AGENDA
Regular Meeting of the Canyon Lake City Council
Wednesday, January 15, 2020

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

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CLOSED SESSION – 5:00 P.M.

CLOSED SESSION CALLED TO ORDER

ROLL CALL  Councilmember Bonner, Mayor Pro Tem Castillo, Councilmember Greene, Councilmember Smith, Mayor Ehrenkranz

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PUBLIC COMMENT  LIMIT 3 MINUTES

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

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

B. CONFERENCE WITH LEGAL COUNSEL - REAL PROPERTY NEGOTIATIONS - Pursuant to section 21956.8 - APN 355-330-029
   Agency Negotiator: City Manager

C. CONFERENCE WITH LEGAL COUNSEL - REAL PROPERTY NEGOTIATIONS - Pursuant to section 21956.8 - APN 354-030-013
   Agency Negotiator: City Manager

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OPEN SESSION - 6:30 P.M.

OPEN SESSION CALLED TO ORDER

INVOCATION Emeritus Pastor Peter Van Dyke

FLAG SALUTE

ROLL CALL Councilmember Bonner, Mayor Pro Tem Castillo, Councilmember Greene, Councilmember Smith, Mayor Ehrenkranz

CLOSED SESSION REPORT

APPROVAL OF CITY COUNCIL AGENDA

CEREMONIAL MATTERS Presentations, Awards, Proclamations

- Student of the Month
- Certificate of Recognition – Danette Conlin
- Presentation of CMC Plaque to Deputy City Clerk Ana Sauseda
- Recognition of Former Mayor Larry Greene

COMMUNITY REPORTS

- Elsinore Valley Municipal Water District Update from Director Darcy Burke
- Canyon Lake Chamber of Commerce Announcements

PUBLIC SAFETY UPDATE

- Sheriff
- Fire
- Special/Code Enforcement
- AMR
- Animal Friends of the Valleys

PUBLIC COMMENT Limit 3 Minutes

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CONSENT CALENDAR

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

Resolution - Adoption of Resolution No. 2020-01, Approving Claims and Demands of the City

Minutes - Approval of City Council Minutes
  • December 4, 2019 – Regular City Council Meeting

Second Reading of Ordinance No 191 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Sections 3.08.110 and 3.08.270 of the Municipal Code related to the purchasing authority of the City Manager

Second Reading of Ordinance No 192 - An Ordinance of the City Council of the City of Canyon, California, Lake Adding Chapter 5.21 to Title 5 of the Canyon Lake Municipal Code Establishing a Single-Family Residential Rental Registration, Inspection and Crime-Free Rental Housing Program

Resolution - Approval of Resolution No. 2020-02, Re-establishing City Council Committees, Committee Functions, and Setting Committee Meeting Dates and Times

PULLED CONSENT CALENDAR ITEMS:

BUSINESS ITEMS

Agreement - Agreement between the City of Canyon Lake and Govinvest, Inc. for Actuarial Consulting and Technology Services

Committee Assignment - Committee Assignment for Northwest Mosquito and Vector Control District

Resolution - Approval of Resolution No. 2020-03, Amending the Conflict of Interest Code of the City of Canyon Lake and Repealing Resolution No. 2018-24

Urgency Ordinance - Adoption of Urgency Ordinance No. 193, an Urgency Ordinance of the City Council of the City of Canyon Lake, California, Adopting an Interim Measure Imposing a Moratorium on the Use, Commencement, Establishment or Operation of Short-Term Rentals Within the City of Canyon Lake

Consideration of 2020 City Council Goals

PUBLIC HEARINGS

Fire Code Update
  • Second Reading of Ordinance No. 190, an Ordinance of the City Council of the City of Canyon Lake, California, Adopting the 2019 California Fire Code as Amended as Chapter 8.12 of the Canyon Lake Municipal Code
    • Public Hearing Opened
    • Staff Presentation
• Questions to Staff by City Council
• Testimony by Proponents
• Testimony by Opponents
• Response by Proponents
• Public Hearing Closed
• Discussion by City Council
• Tabulation of Written Protests by City Clerk
• Action by City Council

(13) Resolution – Approval of Resolution 2020-04, Authorizing the Allocation of Community Development Block Grant Funds for Fiscal Year 2021/21

• Public Hearing Opened
• Staff Presentation
• Questions to Staff by City Council
• Testimony by Proponents
• Testimony by Opponents
• Response by Proponents
• Public Hearing Closed
• Discussion by City Council
• Tabulation of Written Protests by City Clerk
• Action by City Council

CITY MANAGER COMMENTS

COMMITTEE AND COUNCIL REPORTS/COMMENTS

ANNOUNCEMENTS

The next regular meeting will be Wednesday, February 5, 2020 at 5:30 for Closed Session & 6:30 p.m. for Open Session

ADJOURNMENT

VISION STATEMENT

The vision of the City of Canyon Lake is to be a City that provides a quality of life that makes Canyon Lake the premier place to live in Southern California.
ATTENTION RESIDENTS:

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

January 15, 2020 City Council Meeting

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

I, Ana V. Sauseda, being duly sworn, depose and say that I am the duly appointed and qualified Deputy City Clerk of the City of Canyon Lake and that on January 10, 2020 before the hour of 5:00 p.m., I caused the above notice to be posted as required by Resolution 2015-36 of the City Council of the City of Canyon Lake.

Ana V. Sauseda
Deputy City Clerk
STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Kayla Lozano, Accountant

DATE: January 15, 2020

SUBJECT: Approval of Resolution No. 2020-01, Allowing Certain Claims and Demands as Set Forth in Exhibit A

Recommendation

It is recommended that the City Council approve Resolution No. 2020-01, allowing certain claims and demands as set forth in Exhibit A.

Background

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of December 4, 2019.

Fiscal Impact

All claims and demands are paid from appropriated funds or authorized resources of the City and have been recorded in accordance with the City’s policies.

Attachments

1. Resolution No. 2020-01
2. List of Demands
ATTACHMENT 1
RESOLUTION NO. 2020-01

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 15th, in the amount of $1,115,488.00 as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Earnings (Gross)</td>
<td>$45,145.41</td>
<td>(2nd Half of November &amp; 1st Half of December)</td>
</tr>
<tr>
<td>Payroll Taxes - Employer</td>
<td>862.72</td>
<td>(2nd Half of November &amp; 1st Half of December)</td>
</tr>
<tr>
<td>On-line Retirement</td>
<td>5,531.80</td>
<td>(2nd Half of November &amp; 1st Half of December)</td>
</tr>
<tr>
<td>On-line Health</td>
<td>969.94</td>
<td>(For the Month of December)</td>
</tr>
<tr>
<td>Nationwide Deferred Comp.</td>
<td>313.96</td>
<td>(For the Month of November)</td>
</tr>
<tr>
<td>General</td>
<td>1,062,664.17</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,115,488.00</td>
<td></td>
</tr>
</tbody>
</table>

PASSED, APPROVED AND ADOPTED this 15th day of January, 2020.

ATTEST:

__________________________________________
Ana V. Sauseda, Deputy City Clerk

__________________________________________
Jordan Ehrenkranz, Mayor
State of California
County of Riverside 
City of Canyon Lake 

I, Ana V. Sauseda, Deputy 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. 2020-01 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on January 15, 2020, by the following vote:

AYES: 
NOES: 
ABSTAIN: 
ABSENT: 

Ana V. Sauseda
Deputy City Clerk
ATTACHMENT 2
Claims and Demands
<table>
<thead>
<tr>
<th>Check Number</th>
<th>Matching Document Date</th>
<th>Vendor Name</th>
<th>Transaction Description</th>
<th>Check Amount</th>
<th>Fund Code</th>
<th>Fund Short Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>25484</td>
<td>12/2/2019</td>
<td>CASH</td>
<td>Cash for Winter Wonderland Event on 12/5/19</td>
<td>500.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>Total</td>
<td>12/2/2019</td>
<td></td>
<td></td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25485</td>
<td>12/3/2019</td>
<td>AMERICAN FORENSIC NURSES INC</td>
<td>Sheriff's Blood Draws, October 2019</td>
<td>110.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>25485</td>
<td>12/3/2019</td>
<td>AMERICAN FORENSIC NURSES INC</td>
<td>Sheriff's Blood Draws, September 2019</td>
<td>55.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>Total</td>
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<td></td>
<td></td>
<td>165.00</td>
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<td>25486</td>
<td>12/3/2019</td>
<td>AMP GLOBAL LLC</td>
<td>Rent for Admin Bldg. for the month of January 2020</td>
<td>2,600.00</td>
<td>10</td>
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<td></td>
<td></td>
<td>2,600.00</td>
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<tr>
<td>25487</td>
<td>12/3/2019</td>
<td>Frankie Aviles</td>
<td>DJ Entertainment for Winter Wonderland Event</td>
<td>400.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>Total</td>
<td>12/3/2019</td>
<td></td>
<td></td>
<td>400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25488</td>
<td>12/3/2019</td>
<td>Bill Blankenship</td>
<td>Economic Development Consulting Nov. 10 - Dec. 9, 2019</td>
<td>1,500.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>Total</td>
<td>12/3/2019</td>
<td></td>
<td></td>
<td>1,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25489</td>
<td>12/3/2019</td>
<td>BIO-TOX LABORATORIES</td>
<td>Sheriff's Dept. Blood Draws, 10/10/19</td>
<td>141.00</td>
<td>10</td>
<td>GENERAL</td>
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<tr>
<td>25489</td>
<td>12/3/2019</td>
<td>BIO-TOX LABORATORIES</td>
<td>Sheriff's Dept. Blood Draws, 10/17/19</td>
<td>46.00</td>
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<td>25489</td>
<td>12/3/2019</td>
<td>BIO-TOX LABORATORIES</td>
<td>Sheriff's Dept. Blood Draws, 9/05/19</td>
<td>46.00</td>
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<td>25489</td>
<td>12/3/2019</td>
<td>BIO-TOX LABORATORIES</td>
<td>Sheriff's Dept. Blood Draws, 9/26/19</td>
<td>46.00</td>
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Date: 12/23/19 11:14:13 AM
01/15/2020 City Council Agenda
# City of Canyon Lake

Check/Voucher Register - Council Report - Expenditures

From 12/1/2019 Through 12/31/2019

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Matching Document Date</th>
<th>Vendor Name</th>
<th>Transaction Description</th>
<th>Check Amount</th>
<th>Fund Code</th>
<th>Fund Short Title</th>
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</thead>
<tbody>
<tr>
<td>25489</td>
<td>12/3/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25490</td>
<td>12/3/2019</td>
<td>Randall Bonner</td>
<td>Auto Allowance for December - Bonner</td>
<td>100.00</td>
<td>10</td>
<td>GENERAL</td>
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<tr>
<td>25491</td>
<td>12/3/2019</td>
<td>Castaneda &amp; Associates</td>
<td>Housing Element Program &amp; SB2 Nov. 13 to Nov. 30, 2019</td>
<td>4,950.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>25492</td>
<td>12/3/2019</td>
<td>CFSTES</td>
<td>Fire Inspector 1A Class(12/13)State Fee,3 Code Enf. Officers</td>
<td>240.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>25493</td>
<td>12/3/2019</td>
<td>CANYON LAKE PEST CONTROL, Steven E. Young</td>
<td>Quarterly Pest Control P.O. #09-010, 11/13/19</td>
<td>100.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>25494</td>
<td>12/3/2019</td>
<td>Control Pump</td>
<td>Preventative Maint. Service for Pump Station, 11/15/19</td>
<td>1,311.00</td>
<td>20</td>
<td>GAS TAX</td>
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<tr>
<td>25495</td>
<td>12/3/2019</td>
<td>Corelogic Information Solutions, INC.</td>
<td>Database for Code Enforcement November 2019</td>
<td>128.75</td>
<td>10</td>
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<tr>
<td>25496</td>
<td>12/3/2019</td>
<td>Jordan Ehrenkranz</td>
<td>Auto Allowance for December - Ehrenkranz</td>
<td>100.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
</tbody>
</table>

**Total**

| 25489        | 12/3/2019              |                              |                                                                  |              |           |                  |
| 25490        | 12/3/2019              | Randall Bonner               | Auto Allowance for December - Bonner                            | 100.00       | 10        | GENERAL          |
| 25491        | 12/3/2019              | Castaneda & Associates       | Housing Element Program & SB2 Nov. 13 to Nov. 30, 2019          | 4,950.00     | 10        | GENERAL          |
| 25492        | 12/3/2019              | CFSTES                       | Fire Inspector 1A Class(12/13)State Fee,3 Code Enf. Officers   | 240.00       | 10        | GENERAL          |
| 25493        | 12/3/2019              | CANYON LAKE PEST CONTROL, Steven E. Young | Quarterly Pest Control P.O. #09-010, 11/13/19 | 100.00       | 10        | GENERAL          |
| 25494        | 12/3/2019              | Control Pump                 | Preventative Maint. Service for Pump Station, 11/15/19          | 1,311.00     | 20        | GAS TAX          |
| 25495        | 12/3/2019              | Corelogic Information Solutions, INC. | Database for Code Enforcement November 2019 | 128.75       | 10        | GENERAL          |
| 25496        | 12/3/2019              | Jordan Ehrenkranz            | Auto Allowance for December - Ehrenkranz                        | 100.00       | 10        | GENERAL          |

**Total**

Date: 12/23/19 11:14:13 AM
01/15/2020 City Council Agenda
<table>
<thead>
<tr>
<th>Check Number</th>
<th>Matching Date</th>
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<th>Check Amount</th>
<th>Fund Code</th>
<th>Fund Short Title</th>
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<tr>
<td>25497</td>
<td>12/3/2019</td>
<td>John Flippen</td>
<td>Precision Flight Demonstration for Veteran's Day 2019</td>
<td>2,000.00</td>
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<td>GENERAL</td>
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<tr>
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<td></td>
<td>2,000.00</td>
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<tr>
<td>25498</td>
<td>12/3/2019</td>
<td>FRIDAY FLYER</td>
<td>Full Page Insertion on 11/22/19</td>
<td>200.00</td>
<td>10</td>
<td>GENERAL</td>
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<tr>
<td>25498</td>
<td>12/3/2019</td>
<td>FRIDAY FLYER</td>
<td>Full Page Insertion on 11/29/19</td>
<td>200.00</td>
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<td>400.00</td>
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<tr>
<td>25499</td>
<td>12/3/2019</td>
<td>Good Time Entertainment</td>
<td>Veterans Day Event Sound for 2019 Veterans Day</td>
<td>250.00</td>
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<td>GENERAL</td>
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<td>25500</td>
<td>12/3/2019</td>
<td>Interwest Consulting Group</td>
<td>Building &amp; Safety Services for September 2019</td>
<td>27,906.05</td>
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<td>25500</td>
<td>12/3/2019</td>
<td>Interwest Consulting Group</td>
<td>Building and Safety Services for October 2019</td>
<td>34,906.02</td>
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<td>62,812.07</td>
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<td>25501</td>
<td>12/3/2019</td>
<td>In N Out Burger</td>
<td>Remining balance for In N Out Trailer for Winder Wonderland</td>
<td>1,919.69</td>
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<td>Total 25501</td>
<td>12/3/2019</td>
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<td>1,919.69</td>
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<tr>
<td>25502</td>
<td>12/3/2019</td>
<td>Jeremy Smith</td>
<td>Auto Allowance for December - Smith</td>
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<td>Total 25502</td>
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<tr>
<td>25503</td>
<td>12/3/2019</td>
<td>Jolly Jumps</td>
<td>Remaining Balance for Winter Wonderland Event Package</td>
<td>6,082.50</td>
<td>10</td>
<td>GENERAL</td>
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<tr>
<td>Check Number</td>
<td>Matching Document Date</td>
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<td>Transaction Description</td>
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<td>Fund Short Title</td>
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<td>--------------</td>
<td>-----------</td>
<td>-----------------</td>
</tr>
<tr>
<td>25504</td>
<td>12/3/2019</td>
<td>Kasey Castillo</td>
<td>Auto Allowance for December - Castillo</td>
<td>100.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>25505</td>
<td>12/3/2019</td>
<td>Larry Greene</td>
<td>Auto Allowance for December - Greene</td>
<td>100.00</td>
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<td>GENERAL</td>
</tr>
<tr>
<td>25506</td>
<td>12/3/2019</td>
<td>Pitney Bowes Global Financial Services, LLC</td>
<td>Postage Machine Lease, 9/13/19 to 12/12/19</td>
<td>175.14</td>
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<td>GENERAL</td>
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<td>25507</td>
<td>12/3/2019</td>
<td>PZL, Inc.</td>
<td>Planning Services for November 2019</td>
<td>3,750.00</td>
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<td>GENERAL</td>
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<td>25508</td>
<td>12/3/2019</td>
<td>Rogers, Anderson, Malody &amp; Scott, LLP</td>
<td>Accounting Services for the month of October 2019</td>
<td>6,700.00</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>25509</td>
<td>12/3/2019</td>
<td>RIVERSIDE COUNTY FIRE DEPT</td>
<td>Fire Protection Services for 1st Qtr. (July-Sept.) FY 19-20</td>
<td>502,964.21</td>
<td>10</td>
<td>GENERAL</td>
</tr>
<tr>
<td>25510</td>
<td>12/3/2019</td>
<td>RIV. CO. SHERIFF'S DEPT., Acctg &amp; Fin</td>
<td>Sheriff's Contract Law, 8/15/19 to 9/11/19</td>
<td>125,998.56</td>
<td>10</td>
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01/15/2020 City Council Agenda
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### Labor Distribution

**City of Canyon Lake**

**Company: 10756**

**Check Date:** 11/29/2019

**Process:** 201912901

**Period:** 11/16/2019 to 11/30/2019

### Employee Payroll

- **Payroll Period:** 11/16/2019 to 11/30/2019
- **Run Date:** 11/26/19
- **Run Time:** 02:33 PM
- **Employee:** Borja to Sauseda

**Department:** (20) City Employees

**Phone:** (800) 815-3523  **Fax:** (877) 282-3016

**CBI3 Payroll**

**Page 28**
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**CBIZ Payroll**
Phone: (800) 815-3023 Fax: (877) 282-3016

**Check Date:** 11/29/2019
**Run Date:** 11/26/2019
**Run Time:** 02:33 PM
**Employees to (30) Special Enforcement Team**
**Employee:** Ecclefield to Manzano

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**City Council Agenda**
Check Date: 11/29/2019
Process: 2019112901
Period: 11/16/2019 to 11/30/2019
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**Total Earnings**: 431.00  **Total Deductions**: 1408.99  **Total Employee Taxes**: 3647.23  **Total Employer Taxes**: 499.06

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Chris Mann, City Manager

Date: 12-27-19
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### Labor Distribution

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

### Department: (30) Special Enforcement Team

**Ecclefield, Dawn A.**  
**Emp Id:** 104  
**Rate:** 25.3300

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**Rate:** 30.8300

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**Rate:** 27.4000

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**Emp Id:** 98  
**Rate:** 26.3400

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### Labor Distribution

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

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<td>10-520-6790</td>
</tr>
<tr>
<td>11</td>
<td>Panera Bread</td>
<td>Lunch for Code Enforcement for Fire Training (Driskill, Manzano, Eckfeldt)</td>
<td>$22.31</td>
<td>10-520-6790</td>
</tr>
<tr>
<td>12</td>
<td>Starbucks</td>
<td>Breakfast for Code Enforcement for Fire Training (Driskill, Manzano, Eckfeldt)</td>
<td>$20.97</td>
<td>10-520-6790</td>
</tr>
<tr>
<td>13</td>
<td>Tommy’s Express</td>
<td>Car Wash for City Vehicles</td>
<td>$150.05</td>
<td>10-520-6415</td>
</tr>
<tr>
<td>14</td>
<td>Amazon Prime</td>
<td>Refund for Bopla Prime Membership</td>
<td>$14.00</td>
<td>10-310-6210</td>
</tr>
<tr>
<td>15</td>
<td>Fast Signs</td>
<td>Holiday Banners for Winter Wonderland</td>
<td>$623.94</td>
<td>10-200-6800</td>
</tr>
<tr>
<td>16</td>
<td>Lowe’s</td>
<td>Office Heaters &amp; Winter Wonderland Decorations</td>
<td>$25.00</td>
<td>A</td>
</tr>
<tr>
<td>17</td>
<td>Joe’s Hardware</td>
<td>Cable Tie’s for Code Enforcement</td>
<td>$25.82</td>
<td>10-520-6200</td>
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<tr>
<td>18</td>
<td>The Canyon Lake Cowboy</td>
<td>Lunch Meeting with Non-Profit Consultant</td>
<td>$52.89</td>
<td>10-310-6510</td>
</tr>
<tr>
<td>19</td>
<td>Canyon Lake Property Owners</td>
<td>Economic Development Meeting Roundtable</td>
<td>$30.40</td>
<td>10-520-6510</td>
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<td>20</td>
<td>Goodfields Café</td>
<td>Meeting with Congressman &amp; BEF Blankenship Rep. Economic Development</td>
<td>$85.00</td>
<td>10-310-6510</td>
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<tr>
<td>21</td>
<td>Paypal</td>
<td>CCMA Dinner at League of Cities City Manager Conference - Manor</td>
<td>$7.00</td>
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<td>22</td>
<td>Costco</td>
<td>Sandwich Plate &amp; Chips for Council Meeting</td>
<td>$44.50</td>
<td>10-520-6210</td>
</tr>
<tr>
<td>23</td>
<td>Costco</td>
<td>Sandwich Plate &amp; Chips for Council Meeting</td>
<td>$44.80</td>
<td>10-520-6210</td>
</tr>
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<td>24</td>
<td>Canyon Lake Market</td>
<td>Water for Council Meeting</td>
<td>$5.89</td>
<td>10-520-6210</td>
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<tr>
<td>25</td>
<td>Amazon</td>
<td>Adjustable Banner Stand for Veteran’s Day</td>
<td>$135.63</td>
<td>10-520-6890</td>
</tr>
<tr>
<td>26</td>
<td>Amazon</td>
<td>12 Pack American Flag Party Favors for Veteran’s Day</td>
<td>$49.93</td>
<td>10-520-6890</td>
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<tr>
<td>27</td>
<td>Paypal</td>
<td>League of Ca. Cities No Co. Deletion Event - Ensenada</td>
<td>$30.00</td>
<td>10-520-6510</td>
</tr>
<tr>
<td>28</td>
<td>Paypal</td>
<td>League of Ca. Cities No Co. Deletion Event - Santee</td>
<td>$30.00</td>
<td>10-520-6510</td>
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<tr>
<td>29</td>
<td>Paypal</td>
<td>League of Ca. Cities No Co. Deletion Event - Manor</td>
<td>$30.00</td>
<td>10-520-6510</td>
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<tr>
<td>30</td>
<td>Paypal</td>
<td>League of Ca. Cities No Co. Deletion Event - Bonita</td>
<td>$30.00</td>
<td>10-520-6510</td>
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<tr>
<td>31</td>
<td>Starbucks</td>
<td>Student of the Month Gifts</td>
<td>$212.00</td>
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<td>32</td>
<td>Environmental Health</td>
<td>Winter Wonderland Event License</td>
<td>$140.00</td>
<td>10-520-6890</td>
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<tr>
<td>33</td>
<td>Environmental Health</td>
<td>Winter Wonderland Event License</td>
<td>$3.32</td>
<td>10-520-6890</td>
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<tr>
<td>34</td>
<td>RV Club</td>
<td>RV Winter Wonderland Event - Special Event Deposit</td>
<td>$1.09</td>
<td>10-520-6510</td>
</tr>
<tr>
<td>35</td>
<td>RV Club</td>
<td>RV Winter Wonderland Event - Special Event Deposit</td>
<td>$74.00</td>
<td>10-520-6890</td>
</tr>
<tr>
<td>36</td>
<td>Costco</td>
<td>Christmas Wraps for City Hall Admin</td>
<td>$84.00</td>
<td>10-310-6210</td>
</tr>
<tr>
<td>37</td>
<td>Michael Stores</td>
<td>Christmas Decorations for City Hall Admin</td>
<td>$174.21</td>
<td>10-310-6210</td>
</tr>
<tr>
<td>38</td>
<td>Kirklands</td>
<td>Christmas Decorations for City Hall Admin</td>
<td>$27.45</td>
<td>10-310-6210</td>
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<tr>
<td>39</td>
<td>The Cakewalk</td>
<td>Frosting for Winter Wonderland Event</td>
<td>$181.25</td>
<td>10-520-6890</td>
</tr>
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<td>40</td>
<td>Michael Stores</td>
<td>Christmas Decorations for City Hall Admin</td>
<td>$75.58</td>
<td>10-520-6890</td>
</tr>
<tr>
<td>41</td>
<td>Costco</td>
<td>Sandwich Plate &amp; Chips for Council Meeting</td>
<td>$45.78</td>
<td>10-520-6210</td>
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<tr>
<td>42</td>
<td>Jolly Jumpy</td>
<td>Winter Wonderland Event - Deposit</td>
<td>$10.00</td>
<td>10-520-6890</td>
</tr>
<tr>
<td>43</td>
<td>You Name It</td>
<td>Winter Wonderland Event - Gingerbread Cookies</td>
<td>$224.00</td>
<td>10-310-6510</td>
</tr>
<tr>
<td>44</td>
<td>Slater Brothers</td>
<td>Coffee for City Hall Admin Office</td>
<td>$22.45</td>
<td>10-310-6210</td>
</tr>
<tr>
<td>45</td>
<td>Staples</td>
<td>Office Supplies - Counterfeit Per B Gas Pump</td>
<td>$26.98</td>
<td>10-310-6210</td>
</tr>
<tr>
<td>46</td>
<td>Krissy Kreme</td>
<td>Doughnuts for City Council Meeting</td>
<td>$26.98</td>
<td>10-310-6210</td>
</tr>
</tbody>
</table>

Late Fee $ - 10-310-6965

$ 4,531.86

Account Breakdown

| City Council Dept. Expense | 10-100-6220 | 212.56 |
| City Council Meeting/Travel Expense | 10-100-6510 | 90.00 |
| Council Special Dept. Expense | 10-100-6620 | 2,701.09 |
| Promotion and Advertising | 10-100-6890 | 942.35 |
| City Manager Office Expense | 10-310-6280 | 255.20 |
| Conference Meeting/Travel Expense | 10-310-6510 | 10-310-6210 |
| City Manager Software | 10-310-6510 | 10-310-6210 |
| City Manager Dept. Expense | 10-310-6220 | 10-310-6210 |
| City Manager Membership | 10-310-6510 | 10-310-6210 |
| Professionals/Specialized Services | 10-310-6610 | 10-310-6210 |
| City Manager Replacement Boat | 10-310-8010 | 10-310-6210 |
| City Clerk Departmental Expense | 10-310-6220 | 10-310-6210 |
| City Clerk Conference/Meeting/Travel Expense | 10-310-6510 | 10-310-6210 |
| City Clerk Osts | 10-310-6510 | 10-310-6210 |
| Professionals/Specialized Services | 10-310-6510 | 10-310-6210 |
| City Clerk Training and Education | 10-320-6790 | 10-320-6790 |
| Planning Services | 10-350-6616 | 10-350-6616 |
| General Plan Services | 10-350-6619 | 10-350-6619 |
| Building Dept Expense | 10-360-6210 | 10-360-6210 |
| Fire Station Licenses | 10-420-6210 | 10-420-6210 |
| Emergency Preparedness Supplies | 10-420-6210 | 10-420-6210 |
| Code Enforcement Invoices | 10-520-6510 | 10-520-6510 |
| Special Enforcement Misc Expense | 10-520-6510 | 10-520-6510 |
| Code Enforcement Vehicle Equipment | 10-530-6410 | 10-530-6410 |
| Vehicle Maintenance | 10-530-6510 | 10-530-6510 |
| Code Enforcement Membership Dues | 10-530-6510 | 10-530-6510 |
| Code Enforcement Training | 10-520-6210 | 10-520-6210 |
| Building & Facilities Maintenance | 10-550-6610 | 10-550-6610 |

Checks # $ -

Copies for City Council as directed by the Finance Committee

01/15/2020 City Council Agenda
Your request for payment has been accepted

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

Total Payment Amount: $969.94

Payment Summary

<table>
<thead>
<tr>
<th>Payment Confirmation Number</th>
<th>Payment Authorization Date</th>
<th>Receivable ID</th>
<th>Receivable Description</th>
<th>Payment Method</th>
<th>Payment Account Nickname</th>
<th>Selected Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001456417</td>
<td>12/03/2019</td>
<td>100000015867807</td>
<td>Health PA Billing - PERS</td>
<td>EFT - Debit</td>
<td>Citizens Business Bank -5402</td>
<td>$969.94</td>
</tr>
</tbody>
</table>
Payment Request Acceptance

Your request for payment has been accepted:

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

Payment Setup Total

Total Payment Amount: $2,774.29

<table>
<thead>
<tr>
<th>Payment Confirmation Number</th>
<th>Payment Authorization Date</th>
<th>Receivable Description</th>
<th>Receivable TO</th>
<th>Payment Method</th>
<th>Payment Account Nickname</th>
<th>Selected Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001456807</td>
<td>12/03/2019</td>
<td>Employer Contribution, Classic, 1684, CalPERS, 11/16/2019 - 11/30/2019</td>
<td>100000015830783</td>
<td>EFT -</td>
<td>Citizens Business</td>
<td>$1,484.89</td>
</tr>
</tbody>
</table>
Payment Request Acceptance

Your request has been accepted

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

Payment Setup Total

<table>
<thead>
<tr>
<th>Payment Summary</th>
<th>Payment Method</th>
<th>Payment Account Nickname</th>
<th>Selected Payment Amount</th>
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<tbody>
<tr>
<td><strong>Total Payment Amount:</strong> $2,757.51</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Confirmation Number</th>
<th>Payment Authorization Date</th>
<th>Receivable ID</th>
<th>Receivable Description</th>
<th>Payment Method</th>
<th>Payment Account Nickname</th>
<th>Selected Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001467827</td>
<td>12/18/2019</td>
<td>100000015859716</td>
<td>Employer Contribution, PEPPRA, 26180, CalPERS, 12/01/2019 - 12/15/2019</td>
<td>EFT - Debit</td>
<td>Citizens Business Bank -5402</td>
<td>$1,313.75</td>
</tr>
</tbody>
</table>
Acknowledgment

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

You can print this acknowledgment for your records.

Plan Name: CITY OF CANYON LAKE 457 OBRA-PST

Plan Number: 0035273002

Payroll Center: CITY OF CANYON LAKE OBRA

Payroll Center Number: 001

Payroll Received for Salary Reduction

Submission date: 12/11/2019

Submission time: 06:10 PM

Pay period end date: 11/30/2019

Payment method: Debit ACH

Bank routing number: 122234149

Bank account number: 245125402

Contributions payment amount: $81.96

Contributions count: 1

Draft date: 12/13/2019

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

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

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

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

You can print this acknowledgment for your records.

Plan Name: CITY OF CANYON LAKE 457
Plan Number: 0035273001
Payroll Center: CITY OF CANYON LAKE
Payroll Center Number: 001

Payroll Received for Salary Reduction

Submission date: 12/11/2019
Submission time: 06:09 PM
Pay period end date: 11/30/2019
Payment method: Debit ACH
Bank routing number: 122234149
Bank account number: 245125402
Contributions payment amount: $232.00
Contributions count: 2
Draft date: 12/13/2019

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

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

STATEMENT FOR THE PERIOD FROM 11/01/2019 TO 11/30/2019
ACCOUNT 103803119

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.
Account Statement

Account Number: 1035033119
November 01, 2019 To November 30, 2019

Account Name: CITY OF CANYON LAKE
CITIZENS BUSINESS BANK

Account Number: 1035033119
Your Relationship: MIKE GARDNER
Manager Is: 
Phone: 909-483-4390

Investment Portfolio Summary

<table>
<thead>
<tr>
<th>Market Value As Of</th>
<th>11/01/2019</th>
<th>11/30/2019</th>
<th>% Of Account</th>
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</thead>
<tbody>
<tr>
<td>CASH &amp; CASH EQUIVALENTS</td>
<td>191,814.30</td>
<td>395,450.70</td>
<td>14.5%</td>
</tr>
<tr>
<td>FIXED INCOME</td>
<td>2,580,228.88</td>
<td>2,336,855.68</td>
<td>85.5%</td>
</tr>
<tr>
<td>Total</td>
<td>2,772,043.18</td>
<td>2,732,306.38</td>
<td>100.0%</td>
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Activity Summary

<table>
<thead>
<tr>
<th>Beginning Market Value</th>
<th>This Period</th>
<th>Year To Date</th>
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</thead>
<tbody>
<tr>
<td>Income</td>
<td>2,080.83</td>
<td>52,084.37</td>
</tr>
<tr>
<td>Asset Activity</td>
<td>201,555.57</td>
<td>222,124.49</td>
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<tr>
<td>Fees</td>
<td>0.00</td>
<td>5,808.22</td>
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<tr>
<td>Cash Management</td>
<td>203,636.40</td>
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<tr>
<td>Change In Market Value</td>
<td>39,736.80</td>
<td>80,371.20</td>
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Realized Capital Gains / Losses

<table>
<thead>
<tr>
<th>This Period</th>
<th>Year To Date</th>
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<tbody>
<tr>
<td>Long Term</td>
<td>108.89</td>
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<tr>
<td>Short Term</td>
<td>1,279.96</td>
</tr>
<tr>
<td>Total Gains / Losses</td>
<td>1,388.85</td>
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</table>

01/15/2020 City Council Agenda
# Account Statement

**Account Number:** 1035003119  
**November 01, 2019 To November 30, 2019**

## Portfolio Statement

<table>
<thead>
<tr>
<th>Cash &amp; Cash Equivalents</th>
<th>Description</th>
<th>Market Value</th>
<th>Cost Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash &amp; Cash Equivalents</strong></td>
<td><strong>Cash Equivalents</strong></td>
<td><strong>Unclassified</strong></td>
<td><strong>Unclassified</strong></td>
</tr>
<tr>
<td>395,450.700</td>
<td>FIDELITY GOVERNMENT PORTFOLIO</td>
<td>395,450.70</td>
<td>395,450.70</td>
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<tr>
<td><strong>Total Unclassified</strong></td>
<td><strong>Total Cash Equivalents</strong></td>
<td><strong>Total</strong></td>
<td><strong>Total Cash &amp; Cash Equivalents</strong></td>
</tr>
<tr>
<td>395,450.70</td>
<td>395,450.70</td>
<td>395,450.70</td>
<td>395,450.70</td>
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</table>

### Fixed Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Market Value</th>
<th>Cost Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>053211AU7 BR&amp;T CORPORATION DTD 06/29/15 CALL 2.625% 06/29/2020</td>
<td>75,253.50</td>
<td>75,111.61</td>
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<tr>
<td>055801AC25 BMW BANK BANK NORTH AMERICA DTD 09/30/15 MEDIUM-TERM CD 2.2% 09/30/2020</td>
<td>100,554.00</td>
<td>99,980.00</td>
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<tr>
<td>140431AR2 CAPITAL ONE NA MEDIUM-TERM CD DTD 10/07/2015 2.2% 10/07/2020</td>
<td>100,569.00</td>
<td>99,615.00</td>
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<tr>
<td>244251ER1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021</td>
<td>103,034.00</td>
<td>104,166.02</td>
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<tr>
<td>292661NS22 ENERBANK USA DTD 10/16/2015 MEDIUM-TERM CD 1.75% 10/16/2020</td>
<td>100,147.00</td>
<td>100,000.00</td>
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<tr>
<td>3130A1CE6 FEDERAL HOME LOAN DTD 03/27/19 2% 12/27/2019</td>
<td>70,010.50</td>
<td>70,116.62</td>
</tr>
<tr>
<td>3130A8EN9 FEDERAL HOME LOAN BANK DTD 06/14/16 CALL 1.64% 06/14/2021-2016</td>
<td>49,826.50</td>
<td>50,000.00</td>
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<tr>
<td>3130A8EN9 FEDERAL HOME LOAN DTD 07/13/16 CALL 1.48% 07/13/2021-2017</td>
<td>99,405.00</td>
<td>100,000.00</td>
</tr>
<tr>
<td>3130A9EN0 FEDERAL HOME LOAN BANK DTD 09/19/2019 CALL 2.02% 09/18/2020-2019</td>
<td>200,016.00</td>
<td>200,000.00</td>
</tr>
<tr>
<td>3130A8EN9 FEDERAL HOME LOAN BANK DTD 10/21/2019 CALL 2% 12/30/2020-2019</td>
<td>149,991.00</td>
<td>150,000.00</td>
</tr>
<tr>
<td>3133EFZ91 FEDERAL FARM CREDIT BANK DTD 04/12/16 CALL 1.62%</td>
<td>99,383.00</td>
<td>99,909.00</td>
</tr>
</tbody>
</table>

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01/15/2020 City Council Agenda
## Account Statement

**Account Number:** 1035003119  
**November 01, 2019 To November 30, 2019**

### Portfolio Statement (Continued)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Market Value</th>
<th>Cost Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Taxable</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>150,000</td>
<td>3134HIMH3</td>
<td>149,952.00</td>
<td>150,000.00</td>
</tr>
<tr>
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<td>FEDERAL FARM CREDIT BANK DTD 06/14/17 CALL 2% 03/14/2022-2019</td>
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**Total Taxable:** 2,336,855.68  
**Total Fixed Income:** 2,336,855.68

### Miscellaneous

**Miscellaneous Sundry Assets**

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**Total Documents:** 0.00  
**Total Miscellaneous Sundry Assets:** 0.00

01/15/2020 City Council Agenda
## Portfolio Statement (Continued)

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## Account Activity Summary

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## Transaction Statement

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Account Statement

Page 5

Account Number: 1035003119
November 01, 2019 To November 30, 2019

Transaction Statement (Continued)

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Total Assets Sold

Total Asset Activity

Cash Management

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<th>Date</th>
<th>Quantity</th>
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Total Cash Management

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</table>

Disclosure

DISCLOSURE: CitizensTrust may receive research and benefits from Brokers/Dealers which may be considered compensation. Upon request we will disclose details. Please contact your Relationship Manager if you have any questions.
CALL TO ORDER

Mayor Ehrenkranz called the meeting to order at 5:02 p.m.

CITY COUNCIL ROLL CALL

Present: Councilmember Bonner, Mayor Pro Tem Castillo, Councilmembers Greene, Smith, and Mayor Ehrenkranz

Absent:

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

The City Council entered Closed Session at 5:03 p.m.

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

B. CONFERENCE WITH LEGAL COUNSEL - REAL PROPERTY NEGOTIATIONS - Pursuant to section 21956.8 - APN 355-330-029
   Agency Negotiator: City Manager

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

CALL OPEN SESSION TO ORDER

Mayor Ehrenkranz called the meeting to order at 6:32 p.m.
INVOCATION

Invocation was led by John Giardinelli

FLAG SALUTE

Flag Salute was led by John Giardinelli

ROLL CALL

Present: Councilmember Bonner, Mayor Pro Tem Castillo, Councilmembers Greene, Smith, and Mayor Ehrenkranz
Absent:

CLOSED SESSION REPORT

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

APPROVAL OF THE CITY COUNCIL AGENDA

Motion and second by Councilmember Bonner/Greene to approve the agenda.

Motion carried 5-0, with Councilmember Bonner, Mayor Pro Tem Castillo, Councilmembers Greene, Smith, and Mayor Ehrenkranz voting aye.

CEREMONIAL MATTERS

Presentations, Awards, Proclamations, Announcements

• Student of the Month
Mayor Ehrenkranz announced that the Student of the Month was not present.

COMMUNITY REPORTS

• Presentation – Captain Landeros to provide a presentation on Homelessness
Captain Robert Landeros gave a presentation regarding the impact of homelessness on Southern California Communities and answered questions from the City Council.

• 2020 Census Update
Lattie & Kelly Robertson gave an update on the upcoming 2020 census and answered questions from the Council.

• Chamber of Commerce Announcement
Jim Randle gave an update on events that occurred since the last Council meeting and upcoming Chamber events.
Michael Boyd, Deputy District Attorney with the Riverside District Attorney’s Office, introduced himself to the Council.

**PUBLIC SAFETY UPDATE**

- **Sheriff**
  Lieutenant Matt Sims gave an update on the statistics and answered questions from the Council.

- **Fire**
  Josh Bischof, Battalion Chief, gave an update on the statistics and answered questions from the Council.

- **Special/Code Enforcement**
  Gina Dickson, Special/Code Enforcement Supervisor, gave a brief update and answered questions from the Council.

- **AMR**
  Representatives from the AMR were not present.

- **Animal Friends of the Valleys**
  Representatives from Animal Friends of the Valleys were not present.

**PRESENTATION BY MAYOR ON STATE OF THE CITY**

Mayor Ehrenkranz gave a presentation on the state of the City to summarize the work that the Council and staff had done over the past year.

Mayor Ehrenkranz called for a recess at 7:47 p.m.

The meeting reconvened at 7:59 p.m.

**PUBLIC COMMENT**

The following members of the public spoke:
- Nancy Horton

**CONSENT CALENDAR**

1. **Waive Full Reading, Read all Ordinances by Title Only**
2. **Resolution - Adoption of Resolution No. 2019-45, Approving Claims and Demands of the City**
3. **Minutes - Approval of City Council Minutes**
   - November 6, 2019 – Regular City Council Meeting
(4) Resolution No 2019-46 - A Resolution of the City Council of the City of Canyon Lake, California, Acknowledging Receipt of Report Made by the Fire Chief of the Riverside County Fire Department Regarding Compliance with the Annual Inspection of Certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code

(5) Second Reading of Ordinance No. 185 – An Ordinance of the City Council of the City of Canyon Lake, California, Adding Section 2.01.140 to the Canyon Lake Municipal Code Regarding Filling City Councilmember Vacancies

(6) Second Reading of Ordinance No. 188 – An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapters 2.04 and 2.08 of the Municipal Code Related to the Positions of City Clerk and City Treasurer

Motion and second by Councilmembers Bonner/Greene to approve the Consent Calendar.

Motion carried 5-0, with Councilmember Bonner, Mayor Pro Tem Castillo, Councilmembers Greene, Smith, and Mayor Ehrenkranz voting aye.

PULLED CONSENT CALENDAR ITEMS

Consent Calendar Item 2 was pulled for discussion.

Councilmember Greene questioned the electric and water charges for Station 60, on the claims and demands. Discussion ensued.

Motion and second by Councilmembers Greene/Smith.

Motion carried 5-0, with Councilmember Bonner, Mayor Pro Tem Castillo, Councilmembers Greene, Smith, and Mayor Ehrenkranz voting aye.

BUSINESS ITEMS

(7) City Council Reorganization
    • Selection of Mayor

Motion and second by Councilmembers Bonner/ Castillo to appoint Jordan Ehrenkranz to the Mayor’s seat.

Motion carried 5-0, with Councilmembers Bonner, Castillo, Greene, Smith, and Ehrenkranz voting aye.
Selection of Mayor Pro Tem

Motion and second by Councilmembers Greene/Smith to appoint Kasey Castillo to the Mayor Pro Tem seat.

Motion carried 5-0, with Councilmembers Bonner, Castillo, Greene, Smith, and Mayor Ehrenkranz voting aye.

(8) Committee Assignments

• Approval of Resolution No. 2019-47, Re-establishing City Council Committees, Committee Functions, and Setting Committee Meeting Dates and Times

The City Council discussed and chose their Committee Representatives for calendar year 2020.

Motion and second by Councilmembers Greene/Bonner to approve Resolution No. 2019-47.

Motion carried 5-0, with Councilmember Bonner, Mayor Pro Tem Castillo, Councilmembers Greene, Smith, and Mayor Ehrenkranz voting aye.

(9) Fire Code Updates

• Introduction and First Reading of Ordinance No. 190, an Ordinance of The City Council of The City of Canyon Lake, California, Adopting the 2019 California Fire Code as Amended as Chapter 8.12 of the Canyon Lake Municipal Code

Motion and second by Councilmembers Greene/Smith to approve the Introduction and First Reading of Ordinance No. 190, an Ordinance of The City Council of The City of Canyon Lake, California, Adopting the 2019 California Fire Code as Amended as Chapter 8.12 of the Canyon Lake Municipal Code.

Motion carried 5-0, with Councilmember Bonner, Mayor Pro Tem Castillo, Councilmembers Greene, Smith, and Mayor Ehrenkranz voting aye.

(10) Economic Development Update – Presentation by Economic Development Consultant Bill Blankenship

Economic Development Consultant Bill Blankenship gave a verbal update.

(11) Ordinance – Introduction and First Reading of Ordinance No. 191, an Ordinance of the City Council of the City of Canyon Lake, California, Amending Sections 3.08.110 and 3.08.270 of the Municipal Code related to the purchasing authority of the City Manager

Motion and second by Mayor Pro Tem Castillo/ Councilmember Bonner to approve the Introduction and First Reading of Ordinance No. 191, an Ordinance of the City Council of
the City of Canyon Lake, California, Amending Sections 3.08.110 and 3.08.270 of the Municipal Code related to the purchasing authority of the City Manager

Motion carried 5-0, with Councilmember Bonner, Mayor Pro Tem Castillo, Councilmembers Greene, Smith, and Mayor Ehrenkranz voting aye.

(12) Ordinance – Introduction and First Reading of Ordinance No. 192, an Ordinance of the City Council of the City of Canyon, California, Lake Adding Chapter 5.21 to Title 5 of the Canyon Lake Municipal Code Establishing a Single-Family Residential Rental Registration, Inspection and Crime-Free Rental Housing Program

Councilmember Smith recused himself due to a business conflict of interest and stepped away from the dais at 8:36 p.m.

Motion and second by Councilmember Bonner/ Mayor Pro Tem Castillo to approve the Introduction and First Reading of Ordinance No. 192, an Ordinance of the City Council of the City of Canyon, California, Lake Adding Chapter 5.21 to Title 5 of the Canyon Lake Municipal Code Establishing a Single-Family Residential Rental Registration, Inspection and Crime-Free Rental Housing Program

Motion carried 4-0-1, with Councilmember Bonner, Mayor Pro Tem Castillo, Councilmember Greene, and Mayor Ehrenkranz voting aye and Councilmember Smith abstaining.

Councilmember Smith returned to the dais at 8:39 p.m.

(13) Budget Adjustment - Fire Department Feasibility Study and Implementation Plan

Motion and second by Councilmembers Greene/Bonner to approve Item 13.

The following members of the public spoke:

- Jack Wamsley

Motion carried 5-0, with Councilmember Bonner, Mayor Pro Tem Castillo, Councilmembers Greene, Smith, and Mayor Ehrenkranz voting aye.

PUBLIC HEARINGS

(14) Building and Construction Code Updates

• Public Hearing Opened
Mayor Ehrenkranz opened the Public Hearing at 8:47 p.m.

• Staff Presentation
Building Official Martin Haeberle presented the item.

• Questions to Staff by City Council
There were no questions.

• Testimony by Proponents
There was none.

• Testimony by Opponents
There was none.

• Response by Proponents
There was none.

• Public Hearing Closed
Mayor Ehrenkranz closed the Public Hearing at 8:50 p.m.

• Discussion by City Council
There was no discussion.

• Tabulation of Written Protests by City Clerk
There were no written protests.

• Action by City Council
Motion and second by Councilmembers Greene/Bonner to approve the Second Reading of Ordinance No. 189, an Ordinance of The City Council of The City of Canyon Lake California Amending Chapter 8.02 of The Canyon Lake Municipal Code, Adopting By Reference The 2019 Editions of The California Codes (Including But Not Limited To The Green Building Code) And Related Model Codes With Appendices And Amendments Thereto

Motion carried 5-0, with Councilmember Bonner, Mayor Pro Tem Castillo, Councilmembers Greene, Smith, and Mayor Ehrenkranz voting aye.

CITY MANAGER COMMENTS

City Manager Mann reminded the public that the Winter Wonderland event would take place on Thursday, December 5th from 4-9 p.m.
COMMITTEE AND COUNCIL REPORTS/COMMENTS

• COUNCILMEMBER BONNER
Councilmember Bonner discussed attending the RCTC, and stated that the next roundtable would take place on December 9th. Lastly, he wished everyone Happy Holidays.

• MAYOR PRO TEM CASTILLO
Mayor Pro Tem Castillo stated LESJWA was dark in December. She discussed the TMDL meetings which she had attended and also gave an update on behalf of EVMWD Director Darcy Burke who was not in attendance. Mayor Pro Tem thanked the Fire Department for their assistance in picking up Santa & Mrs. Clause and taking them to the POA’s tree lighting ceremony. Lastly, she expressed her excitement to have been appointed to the Veterans Day Committee.

• COUNCILMEMBER GREENE
Councilmember Greene discussed having attended the Student of the Month event in Lake Elsinore and wished everyone a Happy Holidays.

• COUNCILMEMBER SMITH
Councilmember Smith discussed the success of the Turkey Drive. He gave updates from his meetings at RTA and RCA. He invited everyone to attend the upcoming Winter Wonderland event and wished everyone a Happy Holidays.

• MAYOR EHRENKRANZ
Mayor Ehrenkranz thanked the Council and Staff for an excellent year and wished everyone a Happy Holidays.

City Manager Mann requested that the January Regular City Council meeting be scheduled for Wednesday, January 15, 2020.

ADJOURNMENT

Mayor Ehrenkranz adjourned the meeting at 9:01 p.m.

Respectfully submitted,

Ana V. Sauseda,
Deputy City Clerk
ORDINANCE NO. 191

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING SECTIONS 3.08.110 AND 3.08.270 OF THE MUNICIPAL CODE RELATED TO THE PURCHASING AUTHORITY OF THE CITY MANAGER

The City Council of the City of Canyon Lake, California does ordain as follows:

Section 1. Section 3.08.110 of the Canyon Lake Municipal Code is hereby amended to read as follows:

“3.08.110 Bidding.

Purchases of supplies, equipment and nonprofessional services shall be by the following bid procedures:

(a) The authority to award informal contracts and to act as the purchasing agent in utilizing the formal bid procedure is delegated to the City Manager and the City Engineer.

(b) Purchase of supplies and equipment of $100 or less maybe made with petty cash without a purchase order as long as the receipt is provided to the City Manager.

(c) Public projects or purchases of supplies, equipment or nonprofessional services under $50,000 may be performed without competitive bids by the City’s employees, by negotiated contractor by purchase order.

(d) Purchase of supplies and equipment of $50,000 or more, and less than $125,000 must be approved by the City Council after receipt of three informal written bids.

(e) Purchase of supplies and equipment of $125,000 or more require a formal bid procedure and City Council approval.”

Section 2. Following:

Section 3.08.270 of the Canyon Lake Municipal Code is hereby amended read as follows:

“3.08.270 Exceptions to competitive bidding requirement.

Notwithstanding any provision of this Chapter to the contrary, the competitive bidding procedures and requirements may be dispensed with in any of the following instances:

(a) When the commodity can be obtained from only one vendor;
(b) The City Manager may authorize the purchase of materials, supplies, equipment and services where an emergency is deemed to exist and it is determined that service involving the public health, safety or welfare would be interrupted if the normal procedure were followed. All emergency purchases, which would otherwise require formal bidding procedures, made pursuant to this Section shall be submitted to the City Council for ratification at the next regular Council meeting after the purchase is authorized;

(c) The City Council may authorize the execution of contracts for personal services, for professional and consultant services, and for other, nonpublic projects and for contractual services without observing the bidding procedures provided herein where the amount of the contract exceeds the value of fifty thousand dollars ($50,000);

(d) The City Manager is authorized to enter into contracts for personal services, for professional and consulting services and for other contractual services without observing the bidding procedure provided herein where the amount of the contract does not exceed the amount of fifty thousand dollars ($50,000); provided there exists an unencumbered appropriation in the fund account against which said expense is to be charged;

(e) The City may obtain the goods or commodity from a vendor selected in a competitive bidding procedure at least equivalent to that required by this Chapter at the same price as the entity which conducted the bidding;

(f) When the City Council finds that adherence to the procedures in this Chapter would be inefficient, impractical and unnecessary; and

(g) The City Council may authorize the execution of a lease or leases for office space for the City government without observing the bidding procedures provided herein irrespective of the term of the lease or leases or the amount of rent and other charges to be paid by the City under the lease or leases.”

Section 3. Severability.

If any provision, section, paragraph, sentence or word of this Ordinance is determined or declared invalid by any final court action in a court of competent jurisdiction or if the application of any provision, section, paragraph, sentence or word of this Ordinance is inapplicable to a specific situation by reason of any preemptive state or federal legislation or regulation, the remaining provisions, sections, paragraphs, sentences or words of this Ordinance shall remain in full force and effect.
Section 4. Effective Date.

This Ordinance shall become effective 30 days from the date of its adoption.

PASSED APPROVED AND ADOPTED this 15th day of January, 2020.

________________________________________
Jordan Ehrenkranz, Mayor

ATTEST:

Ana V. Souseda, Deputy City Clerk

APPROVED AS TO FORM:

Steven Graham, City Attorney
ORDINANCE NO. 192

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADDING CHAPTER 5.22 TO TITLE 5 OF THE CANYON LAKE MUNICIPAL CODE ESTABLISHING A SINGLE-FAMILY RESIDENTIAL RENTAL REGISTRATION, INSPECTION AND CRIME-FREE RENTAL HOUSING PROGRAM

WHEREAS, rental homes are responsible for a disproportionate share of code enforcement and police calls for service that necessitates a disproportionate expenditure of public funds for such properties; and

WHEREAS, the City Council hereby determines that illegal activity in the City interferes with the health, safety, quality of life, quiet enjoyment and general welfare of the individuals residing near rental homes and may contribute to a decline in the value of surrounding properties; and

WHEREAS, existing state and local laws have not sufficiently encouraged landlords, particularly absentee landlords, to take reasonable and proactive steps to abate these conditions and to ensure their premises are safe and decent; and

WHEREAS, it is necessary to implement a “Single-Family Residential Rental Registration, Inspection and Crime-Free Rental Housing Program” to alleviate these problems and improve living conditions for renters and protect the general welfare of individuals in affected neighborhoods; and

WHEREAS, the City Council has determined that it is necessary to defray the cost of the Single-Family Residential Rental Registration, Inspection And Crime-Free Rental Housing Program through the imposition of regulatory fees which may be set from time to time by Resolution of the City Council to cover the actual costs of implementing and enforcing the program; and

WHEREAS, the rental and letting of housing is a business and it is necessary and proper to regulate such a business to ensure there is safe and decent housing for persons of all income levels; and

WHEREAS, through the adoption of this Chapter, the City will implement a new program that is rationally related to encourage upkeep of all single-family rental property for the public health, safety, and welfare of the residents of the City of Canyon Lake.

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

SECTION 1. Incorporation. All of the foregoing Recitals are true and correct, and the City Council so finds and determines. The Recitals set forth above are incorporated herein, are made findings and determinations of the City Council and are made an operative part of this Ordinance. The findings above are hereby incorporated herein.

SECTION 2. Chapter 5.22 is added to the Canyon Lake Municipal Code to read as follows:

“SINGLE-FAMILY RENTAL PROPERTY REGISTRATION,
INSPECTION AND CRIME-FREE RENTAL HOUSING PROGRAM

Sections:
5.22.010 – Purpose.
5.22.020 – Definitions.
5.22.030 – Compliance with Applicable Laws and Regulations.
5.22.040 – Rebuttable Presumption.
5.22.050 – Local contact representative.
5.22.060 – Residential Rental Registration Program.
5.22.070 – Inspections.
5.22.080 – Inspection Fees.
5.22.090 – Appeals.
5.22.100 – Self-Certification Program.
5.22.110 – Retention of completed Self-Certification Forms.
5.22.120 – Complaint-Based Inspections.
5.22.130 – Voluntary Inspection Requests.
5.22.140 – Enforcement.

Section 5.22.010 – Purpose.

The purpose of this Chapter is to identify Single-Family Residential Rental Dwelling Units in the City of Canyon Lake, to ensure that such units afford tenants a safe and decent place to dwell, and to require rental housing with substandard conditions to meet and maintain minimum building and housing code standards, exterior maintenance standards, and to reduce criminal activity. The City Council has determined that requiring that all Single-Family Residential Rental Dwelling Units be registered with the City and inspected and requiring that landlords use a Crime-Free Rental Housing Addendum, serves these legitimate governmental interests.

Section 5.22.020 – Definitions.

For the purposes of this Chapter, certain words and phrases used in this Chapter are defined as follows:

“Applicable Laws” means and includes all federal, state and local statutes, ordinances and regulations that pertain to the condition, habitability and safety of Dwelling Units and residential property. Applicable Laws include, but are not limited to, the State Housing Law (California Health & Safety Code, Sections 17910 et. seq.), (California Health and Safety Code, Sections 11570 et. seq.), and the Canyon Lake Municipal Code, including but not limited to Title 8 (Building and Construction), and Title 9 (Planning and Zoning).

“Building Official” means an individual(s) who is designated by the City Manager to conduct inspections under the provisions of this Chapter.

“City” means the City of Canyon Lake and its respective departments thereof.

“Code Enforcement Officer” means an individual(s) who is designated by the City Manager to
enforce Applicable Laws.

“Crime Free Lease Addendum” means the lease addendum described in Section 5.22.060.

“Fair Housing Laws” means the federal Fair Housing Act, as amended, (42 U.S.C. Sec. 3601 et seq.), the California Fair Housing and Employment Act (Government Code Sec. 12900 et seq.), and the Unruh Civil Rights Act (Civil Code Sec. 51).

“Local property management company” shall mean an entity that is responsible for the day-to-day maintenance, upkeep and security of the property and is operated by a person who is licensed with the California Department of Real Estate as a real estate broker.

“Local property manager” shall mean a person who is responsible for the day-to-day maintenance, upkeep, and security of the property. The local property manager may be the owner of the property.

“Occupant” or “Tenant” means any person or persons who occupy a rental property, whether as a tenant or permittee of the Owner.

“Owner” or “Property Owner” means a single individual, partnership or joint venture or any entity that has any kind of ownership interest in a rental property whether as an individual, partner, joint venture, stock owner, or ownership interest in some other capacity or the owner’s designee, which may include a local management company. If more than one person or an entity owns the subject real property, owner or property owner refers to each person or entity holding any kind of ownership interest in the property, and the property owners’ obligations in this Chapter are joint and several as to each property owner. Owner shall also mean any person having legal title to real property, including all individuals shown as owners on the last equalized assessment roll of the Riverside County Assessor’s Office, or an Owner's Authorized Representative.

“Single-Family Residential Rental Property,” “Rental Property” or “Residential Rental Dwelling Unit” means a dwelling unit as defined in the City Planning and Zoning Code, in a single structure, and is occupied or for occupancy by a person(s) other than the owner of the unit and includes the premises on which said rental property is situated and any common areas, including but not limited to parking lots, driveways, landscaping, accessory structures, fences, walls, swimming pools, hot tubs, and spas. For the purpose of this Chapter, the following types of dwelling units or facilities are not considered single-family rental residential rental property:

(a) Multi-family dwelling housing units as defined in the City Planning and Zoning Code;

(b) Hotels or motels;

(c) Accommodations in any hospital, extended care facility, residential care facility, convalescent home, nonprofit home for the aged, or dormitory that is owned and operated by an education institution;

(d) Mobile home parks.
“This Code” means the City of Canyon Lake Municipal Code.

**Section 5.22.030 – Compliance with Applicable Laws and Regulations.**

Nothing in this Chapter shall be construed to:

1. Excuse, waive, limit, or modify any requirements or obligations in the Applicable Laws;
2. Authorize or permit the rental of any residential property for a term of less than 30 days;
3. Limit any right of the City to investigate and abate nuisances or to enforce any provisions of the Applicable Laws or any other provision of law; or
4. Conflict with any rights or obligations under the Fair Housing Laws or the Americans with Disabilities Act, as amended.

**Section 5.22.040 – Rebuttable Presumption.**

For the purpose of this Chapter, if the owner of record has not filed for the homeowner’s property tax exemption for a property, it shall be a rebuttable presumption that the property is a rental property. This presumption can be rebutted by the owner of record providing reasonable documentation to the City that the property is owner occupied or is not being used for rental income.

**Section 5.22.050 – Local contact representative.**

(a) For purposes of this Chapter, all Owners of Residential Rental Property shall designate a local contact representative with full authority to act on behalf of the Owner for all purposes under this Chapter, including the acceptance of service of all notices from the City. The owner of Residential Rental Property may act as the local contact representative.

(b) A local contact representative must establish and maintain, at all times, a local telephone number and a residence or business address within 50 miles of Canyon Lake City Hall. A local contact representative shall be accessible by the City through that local telephone number 24 hours/7 days a week.

**Section 5.22.060 – Residential Rental Registration Program.**

(a) **Registration Required.** As a condition of exercising the privilege of renting or leasing a Rental Property to any person and/or entity, the Owner of the Residential Rental Property shall register with the City for a Business License in conformance with all requirements of the Business License regulations identified under Chapter 5.01 of this Code.

(b) **Contents of Registration and Payment of Fees.** The Registration form shall contain all of the information required under Section 5.01.040 of Chapter 5.01 of this Code and shall be accompanied by payment of the license fee set forth in Chapter 5.01, the inspection fee required under Section 5.22.080 and a certification, signed by the Owner, that he or she will comply with and enforce the Crime-Free Lease Addendum required by this Section 5.22.060.
(c) **Non-Transferrable.** Registration pursuant to this Chapter is non-transferrable to a new Owner of the Residential Rental Dwelling Unit(s).

(d) **Failure to Register.** If the Owner of Residential Rental Dwelling(s) fails to register or reregister such units in compliance with this Chapter, the City Manager or their designee shall abate the nuisance by registering or re-registering said units in the name of the owner and set a date and time for initial inspection of said units, and shall send written notification to the Owner that the property has been so registered, advising of the date and time set for inspection, accompanied with a bill for the costs of abating the nuisance by registration/processing fee and the total initial inspection fee for each unit, and include information on the self-certification program.

(e) **Revocation.** Registration for a Residential Rental Dwelling Unit may be revoked if the City determines that the Owner has violated paragraph (b) of this Section or has failed to pay any required registration, inspection, and/or re-inspection fees, or if the Residential Rental Dwelling Unit has been cited by a City or County employee for, or received written notice from a City or County employee of, a violation of the Applicable Laws, and the Owner has failed to remedy such violation within the period of time specified in the citation or written notice. The City shall provide written notice of the revocation to the Owner, which is appealable pursuant to Section 5.22.090.

(f) **New Occupant.** The Owner of a Residential Rental Dwelling Unit shall notify the City in writing whenever a new occupant takes possession of the dwelling on forms determined by the City.

(g) **Crime-Free Lease Addendum.** The Owner of a Residential Rental Dwelling Unit shall include a Crime-Free Lease Addendum in substantially the following form in all rental agreements and leases executed after March 1, 2020.

**CRIME - FREE LEASE ADDENDUM**

In consideration of the execution or renewal of this lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident’s household or a guest or other person affiliated with the resident agree to live a “crime free lifestyle” and shall not engage in criminal activity, including drug related criminal activity, on or off the said premises. “Drug-related criminal activity” means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in § 102 of the CONTROLLED SUBSTANCE ACT (21 U.S.C. 802).

2. Resident, any member of the resident's household or a guest or other person affiliated with the resident shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or off the said premises.

3. Resident, any member of the resident’s household or a guest or other person, whether or not affiliated with the resident shall not permit the dwelling unit to be used for, or to facilitate
criminal activity, including drug-related criminal activity.

4. Resident, any member of the resident’s household or a guest, or other person affiliated with the resident shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance as defined in Health and Safety Code § 11350, et seq, at any locations, whether on or off the dwelling unit premises or otherwise.

5. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in any illegal activity, including: prostitution as defined in Penal Code § 647(b); criminal street gang activity, as defined in Penal Code § 186.20 et, seq; assault and battery, as prohibited in Penal Code § 240; burglary, as prohibited in Penal Code § 459; the unlawful use and discharge of firearms, as prohibited in Penal Code§ 245; sexual offenses, as prohibited in Penal Code 245; sexual offenses, as prohibited in Penal Code§§ 269 and 288.

6. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in any nuisance activity as defined in Civil Code§ 3479 and/or any condition declared and deemed by the City Council of the City of Canyon Lake to constitute a nuisance, or any violation of the Canyon Lake Municipal Code

7. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be a preponderance of the evidence.

8. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.

9. This lease addendum is incorporated in the lease executed or renewed this day between Owner and Resident.

\section*{Section 5.22.070 – Inspections.}

(a) **Annual Inspections.** All Residential Rental property located in the City shall be subject to an annual inspection for compliance with Applicable Laws. The anniversary date for annual inspections shall be calculated from the date the Owner received the first Residential Rental Registration pursuant to Chapter 5.01 of this Code.

(b) **Inspection Upon Tenancy Change.** All Residential Rental property shall be subject to a Re-Inspection upon any change in occupants at the property notwithstanding the fact that the property may be subject to the Self-Certification Program or have already undergone an annual inspection.

(c) **Notice of Inspection and Procedures.**
1. After receiving a completed Residential Rental Registration from an Owner or upon receiving notice that a new occupant has taken possession of the dwelling, the City will conduct an exterior and interior inspection of the Residential Rental Dwelling Unit to identify violations of the Applicable Laws.

2. The notice of inspection shall provide a minimum of 14-days’ notice. Notice shall be mailed to the Owner, the local contact representative at their last known address, and occupant. In the case of multiple owners of the same property, notice to any one of the property owners is sufficient notice.

3. In the event an Owner, local contact representative or tenant in possession of the property refuses to allow access to conduct the inspection, the City Attorney may use all legal remedies permitted by law to cause an inspection to take place.

4. Should the City be unable to able to obtain the consent of the Owner, a local property management company or occupant of the Residential Rental Dwelling Unit to conduct an inspection, the City shall withhold or revoke the Owner's Residential Rental Registration until inspection is finalized.

(d) City Code Enforcement Officers and/or the Building Official will be responsible for conducting the inspections authorized by this Section. The City may request that other City departments and/or Riverside County enforcement agencies participate in the inspection process.

(e) After completion of the inspection, the City shall send a written report of the inspection to the Owner. The report shall contain:

1. An itemization of any violations of the Applicable Laws identified during the inspection;

2. The period of time for correcting each of the identified violations;

3. A statement that the City will re-inspect the Residential Rental Dwelling Unit on the day after the period of time for correction;

4. The Re-inspection Fee shall be listed with the Re-inspection date and time accompanied by the date to which the said fee is due; and

5. A statement that if the violations are not corrected within the period of time for correction the City will not issue the Residential Rental Registration Certificate and the City may pursue legal action as authorized under this Chapter to abate such violations.

6. If no violations are found as a result of the inspection, the inspection report shall state, “No violations found on the date of inspection”, and the City shall issue the Residential Rental Registration Certificate to the Owner.
(f) Annual inspections under this Section 5.22.070 shall be conducted prior to renewal of the Business Registration Certificate required under Chapter 5.01.

Section 5.22.080 – Inspection Fees.

(a) Fees for the administration and enforcement of the regulatory program established by this Chapter shall be set by resolution of the City Council and shall not exceed the City’s actual cost of providing the services. Fees shall include, without limitation, an initial inspection fee, a re-inspection fee, and a fee to file an appeal. Owners are also subject to the Business Registration fees set forth in Chapter 5.01 of this Code.

(b) The Owner of a Residential Rental Dwelling Unit shall pay an annual inspection fee to the City sufficient to pay the costs of the City's annual inspection pursuant to this Chapter.

(c) Owners qualified for the Self-Certification Program under Section 5.22.100 shall pay the annual Inspection fee the first year of participation. If an Owner is removed from the Self-Certification Program, he/she shall become subject to annual inspections and annual inspection fees.

Section 5.22.090 – Appeals.

(a) Any recipient of an administrative citation may contest the citation by the procedures set forth in Chapter 11.26 of this Code.

(b) Any party to an administrative citation hearing may appeal from an adverse ruling in accordance with the procedures Chapter 11.26 of this Code.

Section 5.22.100 – Self-Certification Program.

(a) Well-maintained rental property with no outstanding violations of any Applicable Laws may qualify to participate in the Self-Certification Program. Qualifying properties will not be subject to annual inspections; provided that conditions of the rental property do not deteriorate during that time to the point where the rental property would no longer meet eligibility standards for the Self-Certification Program.

(b) To qualify for the Self-Certification Program, a property owner must:

1. Complete the Self-Certification Program application packet provided by the City; and
2. Pay the annual inspection fee and any other fees required by this Chapter; and
3. Conduct a self-inspection of all exterior and interior site conditions of each rental property or properties for compliance with the requirements of the Self-Certification form provided by the City; and
4. Immediately make any repairs to the Residential Rental unit(s) that are necessary
to achieve compliance with the requirements of the Self-Certification form; and

5. Complete the Self-Certification form and certify that conditions at the rental property or properties meet the exterior and interior standards listed on the Self-Certification form.

6. Return the completed Self-Certification form to the City.

(c) Upon receipt of a completed Self-Certification form the City shall perform an inspection of the rental property. If the City determines that the property is qualified to participate in the Self-Certification Program a certificate of compliance will be issued, and the property owner will not be subject to the annual inspection requirement thereafter. The Owner shall provide a copy of the Self-Certification Program certificate of compliance to the occupants of the corresponding Residential Rental property unit. Recertification in the Self-Certification Program shall be required every year for each Residential Rental Unit.

(d) If the City determines that the property is not eligible to participate in the Self-Certification Program, then the residential rental property shall be subject to inspection and the property owner shall be assessed the annual inspection fee as well as any other applicable fees.

(e) The City may, from time to time, randomly subject properties in the Self-Certification Program to an annual inspection under Section 5.22.070 to ensure compliance with the program.

(f) At all times, the City shall retain the authority to investigate and address any violation of Applicable Laws.

(g) Any property owner that fails to maintain a rental property to meet all of the standards listed on the Self-Certification Program’s checklist, or is found to have caused to allow conditions, identified in the Crime-Free Addendum to exist, shall immediately be removed from the Self-Certification Program and become subject to annual inspections.

(h) It is unlawful for any person to knowingly make a false statement of fact or knowingly omit any information that is required on the Self-Certification form.

Section 5.22.110 – Retention of completed Self-Certification Forms.

(a) The property’s local contact representative shall retain all certificate(s) of compliance for at least three (3) years from the date the certificate of compliance was issued by the City.

(b) The local contact representative shall produce all certificate(s) of compliance to the City Manager or their designee upon request.

Section 5.22.120 – Complaint-Based Inspections.

Nothing contained in this Chapter shall prevent or restrict the City’s authority to inspect any rental property in response to a complaint alleging code violations or violations of Applicable Laws and to pursue all remedies permissible under this Code or Applicable Laws.
Section 5.22.130 – Voluntary Inspection Requests.

Nothing contained in this Chapter shall be construed to prohibit a property owner or occupant from voluntarily requesting an inspection pursuant to this Chapter to determine whether the rental property complies with Applicable Laws.

Section 5.22.140 – Enforcement.

(a) **Violations Identified During Inspection.** If, after a report of inspection is issued pursuant to Section 5.22.070(d), the Owner fails to correct a violation of the Applicable Laws identified in the report of inspection within the time allowed, the City may issue an administrative citation pursuant to Chapter 11.26 of this Code or may take any other action authorized by law to enforce the provisions of this Code, including, without limitation, a petition to the Superior Court for the appointment of a receiver over the property.

(b) **Failure to Pay Fees.** Should an Owner fail to timely pay the annual inspection fee or any re-inspection fee, the City is authorized to recover it, plus accrued interest and penalties, utilizing any remedies authorized by law.

(c) **Strict Liability.** Violations of this Chapter shall be treated as a strict liability offense regardless of intent. Any person, firm and/or corporation that violates any portion of this Chapter shall be subject to prosecution under this Chapter, Chapter 11.26, and/or Section 11570 et. seq. of the California Health and Safety Code (Drug Abatement).

(d) **Revenue and Taxation Code.** The City may also utilize the provisions of the Revenue and Taxation Code Section 24436.5 to encourage the elimination of substandard conditions in rental housing. The City is also authorized to bring an action under the Business and Professions Code for unfair business practices.

(e) **Attorneys’ Fees.** In an action, administrative proceeding, or special proceeding to abate a violation of this Chapter, the prevailing party may recover Attorneys’ fees pursuant to Government Code Section 38773.5. Recovery of Attorneys’ fees is limited to those individual actions or proceedings in which the City elects, at the initiation of that individual action or proceeding, to seek recovery of its own Attorneys’ fees. An award of Attorneys’ fees to a prevailing party shall not exceed the amount of reasonable Attorneys’ fees incurred by the City in an action, administrative proceeding, or special proceeding.

**SECTION 3. Severability.**

If any provision, section, paragraph, sentence or word of this Ordinance is determined or declared invalid by any final court action in a court of competent jurisdiction or if the application of any provision, section, paragraph, sentence or word of this Ordinance is inapplicable to a specific situation by reason of any preemptive state or federal legislation or regulation, the remaining provisions, sections, paragraphs, sentences or words of this Ordinance shall remain in full force and effect.
SECTION 4. CEQA Exemption.

The adoption of this Ordinance and the implementation of the regulatory programs of this Ordinance do not require further review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15301, in view of the fact that the regulatory programs are hereby enacted, apply to existing structures and buildings and are intended to provide for continuous and appropriate maintenance and protection of such structures and buildings for so long as the structures and buildings may remain unoccupied or vacant.

SECTION 5. New Registrations.

For any registration under Section 5.22.060 (a) filed on or before June 30, 2020, the license fee set forth in Chapter 5.01 shall be reduced by fifty percent (50%).

SECTION 6. Effective Date.

This Ordinance shall become effective 30 days from the date of its adoption.

PASSED APPROVED AND ADOPTED this 15th day of January, 2020.

_____________________________
Jordan Ehrenkranz, Mayor

ATTEST: APPROVED AS TO FORM:

_____________________________  ____________________________
Ana V. Sauseda, Deputy City Clerk  Steven Graham, City Attorney
ITEM NO. 6

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Ana V. Sauseda, Deputy City Clerk

DATE: January 15, 2020

SUBJECT: Approval of Resolution No. 2020-02, Re-establishing City Council Committees, Committee Functions, and Setting Committee Meeting Dates and Times

Recommendation

It is recommended that the City Council approve Resolution No. 2020-02, re-establishing City Council committees, committee functions, and setting committee meeting dates and times.

Background

The City Council Approved Resolution No. 2019-47 at its December 4, 2019 Regular City Council Meeting establishing City Council Committees, committee functions, and setting committee meeting dates and times. Since that meeting, staff has determined that the Canyon Lake Emergency Preparedness Committee (CLEPC) is not considered a standing committee of the City of Canyon Lake. The revised Resolution removes the CLEPC committee and reflects the only standing committee of the City of Canyon Lake.

Fiscal Impact

There is no fiscal impact.

Attachments

1. Resolution No. 2020-02

01/15/2020 City Council Agenda
RESOLUTION NO. 2020-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, RE-ESTABLISHING CITY COUNCIL COMMITTEES, COMMITTEE FUNCTIONS, AND SETTING COMMITTEE MEETING DATES AND TIMES

WHEREAS, Section 2.04.040 of the Municipal Code requires that the City Council adopt Rules of Procedure to govern the conduct of its meetings and any of its other functions and activities, and regulations pertaining thereto; and

WHEREAS, with the passage of time, the City has had experience with such activities and therefore wishes to update such functions and activities by updating the City Council Committees, their functions, and meeting dates and times.

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

Section 1. Resolution No. 2019-47 is hereby rescinded.

Section 2. STANDING COMMITTEES

1.1 FINANCE AND PLANNING COMMITTEE:

There shall be a standing committee of the City Council known as the Finance and Planning Committee. The Committee shall consist of two members who shall be Councilmembers appointed by the City Council. The Finance and Planning Committee shall study matters related to the financial policies of the City, revenues and expenditures, planning, land use, and those duties as prescribed in the Canyon Lake Municipal Code or assigned by the City Council and shall make recommendations to the Council. The Finance and Planning Committee shall meet on the first Wednesday of every month at 4:00 p.m., prior to the regularly scheduled City Council Meeting in the City Council Chamber at 31516 Railroad Canyon Road, Canyon Lake, CA 92587.

Section 3. This resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED, AND ADOPTED on this 15th day of January, 2020.

__________________________
Jordan Ehrenkranz, Mayor

ATTEST:

__________________________
Ana V. Sauseda, Deputy City Clerk
TO: Honorable Mayor and Members of the City Council
FROM: Chris Mann, City Manager
BY: Terry Shea, Finance Director
DATE: January 15, 2020
SUBJECT: Agreement between the City of Canyon Lake and GovInvest, Inc. for Actuarial Consulting and Technology Services

Recommendation
Staff recommends that City Council approve an agreement with GovInvest to provide the City of Canyon Lake with licensing of the software for the Pension module. The agreement with GovInvest is for a total amount of not-to-exceed Six Thousand Five Hundred Dollars ($6,500.00) for a period of three years after software deployment including the option to extend for three additional one-year terms at a 3% increase. GovInvest is the only vendor providing the software solutions and actuarial reporting to address unfunded liabilities. Pursuant to Beverly Hills Municipal Code Section 3-3-1 13, professional services are exempt from bidding requirements. As such, a formal bidding procedure was not utilized to select GovInvest.

Background
OPEB and pension unfunded liabilities represent significant liabilities to the City and recent Governmental Accounting Standards Board (GASB) statements are requiring that these liabilities be recognized on governmental employers’ balance sheets. In order to comply with the GASB statements and to determine the balance of the City’s liabilities at the end of each fiscal year, the City procures actuarial studies of the City’s pension and OPEB liabilities. These studies require complex calculations performed by actuaries, using the City’s demographics and actuarial assumptions. The City’s retirement plan administrator, California Public Employees’ Retirement System (CalPERS), prepares the annual pension actuarial valuation report using information from the prior two years. These actuarial studies assist with long-term financial decision-making, such as determining salaries and benefits of City employees, hiring of employees, and evaluating strategies to fund the pension liabilities in a practical, timely, and economical manner. GovInvest’s software includes actuarial services with the ability to manipulate and present centralized data that will help the City determine anticipated changes to unfunded liabilities as a result of investment strategies of both CalPERS and the City.
In 2012, the Governmental Accounting Standards Board (GASB) issued Statement No. 68, Accounting and Financial Reporting for Pensions. GASB 68 requires that governmental employers that sponsor defined benefit plans (i.e., CalPERS) recognize a net pension liability (unfunded accrued liability) on their balance sheet. This is the difference between the City’s total pension liability (actuarial accrued liability) and the market value of actual plan assets. The City reported this liability for the first time in its June 30, 2015 Annual Financial Report. The unfunded liability as of the most recent CalPERS valuation dated June 30, 2018 totaled $433,680.

In an effort to help public agencies address and manage their pension (GASB 68) liabilities, Govinvest recently developed a new software program that provides financial management staff with real-time data that quickly translates complicated actuarial analysis into easy-to-follow reports and graphs.

Govinvest uses the census data provided by the City and actuarial and economic assumptions that are adopted to generate the actuarial valuation.

Govinvest provides the Total Liability Calculator, which is a comprehensive dashboard that presents results in a way that is easy to understand, convey, and analyze. The Total Liability Calculator makes understanding GASB 68 results simple and intuitive, and allows financial decision makers and constituents to get a clear depiction of the significant outstanding pension liabilities and the impact that economic and demographic variables have on the results. The cloud-based software has the capability to forecast and analyze pension information, and adjust for different scenarios, such as changes to cost and liability projections, sensitivity analysis, demographic changes, and investment return.

**Fiscal Impact**

The total cost for the three-year agreement is $6,500. The City Manager or designee would have the option to extend the agreement on annual basis at a 3% increase of the annual fee.

<table>
<thead>
<tr>
<th>One Time On-Boarding Fee</th>
<th>$ 500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Fee (3 years)</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,500</strong></td>
</tr>
</tbody>
</table>

**Attachments**

1. Professional Service Agreement
2. Govinvest Proposal for Actuarial Services and Technology
3. Exhibit A-1 & A-2
PROFESSIONAL SERVICES AGREEMENT
FOR ACTUARIAL AND TECHNOLOGY SERVICES

THIS AGREEMENT for Professional Services ("Agreement") is made this 15th day of January, 2020 ("Effective Date") by and between the City of Canyon Lake (the "City") and Govinvest, Inc. ("Provider") (together sometimes referred to as the "Parties").

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Provider shall provide to the City the services described in the Scope of Work attached as Exhibit A-1 and incorporated here. Such work shall be provided at the time and place and in the manner specified in Exhibit A-1. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A-1, this Agreement shall prevail.

1.1 Term of Services. The term of this Agreement shall begin on the Effective Date and shall end on January 30, 2023, which is the date of completion specified in Exhibit A-1. Provider shall complete the work described in Exhibit A-1 prior to that date, unless the term of the Agreement is otherwise terminated or extended as provided for in Section 8. The time provided to Provider to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.

1.2 Standard of Performance. Provider shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Provider is engaged and to the sole satisfaction of the Contract Administrator.

1.3 Assignment of Personnel. Provider shall assign only competent personnel to perform services pursuant to Agreement. In the event that the City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Provider shall, immediately upon receiving notice from the City of such desire of the City, reassign such person or persons.

1.4 Time. Provider shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to satisfy Provider's obligations hereunder.

1.5 Authorization to Perform Services. The Provider is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.
Section 2. **COMPENSATION.** The City hereby agrees to pay Provider a sum not to exceed $6,500 notwithstanding any contrary indications that may be contained in Provider's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Exhibit A-1, regarding the amount of compensation, this Agreement shall prevail. The City shall pay Provider for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from the City to Provider for services rendered pursuant to this Agreement. Provider shall submit all invoices to the City in the manner specified herein. Except as specifically authorized in advance by the City, Provider shall not bill the City for duplicate services performed by more than one person.

2.1 **Invoices.** Provider shall submit invoices monthly during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- The beginning and ending dates of the billing period;
- A Task Summary containing the total due this period;
- At the City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Provider and each employee, agent, and subcontractor of Provider performing services hereunder necessary to complete the work described in Exhibit A-1;
- Receipts for expenses to be reimbursed;
- The Provider's signature.

2.2 **Monthly Payment.** The City shall make payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred.

2.3 **Total Payment.** The City shall not pay any additional sum for any expense or cost whatsoever incurred by Provider in rendering services pursuant to this Agreement. The City shall make no payment for any extra, further, or additional service pursuant to this Agreement. The City shall be exempt from existing or any and all future fuel service charges, minimum order or one-time order service charge.

In no event shall Provider submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified in writing prior to the submission of such an invoice.
2.4 **Hourly Fees.** Fees for work performed by Provider on an hourly basis shall not exceed the amounts shown on the fee schedule included with Exhibit A-1.

2.5 **Reimbursable Expenses.** Reimbursable expenses are included within the maximum amount of the contract.

2.6 **Payment of Taxes.** Provider is solely responsible for the payment of employment taxes incurred under this Agreement and any federal or state taxes.

2.7 **Payment upon Termination.** In the event that the City or Provider terminates this Agreement pursuant to Section 8, the City shall compensate the Provider for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Provider shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

**Section 3. FACILITIES AND EQUIPMENT.** Provider shall, at its sole cost and expense, provide all facilities, supplies and equipment necessary to perform the services required by this Agreement.

**Section 4. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Provider, at its own cost and expense, shall procure the types and amounts of insurance checked below and provide Certificates of Insurance, indicating that Provider has obtained or currently maintains insurance that meets the requirements of this section and which is satisfactory, in all respects, to the City. Provider shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Provider's compensation. Provider shall not allow any subcontractor to commence work on any subcontract until Provider has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to the City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. All insurance coverage and limits provided by Provider and available or applicable under this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage.

4.1 **Workers' Compensation.** Provider shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Provider. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS ($1,000,000.00) per accident. In the alternative, Provider may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Provider, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and authorized volunteers for loss arising from work performed under this Agreement.
4.2 Commercial General Insurance and Automobile Liability Insurance.

4.2.1 Commercial General Liability Insurance. Provider, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS ($2,000,000.00) per occurrence, combined single limit coverage of $2,000,000 in the general aggregate, for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (per occurrence). Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (per accident). No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

b. Any failure of Provider to comply with reporting provisions of the policy shall not affect coverage provided to the City and its officers, employees, agents, and volunteers.

4.3 Professional Liability Insurance. – Intentionally Omitted

4.4 All Policies Requirements.

4.4.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A-: VI.

4.4.2 Verification of coverage. Prior to beginning any work under this Agreement, Provider shall furnish the City with Certificates of Insurance, and upon request, complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and
certified endorsements shall show the signature of a person authorized by
that insurer to bind coverage on its behalf.

4.4.3 **Notice of Reduction in or Cancellation of Coverage.** A certified
endorsement shall be attached to all insurance obtained pursuant to this
Agreement stating that coverage shall not be suspended, voided, canceled
by either party, or reduced in coverage or in limits, except after thirty (30)
days’ prior written notice by certified, mail, return receipt requested, has
been given to the City. In the event that any coverage required by this
section is reduced, limited, cancelled, or materially affected in any other
manner, Provider shall provide written notice to the City at Provider’s
earliest possible opportunity and in no case later than ten (10) working
days after Provider is notified of the change in coverage.

4.4.4 **Additional insured: primary insurance.** The City and its officers,
employees, agents, and authorized volunteers shall be covered as
additional insureds with respect to each of the following: liability arising
out of activities performed by or on behalf of Provider, including the
insured’s general supervision of Provider; products and completed
operations of Provider, as applicable; premises owned, occupied, or used
by Provider; and automobiles owned, leased, or used by the Provider in
the course of providing services pursuant to this Agreement. The
coverage shall contain no special limitations on the scope of protection
afforded to the City or its officers, employees, agents, or authorized
volunteers.

A certified endorsement must be attached to all policies stating that
coverage is primary insurance with respect to the City and its officers,
officials, employees and volunteers, and that no insurance or self-
insurance maintained by the City shall be called upon to contribute to a
loss under the coverage.

4.4.5 **Subcontractors.** Provider shall include all subcontractors as insureds
under its policies or shall furnish separate certificates and certified
endorsements for each subcontractor. All coverages for subcontractors
shall be subject to all of the requirements stated herein.

4.4.6 **Variation.** Contract Administrator may approve in writing a variation in
the foregoing insurance requirements, upon a determination that the
coverage, scope, limits, and forms of such insurance are either not
commercially available, or that the City’s interests are otherwise fully
protected.

4.4.7 No policy required hereunder shall prohibit Provider from waiving any
right of recovery prior to loss. Provider hereby waives such right with
regard to the Indemnities set out below in Section 5.
4.5 Remedies. In addition to any other remedies the City may have if Provider fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, the City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies the City may have and are not the exclusive remedy for Provider’s breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;

- Order Provider to stop work under this Agreement or withhold any payment that becomes due to Provider hereunder, or both stop work and withhold any payment, until Provider demonstrates compliance with the requirements hereof; and/or

- Terminate this Agreement.

Section 5. INDEMNIFICATION Provider shall indemnify, defend with counsel acceptable to the City and hold harmless the City and its officials, officers, employees, agents and authorized volunteers from and against any and all losses, liabilities, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, damages and expenses of any kind, whether actual or threatened, (including but not limited to attorneys’ fees and costs, court costs, interest defense costs, and expert witness fees) where the same arise out of, are a consequence of or are in any way attributable to, in whole or in part, the performance of this Agreement (or the failure to perform) by Provider or by any individual or entity for which Provider is legally liable, including but not limited to officers, agents, employees or subcontractors of Provider.

The foregoing obligation of Provider shall not apply when (1) the injury, loss of life, damage to property or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents or authorized volunteers and (2) the actions of Provider or its employees, subcontractors or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law.

It is understood that the duty of Provider to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by the City of insurance certificates and endorsements required under this Agreement does not relieve Provider from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Provider acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
Section 6. STATUS OF PROVIDER.

6.1 Independent Contractor. At all times during the term of this Agreement, Provider shall be an independent contractor and shall not be an employee of the City. The City shall have the right to control Provider only insofar as the results of Provider's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise the City shall not have the right to control the means by which Provider accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Provider and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to any compensation, benefit, or any incident of employment by the City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of the City and entitlement to any contribution to be paid by the City for employer contributions and/or employee contributions for PERS benefits.

Section 7. LEGAL REQUIREMENTS.

7.1 Governing Law. The laws of the State of California shall govern this agreement.

7.2 Compliance with Applicable Laws. Provider and any subcontractor shall comply with all applicable local, state and federal laws and regulations applicable to the performance of the work hereunder.

7.3 Licenses and Permits. Provider represents and warrants to the City that Provider and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Provider represents and warrants to the City that Provider and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term or this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Provider and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from the City.

Section 8. TERMINATION AND MODIFICATION.

8.1 Termination. The City may cancel this Agreement at any time and without cause upon written notification to Provider.

Provider may cancel this Agreement upon thirty (30) days' written notice to the City and shall include in such notice the reasons for cancellation.

In the event of termination, Provider shall be entitled to compensation for services performed to the effective date of termination; the City, however, may condition
payment of such compensation upon Provider delivering to the City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Provider or prepared by or for Provider or the City in connection with this Agreement.

8.2 **Extension.** The City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Provider understands and agrees that, if the City grants such an extension, the City shall have no obligation to provide Provider with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, the City shall have no obligation to reimburse Provider for any otherwise reimbursable expenses incurred during the extension period.

8.3 **Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

8.4 **Assignment and Subcontracting.** The City and Provider recognize and agree that this Agreement contemplates personal performance by Provider and is based upon a determination of Provider’s unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to the City for entering into this Agreement was and is the professional reputation and competence of Provider. Provider may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Provider shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator. In the event that key personnel leave Provider’s employ, Provider shall notify the City immediately.

8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between the City and Provider shall survive the termination of this Agreement.

8.6 **Options upon Breach by Provider.** If Provider materially breaches any of the terms of this Agreement, the City’s remedies shall include, but not be limited to, any or all of the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Provider pursuant to this Agreement;

8.6.3 Retain a different Provider to complete the work described in Exhibit A -1 not finished by Provider; or
8.6.4 Charge Provider the difference between the cost to complete the work described in Exhibit A-1 that is unfinished at the time of breach and the amount that the City would have paid Provider pursuant to Section 2 if Provider had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Provider's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form that Provider prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Provider hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. The City and Provider agree that, until final approval by the City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties unless required by law.

9.2 Provider's Books and Records. Provider shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Provider to this Agreement.

9.3 Inspection and Audit of Records. Any records or documents that Section 9.2 of this Agreement requires Provider to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of, the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds Ten Thousand Dollars ($10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of the City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10. MISCELLANEOUS PROVISIONS.

10.1 Attorneys' Fees. If either party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in Riverside County.

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

10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.

10.6 **Provider Representative.** All matters under this Agreement shall be handled for Provider by Jasmine Nachtigall-Fournier.

10.7 **City Contract Administration.** This Agreement shall be administered by the City Manager Chris Mann ("City Administrator"). All correspondence shall be directed to or through the City Administrator or his or her designee.

10.8 **Notices.** Any written notice to Provider shall be sent to:

Govinvest, Inc.
3625 Del Amo Blvd, Suite 200
Torrance, CA 90503

Any written notice to the City shall be sent to the Contract Administrator:

Chris Mann, City Manager
City of Canyon Lake
31516 Railroad Canyon Rd.
Canyon Lake, CA 92587

10.9 **Intentionally Omitted.**

10.10 **Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A-1, represents the entire and integrated agreement between the City and Provider and supersedes all prior negotiations, representations, or agreements, either written or oral.
10.11 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The Parties have executed this Agreement as of the Effective Date.

THE CITY OF CANYON LAKE

Chris Mann, City Manager

GOVINVEST, INC.

Jasmine Nachtigall-Fournier, President

Attest:

Ana V. Sausea, Deputy City Clerk
Proposal for Actuarial Services and Technology

TRANSPARENT SOLUTIONS FOR PENSION ANALYSIS

Attention: City of Canyon Lake, CA
Prepared By: Jessica O'Shea
Date: November 7, 2019
GovInvest Inc.
3625 Del Amo Blvd., Suite 200
Torrance, CA 90503

Date: November 7, 2019

Mike A. Borja/ Administrative Services Manager
31516 Railroad Canyon Road
Canyon Lake, CA. 92587

Dear Mike,

Thank you for reviewing this proposal. We are submitting this letter to summarize the actuarial consulting and technology services for the City of Canyon Lake. Through innovative solutions, the efficient use of technology, and a focus on quality, we are an outstanding choice for actuarial consulting services for the City.

We designed our software and tailor our services for potential clients like you. You are empowered to better understand your liabilities and costs and our solutions help you manage those costs into the future. We are continuously updating our software and services based on the changing public pension environment and the evolving needs and concerns of our clients.

One of our consulting actuaries will be assigned to your project. The firms we use have years of experience, meet all certification requirements, and have extensive experience in the defined benefit actuarial field.

The following sections include: GovInvest’s Company Overview, Scope of Services, Implementation, Added Value, and Terms.

We look forward to the opportunity of working with you.

Sincerely,

Ted Price
CEO
(310) 371-7106
COMPANY OVERVIEW

Since 2014, GovInvest has brought together leading actuaries, engineers, and designers to build innovative technological solutions to empower government agencies to better navigate the complexities of actuarial analysis. Our solution suite consists of our cloud-based software, actuarial valuations, funding reports, accounting valuations, and actuarial consulting.

When Co-founders Jasmine Nachtigall-Fournier and Ted Price saw the actuarial valuation reports that agencies depended on to make key decisions about funding their future employee benefits, they realized how complicated, outdated, and obsolete the reports could be, and set out to build the Total Liability Calculator, a cloud-based software platform that provides our clients with real-time information, instant actuarial and financial analysis, and insights into how to pay down unfunded liabilities. By facilitating easy communication of complex information to decision-makers and stakeholders, our firm has effectively increased efficiency and education towards transparent solutions.

"It was extremely helpful to have access to an actuary as an additional resource through GovInvest"
- Finance Manager, Lake Arrowhead CSD

"GovInvest was such a great help to the District during our MOU negotiations with the employee groups"
- Director of Administrative Service, Marina Coast Water District

"The software is very user friendly, and staff is very helpful in assisting with questions and helping to better understand the software data"
- Deputy City Manager, Brisbane
GovInvest’s customer success team, engineers, retirement experts, and actuarial consultants are with your agency every step of the way to provide the best advice using instant analysis when you want it and quality certified reports when required. This is a relationship that no other company can offer.

There are several qualities that differentiate our approach from other actuarial firms. These are:

- **Experience**: We have more depth and experience than most other independent firms. We’re large enough to respond to client requests in a timely manner.

- **Knowledge Leadership**: We’ve built our firm on knowledge leadership and leveraging this information for our clients’ benefit.

- **Actionable Insight**: Our consultants excel at communicating complex topics so that our clients can make informed decisions.

We believe that all agencies, regardless of size, must address similar issues:

- Understanding the extent of current pension and OPEB liabilities;

- Developing strategies to control costs and prudently fund benefits; and

- Clearly communicating costs and strategies to stakeholders.
Bring Your Pension, OPEB and Workforce Cost Analysis to Life with Real-Time Data

PENSION & OPEB
- Project, measure and visualize employer retirement liabilities and costs.
- Adjust discount rate, investment return, amortization methods, impact on 115 Trusts, and more.

LABOR NEGOTIATIONS
- Project retirement costs on proposals, analyze bargaining units, and measure changes in workforce.
- Salary increases, benefit costs, special pays, demographic analysis, and budget accounting.

CONSULTING & REPORTS
- All reports certified by Actuaries with more than 30 years of experience
- GASB valuation reports, actuarial funding reports, and budget studies.

SUPPORT & DEVELOPMENT
- Regular Webinars
- Unlimited Individual Training
- Annual Data Updates
- Presentation Support

COMPLEX ANALYSIS SIMPLIFIED FOR ANY AGENCY.
Services included with purchase of Software

- UNLIMITED LOGINS
- CONSULTATIVE PLANNING SESSIONS
- CUSTOM TRAINING USING SCREEN SHARES
- PRESENTATION REVIEW
- PERIODIC UPDATES (GASB & CALPERS)
- REPORT READING AND PREPARATION
- ON-SITE TRAINING FOR ACTUARIAL CONCEPTS AND ANALYSIS
- ACCESS TO USER GROUP MEETINGS
- ACCESS TO TEAM OF RETIREMENT PLAN EXPERTS
- ACCESS TO NEW FEATURES
- REVIEW OF FUNDING METHODOLOGIES AND TRENDS
- DEDICATED SUPPORT
GOVINVET TIMELINE
SOFTWARE IMPLEMENTATION

INFORMATION COLLECTION
- GovInvest will work with you during the information collection process
- Most data requests can be fulfilled using your myCalPERS portal

ONBOARDING
- Once we receive the requested information, our actuaries create a sophisticated model that projects your agencies liabilities and costs

TESTING
- Stress test results and output
- Confirm module specification with client

DELIVERY
- Agency custom dashboard goes live
- Deliver logins to client
- Schedule one-on-one walk-through of customized software

UPDATES, SUPPORT AND WEBINARS
(Included with no additional fee)
- Monthly webinars with industry professionals
- Hands on personal support
- Continuous feature and data updates
GOVINVEST TIMELINE

ANNUAL GASB REPORTING

VALUATION PROCESS

- Request data from client
- Review data
- Discuss any data issues with the client

PROCESSING

- Delivery of substantive data plan
- Claims cost, census finalized
- Code information to perform valuation

PLANNING

- Analyze data and choose appropriate assumptions.
- GovInvest partners with actuarial firms to provide an accurate and timely report

VALUATION REVIEW

- Submit a draft report for review
- Delivery of final draft
- Actuary available to discuss results

OPTIONAL ITEMS

(Additional fee TBD)

- One-on-one meeting at client's office to discuss software or report findings
- In person presentation by an actuary or public pension expert
REINVENTING PENSION ANALYSIS
Complicated pension information simplified into an interactive and visual software platform that allows you to do actuarially certified what-if analysis.

TEST FUNDING STRATEGIES IN REAL-TIME
- Sensitivity Analysis
- Amortization Analysis
- CalPERS Fresh Start
- Additional Employee & Employer Contributions
- Workforce Reduction Methods
- Section 115 Trust
- Salary/ COLA adjustments

OPTIMIZE BARGAINING DECISIONS
- Data Visualization in Interactive Graphical Format
- Additional Employee/ Employer contributions
- Analyze impact on
  - Normal Cost
  - UAL
  - Funded Status

ALL GOVINVEST PRODUCTS
TRANSPARENT VISUALS AND ANALYTICS
- Intuitive Graphs
- Complex Data Simplified (ex. Unfunded Actuarial Liability)
- Visualize Comparisons
- Presentation Using our Graphs
- Sharable Scenarios

HANDS ON SUPPORT
- Individual Training
- Monthly Webinars
- Expert Actuarial Support
- Presentation Development
- Strategic Planning
Pricing

Quoted for:
Active Members
Total Members
Services
Term

City of Canyon Lake, CA
5
10
Use of Pension Module
Up to Three- Years from Agreement Effective Date

<table>
<thead>
<tr>
<th>PENSION MODULE</th>
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<tbody>
<tr>
<td>One time On-Boarding Fee</td>
<td>$500</td>
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<tr>
<td>Annual Fee (+3% Annual Increase)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Annual Fee (3-Year Upfront Payment + CPI waived)</td>
<td>$6,000</td>
</tr>
<tr>
<td>*Total Contract Value</td>
<td>$6,500</td>
</tr>
</tbody>
</table>
GOVINVEST POINTS OF CONTACT

Your GovInvest subscription includes your very own dedicated team:

Account Management Team
for contracts and new modules
jessica@govinvest.com

Product Team for data updates
and software enhancements
Product@govinvest.com
Actuary@govinvest.com

Support Team for
technical support
Max@govinvest.com

TECHNICAL SUPPORT

We will provide Technical Support to you via both telephone and electronic mail on weekdays during the hours of 9:00 a.m. through 5:00 p.m. Pacific Standard Time, with the exclusion of Federal Holidays (“Support Hours”).

You may initiate a help desk ticket during Support Hours by calling 310-371-7106 or any time by emailing support@govinvest.com. We typically respond to all help desk tickets within one (1) business day.
EXHIBIT A-1

SCOPE OF WORK

Subject to the terms of this Agreement, CONSULTANT shall provide CITY the Services in accordance with this Scope of Work and the Terms and Conditions for Software Services set forth in the following Exhibit A-2. As part of the registration process, CITY will identify an administrative user name and password for CITY’s account. CONSULTANT reserves the right to refuse registration or cancel passwords it deems inappropriate. Subject to the terms hereof, CONSULTANT shall provide CITY with technical support services in accordance with the terms set forth in this Exhibit A-1.

A. TOTAL LIABILITY CALCULATOR—PENSION MODULE

CONSULTANT shall provide CITY access to GovInvest Pension module, including the Total Liability Calculator. The Total Liability Calculator presents CITY pension data in a comprehensive dashboard, with results extremely easy to understand, convey, analyze, and interact with. The calculator presents GASB 68 results to help decision makers and constituents gain a clear picture of outstanding liability and the impact that economic and demographic variables have on the results.

B. IMPLEMENTATION

A successful implementation of the Services includes the following:

1. Once CITY provides CONSULTANT with the census data and plan information, CONSULTANT shall upload data and commence actuarial valuation. 2. CONSULTANT shall review the plan benefits and the census data for any missing or inaccurate information. 3. CONSULTANT shall discuss with CITY any data issues that need clarification or correction.

C. SUCCESSFUL DEPLOYMENT AND COMMENCEMENT OF SOFTWARE SERVICES PERIOD

A successful deployment requires CITY and CONSULTANT to be aligned and working collaboratively on implementing the products and services provided in the Agreement. Upon successful deployment, CITY shall sign off and deliver acceptance of both the Pension and OPEB software products to CONSULTANT. The software services period shall commence effective on the date of sign-off by CITY.

D. FEES

The City shall compensate CONSULTANT for the services required by the Agreement in a total amount not to exceed Six Thousand Five Hundred Dollars ($6,500), based on the amounts set forth in the table below. Prices shall remain fixed for the duration of this agreement.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>One time In-Boarding Fee</td>
<td>$ 500</td>
</tr>
<tr>
<td>Annual Fee (3 years)</td>
<td>$6,000</td>
</tr>
<tr>
<td>Total</td>
<td>$6,500</td>
</tr>
</tbody>
</table>

E. TERMS OF SERVICE

Commencement Date will be January 30, 2020 and will terminate three years after deployment, as more particularly described in Exhibit A-1 and A-2, unless extended pursuant to Section 8 of the Agreement.
EXHIBIT A-2

TERMS AND CONDITIONS FOR SOFTWARE SERVICES

RESTRICTIONS AND RESPONSIBILITIES

A. The following terms and conditions apply upon completion of the software implementation required by the Agreement. CITY agrees not to directly or indirectly; reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the services or any software, documentation or data related to or used to provide the services ("Software"); modify, translate, or create derivative works based on the services or any Software (except to the extent expressly permitted in writing by CONSULTANT or authorized within the services); use the services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third party; or remove any proprietary notices or labels. Further, CITY shall not export or re-export, either directly or indirectly, the Software or any copies thereof in such manner as to violate the export laws and regulations of the United States or any other applicable jurisdiction in effect from time to time (including, without limitation, when such export or re-export requires an export license or other governmental approval without first obtaining such license or approval). Without limiting the foregoing, CITY shall not permit any third parties to access or use the services in violation of any United States export embargo, prohibition, or restriction. Although CONSULTANT has no obligation to monitor CITY’s use of the services, CONSULTANT may do so. CONSULTANT reserves the right, in its sole discretion, to prohibit or suspend CITY’s use of the services at any time CONSULTANT believes such use to be in violation of this Agreement or otherwise harmful to the service. CITY shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, “Equipment”). CITY shall also be responsible for maintaining the security of the Equipment, CITY account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of CITY account or the Equipment with or without CITY’s knowledge or consent.

B. CONFIDENTIALITY; PROPRIETARY RIGHTS

Each party (the “Receiving Party”) understands that the other party (the “Disclosing Party”) has disclosed or may disclose business, technical or financial information relating to the Disclosing Party’s business (hereinafter referred to as “Proprietary Information” of the Disclosing Party). Proprietary Information of CONSULTANT includes non-public information regarding features, functionality and performance of the services. Proprietary Information of CITY includes nonpublic data (“CITY Data”) provided by CITY to CONSULTANT to enable the provision of the services. The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the services or as otherwise permitted herein) or divulge to any third party any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that the Receiving Party can document (a) is or becomes generally available to the public, without any action by, or involvement of, the Receiving Party or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party or (e) is required to be disclosed by law. The Receiving Party acknowledges that in the event of a breach of the Service Level Terms in Exhibit A-2 by the Receiving Party, substantial injury could result to the Disclosing Party and money damages will not be a sufficient remedy for such breach. Therefore, in the event that the Receiving Party engages in, or threatens to engage
in, any act which violates the Service Level Terms in Exhibit A-2, the Disclosing Party will be entitled, in addition to all other remedies which may be available to it under law, to seek injunctive relief (including, without limitation, temporary restraining orders, or preliminary or permanent injunctions) and specific enforcement of the terms of service in Exhibit A-2. The Disclosing Party will not be required to post a bond or other security in connection with the granting of any such relief. CONSULTANT shall own and retain all rights, title and interest in and to: (i) the services and Software, together with all improvements, enhancements, modifications, changes, translations, compilation, and derivative works thereto, (ii) any software, applications, inventions or other technology developed in connection with Implementation services or support, (iii) any analytics generated through CITY’s use of the services, including but not limited to, any data, materials, information, and reports ("Analytics") and (iv) all intellectual property rights related to any of the foregoing. CONSULTANT hereby grants CITY a non-exclusive, non-transferable and non-sublicensable license to access and use the Analytics. Notwithstanding anything to the contrary, CONSULTANT shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the services and related systems and technologies (including, without limitation, information concerning CITY Data and data derived therefrom), and CONSULTANT will be free (during and after the term hereof) to: (i) use such information and data to improve and enhance the services and for other development, diagnostic and corrective purposes in connection with the services and other CONSULTANT offerings, (ii) and (ii) disclose, share, license, or resell Analytics to third parties for consideration. No rights or licenses are granted except as expressly set forth herein.

C. WARRANTY AND DISCLAIMER

CONSULTANT shall use reasonable efforts consistent with prevailing industry standards to maintain the services in a manner which minimizes errors and interruptions in the services and shall perform the Implementation services in a professional and workmanlike manner as expressed in Exhibit C. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by CONSULTANT or by third-party providers, or because of other causes beyond CONSULTANT’s reasonable control, but CONSULTANT shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. However, CONSULTANT does not warrant that the services will be uninterrupted or error free; nor does it make any warranty as to the results that may be obtained from use of the services. Except as expressly set forth in Exhibits A-1 and A-2 of this Agreement, services, analytics, and implementation services are provided “as is” and CITY disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose and non-infringement.

D. INDEMNITY

CONSULTANT shall hold CITY harmless from liability to third parties resulting from infringement by the service of any United States patent or any copyright or misappropriation of any trade secret, provided CONSULTANT is promptly notified of any and all threats, claims and proceedings related thereto. The foregoing obligations do not apply with respect to portions or components of the service (i) not supplied by CONSULTANT, (ii) made in whole or in part in accordance with

CITY specifications, (iii) that are modified after delivery by CONSULTANT, (iv) combined with other products, processes or materials where the alleged infringement relates to such combination, (v) where CITY continues allegedly infringing activity after being notified thereof or after being informed of modifications that would have avoided the alleged infringement, or (vi) where CITY’s use of the service is not strictly in accordance with this Agreement. If, due to a claim of infringement, the services are held by
a court of competent jurisdiction to be or are believed by CONSULTANT to be infringing, CONSULTANT may, at its option and expense (a) replace or modify the service to be non-infringing provided that such modification or replacement contains substantially similar features and functionality, (b) obtain for CITY a license to continue using the service, or (c) if neither of the foregoing is commercially practicable, terminate this Agreement and CITY’s rights hereunder and provide CITY a refund of any prepaid, unused fees for the service.

E. LIMITATION OF LIABILITY

Notwithstanding anything to the contrary, except for bodily injury of a person, CONSULTANT and its suppliers (including but not limited to all equipment and technology suppliers), officers, affiliates, representatives, contractors and employees shall not be responsible or liable with respect to any subject matter of this Agreement or terms and conditions related thereto under any contract, negligence, strict liability or other theory: (a) for any indirect, exemplary, incidental, special or consequential damages; (b) for any matter beyond CONSULTANT’s reasonable control; or (c) for any amounts that, together with amounts associated with all other claims, exceed the fees paid by CITY to CONSULTANT for the services under this Agreement in the 12 months prior to the act that gave rise to the liability, in each case, whether or not CONSULTANT has been advised of the possibility of such damages.
ITEM NO. 8

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Ana V. Sauseda, Deputy City Clerk

DATE: January 15, 2020

SUBJECT: Committee Assignment for Northwest Mosquito and Vector Control District

Recommendation

It is recommended that the City Council specify a term expiration for Mayor Ehrenkranz’s appointment as a Trustee on the Northwest Mosquito and Vector Control District Board of Trustees and direct the Deputy City Clerk to provide them notice.

Background

At its December 4, 2019 Regular City Council Meeting, the City Council approved the 2020 Committee & Agency Assignments. Mayor Ehrenkranz was appointed as the Trustee on the Northwest Mosquito and Vector Control District Board of Trustees.

Pursuant to California Health and Safety Code, appointments to the Board must be for either a 2- or 4-year term. Should the Council choose a 2-year term, the expiration date would be December 31, 2021. Should the Council choose a 4-year term, the expiration date would be December 31, 2023.

Fiscal Impact

There is no fiscal impact.

Attachments

None
ITEM NO. 9

STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Chris Mann, City Manager
BY: Ana V. Sauseda, Deputy City Clerk
DATE: January 15, 2020

SUBJECT: Approval of Resolution No. 2020-03, Amending the Conflict of Interest Code of the City of Canyon Lake and repealing Resolution No. 2018-24

Recommendation

It is recommended that the City Council approve Resolution No. 2020-03, Amending the Conflict of Interest Code of the City of Canyon Lake and repealing Resolution No. 2018-24.

Background

The Political Reform Act requires every local government agency to review its conflict of interest code every 2 years. The conflict of interest code states which officials and employees in a City must file a Fair Political Practices Commission Form 700, Statement of Economic Interests, and what filing category they fall under (what interests they must report).

The City’s conflict of interest code was last updated in 2018. This year, with the changes in staff positions at City Hall, the code should be amended to reflect those positions. The attached allows the City Clerk position to be separate from the City Manager position, it adds the position of Senior Special Enforcement Officer, it provides a clear definition of “consultant,” and adds language authorizing the City Manager to determine in writing that a particular position, although a “designated person,” is not required to fully comply with the disclosure requirements described in this section when the position is held by an officer or employee of the state or another local government agency.

Fiscal Impact

There is no fiscal impact.

Attachments

1. Resolution No. 2020-03
ATTACHMENT 1
RESOLUTION NO. 2020-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE
AMENDING THE CONFLICT OF INTEREST CODE OF THE CITY OF CANYON
LAKE AND REPEALING RESOLUTION NO. 2018-24

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000, et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the City of Canyon Lake (the "City"), and which requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the City Council adopted a Conflict of Interest Code (the "Code"), which was amended on September 5, 2018, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the City have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the City's Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the City being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the City Council of, the proposed amended Code was provided to each affected designated employee and was publicly posted for review; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the City Council on January 15, 2020, at which all present were given an opportunity to be heard on the proposed amended Code.

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

SECTION 1. Resolution No. 2018-24 is hereby repealed.

SECTION 2. The City Council does hereby approve and adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto as Exhibit "A" and shall be on file with the City Clerk and available to the public for inspection and copying during regular business hours;

SECTION 3. The said amended Conflict of Interest Code shall become effective immediately upon its adoption and approval.
SECTION 4. Any change provided for in this Conflict of Interest Code will not affect or excuse any offense or act committed or done or omission or any penalty or forfeiture incurred or accruing under any other Conflict of Interest Code; nor will it affect any prosecution, suit or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code.

PASSED, APPROVED, AND ADOPTED on this 15th day of January, 2020.

________________________________________________________________________
Jordan Ehrenkranz, Mayor

ATTEST:

________________________________________________________________________
Ana V. Sauseda, Deputy City Clerk
EXHIBIT A

CITY OF CANYON LAKE DESIGNATED POSITIONS
CONFLICT OF INTEREST CODE

The City requires full disclosure for the positions listed below which participate in making decisions which may foreseeably have a material effect on financial interests. Full Disclosure includes all interests in real property in the City of Canyon Lake, as well as investments, business positions, and sources of income, including gifts, loans, and travel payments.

<table>
<thead>
<tr>
<th>Positions</th>
<th>Disclosure Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services Manager</td>
<td>1</td>
</tr>
<tr>
<td>Building Official</td>
<td>1</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>1</td>
</tr>
<tr>
<td>City Attorney</td>
<td>1</td>
</tr>
<tr>
<td>City Clerk</td>
<td>1</td>
</tr>
<tr>
<td>City Engineer</td>
<td>1</td>
</tr>
<tr>
<td>City Manager</td>
<td>1</td>
</tr>
<tr>
<td>City Treasurer</td>
<td>1</td>
</tr>
<tr>
<td>Consultants*</td>
<td>1</td>
</tr>
<tr>
<td>Deputy City Clerk</td>
<td>1</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>1</td>
</tr>
<tr>
<td>Members of the City Council</td>
<td>1</td>
</tr>
<tr>
<td>Planning Official</td>
<td>1</td>
</tr>
<tr>
<td>Senior Special Enforcement Officer</td>
<td>1</td>
</tr>
</tbody>
</table>

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The City Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination must include a description of the consultant's duties and, based upon the description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and must be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Consultants for the purposes of the Conflict of Interest Code, include the following:

(a) For purposes of Sections 82019 and 82048, “consultant” means an individual who, pursuant to a contract with a state or local government agency:

   (1) Makes a governmental decision whether to:

       (A) Approve a rate, rule, or regulation;

       (B) Adopt or enforce a law;

       (C) Issue, deny, suspend, or revoke any permit, license, application, certificate,
(D) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
(E) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
(F) Grant agency approval to a plan, design, report, study, or similar item;
(G) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
(2) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Section 87302.

* The City Manager may determine in writing that a particular position, although a “designated person,” is not required to fully comply with the disclosure requirements described in this section when the position is held by an officer or employee of the state or another local government agency and the person holding the position provides to the City Clerk a copy of any public financial disclosure report filed by the officer or employee with the state or other local government agency pursuant to Title 9 of the Government Code. Such public financial disclosure report shall be maintained by the City Clerk for public inspection.
ITEM NO. 10

STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Chris Mann, City Manager
DATE: January 15, 2020
SUBJECT: Adoption of Urgency Ordinance No. 193, an Urgency Ordinance of the City Council of the City of Canyon Lake, California, Adopting an Interim Measure Imposing a Moratorium on the Use, Commencement, Establishment or Operation of Short-Term Rentals Within the City of Canyon Lake.

Recommendation

It is recommended that the City Council adopt Urgency Ordinance No. 193, adopting an interim measure imposing a moratorium on the use, commencement, establishment or operation of short-term rentals within the City of Canyon Lake by at least a four-fifths vote.

Background

The City of Canyon Lake has received reports of Short-Term Rentals operating within the City in a manner that results in the following:

Loud, unnecessary and unusual noises, which disturb the peace and quiet of neighborhoods and cause discomfort and annoyance to residents of those neighborhoods;

Over-occupancy of units, which may pose a public health and safety risk;

Excessive on-street parking affecting the ability of residents to park their vehicles within a reasonable distance from their homes; and

Accumulation of trash and debris at Short-Term Rentals, neighboring properties, and rights-of-way.

Short Term Rentals are fundamentally a commercial lodging use operating within a residential zone. Short Term Rentals may be incompatible with residential uses and the City Council believes that careful consideration and thorough study of potential regulations is required.
This urgency ordinance would immediately take effect and prohibit the establishment and operation of Short-Term Rentals while the City Manager studies their operation and prepares a recommendation.

**Fiscal Impact**

None.

**Attachments**

1. Urgency Ordinance No. 193
ORDINANCE NO. 193

AN URGENCY ORDINANCE OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING AN INTERIM MEASURE IMPOSING A MORATORIUM ON THE USE, COMMENCEMENT, ESTABLISHMENT OR OPERATION OF SHORT-TERM RENTALS WITHIN THE CITY OF CANYON LAKE.

WHEREAS, pursuant to the City of Canyon Lake’s police power, the City Council of the City of Canyon Lake ("City Council") has the authority to enact and enforce ordinances and regulations for the public peace, morals and welfare of the City and its residents; and

WHEREAS, un permitted Short-Term Rentals are believed to have caused excessive noise, disorderly conduct, overcrowding, traffic congestion, illegal vehicle parking and the accumulation of refuse in the City of Canyon Lake and other jurisdictions; and

WHEREAS, California Government Code Section 65858 provides that, without following the procedures otherwise required prior to the adoption of a zoning ordinance and for the purpose of protecting the public safety, health and welfare, the City Council may adopt, as an urgency measure, an interim ordinance prohibiting any uses which may be in conflict with “a contemplated general plan, specific plan, or zoning proposal that the City Council, planning commission or the planning department is considering or studying or intends to study within a reasonable time”; and

WHEREAS, the City Council is concerned that Short-Term Rentals, which are commercial uses operating within residential zones, may be incompatible with residential uses and the City Council believes that careful consideration and thorough study of potential regulations is required; and

WHEREAS, to address community concerns regarding the proliferation and operation of Short-Term Rentals, it is necessary for the City Council study the potential impacts such uses may have on the public health, safety and welfare; and

WHEREAS, based on the foregoing and those matters determined at the meeting at which this Ordinance is introduced and adopted, the City Council finds the use, commencement, establishment and/or operation of Short-Term Rentals prior to the City's completion of its study of the legality, potential impact and regulation of such Short-Term Rentals, would pose a current and immediate threat to the public health, safety or welfare, and that a temporary moratorium is thus necessary; and

WHEREAS, this Ordinance is an interim urgency ordinance adopted pursuant to the authority granted to the City by Government Code Section 65858 and is for the immediate preservation of the public health, safety and welfare. The facts constituting the urgency are:

///
///
///
///
1. The City is concerned with the public nuisance caused by Short-Term Rentals, involving the following:
   a. Loud, unnecessary, and unusual noises, which disturb the peace and quiet of neighborhoods and cause discomfort and annoyance to residents of those neighborhoods;
   b. Over-occupancy of units, which may pose a public health and safety risk;
   c. Excessive on-street parking affecting the ability of residents to park their vehicles within a reasonable distance from their homes; and
   d. Accumulation of trash and debris at Short-Term Rentals, neighboring properties, and rights-of-way.

2. The City Council desires to investigate and study the impacts of Short-Term Rentals on the surrounding community; and

3. Absent the adoption of this Ordinance, the continued existence of unpermitted and unregulated Short-Term Rentals in the City and an increase in the number thereof may result in an increase in nuisance conditions negatively affecting the well-being of the community, thereby diminishing property values and introducing incompatible land uses to existing neighborhoods or in close proximity thereto; and

4. Absent the adoption of this Ordinance, the number and location of Short-Term Rentals may increase the burden upon City services; and

5. As a result, it is necessary to establish a temporary, forty-five (45) day moratorium on the use, commencement, establishment and/or operation of new Short-Term Rentals in the City, pending completion of the City's study of the potential impacts of Short-Term Rentals; and

6. In addition, it is necessary to prohibit, as a public nuisance, the use of property in any zone of the City for purposes of Short-Term Rental for the duration of this Ordinance, or any extension thereof; and

WHEREAS, the City Council determines, by at least a four-fifths (4/5) vote, that this urgency ordinance is a matter of City-wide importance, is a reasonable and necessary measure designed for the immediate preservation and protection of the public health, safety or welfare of the community, and is in accord with the public purposes and provisions of applicable State and local laws and requirements.
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES
ORDAIN AS FOLLOWS:

SECTION 1. CEQA.

The City Council finds that this Ordinance is not subject to the California Environmental Quality
Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably
foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a
project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations,
Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment,
directly or indirectly; and it prevents changes in the environment pending the completion of the
contemplated municipal code review.

SECTION 2. INCORPORATION.

The recitals and statements of fact set forth in the preamble to this Ordinance are true and correct,
constitute a substantive part of this Ordinance, and are incorporated herein by this reference. Based
on those facts, the City Council finds, determines and declares that this Ordinance is necessary as
an emergency measure for the immediate preservation of the public peace, health or safety
pursuant to, and as authorized by, Section 65858(a) of the California Government Code. Accordingly,
this Ordinance shall become effective immediately upon adoption.

SECTION 3. DIRECTION; DEFINITION.

It is necessary to establish a temporary, forty-five (45) day moratorium on the commencement,
establishment and/or operation of new Short-Term Rentals in the City pending completion of the
City's study of the potential impacts and regulation of Short-Term Rentals, and possible
amendments to the City's zoning ordinance and related provisions of the Canyon Lake Municipal
Code to ensure that adequate development standards and implementation regulations are in effect
prior to permitting Short-Term Rentals within the City of Canyon Lake. To that end, the City
Manager is directed to analyze the appropriateness of Short-Term Rentals within the City limits
of the City of Canyon Lake, including but not limited to, the desirability of Short-Term Rentals,
the appropriateness and effectiveness of separation requirements from adjacent sensitive land uses,
and the extent of adequate development standards and regulatory controls, should Short-Term
Rentals be deemed appropriate. For purposes of this Ordinance, "Short-Term Rentals" shall mean
a privately owned residential dwelling, such as, but not limited to, a single family dwelling or
multiple family building, apartment unit, condominium, or duplex, or any portion of such
dwellings, rented for occupancy for dwelling, lodging, or sleeping purposes for any period of fewer
than 30 consecutive days. A short-term rental unit does not include a lawfully established hotel or
motel, or other business in which rooms are rented as the principal use of a building devoted to
lodging.

SECTION 4. MORATORIUM ESTABLISHED.

In accordance with the authority granted to the City of Canyon Lake by California Government
Code Section 65858 and for the reasons set forth herein above, commencing as of the effective
date of this Ordinance and continuing thereafter for a period of forty-five (45) days, no approvals
may be made or issued by the City, its officers or employees of any applications for a use permit, variance, building permit, business license or any other applicable entitlement or permit, for the use of any land within the City as a Short-Term Rental or the commencement, establishment or operation of a Short-Term Rental thereon. For the period of this Ordinance, or any extension thereof, a Short-Term Rental shall be considered a prohibited use in any zoning district of the City and neither the City Council nor City staff shall approve any use permit, license, certificate of occupancy, zoning code or general plan amendment authorizing the use of any land within the City as a Short-Term Rental.

SECTION 5. PROHIBITION.

No person shall commence, establish, or operate any Short-Term Rental, as defined in this Ordinance, within the City limits of the City of Canyon Lake during the period this Ordinance is in effect.

SECTION 6. VIOLATION A PUBLIC NUISANCE.

The commencement, establishment or operation of any Short-Term Rental, as defined in this Ordinance, within the City limits of the City of Canyon Lake during the period this Ordinance is in effect is declared to be a public nuisance and poses a current and immediate threat to the public health, safety and welfare. No property in any zone of the City is to be used for purposes of a Short-Term Rental during the period this Ordinance is in effect. The use of any property for such purpose shall be a public nuisance. A violation of this Ordinance shall be and is hereby declared to be contrary to the public interest and shall, at the discretion of the City, create a cause of action for injunctive relief as well as any other available civil remedies. Additionally, any person that violates this Ordinance may be subject to the City's applicable administrative remedies.

SECTION 7. SEVERABILITY.

The City Council of the City of Canyon Lake hereby declares that should any section, paragraph, sentence, phrase, term or word of this Ordinance be declared for any reason to be invalid, it is the intent of the City Council that it would have adopted all other portions of this Ordinance independent of the elimination herefrom of any such portion as may be declared invalid. If any section, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subdivision, paragraph, sentence, clause and phrase thereof, irrespective of the fact that any one (or more) section, subdivision, paragraph, sentence, clause or phrase had been declared invalid or unconstitutional.

SECTION 8. REPORT.

The City Manager is authorized and directed to prepare the report required by paragraph (d) of California Government Code Section 65858 describing the measures taken to alleviate the condition which led to adoption of this Ordinance for presentation to the City Council no later than ten (10) days prior to the expiration of this Ordinance.
SECTION 9. EFFECTIVE DATE; FOUR-FIFTHS VOTE REQUIRED.

This Ordinance shall become effective immediately upon adoption if adopted by at least a four-fifths (4/5) vote of the total members of the City Council and shall be in effect for forty-five (45) days from the date of adoption, unless extended by the City Council as provided in California Government Code Section 65858.

SECTION 10. PUBLICATION.

The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance or a summary thereof to be printed once within fifteen (15) days after its adoption in a newspaper of general circulation, published and circulated in the City of Canyon Lake.

__________________________
Jordan Ehrenkranz, Mayor

ATTEST: 

__________________________
Ana V. Sauseda, Deputy City Clerk

APPROVED AS TO FORM:

__________________________
Steven Graham, City Attorney
ITEM NO. 12

STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Chris Mann, City Manager
BY: Julie Kunze, Fire Consultant
DATE: January 15, 2020

SUBJECT: Second Reading and Adoption of Ordinance No. 190, An Ordinance of the City Council of the City of Canyon Lake, California, Adopting the 2019 California Fire Code as Amended as Chapter 8.12 of the Canyon Lake Municipal Code

Recommendation

It is recommended that the City Council conduct a public hearing for the second reading and adoption of Ordinance No. 190, an Ordinance of the City Council of the City of Canyon Lake, California, Adopting the 2019 California Fire Code as Amended as Chapter 8.12 of the Canyon Lake Municipal Code.

Background

At the December 4th Regular City Council Meeting, the City Council approved the Introduction and First Reading of Ordinance No. 190, an Ordinance of the City Council of the City of Canyon Lake, California, Adopting the 2019 California Fire Code as Amended as Chapter 8.12 of the Canyon Lake Municipal Code and directed the Deputy City Clerk to notice and schedule a public hearing for second reading and adoption at the next regularly scheduled City Council Meeting.

The notice of public hearing was published in the Friday Flyer on December 13, 2019.

Fiscal Impact

There is no fiscal impact.

Attachments

1. Ordinance No. 189
2. Notice of Public Hearing
ATTACHMENT 1
ORDINANCE NO. 190


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

SECTION 1. FINDINGS.

A. Every three years the State of California adopts a new California Fire Code, as part of the California Building Standards Code, which becomes effective 180 days after publication by the California Building Standards Commission.

B. That Code has been published and adopted, as amended, by the California Building Standards Commission into the California Code of Regulations as Title 24, Part 9, entitled the California Fire Code.

C. Under State law, the City of Canyon Lake may establish more restrictive standards reasonably necessary to provide fire protection for life and property because of local climatic, geological or topographical conditions.

D. The City of Canyon Lake may establish more restrictive standards reasonably necessary to provide fire protection for life and property because of local climatic, geological or topographical conditions.

1. Climatic Conditions:

The City of Canyon Lake is located in Southern California and is subject to high temperatures, high velocity wind conditions and extended periods with little to no precipitation. These dry climatic conditions and high winds cause drying of vegetation and building materials and contribute to rapid spread of fires leading to a need for increased levels of protection.

After many years of drought there are times when significant rainfall can affect the City. The runoff from this rainfall can cause flooding and mudslides putting lives and property at risk and causing emergency response delays.

2. Topographical Conditions:

Traffic and circulation congestion, along with limited access routes to the area, contribute to increased response times to emergencies. These conditions increase response times and makes it necessary to require additional life safety requirements to protect lives and property.
3. Geological Conditions:

The City of Canyon Lake is located in an area of substantial seismic activity. Several faults, including the San Andreas, San Jacinto, and Elsinore Fault, are located near the City. These faults are expected to have a major impact on the City of Canyon Lake and pose a threat to lives and property. Damage to building construction, bridges, gas lines, water and sewer lines would have a catastrophic impact on the community and City resources would be taxed beyond capabilities.

California Health and Safety Code Sections 17958.7 and 18941.5 require that the modification or change be expressly marked and identified as to which each finding refers. Therefore, the City Council finds that the following table sets forth the 2019 California Fire Code sections that have been modified and the associated local climatic, geological and/or topographical conditions described above supporting the modification.

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E. The additional requirements included herein are necessary to properly protect the health, safety and welfare of the residents and workers of the City of Canyon Lake.

F. Revenue shortages make it difficult to locate additional fire stations and provide staffing sufficient to control fires in single and multi-story retail, commercial and industrial buildings, making enhanced built in protection necessary.

G. The purpose of this ordinance is to adopt the 2019 California Fire Code, California Code of Regulations, Title 24, Part 9, as amended, to govern the safeguarding of life and property from fire, explosion hazards and hazardous conditions and to regulate the issuance of permits and collection of fees.

H. This ordinance is adopted pursuant to Health and Safety Code Sections 17958 and 17958.7 which allow city adoption of modifications or changes to the California Fire Code that are reasonably necessary because of local climatic, geological and topographical conditions.

I. The sections of the California Fire Code may be referred to by the same number used in said published compilation preceded by the words “City of Canyon Lake Fire Code Section” or “California Fire Code Section” or “Fire Code Section.”

J. Notwithstanding the provisions of this ordinance, the City of Canyon Lake reserves the right to determine the extent and level of its fire services.

SECTION 2. PURPOSE AND AUTHORITY. The purpose of this Ordinance is to adopt by reference the 2019 edition of the California Fire Code, Title 24 – Part 9, of the California Code of Regulations subject to the definitions, clarifications, and the amendments set forth in this Ordinance. The Purpose of this Ordinance is also to provide minimum requirements and standards for the protection of public safety, health, property and welfare of the City of Canyon Lake. This Ordinance is adopted under the authority of Government Code subsection 50022.2 and Health and Safety Code Section 18941.5.

SECTION 3. CEQA. No further environmental review is required under the California Environmental Quality Act pursuant to State CEQA Guidelines Section 15061(b)(3) because it
can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The proposed change repeals and replaces the California Fire Code in the Canyon Lake Municipal Code. Because this action does not have the potential to result in individually or cumulatively significant effects on the environment, this Municipal Code amendment is exempt from review under CEQA. Therefore, this change is not subject to CEQA review at this time under the General Rule and no further environmental review is necessary.

SECTION 4. Chapter 8.12 of the Canyon Lake Municipal Code is repealed in its entirety and readopted to read as follows:

Chapter 8.12
Adoption of California Fire Code, as amended

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8.12.010 Adoption.

The City Council of the City of Canyon Lake does hereby adopt the California Fire Code, as amended. Except as stated in this Section or as amended below in this Ordinance, all of the provisions and appendices of the 2019 California Fire Code, inclusive of all of the inclusions and exclusions set for in each chapter’s matrix, are hereby adopted and shall apply to the Canyon Lake. In addition, the following provisions that are excluded in the 2019 California Fire Code are hereby adopted - Chapter 1, Division II of the California Fire Code is hereby adopted, except that Section 103.2 and 109.3 are not adopted, and Chapters 3, 25, and Sections 403.12, 503, 510.2, and 1103.2 are adopted. One copy of this Code has been and is now filed in the office of the Chief Building Official of the City of Canyon Lake and the same is hereby adopted and incorporated.

8.12.020 Title.

Section 101.1 of the California Fire Code is amended to read as follows:

101.1 Title. These regulations shall be known as the Fire Code of the City of Canyon Lake, hereinafter referred to as “this code.”

8.12.030 Severability

Section 101.4 of the California Fire Code is amended to read as following:

101.4 Severability. If any provision, clause, sentence or paragraph of this ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.


Section 102.5 of the California Fire Code is amended to read as follows:

102.5 Application of residential code. Where structures are designed and constructed in accordance with the California Residential Code, the provisions of this code shall apply as follows:

1. Construction and design provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. Where interior or exterior systems or devices are installed, construction permits required by Section 105.7 of this code shall apply.
2. Administrative, operational and maintenance provisions of this code shall apply.

3. Automatic fire sprinkler system requirements of this code shall apply to detached accessory buildings 3,600 square feet or greater in accordance with Section 903.2. The provisions contained in Section 903.2.18 of the California Fire Code or Section R309.6 of the California Residential Code may be used for the design of the automatic fire sprinkler system for detached private garages.

8.12.050 Liability.

Section 103.4 of the California Fire Code is amended to read as follows:

103.4 Liability. Any liability against Riverside County or the City of Canyon Lake or any officer or employee for damages resulting from the discharge of their duties shall be as provided by law.

8.12.060 Authority of the Fire Chief and Fire Department.

Section 104.1.1 is added to Section 104. of the California Fire Code to read as follows:

104.1.1 Authority of the Fire Chief and the Fire Department.

1. The Fire Chief is authorized and directed to enforce all applicable State fire laws and provisions of this ordinance and to perform such duties as directed by the City Council.

2. The Fire Chief is authorized to administer, interpret and enforce this ordinance. Under the Fire Chief’s direction, the Riverside County Fire Department is authorized to enforce ordinances of the City of Canyon Lake pertaining to the following:

2.1. The prevention of fires.

2.2. The suppression or extinguishment of dangerous or hazardous fires.

2.3. The storage, use and handling of hazardous materials.

2.4. The installation and maintenance of automatic, manual and other private fire alarm systems and fire extinguishing equipment.

2.5. The maintenance and regulation of fire escapes.

2.6. The maintenance of fire protection and the elimination of fire hazards on land, in buildings, structures and other property, including those under construction.

2.7. The maintenance of means of egress.
2.8. The investigation of the cause, origin and circumstances of fire and unauthorized releases of hazardous materials.

3. The following persons are hereby authorized to interpret and enforce the provisions of this code and to make arrests and issue citations as authorized by law:

1.1. The Unit Chief, Peace Officers and Public Officers of the California Department of Forestry and Fire Protection.

1.2. The Fire Chief, Peace Officers and Public Officers of the Riverside County Fire Department.

1.3. The Riverside County Sheriff and any deputy sheriff.

1.4. The Police Chief and any police officer of any city served by the Riverside County Fire Department.

1.5. Officers of the California Highway Patrol.

1.6. Code Officers of the City of Canyon Lake Code Enforcement Department.

1.7. Peace Officers of the California Department of Parks and Recreation.

1.8. The law enforcement officer of the Federal Bureau of Land Management.

8.12.070 Authority of the Fire Chief to Close Hazardous Fire Areas.

Section 104.12 is added to Section 104 of the California Fire Code to read as follows:

104.12 Authority of the Fire Chief to close hazardous fire areas.

Except upon National Forest Land, the Fire Chief is authorized to determine and announce the closure of any hazardous fire area or portion thereof. Any closure by the Fire Chief for a period of more than fifteen (15) calendar days must be approved by the Riverside County Board of Supervisors and/or the City Council within fifteen (15) calendar days of the Fire Chief’s original order of closure. Upon such closure, no person shall go in or be upon any hazardous fire area, except upon the public roadways and inhabited areas. During such closure, the Fire Chief shall erect and maintain at all entrances to the closed area sufficient signs giving notice of closure. This section shall not prohibit residents or owners of private property within any closed area, or their invitees, from going in or being upon their lands. This section shall not apply to any entry, in the course of duty, by a peace officer, duly authorized public officer or fire department personnel. For the purpose of this section, “hazardous fire area” shall mean public or private land that is covered with grass, grain, brush or forest and situated in a location that makes suppression difficult resulting in great damage. Such areas are designated on Hazardous Fire Area maps filed with the Riverside County Fire Department.
8.12.080 **Required Operational Permits.**

Section 105.6 of the California Fire Code is amended to read as follows:

105.6 Required operational permits.

The fire code official or authorized representative may issue operational permits for the operations set forth in Sections 105.6.1 through 105.6.53.

8.12.090 **Carnivals, Fairs, and Special Events.**

Section 105.6.4 of the California Fire Code is amended to read as follows:

105.6.4 Carnivals, fairs, and special events.

An operational permit is required to conduct a carnival, fair, or special event. A detailed plan must be submitted, and an operational permit issued, to conduct a carnival, fair, or special event.

8.12.100 **General Use Permit.**

Section 105.6.53 is added to Section 106 of the California Fire Code to read as follows:

105.6.53 General Use Permit.

A General Use Permit shall be required for any activity or operation not specifically described in this section, which in the judgement of the fire code official is likely to produce conditions hazardous to life or property.

8.12.110 **Fees.**

Section 106.1 of the California Fire Code is amended to read as follows:

106.1 Fees.

For each and every permit issued (or amended) pursuant to this code, there shall be paid to the City of Canyon Lake or County of Riverside, a fee in such amount as established by the agency issuing the permit or providing the service. Failure to pay such fees shall be cause for revocation of the permit.

8.12.120 **Cost Recovery.**

Section 106.6 is added to Section 106 of the California Fire Code to read as follows:

106.6 Cost Recovery.
Fire suppression, investigation, rescue or emergency medical costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1, as may be amended from time to time. Additionally, any person who negligently, intentionally or in violation of law causes an emergency response, including, but not limited to, a traffic accident, spill of toxic or flammable fluids or chemicals is liable for the costs of securing such emergency, including those costs pursuant to Government Code Section 53150, et seq, as may be amended from time to time. Any expense incurred by the Riverside County Fire Department for securing such emergency shall constitute a debt of such person and shall be collectable by Riverside County in the same manner as in the case of an obligation under contract, express or implied.

8.12.130 Occupant Count.

Section 108.7 is added to Section 108 of the California Fire Code to read as follows:

108.7 Occupant Count.

The supervisor of each place of assembly shall have an effective system to maintain a count of the number of occupants present in order to keep the number at or below the allowable occupant load. If the fire code official determines at any time that an accurate count of occupants is not being maintained, the occupancy shall be cleared to obtain an accurate count.

8.12.140 Board of Appeals Established.

Section 109.1 of the California Fire Code is amended to read as following:

109.1 Board of appeals established.

The Board of Appeals shall be the City Manager. If he or she determines an outside board is needed, he or she shall designate an outside hearing officer to hear the appeal. The Fire Code Official shall be notified of any appeal and the Fire Code Official or designee shall be in attendance at the appeal hearing. Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the Board of Appeals.

Section 109.3 Qualifications. Is deleted in its entirety.

8.12.150 Violation Penalties.

Section 110.4 of the California Fire Code is amended to read as follows:

110.4 Violation penalties.

It shall be unlawful for any person, firm, corporation or association of persons to violate any provision of this ordinance, or to violate the provisions of any permit granted pursuant to this code or ordinance. Punishments and penalties for violations shall be in accordance with
the City of Canyon Lake ordinances, fee schedule and Health and Safety Code Sections 17995 through 17995.5.

8.12.160 Failure to Comply.

Section 112.4 of the California Fire Code is amended to read as follows:

112.4 Failure to comply.

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this Code and be subject to citations and penalties in amounts as determined by the City Council.

8.12.170 Definitions.

The following definitions are amended/added to Section 202 of the California Fire Code and reads as follows:

‘FIRE CHIEF’ The Fire Chief of Riverside County or designee.

“FIRE HAZARD” Any condition, arrangement, or act which will increase, or may cause an increase of, the hazard or menace of fire to a greater degree than customarily recognized as normal by persons in the public service of preventing, suppressing or extinguishing fire; or which may obstruct, delay, or hinder, or may become the cause of obstruction, delay or hindrance to the prevention, suppression, or extinguishment of fire.


Section 308.1.6.3 of the California Fire Code is amended to read as follows:

308.1.6.3 Sky lanterns or similar devices. A person shall not release or cause to be released a sky lantern or similar device.

8.12.190 Dimensions.

Section 503.2.1 of the California Fire Code is amended to read as follows:

503.2.1 Dimensions.

Fire apparatus access roads shall have an unobstructed width of not less than 24 feet (7315 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm). For additional requirements or alternatives refer to most current version of applicable Riverside County Fire Department Standards and Policies.
8.12.200 Authority.

Section 503.2.2 of the California Fire Code is amended to read as follows:

503.2.2 Authority.

The fire code official shall be the only authority authorized to designate fire apparatus access roads and fire lanes and to modify the minimum fire lane access widths for fire or rescue operations.


Section 503.6.1 is added to Section 503 of the California Fire Code to read as follows:

503.6.1 Automatic Opener.

New motorized gates shall be provided with means to be automatically opened remotely by emergency vehicles in accordance with the current version of applicable Riverside County Fire Department Standards and Policies.

Exception: Gates serving individual one and two-family dwelling parcels.

8.12.220 Loading Areas and Passenger Drop-Off Areas.

Section 503.7 is added to Section 503 of the California Fire Code to read as follows:

503.7 Loading areas and passenger drop-off areas.

On private properties, where fire apparatus access roads are utilized for loading or unloading, or utilized for passenger drop-off or pick-up, an additional eight (8) feet of width shall be added to the minimum required width for the fire apparatus access road.


Section 507.5.7 is added to Section 507 of the California Fire Code to read as follows:

507.5.7 Fire Hydrant size and outlets.

As determined by the fire code official, or in accordance with the current version of applicable Riverside County Fire Department Standards and Policies, fire hydrant sizes and outlets shall be based on the following:

1. Residential Standard – one (1) four (4) inch outlet and one (1) two and one-half (2 ½) inch outlet.
2. Super Hydrant Standard – one (1) four (4) inch outlet and two (2) two and one-half (2 ½) inch outlet.

3. Super Hydrant Enhanced – two (2) four (4) inch outlets and one (1) two and one-half (2 ½) inch outlet.

8.12.240 Fire Hydrant Marker.

Section 507.5.8 is added to Section 507 of the California Fire Code to read as follows:

507.5.8 Fire hydrant marker. Fire hydrant locations shall be visually indicated in accordance with Riverside County Fire Department Technical Policy 06-11, as may be amended from time-to-time. Any hydrant marker damaged or removed during the course of street construction or repair shall be immediately replace by the contractor, developer, or person responsible for removal or damage.

8.12.250 General.

Section 508.1 of the California Fire Code is amended to read as follows:

508.1 General.

Where required by other sections of this code and in all buildings classified as high-rise buildings by the California Building Code, in buildings greater than 300,000 square feet in area, and in Group I-2 occupancies having occupied floors located more than 75 feet above the lowest level of fire department vehicle access a fire command center for fire department operations shall be provided and comply with Sections 508.1.1 through 508.1.8.


Section 508.1.1 of the California Fire Code is amended to read as follows:

508.1.1 Location and access.

The fire command center shall be located adjacent to the main lobby and shall be accessible from fire department vehicular access or as approved by the fire code official or designee. The room shall have direct access from the building exterior at the lowest level of fire department access.

8.12.270 Size.

Section 508.1.3 of the California Fire Code is amended to read as follows:

508.1.3 Size. The fire command center shall be not less than 0.015 percent of the total building area of the facility served or 200 square feet (19 m2) in area, whichever is greater, with a
minimum dimension of 0.7 times the square root of the room area or 10 feet (3048 mm), whichever is greater.

Exception: A fire command center solely required because a building is greater than 300,000 square feet is area shall be a minimum of 96 square feet (9m2) with a minimum dimension of 8 feet (2438mm).

8.12.280 Required Features.

Section 508.1.6 of the California Fire Code is amended to add the following exception:

508.1.6 Required features.

Exception: A fire command center solely required because a building is greater than 300,000 square feet in area shall comply with NFPA 72 and contain the features set forth in Subsection 508.1.6, subsection 5,8,10,12,13 and 14. The features set forth in Section 508.1.6 subsections 1, 2, 3, 4, 6, 9, 11, 15, 16, 17, 18 and 19 shall be required when such building contains systems or functions related to these features.

8.12.290 Fire Command Center Identification.

Section 508.1.8 is added to Section 508 of the California Fire Code to read as follows:

508.1.8 Fire command center identification. The fire command center shall be identified by a permanent easily visible sign stating “Fire Dept. Command Center,” located on the door to the fire command center.

8.12.300 Minimum Clearances.

Section 509.2.1 is added to Section 509 of the California Fire Code to read as follows:

509.2.1 Minimum clearances.

A 3-foot (914 mm) clear space shall be maintained around the circumference of exterior fire protection system control valves, or any other exterior fire protection system component that may require immediate access, except as otherwise required or approved.


Section 605.10.1.2 of the California Fire Code is amended to read as follows:

605.10.1.2 Manual operation.

When required by the fire code official or the Riverside County Fire Department, automatic crossover valves shall be capable of manual operation. The manual valves shall be located in an
approved location immediately outside of the machinery room in a secure metal box or equivalent and marked as Emergency Controls.

8.12.320 Where Required.

Section 903.2 of the California Fire Code is amended to read as follows:

903.2 Where required.

In all new buildings and structures which are 3,600 square feet or greater, an approved automatic sprinkler system shall be provided regardless of occupancy classification. Where the Sections 903.2.1 – 903.2.20 of the California Fire Code require more restrictive requirements than those listed below, the more restrictive requirement shall take precedence.

Exception: Unless required elsewhere in this code or the California Building Code, automatic fire sprinkler systems shall not be required for the following:

1. Detached Group U occupancies used for agricultural purposes constructed in accordance with the California Building Code.
2. Detached non-combustible equestrian arena shade canopies that are open on all sides and used for riding only - no commercial, assembly or storage uses.
3. Detached fabric or non-combustible shade structures that are open on all sides and used to shade playground equipment, temporary storage of vehicles and dining areas with no cooking.
4. Where determined by the Fire Chief that no major life safety hazard exists, and the fuel load does not pose a significant threat to firefighter safety or to other structures or property, automatic fire sprinklers may be exempted.

One- and two-family dwellings shall have an automatic fire sprinkler system regardless of square footage in accordance with the California Residential Code. Fire sprinkler systems shall be installed in mobile homes, manufactured homes and multifamily manufactured homes with two dwelling units in accordance with Title 25 of the California Code of Regulations.

The following exceptions in the California Fire Code shall not be allowed:

a. Exception in Section 903.2.3

b. Exception 2 in Section 903.2.11.3


Section 903.3.5.3 is added to Section 903 of the California Fire Code to read as follows:

903.3.5.3 Hydraulically calculated systems. The design of hydraulically calculated fire sprinkler systems shall not exceed 90% of the water supply capacity.

8.12.340 Minimum Requirements for Client Leased or Occupant Owned Warehouses.
Section 3204.2.1 is added to Section 3204 of the California Fire Code to read as follows:

3204.2.1 Minimum requirements for client leased or occupant owned warehouses. Designs of an automatic sprinkler system for client leased or occupant owned buildings containing high pile storage shall be based on the requirements of NFPA 13. The responsible fire protection engineer shall perform a survey of the building to determine commodity classification, storage configuration, building height and other information related to the development of an appropriate sprinkler system design. The fire protection engineer shall also make reasonable efforts to meet with the building owner or operator to understand seasonal or customer related fluctuations to the stored commodities, storage height, and configuration. The sprinkler design shall be based on the most demanding requirements determined through the onsite survey and discussions with the building owner or operator. The technical report shall describe the basis for determining the commodity and sprinkler design selection, how the commodities will be isolated or separated, and include references to the design document(s). If a specific fire test is used as the basis of design, a copy of the fire test report shall be provided at the time of plan review.


Section 4904.3 is added to Section 4904 of the California Fire Code to read as follows:

4904.3 High Fire Severity Zone Maps.

In accordance with Government Code Section 51175 through 51189, Very High Fire Hazard Severity Zones are designated as shown on a map titled Very High Fire Hazard Severity Zones, dated December 24, 2009 and retained on file at the office of the fire code official or the Riverside County Fire Department, which supersedes other maps previously adopted designating high fire hazard areas. Any updated maps which are adopted by the County of Riverside or the City of Canyon Lake will automatically replace the 2009 maps.

8.12.360 Firing.

Section 5608.2 is added to Section 5608 of the California Fire Code to read as follows:

5608.2 Firing.

All fireworks displays shall be electrically fired.

8.12.370 Appendix B.

Appendix B, Table 105.2 of the California Fire Code is amended to read as follows:

<table>
<thead>
<tr>
<th>AUTOMATIC SPRINKLER SYSTEM (Design Standard)</th>
<th>MINIMUM FIRE FLOW (gallons per minute)</th>
<th>FLOW DURATION (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No automatic sprinkler system</td>
<td>Value in Table B105.1(2)</td>
<td>Duration in Table B105.1(2)</td>
</tr>
</tbody>
</table>
Section 903.3.1.1 California Fire Code | 50% of the value in Table B105.1(2)a | Duration in Table B105.1(2) at the reduced flow rate
Section 903.3.1.2 of the California Fire Code | 50% of the value in Table B105.1(2)b | Duration in Table B105.1(2) at the reduced flow rate

For SI: 1 gallon per minute = 3.785 L/m.
a. The reduced fire-flow shall be not less than 1,000 gallons per minute.
b. The reduced fire-flow shall be not less than 1,500 gallons per minute.

8.12.380 Appendix C.

Section C103.1 of the California Fire Code is amended to read as follows:

C103.1 Hydrant spacing.

Fire apparatus access roads and public streets providing required access to buildings in accordance with Section 503 of the California Fire Code shall be provided with one or more fire hydrants, as determined by Section C102.1. Where more than one fire hydrant is required, the distance between required fire hydrants shall be in accordance with Sections C103.2 and C103.3. Fire Hydrants shall be provided at street intersections.

SECTION 5. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.

PASSED APPROVED AND ADOPTED this 15th day of January, 2020.

[Signature]
Jordan Ehrenkranz, Mayor

ATTEST: [Signature]
Ana V. Sausea, Deputy City Clerk

APPROVED AS TO FORM: [Signature]
Steven Graham, City Attorney
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Canyon Lake will hold a PUBLIC HEARING to consider a proposed ordinance adopting by reference the 2019 Edition of the California Fire Code.


The proposed ordinance will adopt the 2019 Fire Code as Amended as Chapter 8.12 of the Canyon Lake Municipal Code. All interested persons are invited to appear and to be heard at the public hearing.

The PUBLIC HEARING will be held on Wednesday, January 15, 2020, beginning at 6:30 p.m., in the Council Chamber, located at 31516 Railroad Canyon Road, Canyon Lake, California.

A copy of the proposed ordinance and the supporting materials will be available for public review at the City Clerk’s Office located at City Hall Administration, 31526 Railroad Canyon Road. Persons are invited to comment on the proposed ordinances by writing to Deputy City Clerk Ana V. Sauseda. For more information on the proposed ordinances, please call 951-244-8547.

/s/

Ana V. Sauseda
Deputy City Clerk
City of Canyon Lake

Published 12/13/2019
STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager

BY: Mike Borja, Administrative Services Manager

DATE: January 15, 2020

SUBJECT: Approval of Resolution 2020-04, Authorizing the Allocation of Fiscal Year 20/21 Community Development Block Grant Funds

Recommendation

It is recommended that the City Council hold a public hearing and approve Resolution 2020-04 for approval of the applications from Helping Our People in Elsinore (HOPE) and the City of Canyon Lake for allocation of the City’s FY20/21 Community Development Block Grant (CDBG) funding.

Background

The City of Canyon Lake annually participates in the Community Development Block Grant Program (CDBG) through the Riverside County Economic Development Agency (EDA). Each year, the City is allocated grant funding that’s used towards programs to benefit low-moderate income individuals in the City. Traditionally, City Council has allocated 15% of its funding to a non-profit public service agency that serves Canyon Lake residents, and any remaining funds towards a public facility’s project.

On October 11, 2019, city staff issued a public notice calling for non-profit agencies to submit applications for FY20/21 CDBG funding. Applications were due to City Hall by November 12, 2019. City staff received one application from Helping Our People of Elsinore (HOPE). City staff and County EDA’s review determined that HOPE’s application for their Pantry Program meets the funding requirements of CDBG and demonstrates the support that caters to only low-income seniors; grandparents raising grandchildren; working poor families with children; single parents; and disabled, homeless, and unemployed individuals. Based on this conclusion, and with the approval from Riverside County EDA’s office, city staff is recommending that City Council authorize a 15% allocation of the City’s FY20/21 CDBG allocation to HOPE.

As a continuance to the already approved ADA Accessibility Project from the October 2, 2019 City Council meeting, city staff is recommending any remaining balance from...
FY20/21 CDBG to be allocated towards the ADA Accessibility Project. Funding will be used to help complete any remaining projects that are listed in the accessibility report.

**Fiscal Impact**

The City is estimated to receive a total amount of $21,000 in CDBG funding for FY 2020/2021. If recommendations are approved by City Council, HOPE will receive $3,150 of the City’s total FY20/21 CDBG allocation, and the remaining balance of $17,850 will be allocated to the City’s ADA Accessibility Project.

**Attachments**

1. Helping Our People of Elsinore FY 2020/2021 CDBG Application
2. City of Canyon Lake FY 2020/2021 CDBG Application
3. Resolution No. 2020-04
4. Notice of Public Hearing
COUNTY OF RIVERSIDE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

APPLICATION FOR CITY OF CITY OF CANYON LAKE
2020 - 2021 COOPERATING CITY ALLOCATION

I. GENERAL INFORMATION

Applicant Name: HOPE (Helping Our People of Elsinore)

Type of Organization: Non-Profit Organization ☑ Faith Based Organization ☐
For-Profit Organization ☐ Institution of Higher Education ☐
Cooperating City ☐

Address: 506 Minthorn Street

City: Lake Elsinore Zip Code: 92530
Mailing Address: 506 Minthorn Street

City: Lake Elsinore Zip Code: 92530

Telephone Number: (951) 245-7510 Fax Number: ________________
Executive Director/City Staff: Brett Masters, Co-Executive Director

Telephone Number: ___________________________ E-mail: ________________
Program Manager: Brett Masters, Co-Executive Director

Telephone Number: (951) 376-3703 E-mail: brett@dreamcenterle.org
Grant Writer: Kristan Lloyd

Address (if different from above): 23184 Cannery Road, Wildomar, CA 92595

Telephone Number: (951) 265-3820 E-mail: kristan.lloyd92595@gmail.com

II. ORGANIZATIONAL HISTORY (This is applicable only if you are a non-profit organization)

Date Organization founded: 1990

Date Organization incorporated as a non-profit organization (Attach Articles of Incorporation and Bylaws): 2-2-1992

Federal identification number: 33-0489728

DUNS Number: 008655633

Organization Web Address: dreamcenterle.org/hope
Does your Organization expend $750,000 or more a year in federal funds? Y □ or N □

Number of paid staff: 1

Number of volunteers: >150

Members/Board of Directors (Attach): Board of Directors - Please see attached

III. PROJECT ACTIVITY

A. Name of Project: Pantry Program

B. Specific Location of Project
   (Attach Project Map - include street address; if a street address has not been assigned provide APN)
   Street or APN:
   City: __________________________________________ Zip Code: __________

C. CDBG Funds Requested: 50,000 (total amount for the project only)

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?
   The Pantry Program will be facilitated at the Mintorn address. HOPE mirrors the services of the Lake Elsinore Unified School District.

E. In which City (ies)/Communities does the activity occur?
   City (ies): Cities of Lake Elsinore, Canyon Lake and Wildomar
   Community (ies): Lakeland Village and Horsethief Canyon

NOTE: EDA will make the final determination of the appropriate service area of all proposals.

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1st, 2nd, 3rd, 4th, and/or 5th, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)
   We will be submitting CDBG applications for Program Year 2020-2021 to the Cities of Canyon Lake and to the County of Riverside. We hope the City of Wildomar will accommodate an additional budget item next fiscal year to supplement the CDBG local funding for the community which is unavailable for Non-Profits to compete for due to exhausted localized funding.
G. Check ONLY the applicable category your application represents.

☑ Public Service

☐ Homeless Activities

☐ Real Property Acquisition (Must consult with EDA prior to submitting application)

☐ Housing

☐ Rehabilitation/Preservation (please provide picture of structure)

☐ Public Facilities (construction)

☐ Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)

☐ Other: (provide description) ____________________________________________________

H. Respond to A & B only if this application is for a public service project.

(a) Is this a new service provided by your agency? Yes ☐ No ☑

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

There will always be those struggling with poverty and hunger and in need of assistance securing healthy and attainable food. HOPE is working to improve clients' ability to move to independence through mentoring and use of networking with local agencies and their programs.

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity.

Through our Pantry Program, we ensure that those at greatest risk of hunger receive the food they need to alleviate food-related consequences. We provide 12 days of food, or 36 meals to qualified individuals per month. In 2018-19 we served close to 2000 unique clients or 860,000 meals. This past year our client base has increased significantly and this year we also anticipate a growth to individuals served - serving over 1,000,000 meals.

According to the 2014 Food Hardship in America report by the Food Research and Action Center (FRAC) our geographic location is the 10th Highest Metropolitan Statistical Area struggling with food insecurities with a 22.4% hardship rate. HOPE clients are desperate for assistance. 94% of our clients are extremely low income clients, earning on 30% of the AMI. Families are struggling to make ends meet, and food security and housing are the toughest needs to meet, but the most critical. Without access to food children are more likely to be sick more frequently, experience growth and development impairments, have lower academic achievements, and struggle with social and behavioral problems. Seniors without access to healthy and abundant food sources are at a higher risk of illness and loss of independence, resulting in higher rates of depression, suicide and chronic disease.
B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. construction design, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

CDBG funds will be used to cover our most basic, but crucial costs including food, rent, utilities, supplies, and any necessary safety repairs for our Pantry Program.

This past year we were able to meet our proposed funding goals and now have a lift-gate truck and a walk-in refrigerator that helped us achieve the ability to provide fresh produce and goods to our clients.

This year we would like to add (3) three Cargo Vans and a utility freezer to the operations. Our current vehicles all have over 200,000 miles and one will not pass smog. The additional vehicles will be able to have additional drivers and driving ability for logistics. A utility freezer will help keep items longer and will be more cost effective.

We have also included a budget item for an On-Site Director which will be our first and only paid position. This is necessary to maintain operational stability with our volunteers, client coordination, facility maintenance, and logistics. This year, we will be utilizing funding from the CDBG program to assist in accomplishing sustainability goals to help us continue to serve Lake Elsinore and our clients.

C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

Our main goals is to ensure that those within our community do not go hungry and have access to food. It is our continued goal to provide meals to our residents.

With the increase in our client base this past year, it is also our long-term goal to move willing clients to independence through use of mentorship and local programs.

Using our client management tools, we log every individual and/or family who receives services from HOPE along with the type of assistance they receive. This gives us real time and accurate measurement of the individuals receiving assistance and reportable demographics necessary for progress and final reports.

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

Our main goal is to ensure that those within our community do not go hungry and have access to food. We will provide 3,600 meals per month (43,000 meals per year) to 100 unduplicated Canyon Lake residents between July 1, 2019-June 30, 2020.
V. PROJECT BENEFIT

A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.

We provide services year-round and will serve 100 unduplicated Canyon Lake residents.

B. Indicate the number of unduplicated clients that will be served (An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year):

We provide services year-round and will serve 100 unduplicated Canyon Lake residents.

C. Length of proposed CDBG-funded activities or service (weeks, months, year):

12 months of service.

D. Service will be provided to (check one or more):

☑ Men
☑ Women
☑ Children (Range of children’s ages: 0-18)
☐ Homeless (Number of beds at facility: ______)

☑ Seniors
☑ Severely Disabled Adults
☐ Migrant Farm Workers
☐ Families
E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?
Our Outreach Team regularly goes out into the community to deliver food and to spread the word to those in need. We have ambassadors at many of the local churches in the valley. We visit local trailer parks, and low-income areas of the city to make food deliveries and work with other agencies for referrals. Other agencies we work with include the Lake Elsinore Unified School District, SWAG, DPSS, the City of Wildomar, the City of Lake Elsinore, and the City of Canyon Lake. We have become a wholly owned subsidiary of the Dream Center to continue our sustainability in the community. Their outreach into the community is weekly with their Adopt-a-Block. If there is a need, they are able to fill it including providing food.

F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?
HOPE has been meeting the needs of those in desperate need of food for over 28 years. CDBG funds have been instrumental in our ability to leverage other funds and partners, however, it is not our only source of income. We have collaborated with other agencies for referrals and partnered with local markets to receive fresh supplies.

We are modeling the Mission Increase principles to multiply fund-raising efforts and we have been able to purchase food this past year for the first time in years.

Partnering with the Dream Center-LE has enabled us to provide additional volunteers and access to resources at the intake evaluation for willing participants in the mentoring program.

VI. National Objective
All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. Limited Clientele:
The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

Through client intake forms and income verification we confirm that all clients receiving services through HOPE are low income persons as determined by HUD guidelines.
2. Clientele presumed to be principally low- and moderate-income persons:
The following groups are presumed by HUD to meet this criterion. You will be required to submit a
certification from the client(s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

☐ Abused children
☐ Battered spouses
☐ Elderly persons
☐ Severely disabled adults

☐ Homeless persons
☐ Illiterate adults
☐ Persons living with AIDS
☐ Migrant Farm workers

a. Describe the clientele above to be served by this activity:

Through client intake forms and income verification we confirm that all clients receiving services
through HOPE are low income persons as determined by HUD guidelines.

b. Discuss how this project directly benefits low- and moderate-income residents:

HOPE only serves those in desperate need of assistance within our community. It is our
commitment to ensure that those most vulnerable receive assistance, particularly those who do not
have adequate means to purchase food for themselves and/or their families. The majority of our
clientele are extremely low-income clients as defined by HUD. For 6.5% or 723 residents in
Canyon Lake living below the poverty line, food costs could easily equate to 30-40% of their
income based on the USDA food cost guidelines. Given that the average rent of $1722 is over 85%
of a family of four’s monthly income, 35% for food and necessities is not realistic, leaving our most
vulnerable residents to make tough choices about food security. HOPE ensures that these families
and residents have the food they need to stay healthy and secure.

**CATEGORY B: Area Benefit** - The project or facility serves, or is available to, ALL persons located within
an area where at least 51% of the residents are low/moderate-income. *(Applicant is welcome to contact a
County of Riverside, EDA CDBG Program Manager for Census Information)*

2010 Census Tract and Block Group numbers:

(must use 2011-2015 ACS data pursuant to HUD Notice -C&D-19-02)

https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=fffd0597e8af24f88b501b7e7f326bedd


Total population in Census Tract(s) / block group(s):

Total percentage of low-moderate population in Census Tract(s) / block group(s):
**CATEGORY C:** Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

**Proposed Job Creation/Retention**

Total Jobs Expected to Create: ____________________________

Total Jobs Expected to Retain: ____________________________

**CATEGORY D:** Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

**Proposed Assistance to Businesses**

New Businesses expected to assist: ____________________________

Existing Businesses expected to assist: ____________________________

Enter Total Businesses expected to assist: ____________________________

---

**VII. FINANCIAL INFORMATION**

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2020. If your proposed CDBG-funded activity will start on a date other than July 1, 2020, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. (Note: CDBG funds requested must match amount requested in Project Activity, C above.)

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is $15,000 and $10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include $5,000 of other non-CDBG funding and $10,000 in CDBG funds for a Grand Total of $15,000).

<table>
<thead>
<tr>
<th>TOTAL ACTIVITY/ PROJECT BUDGET</th>
<th>CDBG FUNDS REQUESTED-Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Include non-CDBG Funds and CDBG Funds)</td>
<td></td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Personnel</td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>Salaries &amp; Wages</td>
<td>$ 30,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 10,000</td>
</tr>
<tr>
<td>B.</td>
<td>Fringe Benefits</td>
<td>$</td>
</tr>
<tr>
<td>C.</td>
<td>Consultants &amp; Contract Services</td>
<td>$</td>
</tr>
</tbody>
</table>

| PERSONNEL SUB-TOTAL | $ 30,000 | $ 10,000 |
II. Non-Personnel
A. Space Costs $54,000 $20,000
B. Rental, Lease or Purchase of Equipment $24,000 $10,000
C. Consumable Supplies $20,000 $9,000
D. Travel $20,000 $9,000
E. Telephone $2,000 $1,000
F. Utilities $15,000 $5,000
G. Other Costs $85,000 $20,000

NON-PERSONNEL SUB-TOTAL: $200,000 $74,000

III. Other
A. Architectural/Engineering Design $ $ 
B. Acquisition of Real Property $ $ 
C. Construction/Rehabilitation $ $ 
D. Indirect Costs $ $ 
E. Other $ $ 

OTHER SUB-TOTAL: $0 $0

GRAND TOTAL: $230,000 $84,000

B. Leveraging
List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. (Attach)

<table>
<thead>
<tr>
<th>TYPE</th>
<th>SOURCE</th>
<th>AMOUNT</th>
<th>SOURCE</th>
<th>AMOUNT</th>
<th>SOURCE</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL</td>
<td>CDBG</td>
<td>165,000</td>
<td></td>
<td></td>
<td></td>
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<td>165,000</td>
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<tr>
<td>STATE/LOCAL</td>
<td>Bus/Orgs</td>
<td>24,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24,000</td>
</tr>
<tr>
<td>PRIVATE</td>
<td>Individuals</td>
<td>36,000</td>
<td></td>
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<td>36,000</td>
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<td>OTHER</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>5,000</td>
</tr>
</tbody>
</table>

TOTAL: 230,000

C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

HOPE has been meeting the needs of those in desperate need of food for over 26 years. CDBG funds have been instrumental in our ability to leverage other funds and partners, however it is not our only source of income. We have collaborated with other agencies for referrals and partnered with local markets to receive fresh supplies. However, it is with CDBG funding that we are able to make operational costs to serve our clients.
D. Provide a summary by line item of your organization’s previous year’s income and expense statement. (Attach)

E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes ☑ No □
   If yes, identify sources and indicate outcome.
   We will be submitting CDBG applications for Program Year 2020-2021 to the Cities of Lake Elsinore and to the County of Riverside. We hope the City of Wildomar will accommodate an additional budget item to supplement the CDBG local funding for the community.
   If no, please explain. __________________________________________________________

F. Was this project or activity previously funded with CDBG? Yes ☑ No □
   If yes, when? ________________________________________________________________
   HOPE has been utilizing CDBG funds since July 1995. CDBG funds have been critical in our ability to keep our doors open and our Pantry Program running.
   Is this activity a continuation of a previously funded (CDBG) project? Yes ☑ No □
   If yes, explain: _____________________________________________________________
   14.6% of Lake Elsinore residents live in poverty, and food security is a major, daily hurdle. At HOPE, we ensure that food is available so residents can concentrate on other important essentials such as housing, employment, education, and health.

VIII. MANAGEMENT CAPACITY

A. Describe your organization’s experience in managing and operating project or activities funded with CDBG or other Federal funds.
   6.5% or 723 residents in Canyon Lake living below the poverty line, food costs could easily equate to 30-40% of their income based on the USDA food cost guidelines. At HOPE, we ensure that food is available so residents can concentrate on other important essentials such as housing, employment, education, and health.
B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.? HOPE’s board has adopted policies and procedures regarding personnel, volunteer management, procurement, property management, financial management, records, client intake, and other systems required to operate and manage HOPE.

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project. Brett Masters, Co-Executive and Wink Davis, Co-Executive will be primarily responsible for the implementation and completion of this project. Brett Masters serves as the main contact for the Dream Center-LE and Wink Davis has been running the Fresh Food program through HOPE at Gracepoint Church of the Nazareen in Wildomar since 2008, giving them the experience required to help HOPE continue to succeed.

With this year’s budget item of a Pantry Director, Patti Londot will add consistency and sustainability for the continued support to the community.
IX. **APPLICATION CERTIFICATION**

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate.
2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program.
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities.
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation.
5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe.
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. (DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President)

**DATE:** 10/30/19

**Signature:**

Print Name/Title
Authorized Representative: Brett Masters, Co-Executive Director
**CHECK-LIST:**

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>ATTACHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
<td>1. Members/Board of Directors</td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>2. Articles of Incorporation and Bylaws</td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>3. Project Activity Map</td>
</tr>
<tr>
<td></td>
<td>☑</td>
<td>4. Project Benefit, Category B, Low Mod Area Maps <em>(Attach if applicable)</em></td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>5. Leveraging (Current evidence of commitment)</td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>6. Income and Expense Statement</td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>7. Management Capacity (Detailed organizational chart)</td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>8. Board Written Authorization approving submission of application</td>
</tr>
</tbody>
</table>
Board of Directors
September 9, 2019

Brett Masters, Chair
Kara Vega, Treasurer
Aubrey Masters, Recording Secretary
Bob Guilliams, Member
Edwin Rodriguez, Member
David Baker, Member
Chuck Searer, Member-at-Large

“We can do all this through Him who gives us strength.” Philippians 4:13
ARTICLES OF INCORPORATION OF
Helping Our People in Elsinore, INC.

I
The name of the corporation is "Helping Our People in Elsinore, INC."

II
A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.
B. The specific purpose of this corporation is to provide food, clothing and shelter to needy people.

III
The name and address in the State of California of this corporation's initial agent for service of process is James T. Winkler 31594 Railroad Canyon Road Suite C Canyon Lake California 92587.

IV
A. This corporation is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V
The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

2-2-92
DATE

Robert J. Bryson
(Signature of Incorporator)

Robert J. Bryson
(Type name of Incorporator)
AMENDED BYLAWS
OF
HELPING OUR PEOPLE IN ELSINORE, INC.

PREAMBLE

ARTICLE I – NAME AND INCORPORATION

1. The name of this organization shall be HELPING OUR PEOPLE IN ELSINORE, INC.

2. For the purpose of these Bylaws, HELPING OUR PEOPLE IN ELSINORE, INC. is hereafter designated as H.O.P.E., Inc., or simply "this corporation."

3. H.O.P.E., Inc. shall be incorporated under the laws of the State of California as a Non-profit Public Benefit Corporation.

ARTICLE II – OFFICES

1. The principal office of this corporation for the transaction of business is located at 29885 2nd Street, Unit R-S, in Lake Elsinore, California.

2. This corporation is hereby granted full power and authority to change the principal office of the corporation from one location to another in Riverside County, California. Any such change shall be noted by the Secretary in these Bylaws, but shall not be considered an Amendment of the Bylaws.

ARTICLE III – STATEMENT OF PURPOSE

1. The object and purpose of this corporation shall be to propagate the gospel of Jesus Christ by reaching out to those persons who are hungry and who need assistance and renewed hope.

2. To fulfill this object and purpose, this corporation shall provide and dispense food to individuals and families in compliance with the regulations laid down by the governing body of this corporation in the Rules of Qualification. Furthermore, this corporation shall dedicate itself to an ongoing, caring ministry of service to others. We service anyone who qualifies regardless of ethnicity or color. We do not hold religious services.

ARTICLE IV – STATEMENT OF FAITH

1. The members of this corporation adhere in faith to the following common symbol, held in the highest regard in all of Christendom, called the Apostolic Creed:

   I believe in God, the Father almighty, creator of heaven and earth.

   I believe in Jesus Christ, His only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day He rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead.

   I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.
I, MARCH FONG EU, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the corporate record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

MAY - 1 1992

March Fong Eu
Secretary of State
Leveraging Statement  
Based on 2018-2019 Actuals

<table>
<thead>
<tr>
<th>Summary of In-kind Donations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Food drives (enter no. of BINS):</td>
<td>181</td>
</tr>
<tr>
<td>X 500 lbs. per bin</td>
<td>90500</td>
</tr>
<tr>
<td>Feeding America (Retail):</td>
<td>338900</td>
</tr>
<tr>
<td>Feeding America (Commodities):</td>
<td>269356.55</td>
</tr>
<tr>
<td>TOTAL Lbs. of Food:</td>
<td>698756.55</td>
</tr>
<tr>
<td>X $1.70 per lb.</td>
<td>$1,187,886</td>
</tr>
<tr>
<td>Volunteer Hours:</td>
<td>7544.25</td>
</tr>
<tr>
<td>X $11.00* per hr.</td>
<td>$82,987</td>
</tr>
<tr>
<td>Hygiene Items:</td>
<td>$72,185</td>
</tr>
<tr>
<td>Wardrobes (20 clothing items each):</td>
<td>126.25</td>
</tr>
<tr>
<td>X $1.00 per item</td>
<td>$2,525</td>
</tr>
<tr>
<td>TOTAL IN-KIND DONATIONS:</td>
<td>$1,345,583</td>
</tr>
</tbody>
</table>

*Note: $11.00 per hour rate includes all benefits.
Income and Expense Statement
Anticipated Income & Expenses

**FY 2020-2021 Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Requests</td>
<td>$165,000.00</td>
</tr>
<tr>
<td>Individual Donations</td>
<td>$36,000.00</td>
</tr>
<tr>
<td>Businesses/Organizations</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>Other</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$230,000.00</strong></td>
</tr>
</tbody>
</table>

**FY 2020-2021 Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Space Cost</td>
<td>$54,000.00</td>
</tr>
<tr>
<td>Rental, Lease or Purchase of Equipment</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>Consumable Supplies</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Telephone</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Other Costs</td>
<td>$65,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$230,000.00</strong></td>
</tr>
</tbody>
</table>
HOPE
Helping Our People Emerge
Leadership Team

Board of Directors
Brett Masters
Executive Director
Patti Londot
Pantry Director

Sue Diorio & Teresa Bonvino
Office Coordinator(s)
Steve Jarvis & Vern Fischer
Warehouse Coordinator(s)
Sandy Duenez
Non-Food Coordinator
Tony Marigliano
Drivers

Support Teams
Wink Davis & Virginia Marshall
Advisory
Aubrey Masters
Communications
Christopher Templeton & Jake Schlepp
Facilities
Matthew Doebler
Development

Bringing people into a transformational process towards self-sufficiency
September 24, 2019

Time: 8:00 pm

Location:
Dream Center Headquarters
114 E. Peck Street
Lake Elsinore, CA 92530

Members Present:
Chairperson: Brett Masters
Secretary: Aubrey Masters
Members: Kara Vega, David Baker, Bob Guiliams, and Edwin Rodriguez

[1] CDBG Authorization
The Board of Directors of Helping our People in Elsinore (HOPE) authorizes Brett Masters, Executive Director, to submit a Community Development Block Grant to the County of Riverside, the Cities of Lake Elsinore, Wildomar, and Canyon Lake for 2020-2021 Program Year.

In addition, the Board authorizes Brett Masters to act on behalf of Helping our People in Elsinore (HOPE) in the matter of contracts, billings, contact and reporting.

Chairperson Signature:  
Date: 9/24/19

Secretary Signature:
Date: 9/24/19
ATTACHMENT 2
COUNTY OF RIVERSIDE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

APPLICATION FOR CITY OF Canyon Lake

2019-2020 CDBG ALLOCATION

I. GENERAL INFORMATION

Applying Organization Name: City of Canyon Lake

Type of Organization: Non-Profit Organization □ Faith Based Organization □
For-Profit Organization □ Institution of Higher Education □

Organization Address: 31516 Railroad Canyon Road

City: Canyon Lake Zip Code: 92587
Mailing Address: 31516 Railroad Canyon Road

City: Canyon Lake Zip Code: 92587
Telephone Number: 951-244-2955 Fax Number: 951-246-2022

Executive Director: 

Telephone Number: E-mail: 

Program Manager: Mike A. Borja

Telephone Number: 951-246-2024 E-mail: mborja@cityofcanyonlake.com

Grant Writer: Mike A. Borja

Address (If different from above): 

Telephone Number: E-mail: 

II. ORGANIZATIONAL HISTORY (This is applicable only if you are a non-profit organization)

Date Organization founded: December 1, 1990

Date Organization incorporated as a non-profit organization (Attach Articles of Incorporation and Bylaws): N/A

Federal identification number: 33-0449143

DUNS Number: 883826190

Organization Web Address: www.cityofcanyonlake.org
Does your Organization expend $750,000 or more a year in federal funds? Y ☑ or N ☐

Number of paid staff: 9

Number of volunteers: 1

Members/Board of Directors (Attach):

III. PROJECT ACTIVITY

A. Name of Project: City of Canyon Lake ADA Accessibility Project

B. Specific Location of Project
   (Attach Project Map - Include street address, if a street address has not been assigned provide APN)
   Street or APN: 355-330-034
   City: Canyon Lake Zip Code: 92587

C. CDBG Funds Requested: $17,850 (total amount for the project only)

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?
   The proposed benefit is to add improvements to Canyon Lake’s City Hall that comply with current ADA requirements

E. In which City (ies)/Communities does the activity occur?
   City (ies): City of Canyon Lake

Community (ies):

NOTE: EDA will make the final determination of the appropriate service area of all proposals.

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1st, 2nd, 3rd, 4th, and/or 5th, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)
   1st District, City of Canyon Lake
G. Check ONLY the applicable category your application represents.

☐ Public Service

☐ Homeless Activities

☐ Real Property Acquisition (Must consult with EDA prior to submitting application)

☐ Housing

☐ Rehabilitation/Preservation (please provide picture of structure)

☑ Public Facilities (construction)

☐ Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)

☐ Other: (provide description) ________________________________

H. Respond to A & B only if this application is for a public service project.

(a) Is this a NEW service provided by your agency? Yes ☐ No ☐

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:

This project will construct ADA improvements at Canyon Lake's City Hall, as outlined in the City's ADA Accessibility Report. The CDBG funds will be used to fund project managing, design, equipment and/or materials, construction, and inspection cost.
B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

The CDBG funds will be used to fund project managing, design, equipment and/or materials, construction and inspection cost. It will also include funding the cost of engineering drawings if necessary, bids and 'as-builts' for the completed work.

C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

The goals and objectives of the project is to bring all of the ADA deficiencies into compliance per the latest guidelines, as outlined in the City's ADA Accessibility Report. Progress will be measured by marking these deficiencies as fixed on the City's ADA Accessibility Report.

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:
   Request for Proposals - between December 2019 to January 2020
   Project Design - January 2020
   Construction - between February to April 2020
V. PROJECT BENEFIT

A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.

11,267

B. Indicate the number of unduplicated clients that will be served (An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year):

N/A

C. Length of proposed CDBG-funded activities or service (weeks, months, year):

20 years

D. Service will be provided to (check one or more):

- Men
- Women
- Children (Range of children’s ages: ________)
- Homeless (Number of beds at facility: ________)
- Seniors
- Severely Disabled Adults
- Migrant Farm Workers
- Families
E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?
   Public bidding procedure for the construction work.

F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?
   City facilities are part of a long term maintenance plan

VI. **National Objective**
    All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

**CATEGORY A: Benefit to low-moderate income persons (must be documented).** Please choose either subcategory 1 or 2:

1. Limited Clientele:
   The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.
2. Clientele presumed to be principally low- and moderate-income persons:
The following groups are presumed by HUD to meet this criterion. You will be required to submit a
certification from the client(s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- Abused children
- Battered spouses
- Elderly persons
- Severely disabled adults
- Homeless persons
- Illiterate adults
- Persons living with AIDS
- Migrant Farm workers

a. Describe the clientele above to be served by this activity:

All of the categories of people, except migrant farm workers, will be able to use the ADA improvements that will be constructed with this project.

b. Discuss how this project directly benefits low- and moderate-income residents:

Low to moderate income residents will benefit from these ADA improvements.

CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within
an area where at least 51% of the residents are low/moderate-income. (Applicant is welcome to contact a
County of Riverside, EDA CDBG Program Manager for Census Information)

2010 Census Tract and Block Group numbers:

__________________________
__________________________
__________________________
__________________________
__________________________
__________________________

Total population in Census Tract(s) / block group(s):__________________________

Total percentage of low-moderate population in Census Tract(s) / block group(s):______
**CATEGORY C**: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

**Proposed Job Creation/Retention**

Total Jobs Expected to Create: ______________________________

Total Jobs Expected to Retain: ______________________________

**CATEGORY D**: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

**Proposed Assistance to Businesses**

New Businesses expected to assist: ______________________________

Existing Businesses expected to assist: ______________________________

Enter Total Businesses expected to assist: ______________________________

**VII. FINANCIAL INFORMATION**

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2017. If your proposed CDBG-funded activity will start on a date other than July 1, 2017, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. (Note: CDBG funds requested must match amount requested in Project Activity, C above.)

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is $15,000 and $10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include $5,000 of other non-CDBG funding and $10,000 in CDBG funds for a Grand Total of $15,000).

<table>
<thead>
<tr>
<th>TOTAL ACTIVITY/ PROJECT BUDGET</th>
<th>CDBG FUNDS REQUESTED-Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Include non-CDBG Funds and CDBG Funds)</td>
<td></td>
</tr>
<tr>
<td>I. Personnel</td>
<td></td>
</tr>
<tr>
<td>A. Salaries &amp; Wages</td>
<td>$ 2,500</td>
</tr>
<tr>
<td>B. Fringe Benefits</td>
<td>$</td>
</tr>
<tr>
<td>C. Consultants &amp; Contract Services</td>
<td>$</td>
</tr>
<tr>
<td><strong>PERSONNEL SUB-TOTAL</strong></td>
<td><strong>$ 2,500</strong></td>
</tr>
</tbody>
</table>
II. Non-Personnel

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Space Costs</td>
<td>$.........</td>
<td>$.........</td>
</tr>
<tr>
<td>B. Rental, Lease or Purchase of Equipment</td>
<td>$.........</td>
<td>$.........</td>
</tr>
<tr>
<td>C. Consumable Supplies</td>
<td>$.........</td>
<td>$.........</td>
</tr>
<tr>
<td>D. Travel</td>
<td>$.........</td>
<td>$.........</td>
</tr>
<tr>
<td>E. Telephone</td>
<td>$.........</td>
<td>$.........</td>
</tr>
<tr>
<td>F. Utilities</td>
<td>$.........</td>
<td>$.........</td>
</tr>
<tr>
<td>G. Other Costs</td>
<td>$.........</td>
<td>$.........</td>
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</table>

**NON-PERSONNEL SUB-TOTAL:** $......... $.........

III. Other

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Architectural/Engineering Design</td>
<td>$3,350</td>
<td>$3,350</td>
</tr>
<tr>
<td>B. Acquisition of Real Property</td>
<td>$.........</td>
<td>$.........</td>
</tr>
<tr>
<td>C. Construction/Rehabilitation</td>
<td>$12,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>D. Indirect Costs</td>
<td>$.........</td>
<td>$.........</td>
</tr>
<tr>
<td>E. Other</td>
<td>$.........</td>
<td>$.........</td>
</tr>
</tbody>
</table>

**OTHER SUB-TOTAL:** $17,850 $17,850

**GRAND TOTAL:** $17,850 $17,850

B. Leveraging

List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. (Attach)

Federal:

State/Local:

Private:

Fees:

Donations:

Other:
C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended? The improvements made are to be maintained by the City after they are constructed.

D. Provide a summary by line item of your organization’s previous year’s income and expense statement. (Attach)

E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes ☐ No ☑

If yes, identify sources and indicate outcome.

If no, please explain.

F. Was this project or activity previously funded with CDBG? Yes ☑ No ☐

If yes, when?
On October 2, 2019 the City reallocated previously held CDBG funds from the City’s Home Repair Program from fiscal year 16/17 & 17/18 due to the inactivity of the program.

Is this activity a continuation of a previously funded (CDBG) project? Yes ☑ No ☐

If yes, explain:
The City is looking to allocated 20/21 funds to the City’s ADA accessibility project.

VIII. MANAGEMENT CAPACITY

A. Describe your organization’s experience in managing and operating project or activities funded with CDBG or other Federal funds.
The City’s Administration Office has annually managed numerous projects funded by CDBG funds.
B. Management Systems
Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

Construction records and bid documents are kept in accordance with City standards. Approved improvement plans are scanned and are available on the City's web site.

C. Capacity
Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

The City's contracted services of Tri Lake Consulting is an Engineering firm that's registered in the State of California and has administered millions of dollars worth of capital improvement projects in Southern California, from design through construction acceptance.
IX. APPLICATION CERTIFICATION

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate.  ✓

2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program. ✓

3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities. ✓

4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation. ✓

5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe. ✓

6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. (DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President) ✓

DATE: 12/5/19

Signature:

Print Name/Title: Mike A. Borja, Administrative Services Manager
Authorized Representative:
CHECK-LIST:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>ATTACHMENT</th>
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<tbody>
<tr>
<td>✓</td>
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<td>1. Members/Board of Directors</td>
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<td>2. Articles of Incorporation and Bylaws</td>
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<tr>
<td>✓</td>
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<td>3. Project Activity Map</td>
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<td>4. Project Benefit, Category B, Low Mod Area Maps (Attach if applicable)</td>
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<td>5. Leveraging (Current evidence of commitment)</td>
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<td>6. Income and Expense Statement</td>
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<td>7. Management Capacity (Detailed organizational chart)</td>
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<td>✓</td>
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<td>8. Board Written Authorization approving submission of application</td>
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RESOLUTION NO. 2020-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE
AUTHORIZING THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK
GRANT FUNDS FOR FISCAL YEAR 2021/21

WHEREAS, the City of Canyon Lake receives an annual allocation of Community Development Block Grant (CDBG) funds from the Riverside County Economic Development Agency (EDA); and

WHEREAS, on October 2, 2019 City Council authorized funding for the City’s ADA Accessibility Project and set aside 15% of the City’s CDBG funding for Public Service; and

WHEREAS, on October 11, 2019 the City advertised for eligible public service agencies to apply for the public service allocation of the estimated CDBG funding of $3,150; and

WHEREAS, one application was received by the Helping Our People in Elsinore (HOPE) to support their pantry program.

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

Section 1. 85% of the City’s FY20/21 CDBG total funding of $17,850 will be allocated to the City’s ADA Accessibility Project.

Section 2. 15% of the City’s FY20/21 CDBG total funding of $3,150 will be allocated to Helping Our People in Elsinore for their Pantry Program.

Section 3. That in the event the total CDBG allocation is more or less than anticipated, the City Manager is authorized and directed to increase or reduce the approximate amounts of funding based on the percentages set forth above.

Section 4. That the Deputy City Clerk is authorized to submit the required applications for funding for the approved project to Riverside County Economic Development Agency for further review.

Section 5. That the City Manager is authorized to execute documents, including supplemental agreements, with Riverside County, necessary to carry out the intent of this resolution.
Section 6. That the Deputy City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED on this 15th day of January, 2020.

________________________________________
Jordan Ehrenkranz, Mayor

ATTEST:

________________________________________
Ana V. Sauseda, Deputy City Clerk
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT the City Council of the City of Canyon Lake will hold a Public Hearing on January 15, 2020 during the course of the Regular City Council Meeting that begins at 6:30 p.m., at Canyon Lake City Hall, Council Chamber, 31516 Railroad Canyon Road, Canyon Lake, CA 92587, for consideration and award of Fiscal Year 20/21 Community Development Block Grant funds to qualified non-profit organizations.

Any person may appear and be heard at the time of the hearing. Please address written responses to the City Clerk’s Office at 31516 Railroad Canyon Road, Canyon Lake, CA 92587. Additional information on the above item will be available for review at City Hall after January 9, 2020.

Ana V. Sauseda
Deputy City Clerk
City of Canyon Lake

Published 12/6/2019