Ripper	\$ 107.95	10-310-6610
8	VCN Riverside	Filing for Release of violation	\$ 23.00	10-310-6610
9	VCN Riverside	Credit Card Fee	\$ 2.50	10-310-6610
			\$ 805.85	
Account Breakdown				
	Conference/Meeting/Travel Exp	10-100-6510	\$ 46.04	
	Professional/Specialized Services	10-310-6610	\$ 733.13	
	City Council Snacks	10-100-6510	\$ -	
	Postage	10-310-6210	\$ 26.68	
	Veterans Day	10-100-6830		
			\$ 805.85	

Handwritten signature and date
 Page 1/15
 12/11/15

RECEIVED

DEC 07 2015

BY: CS

INVOICE

Remit

To: 2401 E. Katella Avenue, Suite 300
Anaheim, CA 92806-6073

Invoice No.: 002-16195

Date: 4-Dec-2015

To: City of Canyon Lake
Finance Department
31516 Railroad Canyon Road
Canyon Lake, CA 92587

Project No.: 101718

BUILDING and SAFETY SERVICES - November 2015

Total Revenue for	07/01/15 to 11/30/15	=	\$76,319.03
Total Charges for	07/01/15 to 11/30/15	=	\$57,239.28
Total Fees collected	11/01/15 to 11/30/15	=	\$17,794.05

\$17,794.05 X 75% \$13,345.54

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

TOTAL AMOUNT DUE THIS INVOICE: \$13,345.54

10-360-6610

CS
12/17/15

RECEIVED

DEC 14 2015

B: *[Signature]*

Invoice



MOORE IACOFANO GOLTSMAN, INC.

City of Canyon Lake
31516 Railroad Canyon #101
Canyon Lake, CA 92587

December 10, 2015
Project No: 11815.00
Invoice No: 0042431

Project 11815.00 Staffing Services, Canyon Lake

Professional Services from November 01, 2015 to November 30, 2015

Phase 004 Project Billable

Professional Personnel

	Hours	Rate	Amount	
Project Associate				
Alvarez, David	5.50	100.00	550.00	
Totals	5.50		550.00	
Total Labor				550.00
				Total this Phase \$550.00

Phase 005 Non-project Billable 2015-2016

Professional Personnel

	Hours	Rate	Amount	
Project Associate				
Brady, Russell	.50	110.00	55.00	
Project Associate				
Alvarez, David	26.00	100.00	2,600.00	
Totals	26.50		2,655.00	
Total Labor				2,655.00
				Total this Phase \$2,655.00
				Total this Invoice \$3,205.00

10-350-6619

[Signature]
12/17/15

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



Home Profile Reporting Person Information Education Other Organizations

Manage Reports Billing and Payments Payroll Schedule Member Requests Health Reconciliation

Common Tasks Name: City of Canyon Lake CalPERS ID: 3813045770

Menu

Billing and Payments

Super Funded Accounts

Rate Plan Details

Payment Accounts

Payment Request Acceptance

Your request for payment has been accepted.

- Please print this page for your records.
- If you need to contact us with questions regarding this payment, please have your Payment Confirmation Number for faster access.
- Your payment will be reflected in your CalPERS account once the payment has been received by CalPERS.
- Your payment account may take longer to post, depending upon your Financial Institution. Once your payment is processed, CalPERS will send a confirmation email to the email address in your profile.

Payment Setup Total

Total Payment Amount: \$1,471.24

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1000640078	12/18/2015	100000014551452	Employer Contribution, Classic, 1684, CalPERS, 2015/2016	EFT - Debit	122234149	\$1,363.35
1000640079	12/18/2015	100000014554330	Employer Contribution, PEPR New, 26189, CalPERS, 2015/2016	EFT - Debit	122234149	\$107.89

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Build: v5.6.0 a Baseline: 151210_130910 v5.6.Int.2531 UID: 318

OK - [Signature]
12/17/15



Home Profile Reporting Person Information Education Other Organizations

Manage Reports Billing and Payments Payroll Schedule Member Requests Health Reconciliation

Common Tasks Name: City of Canyon Lake CalPERS ID: 3813045770

Menu Payment Request Acceptance

Billing and Payments

Super Funded Accounts

Rate Plan Details

Payment Accounts

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- Your payment account may take longer to post, depending upon your Financial Institution. Once your payment is processed, CalPERS will send a confirmation email to the email address in your profile.

Payment Setup Total
Total Payment Amount: \$1,449.32

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1000632183	11/30/2015	100000014551452	Employer Contribution, Classic, 1684, CalPERS, 2015/2016	EFT - Debit	122234149	\$1,363.35
1000632184	11/30/2015	100000014554330	Employer Contribution, PEPPRA New, 26189, CalPERS, 2015/2016	EFT - Debit	122234149	\$85.97

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Build: v5.5.1 Baseline: 151103 162223 v5.5.1.Int 5988 UID: 318

12/2/15



Home Profile Reporting Person Information Education Other Organizations
Manage Reports Billing and Payments Payroll Schedule Member Requests Health Reconciliation

Common Tasks Menu

Name: City of Canyon Lake CalPERS ID: 3813045770

Billing and Payments
Super Funded Accounts
Rate Plan Details
Payment Accounts

Payment Request Acceptance

Your request for payment has been accepted.

- Please print this page for your records.
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- Your payment account may take longer to post, depending upon your Financial Institution. Once your payment is processed, CalPERS will send a confirmation email to the email address in your profile.

Payment Setup Total

Total Payment Amount: \$1,324.28

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1000638435	12/14/2015	100000014656611	Employer Billing, Health - Medical	EFT - Debit	122234149	\$1,324.28

de-
all
12/17/15



Home Profile Reporting Person Information Education Other Organizations

Manage Reports Billing and Payments Payroll Schedule Member Requests Health Reconciliation

Common Tasks Name: City of Canyon Lake CalPERS ID: 3813045770

Menu

- Billing and Payments:
- Super Funded Accounts
- Rate Plan Details
- Payment Accounts

Payment Request Acceptance

Your request for payment has been accepted.

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- Your payment account may take longer to post, depending upon your Financial Institution. Once your payment is processed, CalPERS will send a confirmation email to the email address in your profile.

Payment Setup Total

Total Payment Amount: \$1.38

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1000640075	12/18/2015	100000014656611	Employer Billing, Health - Medical	EFT - Debit	122234149	\$1.38

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Build: v5.6.0 a Baseline: 151210_130910_v5.6_Int.2531 UID: 318

dk
[Signature]
12/17/15

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 12/15/2015
Process: 2015121501
Period: 12/01/2015 to 12/15/2015

Department: (30)Special Enforcement Team

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Reg	Regular	24.00	621.12	CA	California SI		CA	California SI	621.12	CA	CA Edu & Ti	0.00	CA	CA Edu & Ti	0.00	621.12	0.00	621.12	0.00
Emp Id	83			CASDj	CA SDI - Eir		CASDj	CA SDI - Eir	621.12	CASUj	California SI	0.00	CASUj	California SI	0.00	621.12	0.00	621.12	0.00
Rate	25.8800			FITW	Federal Incon		FITW	Federal Incon	621.12	MED-R	Medicare - E	9.00	MED-R	Medicare - E	9.00	621.12	9.00	621.12	9.00
				MED	Medicare		MED	Medicare	621.12							621.12	9.00	621.12	9.00
Total Earnings		24.00	621.12	Total Deductions		0.00	Total Employee Taxes		80.61	Total Employer Taxes		9.00			90.61				
Reg	Regular	33.00	924.00	CA	California SI		CA	California SI	924.00	CA	CA Edu & Ti	0.00	CA	CA Edu & Ti	0.00	924.00	0.00	924.00	0.00
Emp Id	70			CASDj	CA SDI - Eir		CASDj	CA SDI - Eir	924.00	CASUj	California SI	0.00	CASUj	California SI	0.00	924.00	0.00	924.00	0.00
Rate	28.0000			FITW	Federal Incon		FITW	Federal Incon	924.00	MED-R	Medicare - E	13.40	MED-R	Medicare - E	13.40	924.00	13.40	924.00	13.40
				MED	Medicare		MED	Medicare	924.00							924.00	13.40	924.00	13.40
Total Earnings		33.00	924.00	Total Deductions		0.00	Total Employee Taxes		139.84	Total Employer Taxes		13.40			153.24				
Reg	Regular	12.00	310.56	CA	California SI		CA	California SI	310.56	CA	CA Edu & Ti	0.31	CA	CA Edu & Ti	0.31	310.56	0.31	310.56	0.31
Emp Id	93			CASDj	CA SDI - Eir		CASDj	CA SDI - Eir	310.56	CASUj	California SI	13.36	CASUj	California SI	13.36	310.56	13.36	310.56	13.36
Rate	25.8800			FITW	Federal Incon		FITW	Federal Incon	310.56	MED-R	Medicare - E	4.50	MED-R	Medicare - E	4.50	310.56	4.50	310.56	4.50
				MED	Medicare		MED	Medicare	310.56							310.56	4.50	310.56	4.50
Total Earnings		12.00	310.56	Total Deductions		0.00	Total Employee Taxes		153.77	Total Employer Taxes		18.17			171.90				
Reg	Regular	46.00	1238.32	CA	California SI		CA	California SI	1238.32	CA	CA Edu & Ti	0.00	CA	CA Edu & Ti	0.00	1238.32	0.00	1238.32	0.00
Emp Id	72			CASDj	CA SDI - Eir		CASDj	CA SDI - Eir	1238.32	CASUj	California SI	17.96	CASUj	California SI	17.96	1238.32	17.96	1238.32	17.96
Rate	26.9200			FITW	Federal Incon		FITW	Federal Incon	1238.32	MED-R	Medicare - E	17.96	MED-R	Medicare - E	17.96	1238.32	17.96	1238.32	17.96
				MED	Medicare		MED	Medicare	1238.32							1238.32	17.96	1238.32	17.96
Total Earnings		46.00	1238.32	Total Deductions		0.00	Total Employee Taxes		408.03	Total Employer Taxes		17.96			425.99				
Department: (30)Special Enforcement Team Total																			
Employees	4			Code			Amount			Code			Amount			Taxable			Amount
Female	1	Reg	Regular				3094.00			CA	California SI		271.35			310.56			0.31
Male	1									CASDj	CA SDI - Eir		27.84			310.56			13.36
										FITW	Federal Incon		438.20			3094.00			44.86
										MED	Medicare		44.86			3094.00			58.53
Total Earnings		115.00	3094.00	Total Deductions		0.00	Total Employee Taxes		782.25	Total Employer Taxes		58.53			840.78				

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Reg	Regular	264.50	13045.17	MEDj	Health Ins		CA	California SI	12113.16	CA	CA Edu & Ti	1.17	CA	CA Edu & Ti	1.17	12113.16	1.17	12113.16	1.17
Emp Id	72			PTAXI	Pre-Tax P		CASDj	CA SDI - Eir	12803.27	CASUj	California SI	50.51	CASUj	California SI	50.51	12803.27	50.51	12803.27	50.51
Rate	26.9200			PTXPE	Pre-Tax P		FITW	Federal Incon	12113.16	MED-R	Medicare - E	185.65	MED-R	Medicare - E	185.65	12113.16	185.65	12803.27	185.65
							MED	Medicare	12803.27							12803.27	185.65	12803.27	185.65
Total Earnings		293.00	13045.17	Total Deductions		932.01	Total Employee Taxes		2462.79	Total Employer Taxes		237.33			2700.12				

Page 2

M. Kelly

12/17/15

Date

Arvid M Hall, Intexim City Manager

Run Date: 12/11/15
Run Time: 03:48 PM

Department: (30)Special Enforcement Team
Employee: Feeney to Voshall

CBIZ Payroll
Phone: (800) 815-3023 Fax: (877) 282-3016
Labor © 1993-2015 NGRV

City of Canyon Lake
Company (10756)

Check Date: 11/30/2015
Process: 2015113001
Period: 11/16/2015 to 11/30/2015

Department: (60)Fire

Wilson, Michael H	Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount	Gross	Tot Liab	Net Amt											
						SS	OASDI			-800.00								0.00	0.00	0.00										
Total Earnings																	0.00	0.00	0.00	Total Employer Taxes	0.00									

Department: (60)Fire Total

Employees	1	Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount	Gross	Tot Liab	Net Amt											
Female	0						SS	OASDI			-800.00								0.00	0.00	0.00										
Male	1																		0.00	0.00	0.00										
Total Earnings																	0.00	0.00	0.00	Total Employer Taxes	0.00										

Report Total

Employees	14	Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount	Gross	Tot Liab	Net Amt								
Female	7	125CO	125 Cash	19.00	1514.15	MEDI: Health Ins	CA	241.90	CA	California SI	723.74	14558.42	CA	Edu & T	2641.40	2641.40	2.64											
Male	5	ADML	Admin Le	57.00	399.00	PTAXF Pre-Tax P	CASDI	636.11	CA	SDI - Eir	123.66	13737.56	California	SI	2641.40	113.58	113.58	15479.46	15816.62	11397.42								
		Hol	Holiday	208.00	13366.81	PTXPE Pre-Tax P	FITW	43.03	Federal	Incon	2092.65	14558.42	MED-R	Medicare - E	15237.56	220.94	220.94											
		Reg	Regular	13.50	199.50	MED Medicare	SS	OASDI			-800.00																	
		Sick	Sick																									
Total Earnings																	297.50	15479.46	Total Deductions	921.04	Total Employer Taxes	3161.00	Total Employer Taxes	337.16				

[Signature]
Aryel Hall, Interim City Manager

← 12/2/15
Date

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DEC 15 2015

BY: RS

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

STATEMENT FOR THE PERIOD FROM 11/01/2015 TO 11/30/2015
ACCOUNT 1035003119

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

* PORTFOLIO: SUMMARY GRAPHICAL DISPLAY WITH MARKET VALUE & PERCENT

* ACTIVITY SUMMARY: MARKET VALUE WITH TRANSACTION SUMMARY

* PORTFOLIO STATEMENT: A LISTING OF COST AND MARKET VALUE OF ASSETS HELD IN THE PORTFOLIO

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

* TRANSACTION STATEMENT: A COMPLETE LISTING FOR THE PERIOD GROUPED BY TRANSACTION TYPE.

* DISCLOSURES: CITIZENS BUSINESS BANK MAY RECEIVE RESEARCH AND OTHER BENEFITS FROM BROKER DEALERS WHICH MAY BE CONSIDERED COMPENSATION TO US. UPON REQUEST WE WILL DISCLOSE DETAILS OF ANY COMPENSATION RECEIVED.

* TO TRUST BENEFICIARIES: UNDER SECTION 17200 OF CALIFORNIA PROBATE CODE, YOU MAY PETITION THE COURT TO OBTAIN A COURT REVIEW OF THE ACCOUNT AND THE ACTS OF THE TRUSTEE. CLAIMS AGAINST THE TRUSTEE FOR BREACH OF TRUST MUST BE MADE WITHIN THREE YEARS FROM THE DATE OF RECEIPT OF AN ACCOUNTING OR OTHER REPORT DISCLOSING FACTS GIVING RISE TO THE CLAIM.

CITIZENSTRUST™ Account Summary Statement

Statement Period: Nov 01, 2015 Through Nov 30, 2015

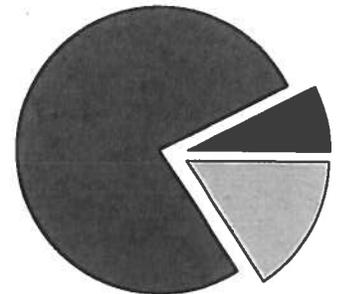


CITY OF CANYON LAKE
31516 RAILROAD CANYON RD
CANYON LAKE, CA 92587

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

Investment Portfolio Summary

Market Value As Of	11/01/2015	11/30/2015	% Of Account
 CASH & CASH EQUIVALENTS	464,260.50	195,162.61	7.5%
 FIXED INCOME	1,732,574.68	2,000,376.53	76.8%
 MISCELLANEOUS	409,520.09	409,520.09	15.7%
Total	2,606,355.27	2,605,059.23	100.0%



Activity Summary

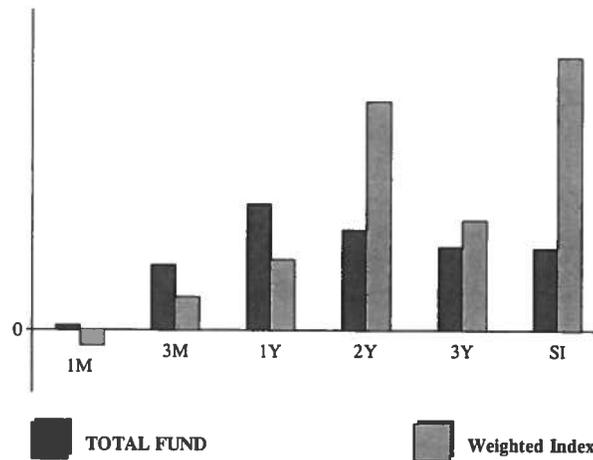
	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
Beginning Market Value	2,606,355.27	2,570,099.77		
Income	2,339.10	37,329.34	Long Term	0.00
Asset Activity	270,587.68-	16,934.63-	Short Term	0.00
Fees	849.31-	9,178.08-	Total Gains / Losses	0.00
Cash Management	269,097.89	11,216.63-		16,551.88-
Change In Market Value	1,296.04-	34,959.46		
Ending Market Value	2,605,059.23	2,605,059.23		

Statement Period: Nov 01, 2015 Through Nov 30, 2015

Performance Summary - Total Returns

	Market Value	1 Month	3 Months	1 Year	2 Years	3 Years	Since Inception 03/01/2010
TOTAL FUND	2,605,059	0.06	0.85	1.65	1.31	1.09	1.07
Return On Indexes Weighted Index		0.20-	0.43	0.92	2.99	1.44	3.57
Return On Indexes Fixed GT (95% FX / 5% C)		0.22-	0.12	0.87	1.05	0.87	1.70

Return Comparison



PAST RESULTS ARE NOT INDICATIVE OF FUTURE INVESTMENT RESULTS. FUND DATA IS ON A TRADE DATE BASIS. PERFORMANCE RESULTS ARE GROSS OF MANAGEMENT FEES. RETURNS FOR PERIODS LONGER THAN ONE YEAR ARE ANNUALIZED. MARKET VALUE DOES NOT INCLUDE ACCRUED INCOME.

Statement Period: Nov 01, 2015 Through Nov 30, 2015

Portfolio Statement

Quantity	Description	Market Value	Cost Basis
Cash & Cash Equivalents			
Cash Equivalents			
Citizens Business Bank Mmkt Fund			
195,162.610	CBBMMKFM1 CITIZENS BUSINESS BANK CBB-CITIZENSTRUST SWEEP ACCOUNT	195,162.61	195,162.61
	Total Citizens Business Bank Mmkt Fund	195,162.61	195,162.61
Total	Cash Equivalents	195,162.61	195,162.61
Total	Cash & Cash Equivalents	195,162.61	195,162.61
Fixed Income Taxable			
75,000.000	05531FAU7 BB&T CORPORATION DTD 06/29/15 CALL 2.625% 06/29/2020-2020	75,827.25	75,502.70
200,000.000	14912L4X6 CATERPILLAR FINANCIAL SERV CORP DTD 07/29/2011 2.05% 08/01/2016	201,774.00	207,764.00
70,000.000	3130A1CE6 FEDERAL HOME LOAN DTD 03/27/14 2% 12/27/2019	70,757.40	70,920.50
200,000.000	3130A43J9 FEDERAL HOME LOAN BANK DTD 02/20/15 CALL 1.75% 02/20/2020-2015	200,038.00	199,880.00
100,000.000	3130A6NA1 FEDERAL HOME LOAN DTD 10/29/15 CALL 1.4% 10/29/2019-2016	98,818.00	100,000.00
100,000.000	313380FB8 FEDERAL HOME LOAN BANK DTD 08/09/12 1.375% 09/13/2019	99,412.00	99,667.18
92,682.926	313381BG9 FEDERAL HOME LOAN BANK DTD 11/28/2012 CALL .625% 11/28/2016-2013	92,684.78	92,682.93
25,000.000	313381T88 FEDERAL HOME LOAN BANK DTD 01/17/2013 CALL 1.55% 01/17/2020-2015	24,924.25	24,808.75
75,000.000	3133EC7L2 FEDERAL FARM CREDIT BANK DTD 12/14/2012 CALL 1.29% 06/14/2019-2014	74,359.50	73,208.25
100,000.000	3133EENR7 FEDERAL FARM CREDIT BANK DTD 02/11/2015 CALL 1.73% 02/11/2020-2015	99,441.00	99,700.00
100,000.000	3134G3V72 FREDDIE MAC DTD 11/21/2012 CALL 1.62% 11/21/2019-2015	100,241.00	99,890.00

Statement Period: Nov 01, 2015 Through Nov 30, 2015

Portfolio Statement (Continued)

Quantity	Description	Market Value	Cost Basis
Taxable			
100,000.000	3134G6S53 FREDDIE MAC DTD 06/16/15 CALL 1.75% 12/16/2019-2015	100,029.00	99,859.00
100,000.000	3134G76C0 FREDDIE MAC DTD 11/23/15 CALL 1.2% 11/23/2018-2016	99,718.00	100,000.00
100,000.000	3134G7UY5 FREDDIE MAC DTD 09/30/15 CALL 2% 09/30/2020-2015	100,066.00	100,000.00
100,000.000	3134G84G1 FREDDIE MAC DTD 11/30/15 CALL 2% 11/25/2020-2016	100,052.00	100,000.00
100,000.000	3136G2H34 FANNIE MAE DTD 05/20/15 1.75% 05/20/2020-2015	100,274.00	100,000.00
105,000.000	36962G5H3 GENERAL ELECTRIC CAP CORP DTD 10/17/2011 3.35% 10/17/2016	107,354.10	113,211.00
75,000.000	36962G5W0 GENERAL ELECTRIC CAP CORP DTD 04/27/2012 2.3% 04/27/2017	76,200.00	78,075.75
150,000.000	48126EAA5 JPMORGAN CHASE DTD 08/20/2012 2% 08/15/2017	151,029.00	149,340.00
25,000.000	713448BN7 PEPSICO INC DTD 01/14/10 4.5% 01/15/2020	27,377.25	28,169.00
Total	Taxable	2,000,376.53	2,012,679.06
Total	Fixed Income	2,000,376.53	2,012,679.06
Miscellaneous			
Certificates Of Deposit			
Other Banks			
100,000.000	02587DA99 AMERICAN MEDIUM-TERM CD DTD 09/16/15 1.6% 09/17/2018	101,530.21	99,975.00
100,000.000	05580ACZ5 BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020	103,372.82	99,980.00
100,000.000	14042RAR2 CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020	103,385.68	99,615.00
100,000.000	29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020	101,231.38	100,000.00
	Total Other Banks	409,520.09	399,570.00
Total	Certificates Of Deposit	409,520.09	399,570.00

Statement Period: Nov 01, 2015 Through Nov 30, 2015

Portfolio Statement (Continued)

Quantity	Description	Market Value	Cost Basis
Miscellaneous Sundry Assets			
Documents			
1.000	DOC199647 INVESTMENT MANAGEMENT AGREEMENT CITY OF CANYON LAKE A/C# 1035003119	0.00	0.00
Total Documents		0.00	0.00
Total	Miscellaneous Sundry Assets	0.00	0.00
Total	Miscellaneous	409,520.09	399,570.00
Grand Total Assets		2,605,059.23	2,607,411.67

Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
Balances Beginning Of Period	0.00	2,605,921.88	2,614,890.87
Prior Accruals			8,535.60-
Unrealized Depreciation This Period			1,296.04-
Current Accruals			9,686.44
Asset Activity	270,587.68-	270,587.68	270,587.68-
Cash Management	269,097.89	269,097.89-	269,097.89
Fees	849.31-	0.00	849.31-
Income	2,339.10	0.00	2,339.10
Realized Gain/loss			0.00
Non Cash Asset Changes			
Balances End Of Period	0.00	2,607,411.67	2,614,745.67

Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
11/01/15		Beginning Balance		0.00	2,605,921.88
Income					
Dividends					
11/02/15		CBBMMKFM1 CITIZENS BUSINESS BANK CBB-CITIZENSTRUST SWEEP ACCOUNT	DIVIDEND	41.67	
Total Dividends				41.67	0.00
Interest					
11/05/15		313380FB8 FEDERAL HOME LOAN BANK DTD 08/09/12 1.375% 09/13/2019	ACCRUED INT	198.61-	
11/06/15		3130A5CL1 FEDERAL HOME LOAN BANK SERIES 0000 DTD 05/08/15 CALL 1.8% 05/06/2020-2015	INTEREST RCVD	890.00	

Statement Period: Nov 01, 2015 Through Nov 30, 2015

Transaction Statement (Continued)

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
11/10/15		3130A1CE6 FEDERAL HOME LOAN DTD 03/27/14 2% 12/27/2019	ACCRUED INT	517.22-	
11/16/15		29266NS32 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020	INTEREST RCVD	148.63	
11/20/15		3136G2H34 FANNIE MAE DTD 05/20/15 1.75% 05/20/2020-2015	INTEREST RCVD	875.00	
11/23/15		3134G3V72 FREDDIE MAC DTD 11/21/2012 CALL 1.62% 11/21/2019-2015	INTEREST RCVD	810.00	
11/30/15		313381BG9 FEDERAL HOME LOAN BANK DTD 11/28/2012 CALL .625% 11/28/2016-2013	INTEREST RCVD	289.63	
Total Interest				2,297.43	0.00
Total Income				2,339.10	0.00
Asset Activity					
Assets Purchased					
11/05/15	100,000.000	313380FB8 FEDERAL HOME LOAN BANK DTD 08/09/12 1.375% 09/13/2019	BUY	99,667.18-	99,667.18
11/10/15	70,000.000	3130A1CE6 FEDERAL HOME LOAN DTD 03/27/14 2% 12/27/2019	BUY	70,920.50-	70,920.50
11/23/15	100,000.000	3134G76C0 FREDDIE MAC DTD 11/23/15 CALL 1.2% 11/23/2018-2016	BUY	100,000.00-	100,000.00
11/30/15	100,000.000	3134G84G1 FREDDIE MAC DTD 11/30/15 CALL 2% 11/25/2020-2016	BUY	100,000.00-	100,000.00
Total Assets Purchased				370,587.68-	370,587.68
Assets Sold					
11/06/15	100,000.000-	3130A5CL1 FEDERAL HOME LOAN BANK SERIES 0000 DTD 05/08/15 CALL 1.8% 05/06/2020-2015	REDEEMED	100,000.00	100,000.00-
Total Assets Sold				100,000.00	100,000.00-
Total Asset Activity				270,587.68-	270,587.68
Fees					
11/25/15		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 11/20/2015	DISBURSEMENT	849.31-	
Total Fees				849.31-	0.00

Statement Period: Nov 01, 2015 Through Nov 30, 2015

Transaction Statement (Continued)

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
Cash Management					
11/30/15	269,097.890-	CBBMMKFM1 NET CASH MANAGEMENT	NET CASH MGMT	269,097.89	269,097.89-
Total Cash Management				269,097.89	269,097.89-
11/30/15		Ending Balance		0.00	2,607,411.67

Disclosure

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

**CITY OF CANYON LAKE,
CALIFORNIA**

ANNUAL FINANCIAL REPORT

Year Ended June 30, 2015

City of Canyon Lake
Annual Financial Report
June 30, 2015
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Management's Discussion and Analysis

As management of the City of Canyon Lake, California (City), we are pleased to offer to the readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2015.

Financial Highlights

- The assets of the City exceeded its liabilities at the end of fiscal year 2015 by \$11,928,127. The difference between assets and liabilities is referred to as net position.
- The City's total net position decreased by \$390,178 during fiscal year 2014-2015.
- As of June 30, 2015, the City's governmental funds reported combined fund balances of \$3,866,668, an increase of \$5,265 from the prior fiscal year, and \$2,331,025 of the governmental funds' fund balances are assigned and unassigned.
- As of June 30, 2015, assigned and unassigned fund balances for the General Fund was \$2,331,025 or 56.2 percent of total General Fund expenditures.
- The City's total debt decreased by \$128,432 during the fiscal year as a result of the principal payments paid on the Riverside County Transportation Commission and Riverside County loans. With the implementation of GASB 68 the unfunded pension liability of \$233,356 is included in these financial statements.

Overview of the Financial Statements

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

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

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

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

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety, economic development, building and planning, animal control, and public works. The City does not have any business-type activities.

The government-wide financial statements can be found on pages 11 - 12 of this report.

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

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

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

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

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

The governmental fund financial statements can be found on pages 13 - 16 of this report.

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

The basic fiduciary fund financial statement can be found on page 17 of this report.

Notes to the basic financial statements: The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 18 - 43 of this report.

Other information: In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information (RSI), as listed on the Table of Contents and which can be found on pages 44 - 47.

Combining statements for nonmajor governmental funds are presented immediately following the required supplementary information and can be found on pages 49 - 52 of this report.

Government-wide financial analysis

As noted earlier, net position may, over time, serve as a useful indicator of the City's financial position. For the fiscal year ended June 30, 2015, the City's assets exceeded its liabilities by \$11,928,127 as summarized below:

Statement of Net position

	Governmental Activities	
	2015	2014
Assets:		
Current and other assets	\$ 5,895,905.00	\$ 4,688,959
Capital assets (net of depreciation)	8,981,235.00	9,521,139
Total assets	<u>14,877,140</u>	<u>14,210,098</u>
Deferred outflows of resources:		
Pension related items	<u>22,545</u>	-
Liabilities:		
Current and other liabilities	2,164,492	961,899
Net pension liability	233,356	-
Long-term liabilities	479,514	618,503
Total liabilities	<u>2,877,362</u>	<u>1,580,402</u>
Deferred inflows of resources:		
Pension related items	<u>94,196</u>	-
Net position:		
Net investment in capital assets	8,368,642	8,780,114
Restricted	1,534,086	1,228,490
Unrestricted	2,025,399	2,621,092
Total net position	<u>\$ 11,928,127</u>	<u>\$ 12,629,696</u>

The City's net position only include infrastructure assets such as roads, streets, lighting systems, drainage systems, bridges, etc. that were added in the fiscal years ending June 30, 2004 through 2015. Historically, the City has not recorded these assets. Under GASB 34, the City has elected not to retroactively include the value of major infrastructure assets in the statement of net position.

Excluding the unknown value of infrastructure assets, net investment in capital assets represents 70.16 percent of the City's net position. The City uses capital assets to provide services to citizens; consequently, these assets are not available for future spending. An additional portion of the City's net position, \$1,534,086 or 12.86 percent, represent resources that are subject to restrictions on how they may be used. The remaining balance, (unrestricted net position), is \$2,025,399.

Statement of Activities: The statement of activities shows how the City's net position changed during the fiscal years 2014-15 and 2013-14. Provided below is a summary of changes in net position.

Statement of Changes in Net position

	Governmental Activities	
	2015	2014
Revenues:		
Program Revenues:		
Charges for services	\$ 262,802	\$ 249,199
Operating grants and contributions	758,202	835,474
Capital grants and contributions	-	-
General revenues	3,439,629	3,044,995
Total revenues	4,460,633	4,129,668
Expenses:		
General government	975,211	726,827
Public safety	3,010,785	2,956,134
Public works	649,656	673,236
Community development	211,591	182,639
Interest on long-term debt	3,568	11,731
Total expenses	4,850,811	4,550,567
Change in net position	(390,178)	(420,899)
Net position - beginning, as restated	12,318,305	13,050,595
Net position - ending	\$ 11,928,127	\$ 12,629,696

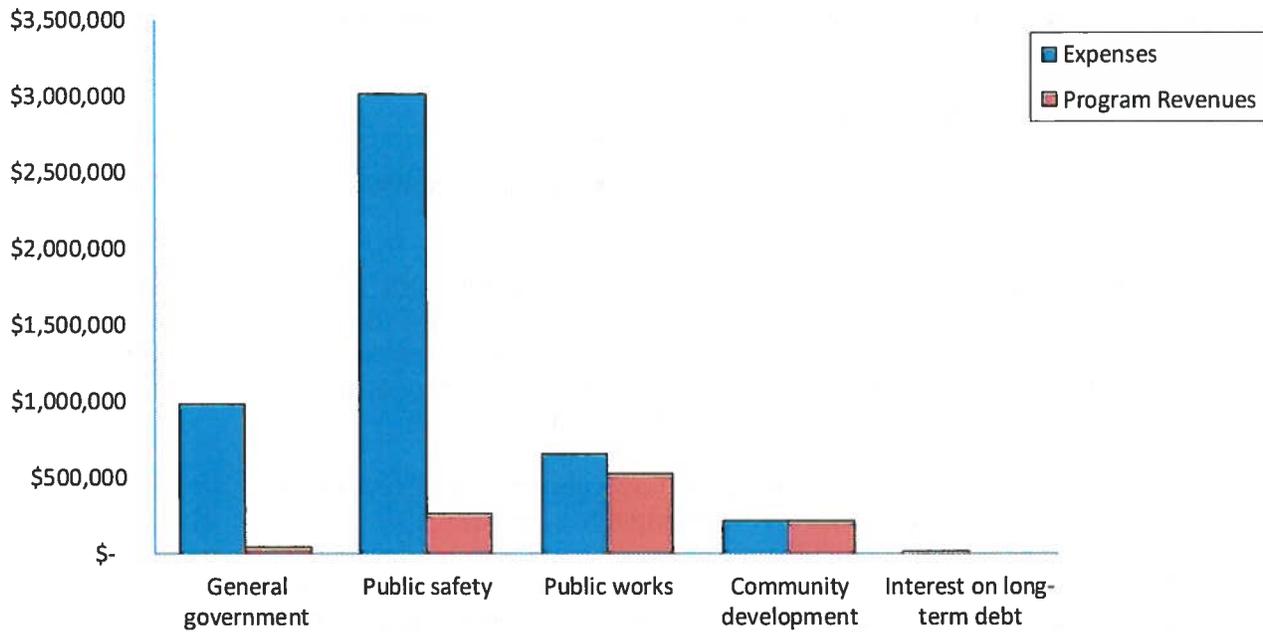
The City's net position decreased overall by \$390,178 during the current fiscal year. The reason for the decrease is explained in the governmental activities discussion below.

Governmental activities: Net position from governmental activities assets decreased by \$390,178. Key element of the decrease is as follows:

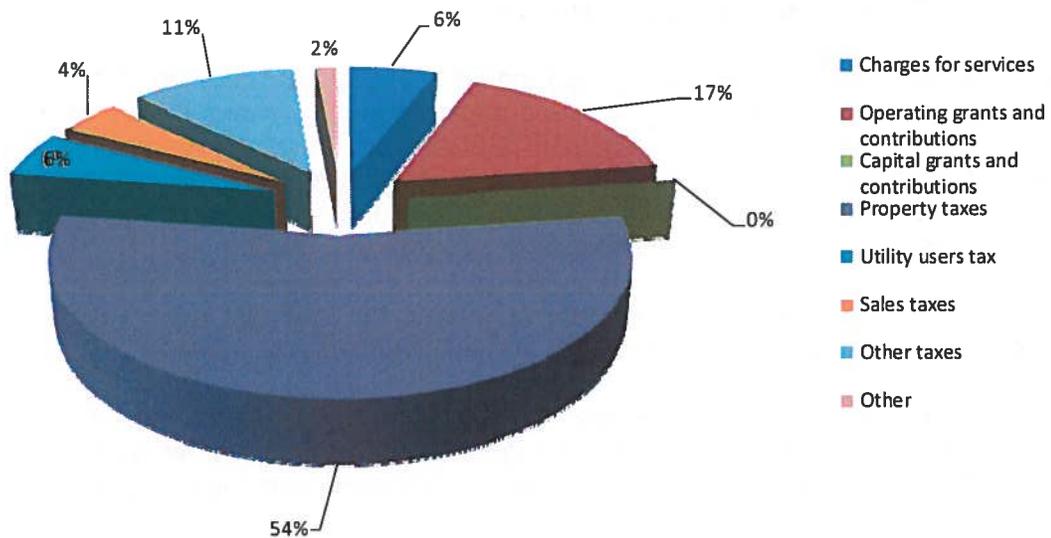
- Depreciation expense of \$421,429 on the capitalization of the Railroad Canyon Road Widening project.

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

Expenses and Program Revenues - Governmental Activities



Revenues by Source - Governmental Activities



The governmental activities expenses and program revenues chart is designed to reflect expenses associated with each City function and the revenues that are directly attributable to each function. It is important to note that general revenues such as property, sales and other taxes are not directly attributable to specific functions and are therefore used to support program activities citywide. Regarding the revenues by source chart, it shows that 54 percent of governmental activities revenues came from property tax revenue, which has decreased by 1 percent from the previous fiscal year.

Financial Analysis of City's Funds

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

Governmental Funds: The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the City's net resources available for spending at the end of the fiscal year. Please refer to pages 13 - 16 for more detail on governmental funds.

As of June 30, 2015, the City's governmental funds reported combined ending fund balances of \$3,866,668, an increase of \$5,265 in comparison with the prior year. Of the \$3,866,668, \$2,331,025 or 60.29 percent constitutes assigned and unassigned fund balance. The remainder of fund balance is nonspendable, restricted or committed to indicate that it is not available for new spending or constraints are placed on the use of resources, respectively. The increase in governmental fund balance is due to a decrease in the fund balance of the General Fund of \$300,332 as a result of increased public safety costs offset by an increase in fund balance of the Gas Tax Major Governmental Fund of \$211,869, due to an increase in Gas Tax revenues and a reduction in expenditures for the year. Also, it was offset by an increase in fund balance of the Non-Major Governmental funds of \$93,728.

General Fund Financial and Budgetary Highlights

The General Fund is the chief operating fund of the City. At June 30, 2015, assigned and unassigned fund balance was \$2,331,025. As a measure of the General Fund's financial condition, it may be useful to compare the unassigned fund balance to total expenditures. Assigned and unassigned fund balances represent 56.23 percent of General Fund expenditures. For the fiscal year, the General Fund's fund balance decreased \$300,332 from the prior year. The differences between the General Fund budget and actual are summarized below:

- General Fund actual revenues were above budget by \$297,984 mainly due to higher than anticipated property taxes, utility users tax and building permit revenues.
- Actual expenditures were \$61,488 less than the final budgeted amount of \$4,207,194, with General Government being more due to higher than anticipated legal costs, and Community Development being more than anticipated due to increased planning and building activity.

Capital Assets and Debt Administration

Capital Assets: City investment in capital assets for its governmental type activities as of June 30, 2015, amounted to \$8,981,235 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, machinery/vehicles and infrastructure assets. During the year, no capital assets were added for the governmental activities; however, several vehicles were declared surplus and disposed of.

Major capital assets events during the current fiscal year included the following:

- Police vehicles were declared surplus and disposed of with an original cost of \$130,545.

Additional information on the City's capital assets can be found on page 29 in the notes to the basic financial statements and a summary is provided below.

City of Canyon Lake
Capital Assets (net of depreciation)

	Governmental Activities	
	2015	2014
Land	\$ 130,000	\$ 130,000
Building and improvements	494,634	516,656
Machinery, equipment and vehicles	62,027	79,561
Infrastructure	8,294,574	8,794,922
Total	<u>\$ 8,981,235</u>	<u>\$ 9,521,139</u>

Long-term debt: At the end of fiscal year 2015, the City's total long-term debt outstanding was \$614,769. This amount was comprised of \$264,184 in loans from Riverside County which are secured by several different sources of revenues, \$348,409 in loans from RCTC which are secured by Measure A revenues, and \$2,176 in compensated absences.

Outstanding long-term debt of the City is summarized below, and additional information can be found on pages 30 - 31 in the notes to basic financial statements.

City of Canyon Lake
Outstanding Long-Term Debt

	Governmental Activities	
	2015	2014
Compensated absences	\$ 2,176	\$ 11,821
Loan payable County of Riverside	264,184	312,184
Loan payable RCTC	348,409	428,841
Total long-term debt	<u>\$ 614,769</u>	<u>\$ 752,846</u>

Economic Factors and Next Year's Budgets and Rates

In preparing the budget for fiscal year 2015-16, management looked at the possible impact to the City's revenue due to the State of California's budget deficit and continued economic downturn.

The Operating Budget for fiscal year 2015-16 anticipates using \$327,969 of the General Fund fund balance reserve.

- Anticipated General Fund Revenues of \$4,334,000, an increase of \$1,090,000 from the previous year due the passing of the Utility Users Tax.
- Proposed General Fund Expenditures of \$4,661,969, an increase of \$1,253,031 over the previous year, due increased costs in public safety and an additional full time staff person.

Detailed information about the economic analysis, revenue assumptions, and other budgetary process parameters utilized in the annual budget preparation, can be obtained from the City's 2015-16 Budget which is available at City Hall.

Requests for Information

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

City of Canyon Lake
 Balance Sheet
 Governmental Funds
 June 30, 2015

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Subject to Change

	General	Special Revenue Gas Tax Fund	Total Non-major Governmental Funds	Total Governmental Funds
ASSETS				
Cash and investments	\$ 4,038,749	\$ 751,805	\$ 750,502	\$ 5,541,056
Receivables:				
Accounts	179,974	-	-	179,974
Interest	10,289	-	-	10,289
Intergovernmental	121,704	-	41,326	163,030
Prepaid items	1,556	-	-	1,556
Total assets	\$ 4,352,272	\$ 751,805	\$ 791,828	\$ 5,895,905
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 2,019,691	\$ 9,546	\$ -	\$ 2,029,237
Total liabilities	2,019,691	9,546	-	2,029,237
Fund Balances:				
Nonspendable	1,556	-	-	1,556
Restricted	-	742,259	791,828	1,534,087
Assigned	75,000	-	-	75,000
Unassigned	2,256,025	-	-	2,256,025
Total fund balances	2,332,581	742,259	791,828	3,866,668
Total liabilities and fund balances	\$ 4,352,272	\$ 751,805	\$ 791,828	\$ 5,895,905

The accompanying notes are an integral part of these financial statements

City of Canyon Lake
 Reconciliation of the Balance Sheet of
 Governmental Funds to the Statement of Net Position
 June 30, 2015

DRAFT
Subject to Change

Fund balances of governmental funds \$ 3,866,668

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. 8,981,235

Long-term liabilities applicable to the City's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. All liabilities, both current and long-term are reported in the statement of net position.

Balances at June 30, are:

Compensated absences	\$	(2,176)	
Loan payable - County of Riverside		(264,184)	
Loan payable- RCTC		(348,409)	
Net pension liability		(233,356)	(848,125)

Deferred outflow and inflow of resources in governmental activities are not financial resources and, therefore, are not reported in the governmental funds

Deferred outflow of resources - pension related items	\$	22,545	
Deferred inflow of resources - pension related items		(94,196)	(71,651)

Net position of governmental activities \$ 11,928,127

The accompanying notes are an integral part of these financial statements

City of Canyon Lake
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2015

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Subject to Change

	General	Special Revenue Gas Tax Fund	Non-major Governmental Funds	Total Governmental Funds
REVENUES				
Taxes	\$ 3,315,035	\$ -	\$ -	\$ 3,315,035
Licenses and permits	279,271	-	-	279,271
Fines and forfeitures	16,963	-	-	16,963
Intergovernmental	141,153	287,499	280,492	709,144
Use of money and property	49,467	1,785	757	52,009
Other	37,095	-	51,116	88,211
Total revenues	3,838,984	289,284	332,365	4,460,633
EXPENDITURES				
Current:				
General government	969,645	-	-	969,645
Public safety	2,900,155	-	100,000	3,000,155
Public works	64,315	77,415	-	141,730
Community development	211,591	-	-	211,591
Capital outlay	-	-	247	247
Debt service:				
Principal	-	-	128,432	128,432
Interest and fiscal charges	-	-	3,568	3,568
Total expenditures	4,145,706	77,415	232,247	4,455,368
Excess (deficiency) of revenues over (under) expenditures	(306,722)	211,869	100,118	5,265
OTHER FINANCING SOURCES (USES)				
Transfers in	6,390	-	-	6,390
Transfers out	-	-	(6,390)	(6,390)
Total other financing sources (uses)	6,390	-	(6,390)	-
Net change in fund balances	(300,332)	211,869	93,728	5,265
Fund balances, beginning of year	2,632,913	530,390	698,100	3,861,403
Fund balances, end of year	<u>\$ 2,332,581</u>	<u>\$ 742,259</u>	<u>\$ 791,828</u>	<u>\$ 3,866,668</u>

The accompanying notes are an integral part of these financial statements

City of Canyon Lake
Reconciliation of the Statement of Revenues,
Expenditures, and Changes in Fund Balances of
Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2015

DRAFT
Subject to Change

Net change in fund balances - total governmental funds	\$	5,265
<p>Amounts reported for governmental activities in the statement of activities different because:</p>		
<p>Governmental funds report capital outlays as expenditures. However, in statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense or are allocated to the appropriate functional expense when the cost is below capitalization threshold. This activity is reconciled as follows:</p>		
Depreciation expense		(539,904)
<p>Governmental funds report principal payments as expenditures. In the statement of activities, principal payments are applied to the appropriate long-term liability.</p>		
		128,432
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:</p>		
Pension related net of adjustments		6,384
Decrease in compensated absences payable		9,645
		9,645
Change in net position of governmental activities	\$	(390,178)

The accompanying notes are an integral part of these financial statements

City of Canyon Lake
Statement of Fiduciary Assets and Liabilities
June 30, 2015

DRAFT
Subject to Change

	Agency Fund
ASSETS	
Cash and investments	\$ 19,124
Due from other governments	<u>41,400</u>
Total assets	<u>\$ 60,524</u>
LIABILITIES	
Deposits	<u>\$ 60,524</u>
Total liabilities	<u>\$ 60,524</u>

The accompanying notes are an integral part of these financial statements

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Note 1: Organization and Summary of Significant Accounting Policies

a. Description of the reporting entity

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

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

b. Government-wide and fund financial statements

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

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

Separate financial statements are provided for governmental funds, proprietary, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. The City does not have any proprietary funds.

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

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

The government-wide statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the cash flows. Accordingly, all of the City's assets and liabilities, including capital assets, as well as infrastructure assets, and long-term liabilities, are included in the accompanying statement of net position. The statement of activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The types of transactions reported as program revenues for the City are reported in three categories: 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions.

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

The City reports the following major governmental funds:

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

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

Additionally, the City reports the following fund types:

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

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

The *Debt Service Fund* is used to account for all financial resources that are restricted, committed, or assigned to expenditure for principal, interest, and related costs.

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

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

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

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

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

Other Accounting Policies

Deposits and investments

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

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

Receivables and payables

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

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

Property taxes

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

**City of Canyon Lake
Statement of Net Position
June 30, 2015**

**DRAFT
Subject to Change**

ASSETS

Cash and investments	\$ 5,541,056
Receivables:	
Accounts	179,974
Interest	10,289
Intergovernmental	163,030
Prepaid items	1,556
Capital assets, net of accumulated depreciation	<u>8,981,235</u>
Total assets	<u>14,877,140</u>

DEFERRED OUTFLOWS OF RESOURCES

Pension related items	<u>22,545</u>
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LIABILITIES

Accounts payable	2,029,237
Noncurrent liabilities:	
Due within one year	135,255
Due in more than one year	479,514
Net pension liability	<u>233,356</u>
Total liabilities	<u>2,877,362</u>

DEFERRED INFLOWS OF RESOURCES

Pension related items	<u>94,196</u>
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NET POSITION

Net investment in capital assets	8,368,642
Restricted:	
Public works	1,486,920
Community development	25,494
Equipment	21,672
Unrestricted	<u>2,025,399</u>
Total net position	<u><u>\$ 11,928,127</u></u>

The accompanying notes are an integral part of these financial statements

**City of Canyon Lake
Statement of Activities
For the Year Ended June 30, 2015**

**DRAFT
Subject to Change**

	Program Revenues				Net (Expense)
Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Changes in Net Position	
Governmental activities:					
General government	\$ 975,211	\$ 38,980	\$ -	\$ -	\$ (936,231)
Public safety	3,010,785	16,963	242,809	-	(2,751,013)
Public works	649,656	-	515,393	-	(134,263)
Community development	211,591	206,859	-	-	(4,732)
Interest on long-term debt	3,568	-	-	-	(3,568)
Total governmental activities	<u>\$ 4,850,811</u>	<u>\$ 262,802</u>	<u>\$ 758,202</u>	<u>\$ -</u>	<u>(3,829,807)</u>
General revenues:					
Taxes:					
Property tax, levied for general purpose					2,425,730
Utility users tax					250,483
Transient occupancy tax					50,656
Franchise tax					320,286
Sales tax					193,097
Other taxes					134,652
Use of money and property					10,487
Other					54,238
Total general revenues					<u>3,439,629</u>
Change in net position					(390,178)
Net position, beginning of year, as restated (see note 13)					<u>12,318,305</u>
Net position, end of year					<u><u>\$ 11,928,127</u></u>

The accompanying notes are an integral part of these financial statements

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

Restricted assets

Certain proceeds of the City's certificates of participation, as well as certain resources set aside for their repayment, are classified as restricted assets on the statement of net position because they are maintained in separate bank accounts and their use is limited by applicable debt covenants.

Capital assets

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

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

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

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

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

Use of estimates

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

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

Compensated absences

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

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

Long-term obligations

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

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

Pension Plan

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

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

Valuation Date (VD)	June 30, 2013
Measurement Date (MD)	June 30, 2014
Measurement Period (MP)	July 1, 2013 to June 30, 2014

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

Unearned revenues

In the government-wide financial statements and the fund financial statements, unearned revenues represent cash advances by various grantors that have not been spent; therefore, no revenue has been recognized.

Fund equity

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

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

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

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

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

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

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

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

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

Implementation of new GASB pronouncements

Implementation of new pronouncement

GASB has issued Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27*. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pension plans, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

GASB has issued Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB Statement No. 68*. The objective of this Statement is to address an issue regarding application of the transition provisions of Statement No. 68, *Accounting and Financial Reporting for Pensions*. The issue relates to amounts associated with contributions, if any, made by a state or local government employer or nonemployer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability.

These pronouncements have been implemented for purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense/expenditures. Information about the fiduciary net position of the City's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plan's(s') fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Note 2: Budgetary Information

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

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

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

Note 2: Budgetary Information (continued)

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

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

III. DETAILED NOTES ON ALL FUNDS

Note 3: Cash and Investments

Cash and investments as of June 30, 2015 are classified in the accompanying financial statements as follows:

Statement of Net position	
Cash and investments	\$ 5,541,056
Statement of Fiduciary Assets and Liabilities	
Cash and investments	19,124
Total cash and investments	\$ 5,560,180

Cash and Investments as of June 30, 2015 consists of the following:

Deposits with financial institutions	\$ 2,554,243
Cash on hand	300
Investments	3,005,637
Total cash and investments	\$ 5,560,180

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

The City adopted GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, as of July 1, 1997. GASB Statement No. 31 establishes fair value standards for investments in participating interest earning investment contracts, external investment pools, equity securities, option contracts, stock warrants and stock rights that have readily determinable fair values. Accordingly, the City reports its investments at fair value in the balance sheet. All investment income, including changes in the fair value of investments, is recognized as revenue in the operating statement.

Note 3: Cash and Investments (continued)

Authorized investments

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

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

Disclosures relating to interest rate risk

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

Investment type	Total	12 months or less	13 to 24 months	25 to 60 months
Local Agency Investment Fund	\$ 9,539	\$ 9,539	\$ -	\$ -
Money market sweep	308,808	308,808	-	-
Certificates of deposit	108,256	108,256	-	-
Federal agency securities	1,859,315	23,433	392,608	1,443,274
Corporate debt securities	640,891	-	437,225	203,666
Money market	78,828	78,828	-	-
Totals	\$ 3,005,637	\$ 528,864	\$ 829,833	\$ 1,646,940

Note 3: Cash and Investments (continued)

Disclosures relating to credit risk

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

<u>Investment type</u>	<u>Total</u>	<u>Minimum legal rating</u>	<u>Ratings as of year end</u>
Local Agency Investment Fund	\$ 9,539	N/A	Not rated
Money market sweep	308,808	N/A	Not rated
Certificates of deposit	108,256	N/A	Not rated
Federal agency securities	1,859,315	AA-a2	AA+
Corporate debt securities	640,891	A	AA+ A
Money market	78,828	N/A	Not rated
Totals	<u>\$ 3,005,637</u>		

Concentration of credit risk

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

<u>Issuer</u>	<u>Investment Type</u>	<u>Reported Amounts</u>
Federal Home Loan Bank	Federal agency securities	\$ 987,751
GE Capital Corp	Corporate debt securities	184,780
Federal Farm Credit Bank	Federal agency securities	374,045
Caterpillar Fin Services Corp	Corporate debt securities	202,646
JP Morgan Chase	Corporate debt securities	151,521
Fannie Mae	Federal agency securities	198,490
Freddie Mac	Federal agency securities	299,030

Note 3: Cash and Investments (continued)

Custodial credit risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure deposits by pledging first deed mortgage notes having a value of 150% of the secured public deposits. As of June 30, 2015, the City had deposits of \$2,830,028 with financial institutions in excess of federal depository insurance limits that were held in collateralized accounts.

Investments in State Investment Pool

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the City's investment in this Pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

LAIF has reported to its participating agencies that, as of June 30, 2015, the carrying amount (at amortized cost) of the Pool was \$69,606,487,716 and the estimated fair value of the pool was \$69,672,945,247. The City's proportionate share of the Pool's market value (as determined by LAIF) as of June 30, 2015, was \$9,539. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations.

Note 4: Interfund Receivables, Payables and Transfers

The composition of Interfund balances at June 30, 2015 is as follows:

Interfund transfers:

<u>Fund Receiving Transfers</u>	<u>Fund Making Transfers</u>	<u>Amount</u>
General Fund	Debt Service	<u>\$ 6,930</u>

The above transfer was to transfer the balance of the reserve fund not used to the General Fund as the bonds were paid off in the previous fiscal year.

Note 5: Capital Assets

Capital asset activity for the year ended June 30, 2015 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 130,000.00	\$ -	\$ -	\$ 130,000
Total capital assets, not being depreciated	<u>130,000</u>	<u>-</u>	<u>-</u>	<u>130,000</u>
Capital assets, being depreciated:				
Buildings	735,150	-	-	735,150
Machinery & equipment	273,290	-	-	273,290
Vehicles	272,267	-	(130,545)	141,722
Infrastructure	9,961,648	-	-	9,961,648
Total capital assets, being depreciated	<u>11,242,355</u>	<u>-</u>	<u>(130,545)</u>	<u>11,111,810</u>
Less accumulated depreciation for:				
Buildings	(218,494)	(22,022)	-	(240,516)
Machinery & equipment	(213,430)	(13,798)	-	(227,228)
Vehicles	(252,566)	(3,736)	130,545	(125,757)
Infrastructure	(1,166,726)	(500,348)	-	(1,667,074)
Total accumulated depreciation	<u>(1,851,216)</u>	<u>(539,904)</u>	<u>130,545</u>	<u>(2,260,575)</u>
Total capital assets, being depreciated, net	<u>9,391,139</u>	<u>(539,904)</u>	<u>-</u>	<u>8,851,235</u>
Governmental activities capital assets, net	<u>\$ 9,521,139</u>	<u>\$ (539,904)</u>	<u>\$ -</u>	<u>\$ 8,981,235</u>

Note 5: Capital Assets (continued)

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

Governmental activities:	
General government	\$ 21,348
Public safety	10,630
Public works	<u>507,926</u>
Total depreciation expense - governmental activities	<u><u>\$ 539,904</u></u>

Note 6: Long-Term Liabilities

Long-term liability activity for the year ended June 30, 2015 was as follows:

Governmental Activities:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Loan Payable - County of Riverside	\$ 312,184	\$ -	\$ 48,000	\$ 264,184	\$ 53,000
RCTC Loan	428,841	-	80,432	348,409	81,167
Compensated Absences	<u>11,821</u>	<u>16,101</u>	<u>25,746</u>	<u>2,176</u>	<u>1,088</u>
Governmental activities long-term liabilities	<u><u>\$ 752,846</u></u>	<u><u>\$ 16,101</u></u>	<u><u>\$ 154,178</u></u>	<u><u>\$ 614,769</u></u>	<u><u>\$ 135,255</u></u>

Loan Payable - County of Riverside

In June 2003, the City entered into an agreement with the County of Riverside (the County) to obtain a loan for \$1,000,000 to finance the costs of structural repairs to Railroad Canyon Road. The loan is interest free. The loan did not have a set debt service schedule and was due within ten (10) years of the agreement and no later than June 30, 2013. The agreement was amended subsequent to June 30, 2013 and is now due within seven years, and has a set schedule of repayment, and is due no later than October 15, 2019. The City has pledged all of its Proposition 12 and 40 park bond funds, Community Development Block Grant funds, and commencing in fiscal year 2010-2011 Measure A and/or Proposition 42 funds for repayment of the debt. The principal balance as of June 30, 2015 is \$264,184.

Note 6: Long-Term Liabilities (continued)

Loan Payable - County of Riverside (continued)

The annual requirements to amortize the outstanding County of Riverside Loan payable as of June 30, 2015 are as follows:

Year Ending June 30,	Loan County of Riverside Principal
2016	\$ 53,000
2017	58,000
2018	63,000
2019	63,000
2020	27,184
Total	\$ 264,184

Loan Payable – Riverside County Transportation Commission

In January 2013, the City entered into an agreement with the Riverside County Transportation Commission (RCTC) to obtain a loan for \$557,000 of Measure A Funds to finance construction costs for Railroad Canyon Road. The Loan bears interest at the rate of .91% per annum. Principal and interest are payable in monthly installments of \$7,000 commencing on January 18, 2013, until paid in full on December 18, 2019. The City has pledged its future Measure A revenues for the repayment of the Loan. The principal balance as of June 30, 2015 is \$348,409.

Loan Payable – Riverside County Transportation Commission

The annual requirements to amortize the outstanding RCTC Loan payable as of June 30, 2015 are as follows:

Year Ending June 30,	RCTC Loan Payable	
	Principal	Interest
2016	\$ 81,167	\$ 2,833
2017	81,909	2,091
2018	82,658	1,342
2019	83,413	587
2020	19,262	28
Total	\$ 348,409	\$ 6,881

Note 7: Operating Lease

The City leases equipment under a noncancelable operating lease. Total costs for the lease was \$5,708 for the fiscal year ended June 30, 2015. The future minimum annual lease payments for the lease are as follows:

Year Ending June 30,	Total
2016	\$ 5,708
2017	4,122
	\$ 9,830

Note 8: Retirement Plan

A. General Information about the Pension Plan

Plan Description

The Plan is a cost-sharing, multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). A full description of the pension plan regarding number of employees covered, benefit provisions, assumptions (for funding, but not account purposes), and membership information is listed in the June 30, 2013 Annual Actuarial Valuation Report. Details of the benefits provided can be obtained in Appendix B of the actuarial valuation report. The actuarial valuation report and CalPERS' audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications, at www.calpers.ca.gov.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

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

Note 8: Retirement Plan (continued)

A. General Information about the Pension Plan (continued)

The Plan's provisions and benefits in effect at June 30, 2014 (measurement date) are summarized as follows:

	Miscellaneous	
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2 % @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-63	52 - 67
Monthly benefits, as a % of eligible compensation	1.426% to 2.418%	1.0% to 2.5%
Required employee contribution rates	7.00%	6.25%
Required employer contribution rates	11.032%	6.25%

Contributions

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. For public agency cost-sharing plans covered by either the Miscellaneous or Safety risk pools, the Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the measurement period ended June 30, 2014 (the measurement date), the average active employee contribution rate for the respective miscellaneous plans is 7.00 percent of annual pay, and the employer's contribution rate is 11.032 percent of annual payroll. Employer contribution rates may change if plan contracts are amended. Employer Contributions for the measurement period ended June 30, 2014 for the respective miscellaneous plans is \$16,671. The actual employer payments of \$16,671 made to CalPERS by the City during the measurement period ended June 30, 2014 differed from the City's proportionate share of the employer's contributions of \$46,353 by \$29,682, which is being amortized over the expected average remaining service lifetime in the Public Agency Cost-Sharing Multiple Employer Plan.

B. Net Pension Liability

The City's net pension liability for the Plan is measured as the total pension liability, less the pension plan's fiduciary net position. The net pension liability of the Plan is measured as of June 30, 2014, using an annual actuarial valuation as of June 30, 2013 rolled forward to June 30, 2014 using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability is as follows.

Note 8: Retirement Plan (continued)

B. Net Pension Liability (continued)

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

For the measurement period ended June 30, 2014 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2013 total pension liability. The June 30, 2013 and June 30, 2014 total pension liabilities were based on the following actuarial methods and assumptions:

	Miscellaneous
Valuation Date	6/30/2013
Measurement Date	6/30/2014
Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Market Value of Assets
Actuarial Assumptions:	
Discount Rate	7.50%
Inflation	2.75%
Salary Increases (1)	3.30% to 14.20%
Investment Rate of Return (2)	7.50%
Mortality Rate Table (3)	Deriverd using CALPERS'
	Contract COLA up to
Post Retirement Benefit Increase	2.75% until purchasing

- (1) Annual increases vary by category, entry age, and duration of service
- (2) Net of pension plan investment and administrative expenses; includes inflation
- (3) The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For

All other actuarial assumptions used in the June 30, 2013 valuation were based on the results of an actuarial experience study for the period from 1997 to 2011, including updates to salary increase, mortality and retirement rates. The Experience Study report can be obtained at CalPERS' website under Forms and Publications.

Discount Rate

The discount rate used to measure the total pension liability was 7.50 percent for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.50 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long-term expected discount rate of 7.50 percent is applied to all plans in the Public Employees Retirement Fund. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS' website under the GASB 68 section.

Note 8: Retirement Plan (continued)

B. Net Pension Liability (continued)

Discount Rate (continued)

According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50 percent investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65 percent. Using this lower discount rate has resulted in a slightly higher total pension liability and net pension liability. This difference was deemed immaterial to the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan. Refer to the *sensitivity of the net pension liability to changes in the discount rate* section of this note, which provides information on the sensitivity of the net pension liability to changes in the discount rate.

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as they have changed their methodology.

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

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

Note 8: Retirement Plan (continued)

B. Net Pension Liability (continued)

Discount Rate (continued)

The following table reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 ¹	Real Return Years 11+ ²
Global Equity	47.0%	5.25%	5.71%
Global Fixed Income	19.0%	0.99%	2.43%
Inflation Sensitive	6.0%	0.45%	3.36%
Private Equity	12.0%	6.83%	6.95%
Real Estate	11.0%	4.50%	5.13%
Infrastructure and Forestland	3.0%	4.50%	5.09%
Liquidity	2.0%	-0.55%	-1.05%
Total	<u>100%</u>		

¹ An expected inflation of 2.5% used for this period

² An expected inflation of 3.0% used for this period

Pension Plan Fiduciary Net Position

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

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

Note 8: Retirement Plan (continued)

C. Proportionate Share of Net Pension Liability

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

Miscellaneous Plan:

	Increase(Decrease)		
	Plan Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Plan Net Pension Liability (c) = (a) - (b)
Balance at: 6/30/2013 (VD)	\$ 1,230,924	\$ 902,862	\$ 328,062
Balance at: 6/30/2014 (MD)	\$ 1,304,176	\$ 1,070,820	\$ 233,356
Net Changes during 2013-14	\$ 73,252	\$ 167,958	\$ (94,706)

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

The City's net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2014, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2013 rolled forward to June 30, 2014 using standard update procedures. The City's proportion of the net pension liability was determined by CalPERS using the output from the Actuarial Valuation System and the fiduciary net position, as provided in the CalPERS Public Agency Cost-Sharing Allocation Methodology Report, which is a publicly available report that can be obtained at CalPERS' website under Forms and Publications, at www.calpers.ca.gov. [For non-CalPERS plans (in place of the preceding sentence): The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.] The City's proportionate share of the net pension liability for the Plan as of June 30, 2013 and 2014 was as follows:

	<u>Miscellaneous</u>
Proportionate Share - June 30, 2013	0.01001%
Proportionate Share - June 30, 2014	0.00944%
Change - Increase (Decrease)	-0.0006%

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

The following presents the City's proportionate share of the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.50 percent, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.50 percent) or 1 percentage-point higher (8.50 percent) than the current rate:

	Discount Rate - 1% (6.50%)	Current Discount Rate (7.50%)	Discount Rate + 1% (8.50%)
Miscellaneous Plan's Net Pension Liability/(Asset)	\$ 460,371	\$ 233,356	\$ 89,769

Note 8: Retirement Plan (continued)

C. Proportionate Share of Net Pension Liability (continued)

Subsequent Events

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

Recognition of Gains and Losses

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

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

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

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

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

The EARSL for the Plan for the 2013-14 measurement period is 3.8 years, which was obtained by dividing the total service years of 460,700 (the sum of remaining service lifetimes of the active employees) by 122,789 (the total number of participants: active, inactive, and retired). Note that inactive employees and retirees have remaining service lifetimes equal to 0. Also note that total future service is based on the members' probability of decrementing due to an event other than receiving a cash refund.

Note 8: Retirement Plan (continued)

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

As of the start of the measurement period (July 1, 2013), the net pension liability for the plan is \$233,356 (the net pension liability of the aggregate plan as of June 30, 2013 is \$3,276,668,431).

For the measurement period ending June 30, 2014 (the measurement date), the City incurred a pension expense/(income) of \$13,078 for the Plan (the pension expense for the aggregate plan for the measurement period is \$239,824,465). A complete breakdown of the pension expense is as follows:

<u>Description</u>	<u>Risk Pool Amounts</u>	<u>Employer's Share</u>	<u>Percentage of Employer's Share</u>
Service Cost	\$ 338,829,351	\$ 14,297	0.00422%
Interest on the Total Pension Liability	921,162,366	91,630	0.00995%
Recognized Differences between Expected and Actual Experience	-	-	N/A
Recognized Changes of Assumptions	-	-	N/A
Employee Contributions	(159,834,203)	(6,577)	0.00411%
Projected Earnings on Pension Plan Investments	(678,133,636)	(67,297)	0.00992%
Recognized Differences between Projected and Actual Earnings on Plan Investments	(182,199,413)	(18,081)	0.00992%
Other Changes in Fiduciary Net Position	-	-	N/A
Recognized Portion of Adjustment due to Differences in Proportions	-	2,632	N/A
Recognized Differences Between Contributions and Proportionate Share of Contributions	-	(29,682)	N/A
Subtotal: Employer's Share of Expense Components	<u>\$ 239,824,465</u>	(13,078)	-0.00545%
Changes of Benefit Terms		-	
Employer's Proportionate Share of Pension Expense		<u>\$ (13,078)</u>	

Note: Plan administrative expenses are not displayed in the above pension expense table. Since the expected investment return of 7.50 percent is net of administrative expenses, administrative expenses are excluded from the above table, but implicitly included as part of investment earnings.

Note 8: Retirement Plan (continued)

D. Pension Expense and Deferred Outflows and Deferred Inflows of Resources Related to Pensions (continued)

As of June 30, 2015, the City has deferred outflows and deferred inflows of resources related to pensions as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Employer contribution made subsequent to measurement date	\$ 15,177	\$ -
Net Difference between Projected and Actual Earnings on Pension Plan Investments	-	(72,325)
Adjustment due to Differences in Proportions	7,368	-
Difference between contributions and proportionate share of contributions	-	(21,871)
Total	\$ 22,545	\$ (94,196)

These amounts above are net of outflows and inflow recognized in the 2013-14 measurement period expense. \$15,17 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2016. Amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in future pension expense as follows:

Measurement Period Ended June 30:	Deferred Outflows/(Inflows) of Resources
2015	\$ (15,449)
2016	(23,260)
2017	(23,788)
2018	(24,331)
2019	-
Thereafter	-

E. Payable to the Pension Plan

At June 30, 2015, the City reported a payable of \$0 for the outstanding amount of contributions to the pension plan required for the year ended June 30, 2015.

Note 9: Risk Management

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

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

The employment practices liability program provides up to \$1 million per occurrence. The City has selected a \$25,000 self-insured retention for this coverage. Coverage above \$25,000 is with Employment Risk Management Authority (ERMA) to a limit of \$1,000,000, followed by PERMA's membership in CSAC-EIA for \$49 million of excess employment practices liability coverage.

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

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

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

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

Note 10: Commitments and Contingencies

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

Note 11: Fund Equity

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

	General Fund	Major Fund Gas Tax Fund	Non-Major Governmental Funds	Total
Fund Balances:				
Nonspendable:				
Prepaid items	\$ 1,556	\$ -	\$ -	\$ 1,556
Restricted for:				
Public works	-	742,259	744,661	1,486,920
Public safety	-	-	25,494	25,494
Debt service	-	-	-	-
Equipment	-	-	21,673	21,673
Assigned to:				
Self-insured retention	15,000	-	-	15,000
Litigation	25,000	-	-	25,000
Equipment replacement	35,000	-	-	35,000
Unassigned:	2,256,025	-	-	2,256,025
	<u>\$ 2,332,581</u>	<u>\$ 742,259</u>	<u>\$ 791,828</u>	<u>\$ 3,866,668</u>

Note 12: Jointly Governed Organization

The City, in conjunction with 4 other governmental entities, created the Southwest Communities Financing Authority (Authority) on November 30, 2004. The Authority was formed to issue bonds for the construction of an animal shelter to be used by the member agencies. The Authority's board is comprised of one member from each participating entity. The City has the following fiscal obligations: debt repayment of bonds issued, administrative costs and operation of the animal shelter. The debt service payments and the animal shelter operating costs will be prorated to each member based on the percentage of the animals housed at the facility, on an annual basis. The administrative costs will be borne equally by all members. The City incurred costs of \$93,712 for the fiscal year ended June 30, 2015, which included \$49,382 in interest on the bonds issued.

Note 13: Prior Year Restatement

Change in Accounting Principle

As discussed in Note 1, the City implemented GASB Statements No. 68 and 71 effective July 1, 2014. GASB Statements No. 68 and 71, among other provisions, amended prior guidance with respect to the reporting of pensions, and established standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, the City's net pension liability/(asset) was not previously recorded on the statement of net position. GASB 68 requires that accounting changes adopted to conform to the provisions of the Statement be applied retroactively by restating financial statements. [Restatement of the comparative financial data for the prior periods presented is not practical due to the unavailability of information from the pension plan, therefore the provisions of GASB Statements No. 68 and 71 were not applied to prior periods. The cumulative effects of applying the provisions of GASB Statements No. 68 and 71 have been reported as a restatement of beginning net position for the year ended June 30, 2015 in accordance with the Statements.

Accordingly, beginning net position on the Statement of Activities has been restated for changes related to GASB 68 as follows:

Government Wide Statement of Activities

Beginning net position, as previously reported	\$ 12,629,696
Restatement due to change in accounting principle	<u>(311,391.00)</u>
Beginning net position, as restated	<u>\$ 12,318,305</u>

REQUIRED SUPPLEMENTARY INFORMATION

City of Canyon Lake
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2015

DRAFT
Subject to Change

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Taxes	\$ 2,924,700	\$ 3,046,700	\$ 3,315,035	\$ 268,335
Licenses and permits	212,000	262,000	279,271	17,271
Fines and forfeitures	15,000	15,000	16,963	1,963
Intergovernmental	2,000	127,000	141,153	14,153
Use of money and property	50,300	50,300	49,467	(833)
Other	40,000	40,000	37,095	(2,905)
Total revenues	3,244,000	3,541,000	3,838,984	297,984
EXPENDITURES				
Current:				
General government	734,629	898,379	969,645	(71,266)
Public safety	2,429,793	3,018,299	2,900,155	118,144
Public works	88,066	88,066	64,315	23,751
Community development	156,450	202,450	211,591	(9,141)
Total expenditures	3,408,938	4,207,194	4,145,706	61,488
Excess (deficiency) of revenues over (under) expenditures	(164,938)	(666,194)	(306,722)	359,472
OTHER FINANCING SOURCES				
Transfers in	-	-	6,390	6,390
Total other financing sources	-	-	6,390	6,390
Net change in fund balance	(164,938)	(666,194)	(300,332)	365,862
Fund balance, beginning of year	2,632,913	2,632,913	2,632,913	-
Fund balance, end of year	<u>\$ 2,467,975</u>	<u>\$ 1,966,719</u>	<u>\$ 2,332,581</u>	<u>\$ 365,862</u>

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**City of Canyon Lake
Required Supplementary Information
Budgetary Comparison Schedule
Gas Tax Special Revenue Fund
For the Year Ended June 30, 2015**

**DRAFT
Subject to Change**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ 287,300	\$ 287,300	\$ 287,499	\$ 199
Use of money and property	750	750	1,785	1,035
Total revenues	<u>288,050</u>	<u>288,050</u>	<u>289,284</u>	<u>1,234</u>
EXPENDITURES				
Current:				
Public works	<u>147,600</u>	<u>147,600</u>	<u>77,415</u>	<u>70,185</u>
Total expenditures	<u>147,600</u>	<u>147,600</u>	<u>77,415</u>	<u>70,185</u>
Net change in fund balance	140,450	140,450	211,869	71,419
Fund balance, beginning of year	<u>530,390</u>	<u>530,390</u>	<u>530,390</u>	<u>-</u>
Fund balance, end of year	<u><u>\$ 670,840</u></u>	<u><u>\$ 670,840</u></u>	<u><u>\$ 742,259</u></u>	<u><u>\$ 71,419</u></u>

**City of Canyon Lake
 Required Supplementary Information
 Schedule of the Local Government's Proportionate Share of the
 Plan's Net Pension Liability and Related Ratios as of the Measurement Date
 Last 10 Years*
 For the Year Ended June 30, 2015**

**DRAFT
 Subject to Change**

	Measurement Date 6/30/2014
	<u>Miscellaneous</u>
Plan's Proportion of the Net Pension Liability (1)	0.00375%
Plan's Proportionate Share of the Net Pension Liability	\$ 233,356
Plan's Covered-Employee Payroll(2)	\$ 93,277
Plan's Proportionate Share of the Net Pension Liability as a percentage of its Covered-Employee Payroll	250.18%
Plan's Proportion of the Fiduciary Net Position(3)	0.01006%
Plan's Share of Risk Pool Fiduciary Net Position(3)	\$ 1,070,820
Plan's Additional Payments to Side Fund During Measurement Period	\$ 17,880.00
Plan's Proportionate Share of the Fiduciary Net Position (sum of the two preceding lines)	\$ 1,088,700
Plan's Proportionate Share of the Fiduciary Net Position as a percentage of the Plan's Total Pension Liability	0.00944%
Plan's Proportionate Share of Aggregate Employer Contributions(4)	\$ 46,353

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

(2) Covered-Employee Payroll represented above is based on the total payroll of employees that are provided pensions through the pension plan in accordance with GASB 68.

(3) The term Fiduciary Net Position (FNP) as used in this line denotes the aggregate risk pool's FNP at June 30, 2014 less the sum of all employers' additional side fund contributions made during the measurement period.

(4) The plan's proportionate share of aggregate contributions may not match the actual contributions made by the employer during the Measurement Period. The plan's proportionate share of aggregate contributions is based on the plan's proportion of Fiduciary Net Position shown on line 5 of the table above as well as any additional side fund (or unfunded liability) contributions made by the employer during the measurement period.

* Measurement period 2013-14 (fiscal year 2015) was the 1st year of implementation, therefore, only one year is shown.

**City of Canyon Lake
 Required Supplementary Information
 Schedule of Plan Contributions
 Last 10 Years*
 For the Year Ended June 30, 2015**

**DRAFT
 Subject to Change**

	Measurement Period 2013-14
	Miscellaneous
Actuarially Determined Contribution	\$ 46,353
Contributions in Relation to the Actuarially Determined Contribution	(46,353)
Contribution Deficiency (Excess)	\$ -
 Covered-Employee Payroll(1)	\$ 316,789
 Contributions as a Percentage of Covered-Employee Payroll	14.63%

(1) Covered-Employee Payroll represented above is based on the total payroll of employees that are provided pensions through the pension plan in accordance with GASB 68.

* Measurement period 2013-14 (fiscal year 2015) was the 1st year of implementation, therefore, only one year is shown.

Notes to Schedule:

Change in Benefit Terms: None

Change in Assumptions: None

NONMAJOR GOVERNMENTAL FUNDS

Special Revenue Funds

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

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

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

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

Debt Service Fund

Debt Service – This fund accounts for all financial resources that are restricted, committed, or assigned to meet the debt service requirements of the Certificates of Participation.

Capital Projects Fund

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

City of Canyon Lake
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2015

DRAFT
Subject to Change

	Special Revenue Funds			
	Measure A	AQMD	Law Enforcement Grants	Miscellaneous Grants
ASSETS				
Cash and investments	\$ 240,809	\$ 82,256	\$ 8,827	\$ 21,673
Receivables:				
Intergovernmental	21,135	3,524	16,667	-
Total assets	<u>\$ 261,944</u>	<u>\$ 85,780</u>	<u>\$ 25,494</u>	<u>\$ 21,673</u>
 LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ -	\$ -	\$ -	\$ -
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances:				
Restricted for:				
Public works	261,944	85,780	-	-
Public safety	-	-	25,494	-
Equipment	-	-	-	21,673
Total fund balances	<u>261,944</u>	<u>85,780</u>	<u>25,494</u>	<u>21,673</u>
Total liabilities and fund balances	<u>\$ 261,944</u>	<u>\$ 85,780</u>	<u>\$ 25,494</u>	<u>\$ 21,673</u>

<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total Non-major Governmental Funds</u>
Debt Service	Capital Projects	
\$ -	\$ 396,937	\$ 750,502
-	-	41,326
<u>\$ -</u>	<u>\$ 396,937</u>	<u>\$ 791,828</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
-	-	-
-	396,937	744,661
-	-	25,494
-	-	21,673
<u>-</u>	<u>396,937</u>	<u>791,828</u>
<u>\$ -</u>	<u>\$ 396,937</u>	<u>\$ 791,828</u>

City of Canyon Lake
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2015

DRAFT
Subject to Change

	Special Revenue Funds			
	Measure A	AQMD	Law Enforcement Grants	Miscellaneous Grants
REVENUES				
Intergovernmental	\$ 160,831	\$ 13,432	\$ 106,229	\$ -
Use of money and property	522	208	27	-
Other revenue	51,116	-	-	-
Total revenues	<u>212,469</u>	<u>13,640</u>	<u>106,256</u>	<u>-</u>
EXPENDITURES				
Current:				
Public safety	-	-	100,000	-
Capital Outlay	-	-	-	247
Debt service:				
Principal	128,432	-	-	-
Interest and fiscal charges	3,568	-	-	-
Total expenditures	<u>132,000</u>	<u>-</u>	<u>100,000</u>	<u>247</u>
Excess (deficiency) of revenues over (under) expenditures	<u>80,469</u>	<u>13,640</u>	<u>6,256</u>	<u>(247)</u>
OTHER FINANCING SOURCES (USES)				
Transfers out	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	80,469	13,640	6,256	(247)
Fund balances, beginning of year	<u>181,475</u>	<u>72,140</u>	<u>19,238</u>	<u>21,920</u>
Fund balances, end of year	<u>\$ 261,944</u>	<u>\$ 85,780</u>	<u>\$ 25,494</u>	<u>\$ 21,673</u>

<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total Non-major Governmental Funds</u>
\$ -	\$ -	\$ 280,492
-	-	757
-	-	51,116
-	-	332,365
-	-	100,000
-	-	247
-	-	128,432
-	-	3,568
-	-	232,247
-	-	100,118
(6,390)	-	(6,390)
(6,390)	-	(6,390)
(6,390)	-	93,728
6,390	396,937	698,100
<u>\$ -</u>	<u>\$ 396,937</u>	<u>\$ 791,828</u>

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AGENCY FUND

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

City of Canyon Lake
Statement of Changes in Fiduciary Assets and Liabilities
For the Year Ended June 30, 2015

DRAFT
Subject to Change

Agency Fund	<u>Balance June 30, 2014</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2015</u>
ASSETS				
Cash and investments	\$ 15,984	\$ 1,191,402	\$ 1,188,262	\$ 19,124
Due from other governments	39,384.00	41,400	39,384	41,400
Total assets	<u>\$ 55,368</u>	<u>\$ 1,232,802</u>	<u>\$ 1,227,646</u>	<u>\$ 60,524</u>
LIABILITIES				
Deposits	<u>\$ 55,368</u>	<u>\$ 1,232,802</u>	<u>\$ 1,227,646</u>	<u>\$ 60,524</u>
Total liabilities	<u>\$ 55,368</u>	<u>\$ 1,232,802</u>	<u>\$ 1,227,646</u>	<u>\$ 60,524</u>

Electric	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Constellation New Energy, Inc			22.52	17.19	13.33	17.25	17.79	21.10	12.66	30.78	-	152.62
Southern California Edison			3,197.47	18,590.20	21,635.76	26,372.58	37,886.44	40,826.24	49,111.24	47,191.04		244,810.97
			3,219.99	18,607.39	21,649.09	26,389.83	37,904.23	40,847.34	49,123.90	47,221.82	-	244,963.59

Mailed in a Zero Return

Water	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
EMWD			479.77	1,725.14	1,892.80	1,849.97	2,028.10	1,926.36	1,829.93	2,085.75		13,817.82
EVMWD			15,856.61	16,017.08	22,786.97	20,864.11	20,844.26	20,593.55	17,657.21	28,493.92		163,113.71
			16,336.38	17,742.22	24,679.77	22,714.08	22,872.36	22,519.91	19,487.14	30,579.67	-	176,931.53

CR&R	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CR&R		416.79	719.23	2,279.01	933.02	1,288.57	913.74	883.04	1,037.58			8,470.98

Gas	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
The Gas Company		59.37	147.88	128.57	122.59	118.49	100.99	101.44	100.48	96.11		975.92

Telecom	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AT&T Corp					178.14	68.69	67.25	64.94	67.19	65.85		512.06
Century Link Communications						0.86	0.91	0.72	0.72	0.86		4.07
CenturyTel, Inc	1.22	0.81	0.86	0.86	0.91							4.66
Compliance Solutions - GreatCall, Inc. dba Jitterbug				36.95	40.51	45.79	43.70	38.76	40.66	49.60		295.97
Compliance Solutions - Nextiva, Inc.			33.80	34.53	34.27	34.53	34.63	33.14	11.51	29.77		246.18
Compliance Solutions - Ready Wireless, LLC						1.58	1.51	1.51	1.51	1.51		7.62
Granite Tele LLC		2.61	2.71	2.71	2.72	2.71	2.73	2.75	2.75	2.80		24.49
iWireless				1.71	1.86	1.22	1.38	1.67	-	-		7.84
Los Angeles SMSA Limited Part				5,226.49	5,039.78	4,835.54	4,896.73	4,804.54	4,489.89	4,542.78		33,835.75
MCI Communications Services, Inc	11.18	20.88	20.63	22.10	23.05	21.84	21.41	19.30	17.48	14.39		192.26
MetroPCS California, LLC								25.67	24.67	25.42		75.76
New Cingular Wireless PCS LLC	3,292.12	3,200.36	4,010.23	3,744.33	3,581.11	3,471.84	3,839.91	3,346.62	3,647.19	3,672.46		35,806.17
Spok, Inc			0.83	0.84	0.84	0.84	-	-	-	-		3.35
Sprint Communications	5.34	6.71	6.82	5.49	7.57	7.93	6.88	8.45	8.98	8.46		72.63
Sprint Spectrum	46.98	65.19	50.01	46.18	61.68	50.46	50.61	51.76	54.03	41.36		518.26
Sprint Telephony PCS, LP	2,214.76	1,791.29	2,303.34	1,687.96	2,130.88	1,617.43	2,363.26	1,744.90	1,948.51	1,948.51		17,802.33
Star2star Communications	6.69	6.69	7.18	15.37	6.70	6.70	6.91	6.91	7.08	7.08		77.31
T-Mobile West			3,871.08	1,043.78	1,045.13	1,034.42	1,037.94	974.68	1,029.49	1,018.76		11,055.28
TWC Digital Phone LLC					3,841.06							3,841.06
U.S. Telepacific Corp.				165.31	83.31	78.61	82.56	88.28	83.62	82.40		664.09
Utility Telephone, Inc	15.19	20.27	20.05	20.91	20.11	20.24	20.38	20.73	22.24			180.12
Verizon Long Distance, LLC	296.23	547.14	530.49	529.69	540.06	520.62	523.17	503.47	414.37	364.52		4,769.76
Vonage American c/o Extax Serv	61.57	60.98	58.07	58.03	57.41	56.60	55.03	52.93	52.72	51.17		564.51
Vonage Business Solutions c/o Extax					3.02	3.24	3.23	3.25	3.25	4.22		16.96
	5,951.28	5,722.93	10,916.10	12,643.24	16,700.12	11,881.69	13,060.13	10,046.83	11,724.25	11,931.92		110,578.49

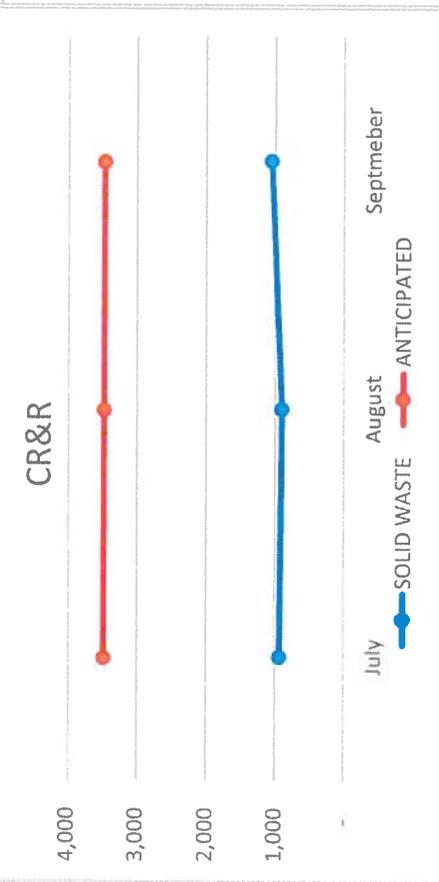
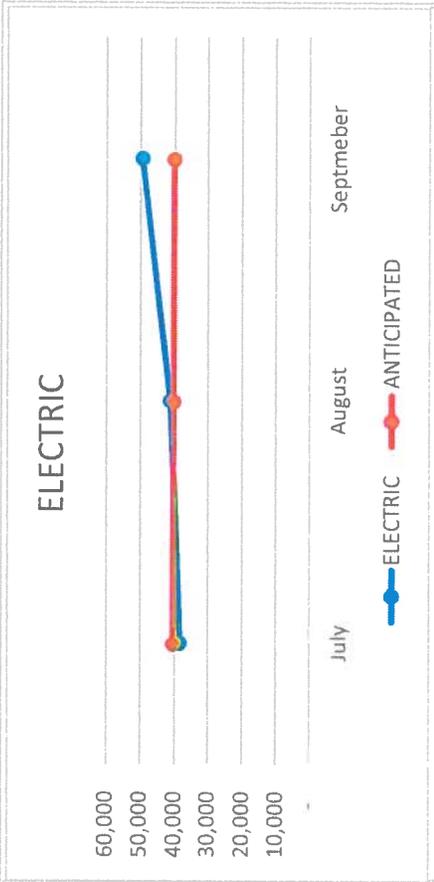
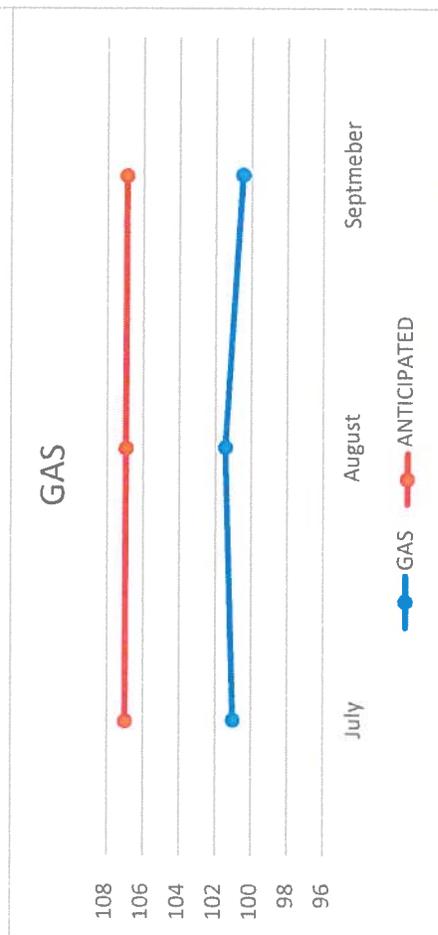
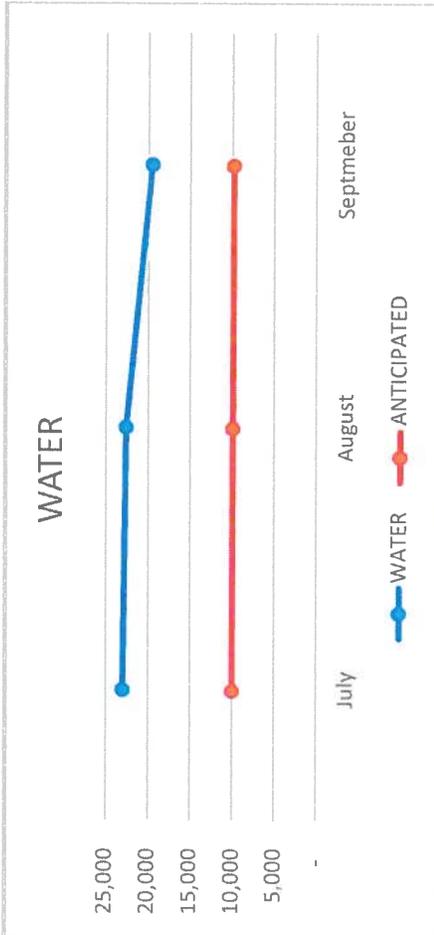
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Video Users	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Verizon California, Inc	2,806.06	5,404.73	5,404.77	5,382.01	5,502.61	5,312.94	5,349.92	5,229.90	4,751.71	4,980.24		50,124.89
Time Warner Cable Business LLC							98.89	33.40	33.40	33.94		199.63
Time Warner Cable Info Services (CA) LLC							941.62	952.37	997.21	1,015.95		3,907.15
	<u>2,806.06</u>	<u>5,404.73</u>	<u>5,404.77</u>	<u>5,382.01</u>	<u>5,502.61</u>	<u>5,312.94</u>	<u>6,390.43</u>	<u>6,215.67</u>	<u>5,782.32</u>	<u>6,030.13</u>	<u>-</u>	<u>54,231.67</u>

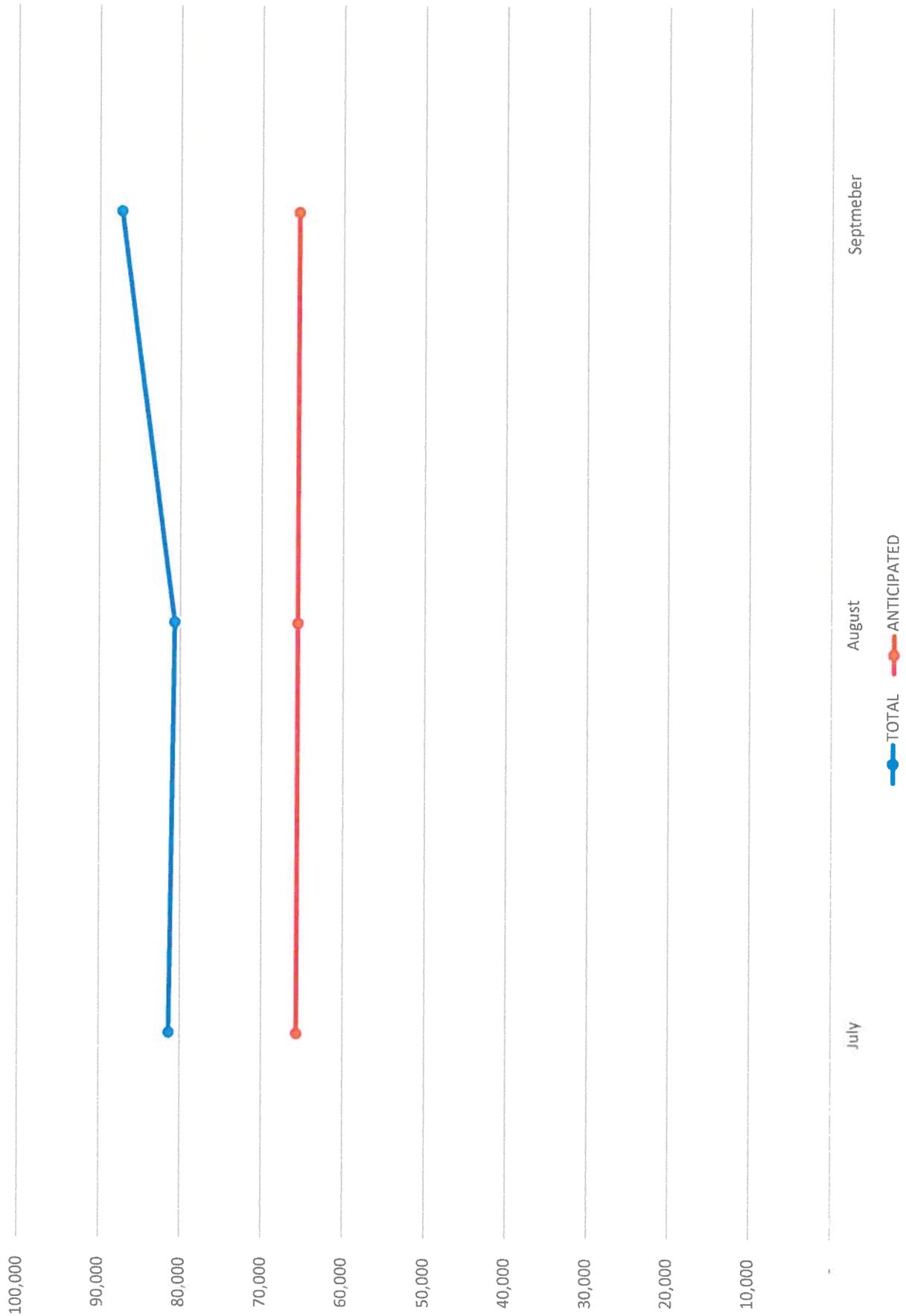
City of Canyon Lake Utility User Tax

July through December 2015

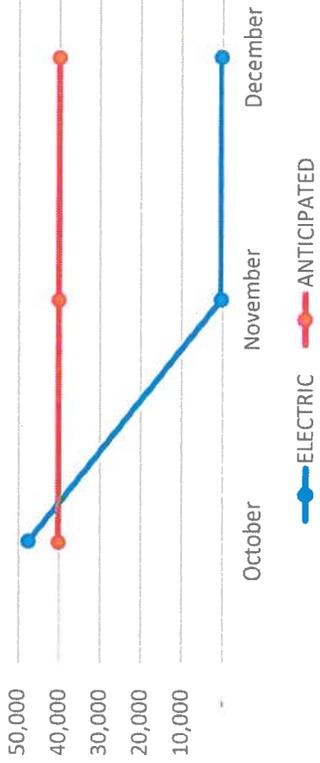
	Jul	Aug	Sept	3rd Quarter	Oct	Nov	Dec	4th Quarter	Total
ELECTRIC	37,904	40,847	49,124	127,875	47,222	-	-	47,222	175,097
ANTICIPATED	39,927	39,927	39,927	119,781	39,927	39,927	39,927	119,781	239,562
VARIANCE	(\$2,023)	\$920	\$9,197	\$8,094	\$7,295	(\$39,927)	(\$39,927)	(\$72,559)	(\$64,465)
WATER	22,872	22,520	19,487	64,879	30,580	-	-	176,932	241,811
ANTICIPATED	9,980	9,980	9,980	29,940	9,980	9,980	9,980	29,940	59,880
VARIANCE	\$12,892	\$12,540	\$9,507	\$34,939	\$20,600	(\$9,980)	(\$9,980)	\$146,992	\$181,931
SOLID WASTE	914	883	1,038	2,834	-	-	-	-	2,834
ANTICIPATED	3,466	3,466	3,466	10,398	3,466	3,466	3,466	10,398	20,796
VARIANCE	(\$2,552)	(\$2,583)	(\$2,428)	(\$7,564)	(\$3,466)	(\$3,466)	(\$3,466)	(\$10,398)	(\$17,962)
GAS	101	101	100	303	96	-	-	96	399
ANTICIPATED	107	107	107	321	107	107	107	321	642
VARIANCE	(\$6)	(\$6)	(\$7)	(\$18)	(\$11)	(\$107)	(\$107)	(\$225)	(\$243)
TELECOM	13,060	10,047	11,724	34,831	11,932	-	-	11,932	46,763
ANTICIPATED	4,580	4,580	4,580	13,740	4,580	4,580	4,580	13,740	27,480
VARIANCE	\$8,480	\$5,467	\$7,144	\$21,091	\$7,352	(\$4,580)	(\$4,580)	(\$1,808)	\$19,283
VIDEO USERS	6,390	6,216	5,782	18,388	6,030	-	-	6,030	24,419
ANTICIPATED	7,507	7,507	7,507	22,521	7,507	7,507	7,507	22,521	45,042
VARIANCE	(\$1,117)	(\$1,291)	(\$1,725)	(\$4,133)	(\$1,477)	(\$7,507)	(\$7,507)	(\$16,491)	(\$20,623)
TOTAL	81,242	80,614	87,256	249,112	95,860	-	-	242,212	491,323
ANTICIPATED	65,567	65,567	65,567	196,701	65,567	65,567	65,567	196,701	393,402
VARIANCE	\$15,675	\$15,047	\$21,689	\$52,411	\$30,293	(\$65,567)	(\$65,567)	\$45,511	\$97,921



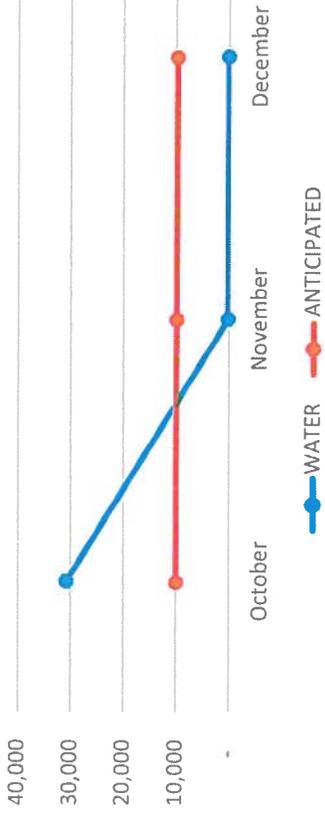
TOTAL UTILITY USERS TAX - JULY TO SEPTEMBER 2015



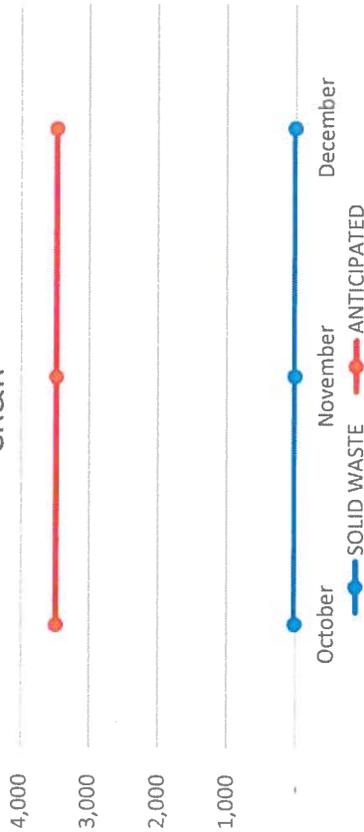
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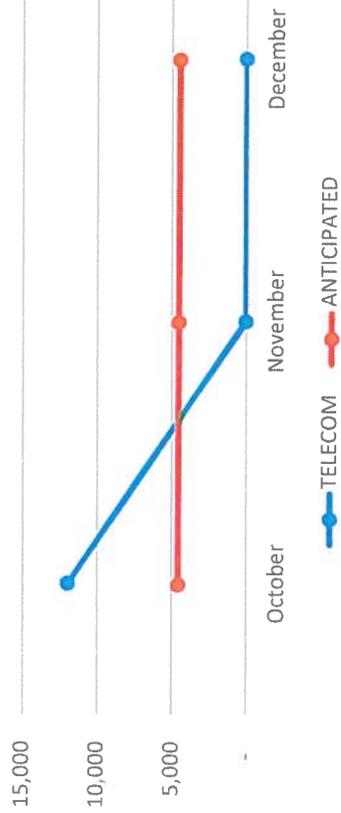
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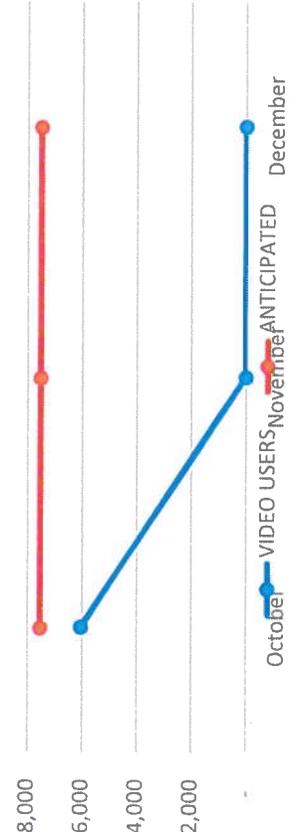
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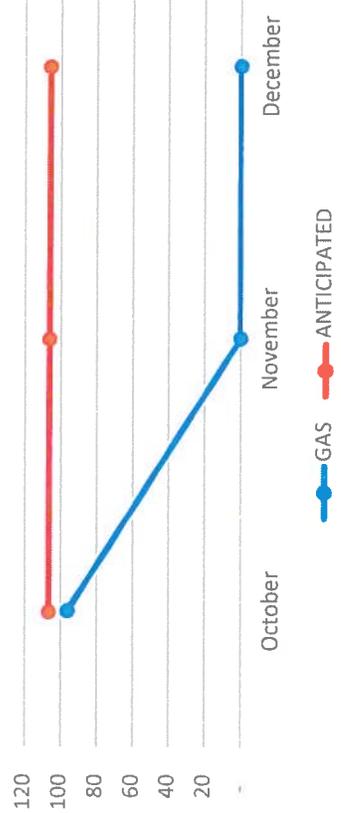
TELECOM



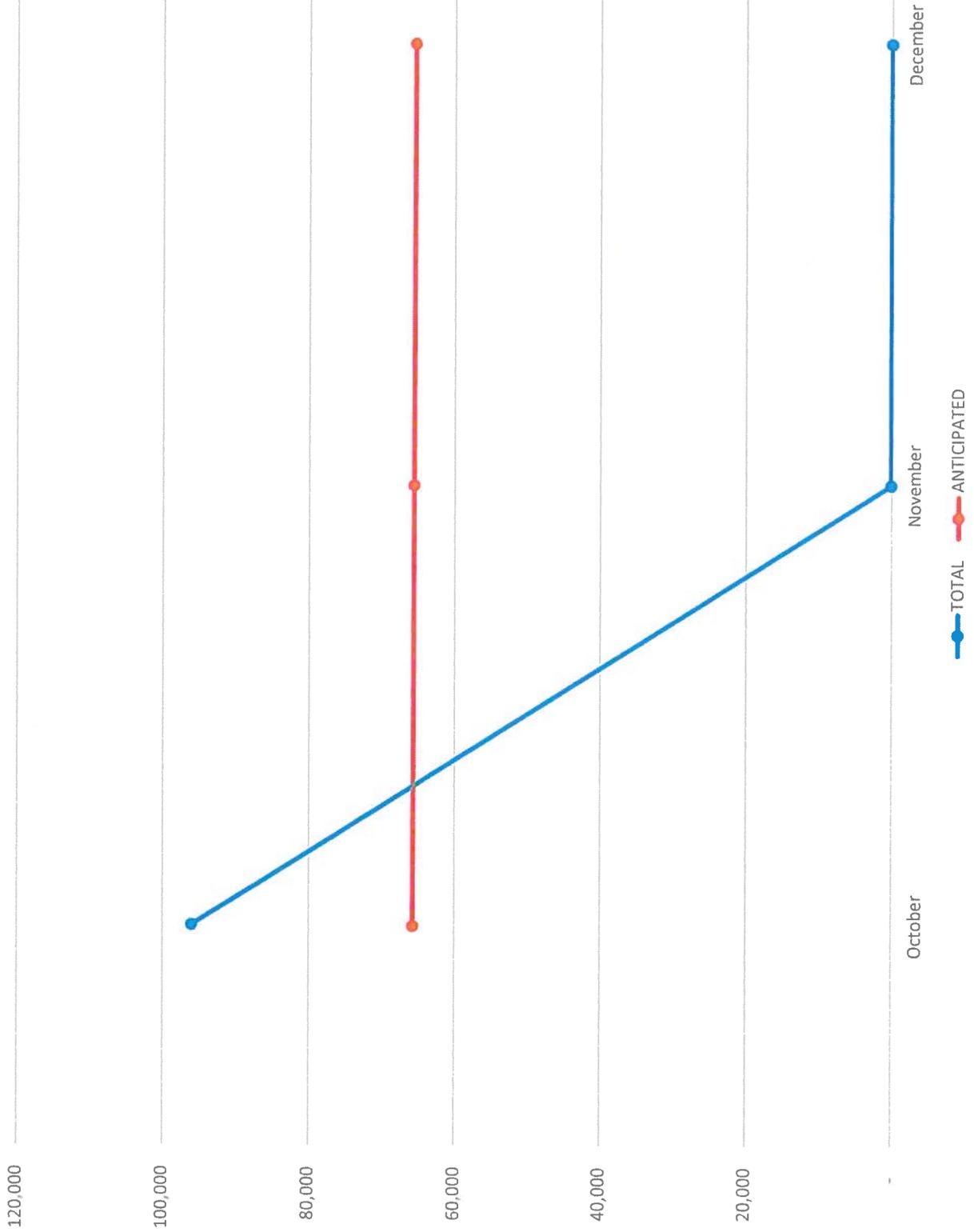
VIDEO USERS



GAS



TOTAL UTILITY USERS TAX - JULY TO SEPTEMBER 2015



**City of Canyon Lake
Administration and Finance Committee
Staff Report**

TO: Chair and Member of the Admin and Finance Committee

FROM: Ariel M. Hall, Interim City Manager/City Clerk

BY: Kirsten Rowe, Administrative Services Manager

DATE: January 5, 2016

SUBJECT: Recommendation of Contractor for Public Works, Building and Safety, Planning and Engineering Services

Recommendation

It is recommended that the Administration and Finance Committee recommend awarding contract to Charles Abbott Associates for Public Works, Building and Safety, Planning and Engineering Services.

Background

On September 17, 2015, an RFP for Public Works, Building and Safety, Planning and Engineering Services was issued. Eight firms submitted proposals. Staff reviewed all proposals, and felt that two firms met all the requirements outlined in the RFP. Staff conducted interviews with both firms, Willdan and Charles Abbott Associates, on November 17th. After the interviews, staff is recommending contracting with Charles Abbott Associates for Public Works, Building and Safety, Planning and Engineering services.

Charles Abbott Associates has been providing services since 1984. In addition to building and safety experts, their staff includes highly-trained professionals who balance regulatory requirements, cost effectiveness, political consideration, and practicality for their clients. They currently service the cities of Banning, Yucaipa and Calimesa.

Their proposal allows for an increase in counter hours for Building and Safety. Currently, Building and Safety provides services Tuesday through Thursday from 11:00 am to 2:00 pm. Charles Abbott Associates proposes providing Building and Safety during normal City Hall hours, Monday through Thursday. When the Building Official is not conducting inspections, they will be in the office to assist residents. Charles Abbott Associates will also provide, at no additional charge to the City, an electronic plan review system. This system will increase the speed in which residents' plans are reviewed.

Staff conducted a cost analysis of the hourly costs of the City's current contractors versus the proposed hourly costs of Charles Abbott Associates, which is attached to this staff report. Staff

also conducted an analysis of costs incurred during 2015, and compared those costs with those same services and hours provided by Charles Abbott Associates. This analysis is also attached to this staff report.

If the Administrative and Finance Committee agrees with staff recommendation, it will be presented to City Council at a Special Council Meeting on January 20th for consideration.

Budget (or Fiscal) Impact

There is no financial impact at this time.

Attachments

1. Charles Abbott Proposal
2. Hourly Cost Comparison
3. 2015 Fee Comparison



"Helping public agencies provide effective and efficient municipal services to improve communities since 1984"

**Proposal for
Building and Safety, Engineering and Public
Works Services,**

**Prepared for
City of Canyon Lake**

**Attn: Kirsten Rowe
31516 Railroad Canyon Road
Canyon Lake, CA 92587**

ORIGINAL

**By:
Charles Abbott Associates, Inc.**

27401 Los Altos # 220
Mission Viejo, CA 92691
Toll Free: (866) 530-4980

www.caaprofessionals.com

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1. LETTER OF INTRODUCTION

October 15, 2015

Subject: Proposal for, Building and Safety, Engineering and Public Works Services

Charles Abbott Associates, Inc. (CAA) is pleased to submit the enclosed Proposal to provide contract Building & Safety, Engineering and Public Works Services to the City of Canyon Lake (City). Since 1984, CAA has been providing a growing number of cities with outstanding engineering, building & safety, code compliance and plan checking services. Over the years, our vast knowledge, experience, and proven ability to satisfy the needs of cities of all sizes has earned us the reputation of being one of the most qualified firms in the industry.

CAA is exceptionally qualified to provide the requested services to the City as described in our submittal. Our team is not only comprised of building & safety experts, but also highly trained professionals who are able to balance regulatory requirements, cost effectiveness, political considerations, and practicality when advising our clients. Our corporate headquarter is located in Mission Viejo, CA, and our regional presence serving the Cities of Banning, Yucaipa and Calimesa afford CAA the unique advantage to provide additional staff from adjacent cities without delay if workload increases. CAA also has staff members located in close proximity including Canyon Lakes itself, which provides even greater response time access. Our Plan Review Service is provided by full-time and part-time plan reviewers, civil as well as, structural and non- structural reviewers, located throughout each region and available to meet additional workload as required. In addition, our depth of professional knowledge and our 30 years of industry experience make CAA superior to any other consultant providing these services in Southern California. We constantly look for creative solutions for our clients' needs, and are committed cost effectiveness without sacrificing quality.

CAA has the experience, organization, location, and size to ensure success in delivering the highest quality Building & Safety and engineering services to Canyon Lake. We deliver plan check services with the best turn-around times in the industry without sacrificing quality, as validated by the highest ISO insurance ratings in the country. We believe that as you evaluate service providers, you may very well find that several firms possess the technical skills necessary to provide the services that you are seeking. However, we believe that upon evaluation of our qualifications and consideration of our firm's unique and unmatched delivery of services, you will find that CAA is best qualified to serve you.

CAA recently received a company rating of "2" by ISO for all of our California Cities in 2014. This rating illustrates CAA's commitment to mitigating losses and enforcing codes to improve safety in our communities. It is worth noting that to date, only 278 out of 8890 jurisdictions in the Country have received this high rating. Additionally, the International Code Council (ICC) has recently recognized CAA as a Preferred Provider, making CAA the first entity in California to receive such recognition.



We want to be your partner in delivering exceptional public service and promoting the City of Canyon Lake. We pledge the full resources and backing of our firm to assure that

the City has the most efficient and cost effective building services strategy available. Our business model will ensure that the resources dedicated to the City will not be redirected to support other projects, thereby ensuring staff continuity and consistency at the City. We stand by our commitment to unparalleled professionalism and service, as evidenced by an average length of service with our clients of over 16 years.

Project Understanding

CAA proposes to perform all services required by the City. The CAA professionals assigned to the City have many years of municipal experience to support the City's Building and Safety, Engineering and Public Works Divisions. CAA's professional staff successfully services over 45 cities, and has been handling a complete package of City Building Department Services for over 30 years, including:

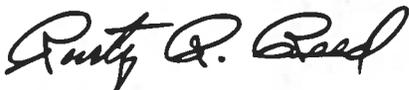
- A. Building Codes Administration
- B. Building Inspections
- C. Building Plans Review
- D. City Engineering
- E. Public Works
- F. Environmental Management
- G. Code Enforcement

CAA will provide all materials, resources, tools and training required for our professionals to perform their assigned duties, including vehicles, cell phones, iPads, and other technology devices that enhance our service. Services to be provided include daily inspections, plan checking, permit issuance, municipal engineering and public works support, traffic engineering review and the processing and review of development site plans and conditional use permits.

We would be happy to meet with you to discuss this proposal and your service needs. Our proposal will remain valid for a period of 90 days, as requested by the City. If there are any questions, or if any additional information is needed, please contact me at our Mission Viejo office at (866) 530-4980.

Sincerely,

CHARLES ABBOTT ASSOCIATES, INC.



Rusty Reed
President

27401 Los Altos # 220
Mission Viejo, CA 92691
(866) 530-4980

2. EXPERIENCE AND QUALIFICATIONS

a. Firm Description

1. Official name and address: Charles Abbott Associates, Inc.
27401 Los Altos, #220
Mission Viejo, CA 92691

2. Primary point of contact: Ron Grider, PE, CBO
27401 Los Altos, #220
Mission Viejo, CA 92691
Tel: 949-215-2042
rongrider@caaprofessionals.com

3. Entity type: Corporation

4. Federal Employer ID: 33-0053899

5. Company locations:

CALIFORNIA – COMPANY HEADQUARTER 27401 Los Altos, #220 Mission Viejo, CA 92691 Tel: (949) 367-2850 Fax: (949) 367-2852	
FLORIDA 3001 North Rocky Point Drive East, #200 Tampa, FL 33607 Tel: (866) 530-4980 Fax: (949) 367-2852	GEORGIA Two Ravinia, #500 Atlanta, GA 30346 Tel: (866) 530-4980 Fax: (949) 367-2852
COLORADO 10955 Westmoor Dr, 4th Floor Westminster, CO 80021 Tel: (866) 530-4980 Fax: (949) 367-2852	NEVADA 8537 Stone Harbor Las Vegas, NV 89145 Tel: (866) 530-4980 Fax: (949) 367-2852
ARIZONA 60 E Rio Salado Parkway, #900 Tempe, AZ 85281 Tel: (866) 530-4980 Fax: (949) 367-2852	TEXAS 9595 Six Pines, Bldg. 8, Level 2, #8210 The Woodlands, TX 77380 Tel: (866) 530-4980 Fax: (949) 367-2852

6. Ownership Statement: Susan Abbott and Rusty Reed are the Principals of CAA. The company is not owned, in whole or in part, by another business organization or individual.

7. Years in Business: 31

8. Comparable Contracts:



Agency	Since	Services
City of Banning, CA	2015	Building & Safety
City of Brookhaven, GA	2015	Building & Safety Full Service
City of Calimesa, CA	2014	Building & Safety Full Service
City of Carson City, NV	2014	Building & Safety Full Service
City of Forest Park, GA	2014	Building & Safety
City of Manchester, GA	2014	Building & Safety Code Enforcement
City of Griffin, GA	2014	Building & Safety
City of Peachtree Corners, GA	2013	Building & Safety
City of Duarte, CA	2013	Building & Safety Inspection & Plan Check, Code Administration
City of Riverdale, GA	2012	Building & Safety
City of Palmetto, GA	2012	Building & Safety
City of La Palma, CA	2012	Building & Safety
City of Laguna Hills, CA	2012	Building & Safety
City of Los Alamitos, CA	2010	Building & Safety Environmental
City of Adelanto, CA	2010	Building & Safety
City of Cypress, CA	2008	Plan Check Building Inspection NPDES Inspection and Plan

		Review
City of Rancho Santa Margarita, CA	2007	Building & Safety Environmental Public Works Code Enforcement
City of Laguna Niguel, CA	2006	Building & Safety Public Works Street Maintenance
City of Fountain Valley, CA	2004	Building & Safety
City of Stanton, CA	2004	Building & Safety
City of Aliso Viejo, CA	2002	Building & Safety City Engineering Code Enforcement
Town of Pahrump, NV	1998	Building & Safety Environmental
City of Mission Viejo, CA	1995	Building & Safety Public Works Plan Check Public Works Inspection
City of Camarillo, CA	1994	Building & Safety
Town of Yucca Valley, CA	1994	Building & Safety Town Engineering Public Works Inspection
City of Yucaipa, CA	1993	Building & Safety Engineering Support Fire Marshall Services
City of Twentynine Palms, CA	1993	Building & Safety City Engineering Traffic Engineering
Town of Apple Valley, CA	1990	Building & Safety Public Work Administration Town Engineering
City of Hidden Hills, CA	1990	Building & Safety City Engineering
City of Moorpark, CA	1988	Building & Safety

9. Areas of Specialization:

CAA has been providing Building & Safety Services to a growing number of cities and counties in the Southern California region since 1984. The following table lists some of the services we provide to meet the needs of our clients:

SERVICE ROLES	SERVICES
<ul style="list-style-type: none"> • Building Official • Building Inspector • Code Compliance Officer • Public Counter Technician • Public Works Director • City Engineer • Plan Checker • Fire Prevention Specialist/Inspector • Map Check Surveyor • Certified Environmental Trainers • Project/Construction Engineer • Landscape Manager/Supervisor • Landscape Architect • Redevelopment Agency Engineer • Assessment Engineer • Traffic Engineer • CASP Certified Specialist 	<ul style="list-style-type: none"> • Building & Safety Administration • Plan Review • Building Inspections • Accessibility Assessments • Grading and Improvement Review • Environmental Assessments • Municipal NPDES Programs • NPDES Review • Public Works Administrative Services • Public Works Contracting • Work Management and Budgeting Systems • Organizational/Personnel Audits • Evaluation of Fee Structures • Grant/Funding Applications • AB 939 Implementation • Pavement Management • Asset Management

10. Failure to Complete Contract: None
11. Financial Interests: CAA has no financial interests in any other line of work.
12. Conflict of Interest: CAA is unaware of any conflict of interest in performing the proposed work.

b. Proposed Consultant Team

We have assembled a project team with the skills and qualifications necessary to serve the City successfully. This team of highly qualified and experienced staff has provided similar services to many cities and counties, and brings numerous combined years of related experience to the table. CAA employs full time personnel to staff municipal work engagements, and recruits individuals who are looking for long-term employment with a stable firm and a rewarding career. We are proposing experienced staff that can work as team members with City staff, augmenting their efforts and reach. CAA will not change the assigned Building Official without the express consent of the City's City Manager.

With those principles in mind, the proposed key management professionals are as follows:

Ron Grider, PE, CBO will oversee the project as the Regional Director.

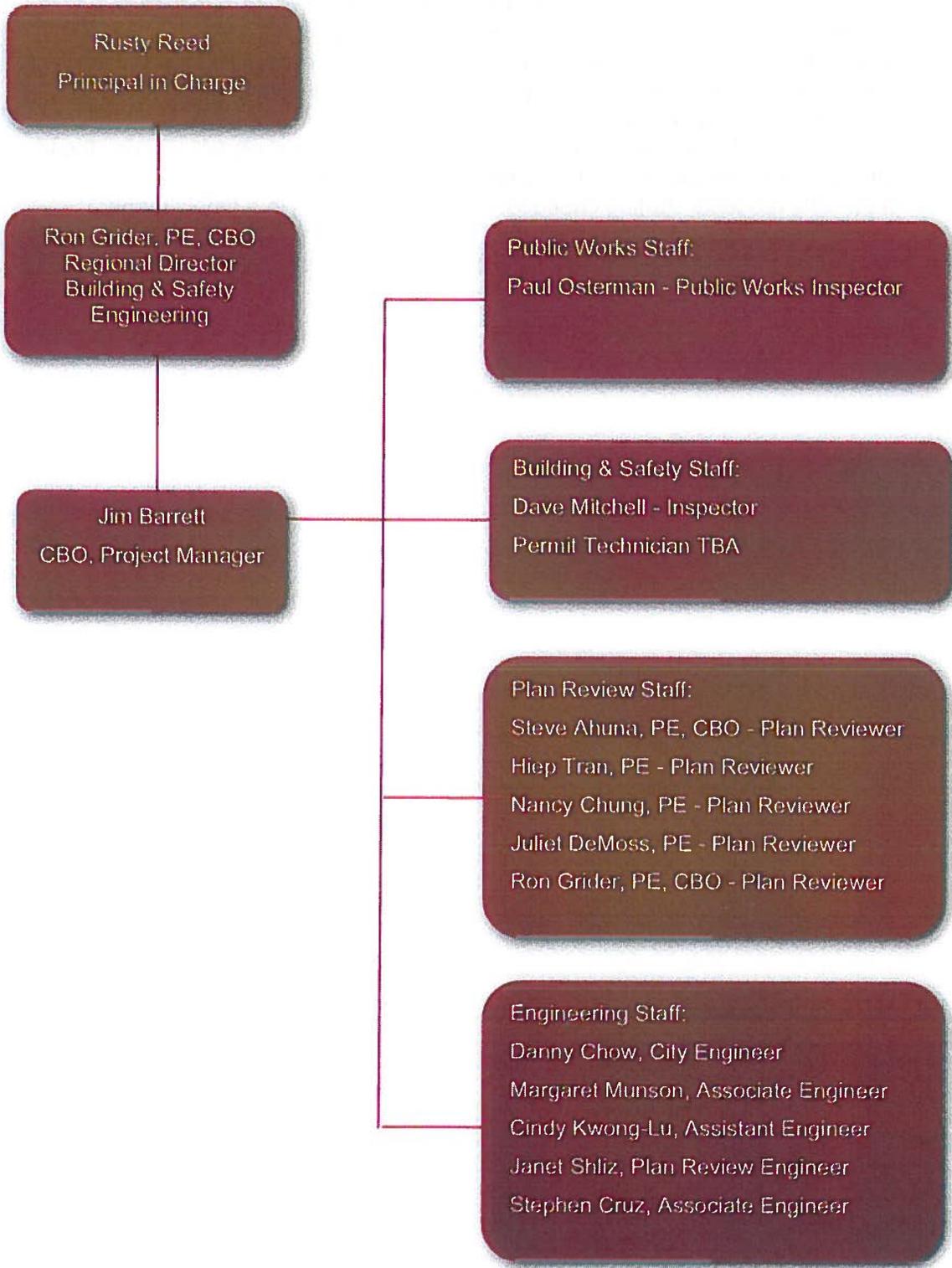
Jim Barrett, CBO will serve as the Project Manager, ensuring our policies, procedures, and manpower will provide the level of service the City desires. He will supervise the project and maintain continuous communication with the City to ensure that the City is 100% satisfied with our staff, our turnaround times, the quality of our work, and the overall teamwork between our staff and yours. Any shortcomings from the City's perspective will be dealt with promptly.

As part of our services, we assure the following to the City:

- Key personnel will be available to the extent proposed for the duration of the project, and no person designated “key” to the project will be removed or replaced without the prior written consent of the City.
- In addition to the proposed key staff CAA will provide resources tailored to serve your need from our cadre of highly experienced and qualified engineers, plan reviewers and inspectors.
- Should we wish to make any permanent staffing changes, we will discuss these changes with the City at least 30 days in advance; and
- If the City requests staffing changes, we will make them in a timely manner.

CAA does not employ any independent contractors and will not use any sub-consultants, sub-contractors, suppliers or manufacturers for this project.

Organizational Chart



Resumes Building & Safety

Ron Grider, PE, CBO

Regional Director

Years of Experience

31+

Education

B.S., Civil Engineering, California State University, Los Angeles

Professional Memberships

ICC, CALBO

Certifications

CALBO Certified Building Official
ICC Certified Building Official (0878901-CB)
IAEI Certified Electrical Inspector
ICC Certified Building Inspector (0878901-B5,K1,10)
ICC Certified Electrical Inspector (0878901-K2,E5)
ICC Certified Mechanical Inspector (0878901-M5,K4,44)
ICC Certified Plumbing Inspector (0878901-P5,K3,34)
ICC Certified Plans Examiner (878901-K6)
ICC Certified Combination Inspector (0878901-K8,K4,C8,50)
ICC Certified Combination Dwelling Inspector (0878901-R5,56)
OES/CALEMA DISASTER SERVICE WORKER (61525)

KEY QUALIFICATIONS

- Extensive Project Management Experience
- Registered Civil Engineer in, CA,CO, NV, GA and FL
- Municipal Experience
- Hands-on Public Works Experience
- Extensive Plans Review Experience
- Multiple Certifications

Mr Grider has over 31 years of construction, public works, and building & safety experience. He has held the position of Building Official, County Engineer, Sr. Engineering Manager as well as numerous other key positions in the field. Well known in the public sector as a compassionate leader focused on customer service, he is routinely involved in the presentation of building code, engineering principles and advancing the cause of preventing life loss and protecting property in Nevada and California. As Regional Director for CAA, he directs the services CAA provides in building and safety in Nevada and the California High Desert communities. He is also responsible for quality control and evaluation. Ron has familiarity with Cites in Riverside County, having worked in near by City of Wildomar, Cities of Calimesa and Banning.

Professional Affiliations

American Society of Civil Engineer (ASCE)
Member Structural Engineers Association of Southern California (SEAOSC)
Member Structural Engineers Institute (SEI)
Member California Building Officials (CALBO)
Member International Code Council (ICC)
Safety Assessment Emergency Services – State of California SAPC61525
American Institute of Steel Construction (AISC)

James Barrett, CBO

Certified Building Official

Years of Experience

31+

Education

Riverside Community College-Construction Technology
Mt San Jacinto Community College
Engineering and Architectural Design
National Education Center - Architectural Design

License

General Building Contractor, California

Professional Memberships

ICC, CALBO

Certifications

ICC Certified Building Official
ICC Certified Building Inspector
CalOES Safety Assessment
PC 832

KEY QUALIFICATIONS

- Certified Building Official
- Certified Building Inspector
- Strong leadership and interpersonal skills
- Public and Private Sector Experience
- Proven Conflict Resolution Skills through Management and Hands On Experience with Design and Construction
- Excellent Supervisory Skills

Mr. Barrett has over 36 years of construction, building and safety experience. He has held the position of Building Official for the Cities of Yucaipa, Colton, Banning, Loma Linda, March Joint Powers Authority, Canyon Lake and Calimesa. He was responsible for all the day-to-day Building Department activities including inspection and plan review of a wide range of commercial, industrial, medical and multi-family projects. In this capacity, Mr. Barrett has supervised up to 45 field and counter personnel.

As a Building Official, Mr. Barrett has vast experience in the oversight of plan review and inspection of a wide variety of construction projects.

Recent Project Experience

Building Official for the City of Yucaipa
Building Official at the City of Colton
Building Official at the City of Calimesa
Deputy Building Official at the City of Banning
Deputy Building Official at the City of Loma Linda
Deputy Building Official at the City of Canyon Lake
Deputy Building Official at March Joint Powers Authority
Project/Inspection Manager at the Morongo Band of Mission Indians
Interim Code Enforcement Manager at the City of Perris

Professional Affiliations

Green Building Committee, California Building Officials, 2008-2009
Certified Disaster Response Team Member, CALBO (California Building Officials)
Board Member, ICC Citrus Belt and Foothill Chapters (Current)
Education Committee Chair, ICC Citrus Belt and Foothill Chapters (Current)
Past President, ICC Citrus Belt Chapter
Instructor, CALBO (California Building Officials)

Dave Mitchell, Certified Building Inspector

Certified Combination Building Inspector/Green Building Professional

Years of Experience

20+

Professional Memberships

ICC

Certifications

ICC Certified Mechanical Inspector
ICC Certified Plumbing Inspector
ICC Certified Electrical Inspector
ICC Certified Combination Inspector
ICC Certified Building Inspector UBC/CBC
ICC Certified Combination Dwelling Inspector
Certified Green Building Professional

Mr. Mitchell has more than 20 years of experience and serves as senior building inspector for CAA. He is responsible for routing and performing the plan review of construction projects. Mr. Mitchell is also responsible for the building and grading inspections. Mr. Mitchell coordinates with other agencies ensuring that projects are not permitted or finalized until required approvals are obtained.

Mr. Mitchell prides himself on being able to administer the code in a friendly courteous manner. Coming from a construction background, he understands issues involving the mechanics and constructability of systems intended for compliance.

Recent Project Experience

Serves as a Building Inspector, Building Permit Technician, and Residential Plan Checker for the City of Yucaipa

Direct responsibility in handling residents' inquiries and responding to developers, builders and contractors regarding Public Works and Building and Safety related matters

KEY QUALIFICATIONS

- Certified Building Inspector
- Green Building Professional
- Extensive Building & Safety Background
- General Knowledge of Municipal Code, Building Code, and City Ordinances
- Hands-On Permit Issuance, Plan Check and Counter Experience
- Multiple Certifications

Steve Ahuna, PE, CBO

Registered Civil Engineer/Certified Plans Examiner

Years of Experience

30+

Education

M.S., Applied Economics, Santa Clara University, Santa Clara, CA

B.S., Architectural Engineering, California State University, San Luis Obispo

Professional Memberships

ICC, CALBO, SEAOSC

Certifications

ICC Certified Building Official (1036330-CB)

ICC Certified Plans Examiner (1036330-B3)

ICC Certified Plans Examiner UBC (1036330-60)

OES/CALEMA DISASTER SERVICE WORKER

KEY QUALIFICATIONS

- Licensed and Certified
- Certified Building Official
- Building Plans Examiner
- PE License CA, NV, FL and AZ
- Municipal Experience
- Structural and Architectural Review
- Extensive Plans Review Experience

Registration

Civil Engineer in California (C 34264), Nevada, Florida and Arizona

Mr. Ahuna has over 30 years of experience in architectural and structural review of residential and non-residential plans. He has plan review experience working for both private and municipal entities. Prior to working as a plan checker, he worked for a private consulting structural engineering firm as a design engineer for residential and non-residential buildings. He will oversee the plan review staff in the review of plans and calculations for compliance with adopted codes and any adopted amendments.

Recent Project Experience

- 3-Story Senior Complex, Laguna Niguel, CA
- 20 Unit Townhouse Project, Huntington Beach, CA
- Several Industrial/Office Buildings, Huntington Beach, CA
- Preliminary Review of a 300 Unit Condo Project, Huntington Beach, CA
- Nevada Cancer Institute
- Fairfield Apartments

Hiep Tran, PE

Registered Civil Engineer/Plans Examiner/Engineering & Code Professional

Years of Experience

31+

Education

B.S. Civil Engineering, California State University, Long Beach

License

Civil Engineer, C 35581

Professional Memberships

ICC, CALBO, SEAOSC

KEY QUALIFICATIONS

- Municipal Background
- Public and Private Sector Experience
- 30 years of building code plan review
- 15 years of engineering design, problem solving skills through management and hands on experience with design and construction

Mr. Tran has over 31 years of engineering construction, building and safety experience. He has held the position of Plan Check Engineer for the City of Newport Beach, California for over 21 years now and is responsible for all architectural and structural plans examining, accessibility plans reviews, and fire sprinkler alarm review assignments. Hiep has reviewed projects including residential, commercial, and industrial structures. Hiep also had his own practice in designing architectural and structural residential projects in California for several years.

Recent Project Experience

Plan Check Engineer for Newport Beach, CA for the past 20 years

Nancy Chung, PE

Certified Plans Examiner/Registered Civil Engineer

Years of Experience

41+

Education

Colorado State University, M.S. Structural Engineering

License

California Registered Civil Engineer
Nevada Registered Civil Engineer

Professional Memberships

ICC

Certifications

ICC Certified Building Examiner
ICC Certified Building Inspector
ICC Certified Building Official

KEY QUALIFICATIONS

- Municipal Background
- Hands-on Construction and Building & Safety Experience
- Excellent Interpersonal and Communication Skills
- Thorough Knowledge of Building Codes, Regulations and Construction Industry Standards
- Multiple Certifications

Ms. Chung has over 40 years of building design, plan check and public works experience. She is responsible for structural and architectural plan review, building structural design, flood channel and storm drain design, and project management of road projects. She also worked 2 ½ years in structural inspection for large residential and commercial projects.

Recent Project Experience

- Twenty years of plan review experience including residential, apartment and commercial projects
- Worked as emergency inspector for San Francisco earthquake
- Private and public sector experience
- Building design experience - residential, apartment, commercial & industrial projects.
- Public Works design experience - Flood Control Channels & facilities
- Public Works project management - Storm Drains, Roads & Bridges projects.

Juliet DeMoss, PE, MSCE

Certified Plans Examiner

Years of Experience

22+

Education

M.S., Structural Engineering, University of Southern California
B.S., Civil Engineering, University of Washington

Professional Memberships

ICC, CABO

Certifications

CABO Certified Building Official
ICC Certified Plans Examiner

Ms. DeMoss has over 22 years of plan checking experience. She reviews plans for completeness and compliance with codes and writes correction notices for several municipalities. She is very familiar with all types of building construction methods and structural systems including timber and masonry design, steel design, reinforced and pre-stressed concrete design, structural systems, and foundation design. She is a Registered Disaster Service Worker for California and has performed earthquake assessments and evaluations.

Resumes Engineering/Public Works

Danny Chow, PE

Registered Civil Engineer/Plan Checker

Years of Experience

32+

Education

M.S., Civil Engineering, California State University, Fullerton, 1993

B.S., Electrical Engineering, California State University, Fullerton, 1986

KEY QUALIFICATIONS

- Extensive Plans Review Experience
- Registered Civil Engineer
- Municipal Experience

Registration

Civil Engineer: California (C 46555), Nevada, Oregon, and Washington

Professional Memberships

ICC

Certifications

OES/CALEMA Disaster Service Worker

Mr. Chow has over 32 years of experience in management, plan review, planning, design, and construction of civil engineering projects. During his 16 years with Charles Abbott Associates, Inc., Danny has been in charge of civil plan review staff as well as performing many reviews himself for Southern California communities. Danny has managed numerous CIP projects from funding, design, bidding, and construction, through completion for several agencies as project manager and provided the highest level of service to those agencies. His past experience includes street maintenance and rehabilitation, street widening, flood control and storm drains, parking facilities, public transportation facilities, parks and recreations, and other CIP projects, as well as coordination with local, state, and federal agencies.

Representative Project Experience

- Adobe Road Rehabilitation from Amboy Road to USMC Air Ground Combat Training Center, City of Twenty-nine Palms, San Bernardino County – Mr. Chow is responsible for the preparation of plans, specifications, and estimates of this 3- mile street widening and reconstruction project. This project is currently in construction (\$4.20 million).
- Corwin Road Reconstruction from Highway 18 to Apple Valley Airport, Town of Apple Valley, San Bernardino County – Mr. Chow is responsible for the preparation of plans, specifications, and estimates of this 4.3-mile street widening and reconstruction project, which includes pulverization, removal, reconstruction of pavement, curb and gutter, drainage facilities, parking area, and traffic striping and signage. This project is currently in construction (\$3.05 million).
- Navajo Road Widening from Highway 18 to Waalew Road, Town of Apple Valley, San Bernardino County – Mr. Chow was responsible for the preparation of plans, specifications, and estimates of this 4-mile street widening and reconstruction project. This project was completed in 2009 (\$2.23 million).

Margaret Monson

Senior Plan Checker/Designer

Years of Experience

27+

Education

Golden West Community College –
Engineering

Fullerton College - Engineering

Certifications

FEMA Elevation Certification

FEMA Managing Flood Plain Development

Ms. Monson has over 27 years of experience in management, plan review, planning, and design of civil engineering projects. She has established and developed Public Works and Engineering departments from three employees to nine employees in partnership with the Director of Public Works. She has administered public works contracts and managed contractors. Developed engineering department procedures for three cities. Administered public works projects from concept proposal to the City Council through to project Notice of Completion; provided administrative and technical support and direction to engineers, inspectors, contractors, and maintenance staff. Assisted in the Development of Public Works and Engineering Department budget. Processed CIP and budget revisions through City Manager and Council. Conducted community meetings for resolution of problems and to inform of construction projects affecting them. Prepared Staff reports and powerpoint presentations for City Council and Planning Commission meetings and study sessions. Designed and reviewed many projects in Southern California ranging from grading plans (rough and precise) to erosion control, street improvement lot plans.

KEY QUALIFICATIONS

- Knowledge of Engineering Standards and Practices
- Performed Construction Management & Field Inspections
- Proficient designer in areas of grading, street improvements, and drainage
- Proficient with AUTOCAD CIVIL 3D, Microsoft Office suite, Deltek Vision
- Familiar with APWA standards and local construction standards in multiple states/jurisdictions

Cindy G. Kwong-Lu, PE, LEED AP

Registered Civil Engineer/Plan Checker

Years of Experience

13+

Education

B.S., Civil Engineering, University of California, Los Angeles, 1999

Registration

Civil Engineer: California (C 65945)

Professional Memberships

ICC

Certifications

LEED Accredited Professional, GBCI No. 10469089

Ms. Kwong-Lu has over 13 years of experience in plan review, planning, and design of civil engineering projects. Of her 9 years with Charles Abbott Associates, Inc., she has reviewed many projects in southern California ranging from grading plans (rough and precise) to erosion control, street improvement and parking lot plans. Cindy has been responsible for numerous CIP projects from design, bidding, and construction, through completion for several agencies as design engineer and provided the highest level of service to those agencies. Her past experience includes pavement management and evaluation, street maintenance and rehabilitation, street widening, parking facilities, public transportation facilities, parks and recreation, and other CIP projects, and coordination with local, state, and federal agencies. Most of her experience is in the municipal arena.

KEY QUALIFICATIONS

- Extensive Plans Review Experience
- Registered Civil Engineer
- Municipal Experience

Janet Shliz, MSCE

Plan Checker

Years of Experience

32+

Education

B.S., Civil Engineering, Moldova
Polytechnical Institute, 1977

M.S., Civil Engineering, Moldova
Polytechnical Institute, 1979

KEY QUALIFICATIONS

- Extensive Plans Review Experience
- Registered Civil Engineer
- Municipal Experience

Ms. Shliz has over 32 years of experience in plan review, planning, and design of civil engineering projects. During her 13 years with Charles Abbott Associates, Inc., she has reviewed many projects in Southern California ranging from grading plans (rough and precise) to erosion control, street improvement and parking lot plans. She has spent most of her years with CAA reviewing projects for several of our municipal clients in Southern California, many of which are in LA and Orange Counties. Janet has designed and reviewed numerous CIP projects from, bidding, and construction, through completion for several agencies. Her past experience includes pavement management and evaluation, street maintenance and rehabilitation, street widening, parking facilities, public transportation facilities, parks and recreation, and other CIP projects, and coordination with local, state, and federal agencies. Most of her experience is in municipal arena.

Recent Project Experience

- City of Yucaipa, Uptown improvement project plan review
- City of Yucaipa, 120 unit Senior Apartments grading and SWPPP review
- Nye County Nevada, Blagg Road preparation of plans and specifications for the reconstruction of previously failed road
- City of Twentynine Palms, Adobe road preparation of plans and specifications for the street rehabilitation project

Stephen Cruz, EIT

Assistant Engineer

Years of Experience

4+

Education

B.S. Civil Engineering, University of California
M.S. Engineering Management, California
State Polytechnic University

Licenses

Engineer-In-Training License #138916
HAZWOPER General Site Worker
#754855737
Nuclear Gauge Densometer Operator Certified, #50210

KEY QUALIFICATIONS

- Technical Skills include AutoCAD Civil 3D, AutoCAD, Hydraflow Storm Sewers, MS Office, HEC-RAS, Project, gINT, Matlab, and MODFLOW
- Contract Management and Construction Project Management Experience

Professional Memberships

American Society of Civil Engineers, Urban Land Institute, Engineers Without Borders

Mr. Cruz has been an Assistant Engineer for the City of Palos Verdes Estates since 2014. His responsibilities include:

- Inspect public works improvements
- Provide staff reports to City Council with recommendations
- Serve as project engineer on City CIP projects from inception to closing
- Manage and inspect contracted design and construction work
- Provide contract management and construction project management services
- Conduct engineering plan review of private development projects and traffic control plans
- Provide excellent customer service at the City Hall Counter

Paul Osterman- Public Works Inspector

Public Works Inspector/Construction Manager

Years of Experience

10+

Certifications

APWA Training for Public Works Inspection
Inspection of Signal Installation – Berklin Tech

T

ICC Certified Building Inspector

ICC Certified Residential Combination Dwelling Inspector

Certified Green Building Professional

Cal EPA Certificate for Environmental Inspection

KEY QUALIFICATIONS

- Municipal Background
- Hands-On Engineering Experience
- Project Oversight
- Project Commitment

Mr. Osterman has over 10 years of construction industry experience including six years in the private sector and four years of municipal experience including public works inspection, building and safety inspection, issuing permits and plan check. His notable experience includes:

Recent Project Experience

- Serves as Environmental Inspector for the City of Yucaipa, including NPDES and commercial compliance inspection
- Public Works inspection for the City of Yucaipa, Town of Apple Valley
- Relevant duties for the Town of Apple Valley include all aspects of the Building and Safety Department, as well as Engineering Department roles in Public Works inspection and project management of CIP projects
- Other contract experience includes Public Works inspection for the City of Twentynine Palms, Hidden Hills, Palo Verdes Estate, Nye County Nevada

c. Conceptual Plan

Allocation of Resources

CAA offers one of the most comprehensive Building and Safety services in the industry, providing all functions of a full service department, as well as part time functions to accommodate fluctuations in workload, should they arise. We employ some of the most qualified and experienced professionals for the services requested.

We will provide a highly qualified ICC Certified Building Official with plan check capabilities to be available at City Hall during regular City Hall business hours as needed, with an expected presence of 10-20 hours per week depending on workload and as agreed upon with the City. The Building Official will be available to respond to emergency situations. CAA will also provide a Certified Building Inspector to perform inspections during regular City Hall business hours. Both the proposed Building Official and Senior Building Inspector are able to provide all of the services listed in the City's Scope of Work. CAA will provide a full-time Certified Permit Technician to fulfill all counter duties, including but not limited to issuing permits, receiving and processing plans for review within the building department and coordination with other departments and outside agencies. Additionally, CAA will provide a Registered Engineer as well as additional Inspectors, Plans Examiners, Registered Professionals, and support staff on an as-needed basis.

CAA will conduct a thorough review of the City's building division and its practices to familiarize itself with City procedures and policies.

Conceptual Service Plan

CAA is proposing to provide the following:

- As needed ICC Certified Building Official with plan check capabilities and a broad experience in jurisdictional procedures, a solid background in code compliance and a strong commitment to customer service.
- As needed ICC Certified Building Inspector with extensive experience ensuring code compliance.
- Additional inspectors as work level dictates.
- A full-time Permit Technician with excellent customer service skills and experience.
- On-site counter review for small or minor reviews.
- Licensed and certified Plan Review Engineer(s) for thorough and timely plan review of larger more complicated projects, including grading, erosion control, building, electrical and plumbing work.
- CAA will provide personnel to answer questions from the public and provide over the counter plan check as needed.
- CAA will provide Building and /or engineering staff for emergency situations; all CAA building and engineering staff are Disaster Service Worker (DSW) certified.
- CAA Building Inspectors will provide clear concise corrections for the applicant, corrections will be provided in a professional manner.
- CAA will complete Code required paperwork and any additional requirements by the City.
- CAA will provide a high level of customer service for internal and external customers.
- CAA will maintain all Building and Safety files and records in the City's current system or a CAA provided tracking system.

- CAA can provide Electronic Plan Review as well as an electronic permit Issuance system if desired.
- CAA will provide a CASp Certified Specialist to meet state law requirements.
- CAA will ensure the City's maximum service delivery time frames as outlined in the Scope of Work are consistently met.

Project Schedule

Certified Building Official	As Needed
Senior Building Inspector	As Needed
Permit Technician	40 hours/week
Plan Reviewers	As Needed

**All hours as shown are conceptual, days and hours to be set as agreed upon with the City*

Allocation of Resources

Task Description	Project Manager	Building Official	Senior Inspector	Structural Engineer	Building Inspector	Permit Tech	Total
Hours Per Week							
Project Management	3*						3
Building Administration		10*					10
Plan Checking		10*	5*	10*		10	35
Building Inspection			10*		35*		45
Permit Issuance			2*			10	12
Counter Assistance		5*	3*		5*	20	33
Specialized or Conceptual Plan Review		1*		2*			3
City Event Participation	1*	1*					2
<i>*As needed</i>							

Building and Safety Services

CAA has the resources and technical capabilities to meet the demands of the Building Services Division of the City. The Building Official assigned to the City will be onsite as needed, and will be available at all times to respond to urgent matters within one hour of notification. Our Building Officials and Inspectors are ICC certified, and have years of experience in the State of California. The professionals assigned to the City will:

- Manage all Building Services functions
- Enforce and interpret building codes and other regulations
- Respond to concerns from residents, businesses, and other parties as required
- Prepare various documentation such as reports and inventories
- Conduct process reviews and make recommendations for process improvements, if applicable

- Be available to provide testimony for administrative and legal proceedings
- Conduct training and public outreach programs
- Assist with other related duties as assigned by the City

CAA will provide the plan review of any and all types of structures including, but not limited to, single family dwellings, multi-family dwellings, industrial and commercial buildings for compliance with all local ordinances and State and Federal laws that pertain to Building and Safety, and for compliance with the adopted California Building Code, California Residential Code, California Plumbing Code, California Electrical Code, California Mechanical Code, California Green Building Standards Code, California Accessibility and Energy Standards, and the City Municipal Code. Building plan review will be performed in-house at the City by our qualified plan checkers. However, when the need arises due to workload variations, some plan check may be completed off-site at no additional cost and in the same time frames allowed.

General Plan Review Services

Most plan review and rechecks can be performed in City Hall Offices, but plan reviews will be performed in our corporate office in Mission Viejo when the need arise in order to meet our turn around time commitment and subject to work load variations, at no additional cost. CAA plan check staff is familiar with construction utilizing various state-of-the-art structural systems as well as the latest technology in mechanical and electrical systems. Staff project experience ranges from single-family dwellings to large multi-story buildings, including essential service buildings, commercial buildings, and industrial facilities.

Architectural

CAA staff is certified and experienced in all phases of architectural review, including construction types, occupancies, separations, heights, areas, egress means, and fire/life safety. CAA staff will bring many years of experience to the City's review and inspection process with respect to size, shape, and use of buildings with varying complexities. Many of CAA's staff are active in non structural and architectural code promulgation at the state and national level and several sit on CALBO and International Code Council (ICC) committees.

Structural

CAA's plan review structural engineers have reviewed structural plans with varying degrees of construction complexity from single-family homes to high-rise multi-use facilities. CAA's plan review engineers maintain California registration with an average experience of over 30 years in structural and design plan review.

Mechanical

CAA staff is experienced in plan review and inspection of mechanical installations for compliance with the California Mechanical Code, including piping, duct layouts, and sizing for HVAC systems, mechanical equipment approval listings, and mechanical fixture locations, sizing, and counts. CAA staff will bring such knowledge, experience, and understanding to City reviews and inspections.

Plumbing

CAA staff is trained to review plans for compliance with all aspects of the California Plumbing Code, including piping layouts and isometrics, plumbing fixture locations and approval listings, pipe size calculations, and accessibility details. CAA staff is well knowledgeable and experienced in the review and inspection of plumbing plans and

installations, including applications from the simple to the complex. Since many of our staff has worked in the field, they can draw on their own expertise and experiences as the designer, developer, and inspector.

Electrical

CAA staff is experienced in the plan review and the inspection of various electrical installations, both residential and commercial. CAA staff will review plans for compliance with the California Electrical Code, including the review of schematics, diagrams, panel schedules, load calculations, fixture approval listings, Title 24 Energy compliance calculations, and accessibility data.

Energy

CAA staff is well versed in California's Energy Efficiency Standards for Residential and Non-Residential Buildings, or "California Energy" standards. CAA staff receives extensive annual training to ensure that each is aware of the specifics of these state programs.

Accessibility

CAA staff attends state and locally sponsored CALBO and ICC training relative to disabled access. CAA staff takes disabled access very seriously and has been proactive on CALBO's Accessibility Compliance Committee. CAA provides CASp staff members in order to meet California's accessibility requirements that took effect in July 2010.

LEED

CAA recognizes the importance of and pursues environmentally conscious design and development procedures consistent with the U.S. Green Building Council (USGBC), Leadership in Energy & Environmental Design (LEED) certification standards. CAA has staff certified through the LEED process that are available to review City development projects that are required to have LEED Certification(s).

Green Building Code Review

CAA can and will provide staff that is aware and up to date on the 2010 California Green Building Standards (CALGreen) Code revisions. As with LEED certification, CAA seeks to enhance and improve City development projects through cooperation and collaboration with stakeholders. CAA has several staff members who are Cal Green certified plan examiners and building inspectors.

Plan Review Timeframes

All initial reviews will be returned within 10 business days for single family residential, small and large commercial projects, and improvement plans. Rechecks will be returned within 5 working days. These are maximum times, and we typically are able to turn around simple plan checks in less than half the time.

Initial Checks	5-8 days
Recheck	5 days
Plan Change	5 days
Single Family Dwelling	5-8 days
Apartments	10 days
Tenant Improvements	5-8 days
New Commercial/Industrial	10 days

Revisions to Approved Plans	1-5 days
Residential Improvements (i.e. room additions, etc.)	5-8 days

CAA provides accelerated plan review for additional cost. Accelerated plans are turned around in 48 hours for first plan check and rechecks from day of submittal.

Communicating Plan Review Results

Plan reviews, when not immediately approved, will result in two complete typewritten plan check letters with comments referring to specific details and drawings, and referencing applicable code sections. We will provide a clear, concise, and thorough comment letter from which clients, designers, contractors, and owners can work. Comment letters are delivered to our clients and other designated recipients via email, fax, and/or reliable overland carrier unless directed otherwise. CAA will transmit plan review comments and coordinate re-checks directly to the City or to the applicant if desired, and completed plan review documents ready for approval will be returned to the City for final approval.

Building Inspection Services

CAA will provide the inspection of structures under construction in the City for compliance with all local ordinances, state and federal laws that pertain to Building and Safety and for compliance with the adopted California Building Code, California Residential Code, California Plumbing Code, California Electrical Code, California Mechanical Code, California Green Building Standards Code, State Accessibility and Energy Standards.

CAA will provide full-time inspectors and additional inspectors as required by workload. A CAA Building Inspector will be available at all times to conduct urgent building inspections, should they arise.

Inspection Personnel Qualifications

CAA assigned staff will perform inspection services as required by the City. Our staff will meet or exceed the City's minimum qualifications for all position(s). Competent inspectors will be provided whose background, experience, applicable certifications and demeanor demonstrates the ability to conduct inspections in accordance with jurisdiction standards. All CAA inspectors are ICC certified.

Inspection Responsibilities

Inspectors assigned to the City will perform periodic construction inspections to verify that the work of construction is in conformance with the approved project plans, as well as identifying issues of non-compliance with applicable codes. Projects under construction by permit from the City will be inspected for compliance with the State of California Building, Mechanical, Plumbing, Electrical, Energy, Green Building, and Accessibility Codes as adopted by the State and amended by the City, as well as a working familiarity with the Fire Codes. Inspectors are accessible and available to meet with the project design team and/or the client's representatives to work out problems and help resolve issues quickly and efficiently. Our inspection staff easily integrates into client organizations.

Guaranteed Response Times

In an effort to provide quality assurance, CAA proposes that all turn around times are met or improved, all inspections are conducted when requested, and emergency response is timely and effective.

- CAA will conduct any necessary or required building investigations as directed by the City. Investigations will include field and office research, investigation follow-ups and preparation of notices, letters, or documents.
- CAA will provide and maintain all vehicles and equipment required or necessary to carry out inspections and duties of the Building Services Division.

Building Permit Software

CAA offers to provide the City with a customized Permit Issuance and Inspection Tracking system through a user-friendly software system that allows for an efficient and accountable level of service to be delivered to the City and contractors.

CAA will provide its latest permitting software, 84 Permits, at no cost to the City. Core functions of the software include:

- Easily collect customer (owner, applicant and contractor) information and construction data
- Calculate and charge fees based on provided building improvement costs or construction type
- Track submitted architectural plans through the entire plan review process
- Instantly issue building permits and other supporting documents for approved projects
- Track building inspections during construction projects
- Issue final paperwork and close out projects
- Provide mobile access to 84 Permits via iPads for building inspectors in the field
- Easily compile permit reports, fee summary reports and other permit statistics

Engineering and Public Works Services

CAA will perform all general engineering, traffic engineering, environmental services (solid waste and assist the City's storm water consultant as needed) and capital project administration for the City.

General Administration

CAA will perform the general administration functions outlined by the City, including but not limited to:

- ▶ Analyze and assist with the City's Capital Improvement Programs.
- ▶ Responsible for Public Works inventories, plan check of construction plans, engineering services and traffic engineering services. Review street and parkway improvements, sewer and traffic studies for construction management projects.
- ▶ Supervise a wide variety of public works projects including landscaping, building maintenance, and parks and wetlands improvements.
- ▶ Be present for scheduled staff level and City Council and Commission meetings and provide phone and email assistance to City staff, the general public, and other agencies as required.

- ▶ Maintain engineering and project records and plans according to City guidelines, and maintain daily logs of permit and inspection activities.
- ▶ Consult on system improvements and assist the City in maintaining the City's GIS and mapping systems for public infrastructure and facilities.
- ▶ Consult and assist the City with grant applications and construction financing.
- ▶ Maintain and nurture working relationships with other public agencies and private utilities involved in engineering matters concerning the City.
- ▶ Provide feedback and consult with the County, the Sanitation District, and public utility providers regarding water distribution and supply, sewage matters, stormwater drainage and related issues, as necessary.
- ▶ Assist the City with administration and compliance of water quality issues as requested. There are many issues that arise under the NPDES program that require a rapid review, assessment, and recommendations to City staff. CAA will provide the necessary expert technical and regulatory advice to assist the City with its compliance efforts for planned and unplanned regulatory matters arising from the City's Stormwater Permit and statewide NPDES stormwater programs.
- ▶ Provide solid waste program management.
- ▶ Review plans and issue permits for proposed construction work within the City's public rights-of-way.
- ▶ Calculate and collect fees.
- ▶ Provide training for City staff and contract personnel.

Development Review

CAA is highly experienced in all aspects of development review, and will provide all development review functions as outlined by the City. Those functions include but are not limited to:

- ▶ Provide such necessary and related functions as are normal practice for engineering review and control of private developments, including but not limited to: grading, streets, storm drain, sanitary sewers reviewing and conditioning of land divisions and development – residential, commercial, and industrial plan checking; drainage and hydraulics/hydrology reviews, lot line adjustments, final and parcel map reviews, and condition compliance.
- ▶ Review maps, boundary adjustments and legal descriptions for compliance with local and State ordinances and laws.
- ▶ Provide grading and improvement reviews for development projects, and review and approve land division final maps and improvement plans within the turnaround times specified by the City (10 days for initial submittal, 5 days for re-checks).
- ▶ Administer design, scheduling, and field construction for public works and engineering projects.
- ▶ Conduct field inspections and recommend notices of completion and acceptance when appropriate.

d. Management Approach

The following describes CAA's approach to meet each of the City's needs as outlined in the RFP.

Proper Staffing to meet Workload Demands

CAA's team is structured to allow flexibility in manpower and will match fluctuating workloads and priorities with proper staff. Short-term fluctuations are leveled out through temporary use of other CAA personnel brought in for peak periods. Long-term needs are met through the addition or removal of trained staff, with City approval, as well as finding more efficient ways to manage and accomplish existing work.

Staff Training

Maintaining high quality services is what has made CAA as successful as we are today. We understand that having experienced and qualified personnel is a fundamental requirement of being able to deliver quality service to our clients, and we place considerable effort in attracting and retaining our highly trained staff.

CAA is devoted to keeping our certified and licensed staff up-to-date on the latest practice, techniques and skills in their areas of specialization. Our staff regularly attends training courses, seminars, and conferences to ensure each is up-to-date with the most relevant issues in the industry. As an example of these advanced industry-training standards, CAA provides California Building Official, (CALBO) certified in-house training to ensure staff members are aware of all State-mandated procedures, policies, and requirements. Additionally, we provide financial incentives to encourage participation in obtaining International Code Council (ICC), Professional Engineer, and other nationally recognized certifications. The knowledge obtained in achieving these certifications helps our professionals to keep up with the "State of the Art" and gives us the ability to constantly improve the quality of service we are able to deliver to our clients.

We strongly believe in cross-training our employees in order to streamline the permit and inspection process. Each engineer and inspector is able to perform multiple plan reviews and inspections, which is both cost effective and expeditious to the City and contractors. Our approach to training is on going and not just occasional, assuring clients of work that is in full compliance to current standards. In addition, because the staff is well trained, they face virtually no learning curve and are able to get to work immediately.

Quality Control

Since our formation, we have held the philosophy that "CAA is only as strong as our weakest employee." Therefore, in order for CAA to continue to enjoy a large degree of success, it is important to everyone in the firm that the weakest employee is made as strong as possible. To this end, procedures are implemented to ensure that everyone is cross-checked in the work they are performing. This ensures that enforcement of the codes is being applied as uniformly as possible, and that as a group we are working as intelligently as possible.

Quality and customer service top the list of CAA's core values. The firm has always put quality customer service at the forefront of everything we do, and we will continue to do so.

Integration Plan

CAA prides itself on being a “team player” in each municipal service engagement. We train our staff to recognize that citizens of the community, City staff and other consultants are our customers and, as such, deserve our best efforts to respond, assist, support, and work hand-in-hand.

CAA assures you that our team members will learn and keep up to date on City policies and procedures as we continue the engagement. Our staff will participate, as requested, in staff meetings and meetings with individuals and companies who are coming to the City to procure services. CAA staff will adhere to all City personnel policies and directives including hours of operation, dress code, and other team building efforts.

Our people are encouraged to participate in community activities and events. We consistently reinvest in our customers through sponsorship of events and civic activities.

CAA expects and demands that any new staff we assign to the City quickly becomes a productive part of the City Team. We will obtain written approval prior to substituting or adding individuals to our key staff. Although our agreements do not specifically require it, we assure you that if we make an assignment and our staff member is not compatible (personality, personal behavior, etc.) with City staff we will, with your knowledge and approval, substitute another CAA staff member who can integrate seamlessly into your team.

CAA staff will strictly adhere to the City’s policies and procedures regarding confidentiality, public release of information, and communications with media. CAA deeply values each client, and our staff conducts themselves in a manner not to bring attention to CAA but rather to always put the City in favorable public light. This is one of the reasons the average length of service with our clients is more than 16 years.

Project Controls

CAA tracks and controls project costs and will provide timely invoices through the company’s payroll and accounting systems. Employees enter their time into the CAA payroll system from the primary workstation. All data is checked weekly by the Project Manager for accuracy and validity. CAA’s administrative staff will prepare a monthly invoice per the agreement with the City. All invoices will be reviewed by the project manager prior to submittal to the City for payment.

3. PREVIOUS RELEVANT PROJECTS AND REFERENCES

a. References

The following list shows a few related projects for CAA with an outline of services provided to each client, as well as the period of time that we have been performing the referenced service. We are extremely proud of our track record and the length of time we have continuously provided services to our clients. We invite you to contact any of our clients to obtain their opinion of the services we provide for them.

REFERENCES	SERVICES	SINCE
City of Banning Brian Guillot, Community Development Director (951) 922-3120 99 E. Ramsey St., Banning, CA 92220	Building & Safety	2015
City of Calimesa Bonnie Johnson, City Manager (909) 795-9801 908 Park Avenue, Calimesa, CA 92320	Building & Safety Full Service	2014
City of Yucaipa Ray Casey, City Manager (909) 797-2489 34272 Yucaipa Boulevard, Yucaipa, CA 92399	Building & Safety Engineering Support Fire Marshall Services	1993
Town of Apple Valley Frank Robinson, Town Manager (760) 240-7000 14955 Dale Evans Parkway, Apple Valley, CA 92307	Building & Safety Public Work Administration Town Engineering	1990
City of Hidden Hills Cheri Paglia, City Manager (818) 888-9281 6165 Spring Valley Road, Hidden Hills, CA 91302	Building & Safety City Engineering	1990

b. Contract Terminations

The only contract of similar scope terminated within the past three years is with the City of Seal Beach and Palos Verdes Estates, where CAA provided Building and Safety services. Contact information can be provided upon request.

4. CONFLICT OF INTEREST STATEMENT

CAA has no existing financial, business, or other relationship with the City and is unaware of any conflict of interest in performing the proposed work.

5. PROPOSED FEE STRUCTURE

a. Fee structure for building permit processing, plan checking, and inspection services

CAA's cost estimate for Building and Safety Services includes all CAA labor, overhead, reimbursable expenses, and out-of-pocket expenses. CAA will also supply CAA staff with vehicles, cell phones, and the computers needed to perform the Building Services functions. We anticipate that the City would provide the office space, furniture, land line telephones, fax machine, copier, file cabinets, postage, forms, applications, and other office stationary. The percentage of fees shown below are on a sliding scale where the CAA percentage actually would be reduced if the total fees collected were above an anticipated level.

Option 1 – Percentage of Fees

Monthly Fees Collected	CAA Compensation
Permit and Plan Review	68%

Option 2 – Hourly Rates

Hourly Rates- See Attached Hourly Rate Schedule

b. Fee structure for engineering services

Hourly Rates- See Attached Hourly Rate Schedule

c. Fee structure for public works services

Hourly Rates- See Attached Hourly Rate Schedule

STANDARD HOURLY RATE SCHEDULE Effective July 1, 2014

<u>CLASSIFICATION</u>	<u>HOURLY RATES</u>	<u>CLASSIFICATION</u>	<u>HOURLY RATES</u>
Principal Engineer	175.00	Principal Building Official	145.00
City Engineer	165.00	Building Official	122.00
Project Supervisor	145.00	Senior Building Inspector	110.00
Project Manager	135.00	Building Plan Checker	97.00
Project Engineer	130.00	Building Inspector/Plan Checker	90.00
Sr. Registered Engineer	125.00	Code Enforcement Officer	75.00
Senior Design Engineer	115.00	Permit Specialist	66.00
Associate Engineer	110.00		
Assistant/Design Engineer	98.00	Community Development Director	145.00
		Principal Planner	132.00
Senior Traffic Engineer/Manager	150.00	Senior Planner	107.00
Transportation Planner	110.00	Associate Planner	97.00
Traffic Engineer Associate	95.00	Planning Technician	68.00
Sr. Draftsperson (CADD)	90.00	Landscape Director	116.00
Draftsperson (CADD)	80.00	Associate Landscape Architect	95.00
Computer Technician	80.00	City Forester	88.00
Senior Environmental Consultant	145.00	Expert Witness Services	200.00
Environmental Engineer/Scientist II	115.00	Senior Contract Administrator	107.00
Environmental Engineer/Scientist I	92.00	Administrative Assistant	57.00
Associate Environmental Engineer	87.00	Word Processor	50.00
		Clerical	45.00
Senior Public Works Inspector	95.00		
Public Works Inspector	87.00		
3-Person Survey Crew	270.00		
2-Person Survey Crew	210.00		

The above hourly rates include general and administrative overhead and fees and employee payroll burden. Rates are subject to an annual adjustment based upon increases adopted by Charles Abbott Associates, Inc. as reflected in the Consumer Price Index (CPI).

November 17, 2015

City of Canyon Lake
Attn: Kirsten Rowe
31516 Railroad Canyon Road
Canyon Lake, CA 92587

SUBJECT: REQUEST FOR PROPOSAL FOR PUBLIC WORKS, BUILDING AND SAFETY, PLANNING, AND ENGINEERING SERVICES

Dear Kirsten:

Thank you for the opportunity to submit a proposal to provide Planning Services to the City of Canyon Lake. 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 issues.
- 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.

During this time I have been involved in the preparation and evaluation of general plans, specific plans, policy documents, zoning and subdivision ordinances, environmental impact reports, negative declarations, development processing, and project evaluation, in addition to overall department management and administration.

As part of this work effort **PZL, Inc.** has provided contract planning services to a number of jurisdictions throughout the Inland Empire, including:

- City of Yucaipa*
- County of San Bernardino*
- City of Hemet (Interim part-time Planning Director and Interim part-time Community Development Director on separate occasions)
- City of San Jacinto
- City of Redlands
- City of Moreno Valley
- City of Coachella
- City of Palm Springs
- City of Adelanto (Interim part-time Community Development Director)

**Current Clients*

Prior to starting **PZL, Inc.** I was Planning Director for the City of Lake Elsinore, Assistant Community Development Director for the City of Hemet, part-time Planning Director for the City of Beaumont, and Principal Planner for NBS/Lowry (primary office in Hemet) and The Keith Companies (primary office in Moreno Valley).

Services Requested by the City of Canyon Lake

The City of Canyon Lake requested assistance in the following areas:

- Reviewing development site plans
- Reviewing conditional use permits
- Updating the General Plan
- Updating the Zoning Code
- Regulating signage
- Reviewing City business licenses

PZL, Inc. has worked with numerous municipalities over the years and has the experience to undertake the tasks listed above. My current responsibilities with the City of Yucaipa and County of San Bernardino include case processing/development review of minor use permits, conditional use permits, subdivision maps, variances, zone changes, general plan amendments, and Development Code amendments. I am also involved in the preparation of a specific plan for the development of commercial, office, institutional, and flood control facilities/open space uses for property that would be transferred to the City of Yucaipa from the San Bernardino County Flood Control District.

Educational and Professional Background

- Bachelor of Science Degree in Urban Planning from California State Polytechnic University (Cal Poly), Pomona
- Masters Degree in Public Administration from California State University, San Bernardino.
- Teaching experience includes courses taught for the Cal Poly Pomona Planning Department and the University of California, Riverside, Extension Program.

I have held the positions of Secretary and Section Director for the Inland Empire Section (IES) of the American Planning Association (APA) and been a long time member of APA and American Institute of Certified Planners (AICP). Most recently I was Co-Vice President of Programs for the Inland Empire Chapter, Association of Environmental Professionals (AEP).

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

Sincerely,


James Morrissey, AICP
President, PZL, Inc.

RESUME'

JIM MORRISSEY, AICP, President

PZL, Inc.

951/925-8455

pzl@verizon.net

QUALIFICATIONS SUMMARY

- Over 35 years of supervisory experience in public and private planning.
- Independent consultant/Business owner for over 15 years.
- Planning Director or Interim Community Development Director/Planning Director in four (4) cities.
- Over 26 years experience as a Project Manager with several large planning and engineering companies and as a business owner.
- Experience in the preparation and evaluation of general plans, specific plans, policy documents, zoning and subdivision ordinances, environmental impact reports, negative declarations, redevelopment plans, and development projects.
- Managed planning and public works related projects, including specific plans, development projects, environmental analysis, feasibility studies, permit processing, and citizen involvement programs.

EXPERIENCE

Current/Recent Projects:

- ✓ Currently working as contract planning staff with the City of Yucaipa to assist the City in processing a variety of development applications, including:
 - A 236 acre, 184 lot residential subdivision and associated EIR.
 - A City sponsored specific plan for commercial/office/institutional and open space uses and associated EIR on approximately 89 acres.
 - A conditional use permit for establishment of a new church.
- ✓ Currently working with the County of San Bernardino as contract planning staff to assist in the processing of a variety of development applications, including recent development approvals and permit issuance for several new warehouse buildings and a number of wireless communications facilities.
- ✓ Recently assisted a property owner in attaining approval for a General Plan Amendment and Zoning Change to commercial through Riverside County.

Specific Plans:

- Prepared Specific Plans for:

- ✓ Norton Air Force Base, San Bernardino;
- ✓ Shadow Hills golf course development, Indio;
- ✓ An amendment to the Lusk-Highlander Specific Plan, Riverside;
- ✓ A residential subdivision for Winchester Asset Mngt., La Quinta;
- ✓ A recreational/public use specific plan for the Metropolitan Water District of Southern California, and;
- ✓ A multi-use residential development for CNH Homes.
- ✓ Uptown District Specific Plan Amendment for the City of Yucaipa.

Contract Staff:

- Completed specific contract responsibilities for various cities, including:
 - ✓ Contract planner for over 15 years with the City of Yucaipa with primary responsibility for the review of development projects and completion of environmental documentation for fee deposit projects.
 - ✓ Contract planner on separate occasions for the City of Palm Springs, which included the initial management of the Palm Hills Specific Plan and EIR and writing the Land Use Section of the EIR; completing alternative environmental evaluations for a 52-lot subdivision, and; evaluating a local development referendum, among other projects.
 - ✓ Contract planner for the City of Coachella on several occasions, which included responsibility for managing and fast-tracking a Specific Plan and Environmental Impact Report and processing general plan amendments, zone changes, and a tentative tract map.
 - ✓ Contract planner for the City of Moreno Valley with responsibility for reviewing/processing a 1,500 unit senior project and golf course realignment at the site of the existing Quail Ranch Golf Course.
 - ✓ Contract planner for the City of San Bernardino to evaluate a number of City ordinances.
 - ✓ Contract planner for the City of Redlands with responsibility for reviewing/processing the Redlands Commons/Trojan Grove site plan, residential/commercial subdivision, general plan amendment, and EIR.
 - ✓ Contract planner with the County of San Bernardino on various development projects, including general plan amendments/zone changes, subdivision maps, and conditions use permits.
 - ✓ Undertook departmental responsibilities as either Interim Planning Director or Interim Community Development Director, on a part-time basis, with the Cities of Beaumont, Hemet, and Adelanto.

Zoning Ordinances:

- Prepared comprehensive updates to Zoning Ordinances:
 - ✓ Cities of El Segundo and Perris.

Subdivision Ordinances:

- Prepared comprehensive updates to Subdivision Ordinances:
 - ✓ Cities of La Quinta and El Segundo

Development Processing:

- Reviewed numerous development applications while either a staff member or consultant or processed development applications in the following jurisdictions:
 - ✓ Lake Elsinore, Hemet, Yucaipa, Coachella, Adelanto, Beaumont, Redlands, Moreno Valley, San Jacinto, Indio, Temecula, Riverside, Rialto, Victorville, and the County of Riverside.

CLIENTS _____

Cities:

- San Jacinto, Perris, Hemet, Yucaipa, Temecula, Calimesa, Indio, Palm Springs, Coachella, El Segundo, Adelanto, San Bernardino, Rialto, Redlands, Big Bear Lake, and Moreno Valley.

Water/Wastewater Districts:

- Metropolitan Water District of Southern California, Eastern Municipal Water District, Lake Hemet Municipal Water District, Big Bear Area Regional Wastewater Agency, West Valley Water District, and Running Springs Water District.

Other Public Agencies:

- Mount San Jacinto Community College District, Los Angeles Department of Water and Power, Riverside Office of Education, Chaffey Joint Union School District, and Desert Sands Unified School District.

Developers:

- The Warmington Company, Wilma-Pacific, Jascorp, Forecast Corporation, The Lusk Company, Brubaker-Culton, the Howard Roberts Company, Trimark Pacific Homes, Young Homes, La Quinta Properties, CNH Homes, and Shelbran Company, Inc.

Consultants:

- Engineering Resources of Southern California, TRG Land, Inc., Michael Brandman Associates, GW Engineering, LSA Associates, Willdan Engineering, and Thomas Olsen Associates.

EDUCATIONAL AND PROFESSIONAL CERTIFICATIONS_____

- ✓ American Institute of Certified Planners (A.I.C.P.)
- ✓ Master of Public Administration – California State University, San Bernardino
- ✓ Bachelor of Science, Urban Planning – California State Polytechnic University, Pomona

PROFESSIONAL ORGANIZATIONS_____

- ✓ Member of the American Planning Association (APA)
- ✓ Member of the American Institute of Certified Planners (AICP)
- ✓ Member of the Association of Environmental Professionals (AEP)
- ✓ Member of the Phi Kappa Phi academic honorary society
- ✓ Current Co-VP Programs, Inland Empire Chapter AEP
- ✓ Former Inland Empire Section Director, American Planning Association
- ✓ Former Director Pro-Tem, Cahuilla District (Coachella Valley) APA

TEACHING EXPERIENCE_____

- ✓ Instructor for the Department of Urban and Regional Planning, California State Polytechnic University, Pomona (Cal Poly Pomona).
- ✓ Instructor for the University of California, Riverside (UCR) Extension.
- ✓ Guest lecturer at Cal Poly Pomona, UCR Extension, and the University of Redlands.

AWARDS_____

- ✓ Recipient of the *Robert Street Memorial Award* for Outstanding Planner in the Inland Empire, presented by the Inland Empire Section of the American Planning Association.
- ✓ Recipient of the *Carroll Bellis Scholarship for Outstanding Graduate Research Project*, from California State University, San Bernardino.

PZL, INC.

Planning

Zoning

Land Use

December 7, 2015

Ron Grider, PE, CBO
Charles Abbott Associates, Inc.
40 North Central Avenue, Suite 1400
Phoenix, AZ 85004

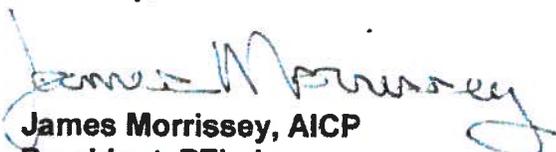
SUBJECT: PLANNING FEE SCHEDULE

Dear Ron:

The City of Canyon Lake requested a fee schedule for Planning Services. **PZL, Inc.** fee for planning services is \$90.00/hr.

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

Sincerely,


James Morrissey, AICP
President, PZL, Inc.

41738 Fulton Ave., Hemet, CA 92544

Phone: (951) 925-8455 • Fax: (951) 925-8588 • E-mail: pzl@verizon.net

**Attachment 2:
Hourly Cost Comparison**

Public Works

Current Contracts	City Engineer	Principal Engineer	Senior Engineer	Senior Planner	Senior Planner Engineer	Senior Designer	Designer	Senior Inspector	Inspector	Principal Planner	Engineering Aide	Admin
Tri Lake Consultants	\$ 115.00	\$ 105.00	\$ 100.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 85.00	\$ 80.00	\$ 75.00	\$ 96.00	\$ 45.00	\$ 40.00

Proposed Contract

Charles Abbott Associates, Inc.	\$ 165.00	\$ 175.00	\$ 115.00	\$ 110.00	\$ 98.00	\$ 115.00	\$ 98.00	\$ 95.00	\$ 87.00			\$ 45.00
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Building and Safety

Current Contracts	Building Official	Plan Check Engineer	Senior Plans Examiner	Plans Examiner	Senior Bldg. Inspector	Code Enforcement Sup.	Building Inspector	Senior Code Enf. Officer	Code Enf. Officer	Permit Specialist	Ast. Permit Specialist	Asst. Code Enf.
Willdan	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 95.00	\$ 80.00	\$ 65.00	\$ 70.00	\$ 60.00	\$ 55.00

Proposed Contract

Charles Abbott Associates, Inc.	\$ 145.00	\$ 122.00	\$ 97.00	\$ 110.00	\$ 90.00		\$ 90.00		\$ 75.00	\$ 66.00		
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Planning

Current Contracts	Project Manager	Senior Associate	Associate Project Mgr.
Hogle-Ireland	\$ 120.00	\$ 110.00	95.00 - 100.00

Proposed Contract

Charles Abbott Associates, Inc.	\$ 90.00
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**Attachment 3:
2015 Hour Cost Comparison**

Public Works (January - September 2015)

Current Contracts	
Tri Lake Consultants	\$ 1,265.00
City Engineer (11 hours @ \$115/hr.)	\$ 367.50
Principal Engineer (3.5 hours @ \$105/hr.)	\$ 2,000.00
Senior Engineer (20 hours @ \$100/hr.)	\$ 560.00
Senior Inspector (7 hours @ \$80/hr.)	\$ 45.00
Engineering Aide (1 hour @ \$45/hr.)	\$ 45.00
2015 Total	\$ 4,237.50

Proposed Contract	
Charles Abbott Associates, Inc.	\$ 1,815.00
City Engineer (11 hours @ \$165/hr.)	\$ 612.50
Principal Engineer (3.5 hours @ \$175/hr.)	\$ 2,300.00
Senior Engineer (20 hours @ \$115/hr.)	\$ 665.00
Senior Inspector (7 hours @ \$95.00/hr.)	\$ 45.00
Engineering Aide (1 hour @ \$45/hr.)	\$ 45.00
2015 Total	\$ 5,437.50

2015 Increase \$ 1,200.00

Attachment 3:
2015 Hour Cost Comparison

Building and Safety - 2015

	January	February	March	April	May	June	July	August	September	October	2015 Total
Current Contracts											
Willdan (75% of fees)	\$ 6,253.88	\$ 14,017.42	\$ 18,469.42	\$ 15,005.90	\$ 11,244.97	\$ 14,896.53	\$ 9,020.41	\$ 9,885.57	\$ 7,935.21	\$ 17,052.55	\$ 123,781.86
Proposed Contract											
Charles Abbott Associates, Inc. (68% of fees)	\$ 5,670.18	\$ 12,709.13	\$ 16,745.61	\$ 13,605.35	\$ 10,195.44	\$ 13,506.19	\$ 8,178.50	\$ 8,962.92	\$ 7,194.59	\$ 15,460.98	\$ 112,228.89
											2015 Savings \$ 11,552.97

**Attachment 3:
2015 Hour Cost Comparison**

Planning

Current Contracts				
Hogle-Ireland	\$ 700.00	\$ 2,640.00	\$ 51,425.00	\$ 54,765.00
	<div style="border: 1px solid black; padding: 5px; margin: 5px;">Principal (5 hours @ \$140/hr.)</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">Senior Associate (24 hours @ \$110/hr.)</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">Associate Project Mgr. (514.25 hours @ \$100/hr.)</div>			
			2015 Total	

Proposed Contract		Charles Abbott Associates, Inc.	
		2015 Total	
		2015 Savings \$ 5,872.50	

2015 Total Cost Summary:		Previous Contract		Charles Abbott Associates	
Building and Safety	\$	123,781.86	\$	112,228.89	
Public Works	\$	4,237.50	\$	5,437.50	
Planning	\$	54,765.00	\$	48,892.50	
	Total: \$	182,784.36	\$	166,558.89	
	Savings: \$	16,225.47			