



# CITY OF CANYON LAKE

## City Hall

31516 Railroad Canyon Road  
Canyon Lake, CA 92587

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

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

## AGENDA

Regular Meeting of the Canyon Lake City Council  
Tuesday, September 3, 2024

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

### CLOSED SESSION

#### CLOSED SESSION CALLED TO ORDER

#### ROLL CALL

Castillo, Dain, Smith, Terry, Welty

#### PUBLIC COMMENT

#### LIMIT 3 MINUTES

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

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

1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - One Claim  
Claimant: Nicole Dailey
2. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code Section 54956.9(4)(d), One case
3. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(1)(d): Carlo Moreno v. City of Canyon Lake, et al., RCSC Case No. CVME2400897
4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957  
Title: Interim City Manager
5. CONFERENCE WITH LABOR NEGOTIATORS-PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957.6  
Agency Designated Representatives: City Council  
Unrepresented Employee: City Manager

## OPEN SESSION

### OPEN SESSION CALLED TO ORDER

### INVOCATION

### FLAG SALUTE

### ROLL CALL

Castillo, Dain, Smith, Terry, Welty

### CLOSED SESSION REPORT

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

Citizen of the Month

### COMMUNITY REPORTS

LIMIT 3 MINUTES

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

### PUBLIC SAFETY UPDATES

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

### PUBLIC COMMENT

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

### **CONSENT CALENDAR**

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

(1) **Waive Full Reading, Read all Ordinances by Title Only**

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

Recommendation: Adopt Resolution Nos. 2024-37 and 2024-38 Approving Claims and Demands of the City.

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

Recommendation: Approve the Minutes of the City Council Meeting of July 31, 2024.

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

Recommendation: Approve Amendment No. 1 to the Professional Services Agreement with VCA Code to extend the term to September 3, 2025, for Building & Safety Department Services.

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

Recommendation: Adopt Resolution No. 2024-39 rescinding Resolution No. 2022-15 and adopting the City's amended Conflict of Interest Code.

### **PULLED CONSENT CALENDAR ITEMS**

#### **PUBLIC HEARINGS - None**

### **BUSINESS ITEMS**

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

Recommendation: Receive and file the update and accept the project as complete.

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

Recommendation: Receive and file the update.

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

Recommendation: Receive and file the update.

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

Recommendation: (1) Approve the Introduction and First Reading of Ordinance No. 249 adding Chapter 12.09 to the Canyon Lake Municipal Code to adopt a Golf Cart Transportation Plan consistent with Streets and Highways Code sections 1950-1967 and amending Chapter 12.08 to be consistent with the Golf Cart Transportation Plan; and (2) approve Urgency Ordinance No. 250 adding Chapter 12.09 to the Canyon Lake Municipal Code to adopt a Golf Cart Transportation Plan consistent with Streets and Highways Code sections 1950-1967 and amending Chapter 12.08 to be consistent with the Golf Cart Transportation Plan.

**CITY MANAGER COMMENTS**

**ANNOUNCEMENTS**

The next regular City Council meeting will be held on October 9, 2024.

**ADJOURNMENT**

**VISION STATEMENT**

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

**ATTENTION RESIDENTS:**

Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resource Code Section 21065. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at [www.canyonlakeca.gov](http://www.canyonlakeca.gov) once the agenda has been publicly posted. Any written material relating to an item on this agenda submitted to the City Council after distribution of the agenda packet will be available for public inspection in the City Clerk's Office during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting. It is the intention of the City of Canyon Lake to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or participant at this meeting, you will need special assistance beyond what is normally provided, the City of Canyon Lake will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's office at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

**AFFIDAVIT OF POSTING:** I, Sheryl L. Garcia, City Clerk of the City of Canyon Lake, California, do hereby declare that the foregoing agenda was posted on August 29, 2024, at least seventy-two (72) hours prior to the meeting per Government Code 54954.2, and as required by Resolution 2019-42 of the Canyon Lake City Council.

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



# **STAFF REPORT**

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

**FROM:** Arron Brown, Interim City Manager

**BY:** Elizabeth Luna, Executive Assistant and Accounting Technician I

**DATE:** September 3, 2024

**SUBJECT:** Approve Claims and Demands of the City

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## **Recommendation**

Adopt Resolution Nos. 2024-37 and 2024-38 approving Claims and Demands of the City.

## **Background**

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims from July and August 2024 represent the paid claims and demands since the City Council meeting of July 31, 2024.

## **Fiscal Impact**

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

## **Attachments**

1. Resolution No. 2024-37 (July)
2. Resolution No. 2024-38 (August)

# **ATTACHMENT 1**

**RESOLUTION NO. 2024-37**

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

**WHEREAS**, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on September 3, 2024; and

**WHEREAS**, Exhibit A was presented at the regular meeting of the City Council on September 3, 2024, at which all present, were given an opportunity to comment.

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

Demands are approved as shown on the Demand\Warrant Register of September 3rd, in the amount of \$1,141,200.55 as follows:

Payroll Earnings (Gross)	\$ 228,361.06	(For Month of July)
Payroll Processing Fees	\$ 406.75	(For Month of July)
Payroll Taxes - Employer	\$ 3,643.88	(For Month of July)
On-line Retirement	\$ 9,863.13	(For Month of July)
On-line Health	\$ 31,441.49	(For Month of July)
Principal	\$ 442.93	(For Month of July)
Aflac	\$ 732.78	(For Month of June)
Nationwide Deferred Comp.	\$ 8,622.06	(For Month of July)
Citizens Business Bank Interest	\$ 1,949.05	(For the Month of June)
General	\$ 855,737.42	
TOTAL	<u>\$ 1,141,200.55</u>	

**PASSED, APPROVED AND ADOPTED** this 3rd day of September, 2024.

\_\_\_\_\_  
Dale Welty, Mayor

ATTEST:

\_\_\_\_\_  
Sheryl L. Garcia, MMC, CPM  
City Clerk

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Collision	Repairs for 2022 Ford Explorer Final Bill, 5/14/2024	<u>6,143.00</u>
Report Total		<u><u>6,143.00</u></u>



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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Annual Uniform Purchases	1,735.72
	Fire Station Uniform Purchases	202.76
	Fire Station Metal Name Plates	21.23
	Fire Station Uniform Purchases	245.76
Allstar Fire	Fire Station Helmet for New Battalion Chief	478.76
Amazon	Fire Station Fleet Maintenance Supplies	1,367.31
	Fire Station Fleet Maintenance Supplies	503.86
	Fire Station Command Vehicles Equipment	50.78
Boatright	Reserve Stipend for June 2024	50.00
Colantuono, Highsmith & Whatley	Attorney Services for adv. Richard Beck thru June 30, 2024	563.00
CPS	HR Consulting Services 3/31/24-6/01/24	622.50
Curtis	Fire Station Wildland Hose Packs for E-201	1,038.67
	Fire Station Wildland Helmet	318.55
Embroidery	Code Enforcement Uniform Jacket	125.61
Gordon	Reserve Stipend for June 2024	100.00
Gorter	Meals and Incidentals Reimbursement for CFED Conference	138.00
HINDERLITER	Contract Services-Sales Tax (April-June 2024)	1,344.54
John Hancock	EE & ER Contributions for Semi-Monthly Check Date 6/28/24	1,394.11
Koopman	Reserve Stipend for June 2024	100.00
LESJWA	FY 23-24 Member Contributions	20,000.00
Longobardo	Reserve Stipend for June 2024	100.00
Michel	Reserve Stipend for June 2024	50.00
Moore R	Fire Station Tuition Reimbursement Driver Operator 1A/1B	468.00
	Meals and Incidentals Reimbursement for CFED Conference	138.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 5/2/24-5/29/24	150,175.46
Riv Co Sheriff DTS	SH-Communicate RMS/CLETS Services 7/1/23-6/30/24	10,404.00
SanchezJ	Reserve Stipend for June 2024	450.00
Shuster	Quarter 2 Advisory Fee 4/1/24-6/30/24	750.00
South Coast Emergency	Fire Station E-201 Repairs	5,007.20
Stoddart	Reserve Stipend for June 2024	50.00
Syntech	Configure New Toshiba Copiers for City Hall & Admin	1,050.00
US Bank	See Credit Card Review	3,068.67
Report Total		202,112.49

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

Vendor ID	Invoice Description	Cash Required
ABILA	Accounting Software 8/1/24-8/31/24	220.08
All State Propane	Fire Station Propane Tank Rental	86.19
	Fire Station Propane Tank Rental	86.19
Amazon	Fire Station Amazon Membership Fee	542.66
Dain	Auto Allowance July 2024-Dain	100.00
Jeremy Smith	Auto Allowance July 2024-Smith	100.00
Kasey Castillo	Auto Allowance July 2024-Castillo	100.00
LESJWA	FY 2024-25 Member Contributions	20,000.00
Liebert Cassidy Whitmore	ERC Membership 7/1/24 through 6/30/25	5,385.00
Mark Terry	Auto Allowance July 2024-Terry	100.00
PERMA	FY 2024-25 Workers' Comp & Liability Program	280,321.00
SDRMA	Dental and Vision Insurance August 2024	1,851.86
Welty	Auto Allowance July 2024-Welty	100.00
Report Total		308,992.98

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

Vendor ID	Invoice Description	Cash Required
Bankcard	See Credit Card Review 7235	2,785.57
	See Credit Card Review 6885	485.49
	See Credit Card Review 0776	17.00
	See Credit Card Review 7891	3,494.63
	See Credit Card Review 7891	2,581.70
	See Credit Card Review 4857	1,653.74
	See Credit Card Review 3437	5,076.87
Report Total		16,095.00

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

Vendor ID	Invoice Description	Cash Required
ABI	Fire Station Background Check-Cabrera	148.90
American Legal	June 2024 S-15 Editing	1,144.51
	June 2024 S-15 Folio/Internet Editing	106.28
CA Dept of Tax and Fee Admin	Diesel Fuel #245-963712 Period Ending 6/30/24	102.00
Concentra	Fire Station Physical Exam-Cabrera	329.00
Control Pump	Landscape Booster Station Monitor Report June 2024	401.25
Corelogic	Database for Code Enforcement June 2024	149.25
DATA TICKET	Monthly EMS Response Fee June 2024	142.00
	Code Enforcement Processing June 2024	152.00
	Monthly Parking Fee June 2024	100.00
DOJ	Sheriff's Blood Analysis June 2024	35.00
	Fingerprints for June 2024	32.00
MR. WINDOW	Window Cleaning Inside & Out (6/25/2024)	185.00
	Window Cleaning Inside & Out (6/25/2024)	210.00
PARS	Monthly Administrative Fees Ending May 2024	400.00
Personal Exposure Reporting	Fire Station Annual Membership 7/1/24-6/30/25	345.00
ProPark	2024 Summer Lifeguard Program, 6/17/24-6/28/24	9,500.00
PVM	Street and Facility Maintenance Services 6/1/24-6/30/24	962.92
	Street and Facility Maintenance Services 6/1/24-6/30/24	1,669.20
PZL, Inc.	Planning Services for June 2024	4,380.00
RCA	MSHCP Fees Collected June 2024	4,236.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Extra Duty Memorial Weekend 5/24/24-5/27/24	7,526.77
	Sheriff's Contract Law 5/30/24-6/30/24	169,732.56
RivCo Fire Chiefs Asso	Chief's Membership 2024-2025	300.00
STAPLES	City Hall & Admin Office Supplies	353.45
The Code	Plan Check Services 6/1/24-6/30/24	982.88
Valentich	Negotiation Services from March 6, 2024 - May 31, 2024	4,200.00
Yiftee	Subsidized eDelivery Fees January 2024-June 2024	33.50
Report Total		207,859.47

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniform Shorts	159.86
	Fire Station Engine Equipment Repairs	57.64
	Fire Station Engine Equipment Repairs	50.03
	Fire Station Engine Equipment Repairs	61.99
Allstar Fire	Fire Station Structure Helmets	773.73
	Fire Station Equipment for Helmets	158.70
Amazon	Fire Station Cleaning Supplies	125.00
American Legal	Internet Renewal Period 8/4/24-8/4/25	500.00
AMP	Rent For August 2024-31526 Railroad Cyn Rd., Suite 5	2,919.00
	Rent For August 2024-31526 Railroad Cyn Rd., Suite 4	443.00
ANIMAL FRIENDS	Animal Control Services Month of July 2024 Plus Addtl Fee	4,112.50
Awthentik	Ford Explorer City of Canyon Lake Decals	463.50
Bound Tree	Fire Station Medical Supplies	198.99
	Fire Station Medical Supplies	28.20
	Fire Station Medical Supplies	70.56
CL PROPERTY OWNERS	Firehouse Note Payment 7	9,359.57
CTAI	Landscape for Fire Station July 2024	263.00
	Landscape Maintenance Fee for Medians & Parkways July 2024	5,014.00
Curtis	Fire Station Hose Clamp Replacement & Wildland Gear	801.08
Delgado	Janitorial Services for July 2024	1,180.50
	Janitorial Services for July 2024	59.00
Fast Signs	Sign Repair	2,192.40
FRIDAY FLYER	Notice of Public Hearing - 22755 Gray Fox Drive	62.50
	Notice of Election - English & Spanish	86.25
GREENHALGH	Retiree Health Insurance August 2024	184.72
ImageTrend, Inc.	Fire Station Annual Fee Upgrade EMS NFIRS	2,885.65
Insight Comm	Commission Due for 31520 RRRCR, Suite A	361.86
	Commission Due for 31520 RRRCR Suite D	844.71
John Hancock	EE & ER Contributions for Bi-Weekly for Check Date 7/5/2024	4,297.06
	EE & ER Contributions for Semi-Monthly Check Date 7/5/2024	1,286.87
Jolly Jumps	Deposit for Winter Wonderland Event 2024	11,966.10
Kings III of America, LLC	Elevator Phone 7/1/24-9/30/24	195.00
Lawrence	Fire Station Apparatus Door Repairs	1,179.43
Life-Assist	Fire Station Medical Supplies	101.66
Massive	City Hall TV & Data Line Installation	857.74

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

Vendor ID	Invoice Description	Cash Required
MuniAid	Annual Membership Dues for America Asso of Municipal Exec.	600.00
National Testing	Fire Station Firefighter Testing Service	750.00
PLAT	Clogged Toilet Repair-31542 RRCR	629.00
RingCentral Inc.	New Business IP Phone	311.01
Riv Co Auditor	LAFCO FY 25 Fees & Admin Fees	976.48
Riv Co Cal-ID	Riverside CAL-ID FY 2024-2025 Member Agency Assessment	10,949.00
riv Co Exec	Debt Service FY 24/25	17,984.00
	Sheltering Costs for 1st Quarter July-September 2024	14,046.00
Syntech	Microsoft Subscriptions & Programs 7/1/24-7/31/24	1,535.00
	Monthly IT Support 7/1/24-7/31/24	2,987.50
Time Warner	Internet for Fire Station 7/10/24-8/9/24	312.67
US Bank	See Credit Card Review	2,021.89
Report Total		106,404.35

City of Canyon Lake  
 Check/Voucher Register - Checks Prior Month  
 From 7/1/2024 Through 7/31/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 971	SOUTHERN CALIFORNIA EDISON	7/2/2024	764.55
EFT 972	SOUTHERN CALIFORNIA EDISON	7/2/2024	1,149.26
EFT 973	SOUTHERN CALIFORNIA EDISON	7/2/2024	291.40
EFT 974	SOUTHERN CALIFORNIA EDISON	7/2/2024	13.75
EFT 975	SOUTHERN CALIFORNIA EDISON	7/2/2024	529.17
EFT 976	SOUTHERN CALIFORNIA EDISON	7/2/2024	47.55
EFT 977	SOUTHERN CALIFORNIA EDISON	7/2/2024	121.29
EFT 978	SOUTHERN CALIFORNIA EDISON	7/2/2024	36.30
EFT 979	SOUTHERN CALIFORNIA EDISON	7/2/2024	314.02
EFT 980	SOUTHERN CALIFORNIA EDISON	7/2/2024	119.01
EFT 981	Sparkletts	7/2/2024	156.88
EFT 982	Charter Communications	7/2/2024	10.70
EFT 983	SOUTHERN CALIFORNIA EDISON	7/16/2024	513.00
EFT 984	ELSINORE VALLEY MUNI WATER DIS	7/16/2024	1,199.73
EFT 985	ELSINORE VALLEY MUNI WATER DIS	7/16/2024	105.83
EFT 986	ELSINORE VALLEY MUNI WATER DIS	7/16/2024	80.89
EFT 987	ELSINORE VALLEY MUNI WATER DIS	7/16/2024	97.13
EFT 988	ELSINORE VALLEY MUNI WATER DIS	7/16/2024	447.73
EFT 989	SOUTHERN CALIFORNIA EDISON	7/29/2024	402.82
EFT 990	Toshiba Financial Services	7/29/2024	852.65
EFT 991	Toshiba Financial Services	7/29/2024	120.83
EFT 992	CR&R	7/29/2024	209.26
EFT 993	Toshiba America Business Solutions	7/30/2024	457.27
EFT 994	Toshiba America Business Solutions	7/30/2024	<u>89.11</u>
Report Total			<u>8,130.13</u>

## Credit Card Review



**California Bank & Trust Statement dated 6/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Domino's	Special Closed Session Meal, 5/29/2024	\$ 141.29	10-100-6225
2	City Clerks Association	Membership Fees -Sheryl	\$ 250.00	10-320-6520
3	League of California Cities	Conference Registration Fee-Welty	\$ 650.00	10-100-6510
4	League of California Cities	Conference Registration Fee-Smith	\$ 650.00	10-100-6510
5	League of California Cities	Conference Registration Fee-Terry	\$ 650.00	10-100-6510
6	Pack Wrap & Post Canyon Lake, CA	Overnight Jacob Green Check	\$ 30.45	10-310-6210
7	Amazon	Election Supplies	\$ 33.38	10-320-6610
8	Amazon	Election Supplies	\$ 29.61	10-320-6610
9	Chick-Fil-A	Closed Session Meal, 6/12/2024	\$ 150.84	10-100-6225
10	City Clerks Association	Virtual Webinar- Nuts & Bolts	\$ 200.00	10-320-6510
			<u>\$ 2,785.57</u>	

**Account Breakdown**

City Council Meeting Expense	10-100-6225	\$ 292.13
Council Meeting/Travel Expense	10-100-6510	\$ 1,950.00
City Manager Office Expense	10-310-6210	\$ 30.45
City Clerk Conference/Meeting/Travel Expense	10-320-6510	\$ 200.00
City Clerk Membership/Dues/Publications	10-320-6520	\$ 250.00
City Clerks Professional/Specialized Services	10-320-6610	\$ 62.99
		<u>\$ 2,785.57</u>

Check Figure \$ -

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

**California Bank & Trust Statement dated 6/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	MMASC	Membership Renewal-Kayla	\$ 125.00	10-330-6520
2	Fan4Life	Fire Station Helmet Reflective Name Decal	\$ 298.39	10-421-6410
3	AFSS	Membership CFCA-Brianna	\$ 62.10	10-421-6520
			<u>\$ 485.49</u>	

**Account Breakdown**

Finance Membership/Dues/Publications	10-330-6520	\$ 125.00
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 298.39
Fire Department Membership/Dues/Publications	10-421-6520	\$ 62.10
		<u>\$ 485.49</u>

Check Figure \$ -

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

**California Bank & Trust Statement dated 6/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Tommy's Express CA09-Menifee	Car Wash - B-1	\$ 17.00	10-421-6410
			<u>\$ 17.00</u>	

Account Breakdown

Fire Station Fleet & Equipment Maintenance	10-421-6410	\$ 17.00	
		<u>\$ 17.00</u>	
		\$ -	

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

**California Bank & Trust Statement dated 6/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Michelin North America	Tires for Engine 1	\$ 2,502.58	10-421-6410
2	The Home Depot	Apparatus Bay Upgrade: Gallon Tote	\$ 214.93	27-400-7001
3	The Home Depot	Credit for Return	\$ (23.90)	10-421-6710
4	U Wash	Steam Cleaning for Fuel Truck	\$ 6.00	10-421-6410
5	Firehouse ID	Locker Name Tags Apparatus Bay Upgrade	\$ 320.06	27-400-7001
6	Apple.com	Monthly icloud Storage (June)	\$ 0.99	10-421-6310
7	Champion Trophy	Department Plague	\$ 86.20	10-421-6220
8	SoCal FPO Fire Prevention	Fire Prevention Officers Membership	\$ 150.00	10-421-6520
9	The Flag Pole	Flags for Fire Station	\$ 116.24	10-421-6220
10	Lowe's	DEF for Engines	\$ 127.46	10-421-6425
11	Costco	Office/Kitchen Supplies	\$ 189.89	10-421-6210
12	Tommy's Express CA-09-Menifee	Car Wash for C-1	\$ 20.00	10-421-6410
13	SP Cascade Fire	Fire Equipment for E-201	\$ 319.17	10-421-6410
14	Lowe's	Apparatus Bay Cabinets	\$ 2,046.71	27-400-7001
			<b>\$ 6,076.33</b>	

**Account Breakdown**

Fire Station Office Expense & Supplies	10-421-6210	\$ 189.89
Fire Department Expense	10-421-6220	\$ 202.44
Fire Department Communications	10-421-6310	\$ 0.99
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 2,847.75
Fire Department Fuel & Lubricants	10-421-6425	\$ 127.46
Fire Department Membership/Dues/Publications	10-421-6520	\$ 150.00
Fire Department Training & Education	10-421-6710	\$ (23.90)
Fire Station Upgrades	27-400-7001	\$ 2,581.70
		<b>\$ 6,076.33</b>

Check Figure \$ -

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

**California Bank & Trust Statement dated 6/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	League of California Cities	Conference Registration Fee- Arron	\$ 650.00	10-310-6510
2	Stater Brothers	City Staff Lunch	\$ 214.89	10-310-6220
3	Stater Brothers	City Staff Lunch	\$ 25.98	10-310-6220
4	Dell Financial	New Computer -Arron	\$ 762.87	10-310-6310
			<u>\$ 1,653.74</u>	

Account Breakdown

City Manager Communication	10-310-6310	\$ 762.87
Conference/Meeting/Travel Expense	10-310-6510	\$ 650.00
City Manager Dept. Expense	10-310-6220	\$ 240.87
		<u>\$ 1,653.74</u>

Check Figure \$ -

*Copies for City Council  
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the Finance Committee*

**California Bank & Trust Statement dated 6/28/24**

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Tommys Express	Car Wash -Explorer	\$ 10.00	10-310-6415
2	Amazon	Fraud Purchase on Amazon-Disputing Transaction	\$ 30.16	10-310-6210
3	California Building Officials	Webinar for Building Department-Norma	\$ 100.00	10-360-6710
4	Amazon	Office Supplies	\$ 9.15	10-310-6210
5	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210
6	Collision Pros	Deposit for Ford Explorer Repairs, 6/11/2024	\$ 3,000.00	10-310-6415
7	Amazon	Office Supplies	\$ 8.58	10-310-6210
8	Roadpost	Emergency Preparedness Sign	\$ 66.95	10-425-6310
9	CACEO	Webinar for Code Enforcement -Dawn	\$ 36.00	10-520-6710
10	Amazon	Office Supplies	\$ 102.69	10-310-6210
11	Amazon	Bumpers for City Boat	\$ 75.41	10-520-6220
12	Staples	Prints for Building Department	\$ 106.88	10-360-6220
13	Tommys Express	Car Wash- June 2024	\$ 87.96	A
14	Cal True Value	Office Supplies	\$ 22.82	10-310-6210
15	Verizon Wireless	Ipads & Sim Card Devices	\$ 217.00	A
16	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 368.83	A
17	Best Buy	Computer Monitor	\$ 419.24	10-310-6220
18	Staples	Office Supplies	\$ 11.95	10-310-6210
19	Amazon	Office Supplies	\$ 387.10	10-310-6210
			<u>\$ 5,076.87</u>	

\$ 43.98	10-520-6415	\$ 21.99	10-360-6415	\$ 21.99	10-310-6415
\$ 24.07	10-360-6310	\$ 111.94	10-421-6310	\$ 48.14	10-520-6310
\$ 51.49	10-360-6310	\$ 162.87	10-421-6310	\$ 154.47	10-520-6310
				<u>\$ 32.85</u>	10-550-6320

Account Breakdown

City Manager Office Expense	10-310-6210	\$ 588.60
City Manager Departmental Expense	10-310-6220	\$ 419.24
City Manager Vehicle Maintenance	10-310-6415	\$ 3,031.99
Building Dept Communications	10-360-6310	\$ 75.56
Development Services	10-360-6710	\$ 100.00
Building Departmental Expense	10-360-6220	\$ 106.88
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Fire Department Communications	10-421-6310	\$ 274.81
Emergency Preparedness Communications	10-425-6310	\$ 66.95
Code Enforcement Departmental Expense	10-520-6220	\$ 75.41
Code Enforcement Communications	10-520-6310	\$ 202.61
Code Enforcement Vehicle Maintenance	10-520-6415	\$ 43.98
Code Enforcement Training	10-520-6710	\$ 36.00
Building & Facilities Utilities	10-550-6320	\$ 32.85
		<u>\$ 5,076.87</u>

Check Figure \$ -

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as directed by  
the Finance Committee*

# **ATTACHMENT 2**

**RESOLUTION NO. 2024-38**

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

**WHEREAS**, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on September 3, 2024; and

**WHEREAS**, Exhibit A was presented at the regular meeting of the City Council on September 3, 2024, at which all present, were given an opportunity to comment.

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

Demands are approved as shown on the Demand\Warrant Register of September 3rd, in the amount of \$558,595.85 as follows:

Payroll Earnings (Gross)	\$ 185,565.75	(1st & 2nd Paydays of Month of August)
Payroll Processing Fees	\$ 371.28	(1st & 2nd Paydays of Month of August)
Payroll Taxes - Employer	\$ 3,091.69	(1st & 2nd Paydays of Month of August)
On-line Retirement	\$ 8,439.54	(1st & 2nd Paydays of Month of August)
On-line Health	\$ 31,416.27	(1st & 2nd Paydays of Month of August)
Principal	\$ 488.93	(1st & 2nd Paydays of Month of August)
Aflac	\$ 793.92	(For Month of July)
Nationwide Deferred Comp.	\$ 7,323.80	(1st & 2nd Paydays of Month of August)
Citizens Business Bank Interest	\$ 1,949.05	(For the Month of July)
General	\$ 319,155.62	
TOTAL	<u>\$ 558,595.85</u>	

**PASSED, APPROVED AND ADOPTED** this 3rd day of September 2024.

\_\_\_\_\_  
Dale Welty, Mayor

ATTEST:

\_\_\_\_\_  
Sheryl L. Garcia, MMC, CPM  
City Clerk



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

Vendor ID	Invoice Description	Cash Required
CBSC	Permit Valuation April through June 2024	180.90
Co of Riv EMD	Quarterly Emergency Services April-June 2024	6,250.00
Cole Huber	Attorney Services/Nuisance Abatement May 2024	776.55
	Attorney Services/Nuisance Abatement June 2024	1,371.05
CPS	HR Consulting Services 6/2/24-6/29/24	1,085.00
DEPT OF CONSER	Strong Motion Instrumentation and Seismic Hazard Apr-Jun 24	562.03
DSA	Disability and Education Fee Quarter Ending 6/30/2024	48.00
FRIDAY FLYER	Ordinance No. 246-Commercial Cannabis Businesses	45.00
	Ordinance No.247-Public Contract Code	52.50
HINDERLITER	May Services for Cannabis Management Program	2,250.00
ICG	CL-003 Railroad Canyon Road-HSIP Project 6/1/24-6/30/24	210.00
	CL-001 General Engineering Services 6/1/24-6/30/24	1,060.00
	CL-001 General Engineering Services 5/1/2024-5/31/24	4,840.00
Johnson Equipment	Fire Station B-1 Vehicle Kill Switch	659.85
	Fire Station C-1 Vehicle Kill Switch	659.85
	Fire Station New Speaker on E-1 Pump Panel	602.38
Riv Co Fire	Fire Station Rope Rescue Operations-Garcia	900.00
Report Total		21,553.11

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

Vendor ID	Invoice Description	Cash Required
ABILA	MIP Unlimited Training Pass Subscription	3,499.00
	Accounting Software 9/1/2024-9/30/24	220.09
Accordion	City Hall Expansion-Woodfold Accordion Doors	8,297.80
All State Propane	Fire Station Propane Delivery	283.53
American Legal	CA Code of Ordinances	109.00
ANIMAL FRIENDS	Animal Control Services Month of August 2024	3,587.50
BIO-TOX	Blood Analysis, 7/15/2024	80.00
Boatright	Reserve Stipend for July 2024	150.00
Bound Tree	Fire Station Medical Supplies	429.55
Cabrera	Reserve Stipend for July 2024	100.00
California State Fire Protection	Annual Extinguisher Service-31542 RRCR	94.50
Clark Pest	Fire Station Monthly Pest & Rodent Service July 2024	85.00
	Quarterly Pest Control for City Hall	105.00
	Bi-Monthly Pest Control for Admin Offices	85.00
Control Pump	Repair to Pump, 7/29/2024	900.00
	Preventative Maintenance Service for Pump Station, 7/29/2024	2,312.00
	Landscape Booster Station Monitor Report July 2024	401.25
Dain	Auto Allowance August 2024-Dain	100.00
Design Path	Pre-Approved ADU Plans and Supplemental Info-50% Deposit	10,000.00
Embroidery	City Logo Shirts for Staff-Maddie	64.16
Fast Signs	Fire Station New Signs for Battery Recycle Bin	368.84
FRIDAY FLYER	Ordinance 248 First Reading	58.75
	Notice of Election-Spanish	45.00
Gordon	Reserve Stipend for July 2024	100.00
GPS Consulting LLC	Consulting Services related to Law Enforcement Study	12,000.00
Graham J	Refund for Incorrect Building Fee Collected	163.00
Horton T	Refund for Incorrect Permit Fee Collected	163.00
Inland Fleet	Fire Station E-201 AC Repairs	735.00
Jeremy Smith	Auto Allowance August 2024-Smith	100.00
John Hancock	Fire Station PARS EE & ER Contributions Check Date 7/19/24	6,041.87
Kasey Castillo	Auto Allowance August 2024-Castillo	100.00
Kleinberg Tech	Fire Station Programming Work on Inspection Program	375.00
LESJWA	FY 2024-25 TMDL Task Force Stakeholder Contributions	35,973.00
Life-Assist	Fire Station Medical Supplies	488.70
Longobardo	Reserve Stipend for July 2024	50.00
Mark Terry	Auto Allowance August 2024-Terry	100.00
Matt Green	Reimbursement for Riverside County EMS Agency	50.00

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

Vendor ID	Invoice Description	Cash Required
	Reimbursement for Paramedic License	250.00
Michel	Reserve Stipend for July 2024	100.00
Nate Volk	Video Broadcasting Meeting, July 19, 2024	350.00
	Video Broadcast Meeting, July 31, 2024	350.00
Pitney Bowes	Pitney Bowes Meter Lease 6/13/24-9/12/24	148.51
PLAT	Repaired Clogged Bathrooms 2nd Time -31542 RRCR	175.00
PORAC RMT	PORAC Contributions for July 2024	500.00
PZL, Inc.	Planning Services for July 2024	4,320.00
RCA	MSHCP Fees Collected July 2024	6,201.00
RedfearnT	Reissued Expired Check from 2022 for EMS Reimbursement	192.00
SanchezJ	Reserve Stipend for July 2024	350.00
SDRMA	Dental and Vision Insurance September 2024	2,250.06
Showboss	Veterans Day Flyover 2024 - 50% Deposit	2,750.00
Steve's Towing	Fire Station Towing of Fuel Truck	135.00
Stoddart	Reserve Stipend for July 2024	50.00
The Christmas Kings	Deposit for Holiday Lighting and Decor Services 2024	11,750.00
Welty	Auto Allowance August 2024-Welty	100.00
Report Total		117,787.11

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
CL PROPERTY OWNERS	Deposit to Hold Holiday Bay Room-2024 State of the City	250.00
Report Total		<u>250.00</u>

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

Vendor ID	Invoice Description	Cash Required
Cole Huber	Attorney Services/General June 2024	8,510.00
	Attorney Services/General May 2024	8,510.00
CR&R	Refuse Collections FY 23-24 PY SEC -SPY2	15,743.99
DMS	Fire Station Triage Rapid Response Kit	4,047.06
RAMS	Accounting Services for June 2024	7,697.91
Syntech	Monthly Subscriptions & Programs 6/1/24-6/30/24-Reissue	1,525.00
	Monthly IT Support 6/1/24-6/30/24-Reissue	2,967.50
Report Total		49,001.46

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniform Patches	543.75
ABILA	Microix Training 8/31/24-5/31/25 & Modules 8/31/24-9/30/24	5,635.44
Advantage Floor	Fire Station Carpet/Flooring/Dayroom Ripout & Install	4,948.00
Allstar Fire	Fire Station Fire Hose Holders	124.94
	Fire Station Leather Shield for Battalion Chief	86.85
Amazon	Fire Station Supplies	192.08
	Fire Station Hose Reel	124.98
AMP	Rent for September 2024-31526 Railroad Cyn Rd., Suite 5	2,919.00
	Rent for September 2024-31526 Railroad Cyn Rd., Suite 4	443.00
CL PROPERTY OWNERS	Firehouse Note Payment 8	9,359.57
Clark Pest	Quarterly Pest Control for Storage Units	95.00
	Fire Station Monthly Pest & Rodent Service August 2024	85.00
Colantuono, Highsmith & Whatley	Attorney Services for adv. Richard Beck thru July 31, 2024	928.00
Corelogic	Database for Code Enforcement July 2024	155.21
Cotter Construction Inc.	Fire Rated Hallway Maintenance at 31542 RRCR	26,000.00
Curtis	Fire Station Incident Response Pocket Guide	129.11
DATA TICKET	Monthly Parking Fee July 2024	100.00
	Code Enforcement Processing July 2024	100.00
	Monthly EMS Response Fee July 2024	100.00
Fire Smart	Fire Station 2024 National Night Out Swag	948.20
FRIDAY FLYER	Notice of Election Measure-English	32.50
	Notice of Not More Candidates Than Offices to be Elected	46.20
	Notice of Election Measure-Spanish	40.00
GearGrid	Fire Station Locker Supplies	472.00
GREENHALGH	Retiree Health Insurance September 2024	184.72
HINDERLITER	Contract Services-Sales Tax (July-September 2024)	1,381.06
iWorQ	Annual Software Mgmt & Support September 2024-August 2024	26,450.00
John Hancock	Fire Station PARS EE & ER Contributions Check Date 8/2/2024	6,549.13
Life-Assist	Fire Station EMS Supplies	0.80
	Fire Station Medical Supplies	36.88
Pitney Bowes - Purchase Power	Refill Meter, 7/22/24	400.16
PORAC RMT	PORAC Contributions for July 2024-2	500.00
Rincon	Canyon Lake Zoning Ordinance Digitization 2/1/2024-7/30/24	500.00

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

Vendor ID	Invoice Description	Cash Required
SCAG	Membership Dues for FY 2024-2025	1,686.00
Syntech	Monthly IT Support 8/1/24-8/31/24	2,957.50
	Microsoft Subscriptions & Programs 8/1/24-8/31/24	1,572.03
The Code	Plan Check Services 7/1/24-7/31/24	10,247.52
Time Warner	Internet for Fire Station 8/10/24-9/9/2024	312.42
US Bank	See Credit Card Review	2,367.07
Willdan	Water Quality Services Thru 7/26/24	2,927.40
Report Total		111,681.52

City of Canyon Lake  
 Check/Voucher Register - Checks Prior Month  
 From 8/1/2024 Through 8/31/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 995	SOUTHERN CALIFORNIA EDISON	8/1/2024	317.77
EFT 996	SOUTHERN CALIFORNIA EDISON	8/1/2024	2,477.75
	SOUTHERN CALIFORNIA EDISON	8/1/2024	22.42
EFT 997	SOUTHERN CALIFORNIA EDISON	8/1/2024	1,474.09
EFT 998	Sparkletts	8/1/2024	194.35
EFT 999	SOUTHERN CALIFORNIA EDISON	8/12/2024	13.98
EFT 1000	SOUTHERN CALIFORNIA EDISON	8/12/2024	1,113.03
EFT 1001	SOUTHERN CALIFORNIA EDISON	8/12/2024	44.12
EFT 1002	SOUTHERN CALIFORNIA EDISON	8/12/2024	132.21
EFT 1003	SOUTHERN CALIFORNIA EDISON	8/12/2024	689.02
EFT 1004	SOUTHERN CALIFORNIA EDISON	8/12/2024	187.68
EFT 1005	SOUTHERN CALIFORNIA EDISON	8/12/2024	204.47
EFT 1006	The Gas Company	8/12/2024	7.27
EFT 1007	Bankcard Center	8/14/2024	193.39
EFT 1008	Bankcard Center	8/14/2024	2,015.79
EFT 1009	Bankcard Center	8/14/2024	17.00
EFT 1010	Bankcard Center	8/14/2024	3,095.17
EFT 1011	Bankcard Center	8/14/2024	180.90
EFT 1012	Bankcard Center	8/14/2024	2,095.22
EFT 1013	Charter Communications	8/19/2024	5.35
EFT 1014	SOUTHERN CALIFORNIA EDISON	8/19/2024	575.07
EFT 1015	SOUTHERN CALIFORNIA EDISON	8/19/2024	403.80
EFT 1016	ELSINORE VALLEY MUNI WATER DI:	8/19/2024	1,602.08
EFT 1017	ELSINORE VALLEY MUNI WATER DI:	8/19/2024	116.74
EFT 1018	ELSINORE VALLEY MUNI WATER DI:	8/19/2024	73.64
EFT 1019	ELSINORE VALLEY MUNI WATER DI:	8/19/2024	108.71
EFT 1020	ELSINORE VALLEY MUNI WATER DI:	8/19/2024	459.49
EFT 1021	CR&R	8/19/2024	209.26
EFT 1022	Toshiba Financial Services	8/19/2024	852.65
Report Total			<u>18,882.42</u>



## Credit Card Review

**California Bank & Trust Statement dated 7/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Amazon	Student of the Month Awards	\$ 53.86	10-100-6830
2	Staters	Refill Council Chamber/City Hall Fridge Water & Soda	\$ 85.67	10-100-6510
3	Amazon	Student of the Month Awards	\$ 53.86	10-100-6830
			<u>\$ 193.39</u>	

Account Breakdown

Council Meeting/Travel Expense	10-100-6510	\$ 85.67
City Council Promotion and Advertising	10-100-6830	\$ 107.72
		<u>\$ 193.39</u>

Check Figure \$ -

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

**California Bank & Trust Statement dated 7/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Stater Brothers	Bagels for Fourth of July 2024	\$ 26.74	10-421-6220
2	Hills Donut	Food for Fourth of July 2024 Crew	\$ 40.98	10-421-6220
3	SQ Fire by Trade	Equipment Straps	\$ 220.00	10-421-6410
4	Tommy's Express	Carwash - C-1	\$ 17.00	10-421-6410
5	Grainger	Courier Box for CalRecycle Grant	\$ 1,590.67	10-421-6455
6	FireFab	Flashlight Holder for Helmets	\$ 109.10	10-421-6231
7	Pack Wrap & Post	Postage for Hose Pack	\$ 11.30	10-421-6210
			<b>\$ 2,015.79</b>	

**Account Breakdown**

Fire Station Office Expense & Supplies	10-421-6210	\$ 11.30
Fire Department Expense	10-421-6220	\$ 67.72
Fire Department Emergency Response Equip	10-421-6231	\$ 109.10
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 237.00
Fire Department CalRecycle Grant	10-421-6455	\$1,590.67
		<b>\$ 2,015.79</b>

Check Figure \$ -

*Copies for City Council  
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the Finance Committee*

**California Bank & Trust Statement dated 7/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Tommy's Express CA09-Menifee	Car Wash - B-1	\$ 17.00	10-421-6410
			<u>\$ 17.00</u>	

Account Breakdown

Fire Station Fleet & Equipment Maintenance	10-421-6410	\$ 17.00
		<u>\$ 17.00</u>
		\$ -

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**California Bank & Trust Statement dated 7/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	ICMA Online	Registration for ICMA Conference-Arron	\$ 855.00	10-310-6510
2	ICMA Online	Membership Fee-Arron	\$ 1,200.00	10-310-6520
3	Southwest Airlines	ICMA Conference Travel	\$ 650.96	10-310-6510
4	Best Buy	Computer Speakers & Headphones	\$ 281.09	10-310-6210
5	The Canyon Cowboy	Town Hall Meeting-Smith & Castillo	\$ 69.29	10-310-6510
6	Olive Garden	Working Lunch Meeting with Finance Director	\$ 38.83	10-310-6510
			<u>\$ 3,095.17</u>	

**Account Breakdown**

City Manager Office Expense	10-310-6210	\$ 281.09
Conference/Meeting/Travel Expense	10-310-6510	\$ 1,614.08
City Manager Membership	10-310-6520	\$ 1,200.00
		<u>\$ 3,095.17</u>

Check Figure \$ -

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as directed by  
the Finance Committee*

**California Bank & Trust Statement dated 7/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Country Club Canyon Lake, CA	Roundtable Meeting, 6/27/2024	\$ 180.90	10-310-6510
			<u>\$ 180.90</u>	

Account Breakdown

City Manager Conference/meeting/Travel Exp	10-310-6510	\$ 180.90
		<u>\$ 180.90</u>

Check Figure \$ -

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**California Bank & Trust Statement dated 7/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Staples	Office Supplies	\$ 54.36	10-310-6210
2	CVS Pharmacy	Office Supplies	\$ 11.95	10-310-6210
3	Cal True Value	Office Supplies	\$ 27.52	10-310-6210
4	Cal True Value	Office Supplies	\$ 12.45	10-310-6210
5	Michi Tacos	Closed Session Meal, July 1, 2024	\$ 165.84	10-100-6225
6	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210
7	Fastsigns	Signage for Building	\$ 117.45	10-550-6610
8	City of Canyon Lake	Transaction Fee from Testing Special Event Portal	\$ 2.00	10-310-6210
9	City of Canyon Lake	Transaction Fee from Testing Special Event Portal	\$ 21.00	10-310-6210
10	Roadpost USA	Satellite Phones	\$ 66.95	10-425-6310
11	Amazon	Office Supplies	\$ 70.01	10-310-6210
12	Staples	Office Supplies	\$ 100.10	10-310-6210
13	Everything Promo. Co	2024 National Night Out Swag	\$ 330.00	10-100-6831 project code 108
14	Foreign Tran Fee	Fee For Everything Promo Purchase	\$ 9.90	10-100-6831 project code 108
15	Amazon	Code Enforcement Shoes	\$ 156.18	10-520-6220
16	Roll-A-Shade	Window Coverings Service and Repair	\$ 300.00	10-550-6610
17	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 368.55	A \$51.51 10-360-6310 \$162.51 10-421-6310 \$154.53 10-520-6310
18	Verizon Wireless	Ipads & Sim Card Devices	\$ 216.30	A \$23.93 10-360-6310 \$111.66 10-421-6310 \$47.86 10-520-6310 \$32.85 10-550-6320
19	Amazon	2024 National Night Out Backpacks	\$ 81.90	10-100-6831 project code 108
20	Amazon	Refund for Code Enforcement Boots	\$ (156.18)	10-520-6220
21	Amazon	2024 National Night Out Swag	\$ 114.18	10-100-6831 project code 108
22	Amazon	2024 National Night Out Swag	\$ 8.61	10-100-6831 project code 108
			<u>\$ 2,095.22</u>	

**Account Breakdown**

City Council Meeting Expense	10-100-6225	\$ 165.84
City Council City Events	10-100-6831	\$ 544.59
City Manager Office Expense	10-310-6210	\$315.54
Building Dept Communications	10-360-6310	\$75.44
Fire Department Communications	10-421-6310	\$274.17
Emergency Preparedness Communications	10-425-6310	\$ 66.95
Code Enforcement Departmental Expense	10-520-6220	\$ -
Code Enforcement Communications	10-520-6310	\$202.39
Building & Facilities Utilities	10-550-6320	\$32.85
Building & Facilities Professional/Specialized Ser	10-550-6610	\$ 417.45
		<u>\$ 2,095.22</u>

Check Figure \$ -

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





**MINUTES  
REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Wednesday, July 31, 2024**

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

**CALL TO ORDER**

Mayor Welty called the meeting to order at 5:00 p.m.

**ROLL CALL**

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

Absent: None.

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION -  
Pursuant to Government Code Section 54956.9(d)(2)  
Significant Exposure to Litigation, One case
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Section  
54957  
Title: Interim City Manager

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

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

**CALL OPEN SESSION TO ORDER**

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

**INVOCATION**

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

The Invocation was led by Council Member Smith.

**FLAG SALUTE**

The Flag Salute was led by Canyon Lake Mariners Little League.

**ROLL CALL**

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

Absent: None.

**CLOSED SESSION REPORT**

City Attorney Graham reported that with regard to Item 1, the City Council gave settlement direction by consensus.

**CEREMONIAL MATTERS**

Mayor Pro Tem Terry recognized Jason Cleveland as Citizen of the Month.

Mayor Pro Tem Terry presented a Certificate of Recognition to the coaches and players of Canyon Lake Mariners Little League.

**COMMUNITY REPORTS**

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

## **PUBLIC SAFETY UPDATE**

City Clerk Garcia provided an update on code enforcement statistics.

Fire Chief LaTendresse provided an update on fire statistics.

## **PUBLIC COMMENT**

Cory Willis spoke in favor of the Canyon Lake Public Safety Funding Ordinance.

Andrew Quinn spoke in favor of the Canyon Lake Public Safety Funding Ordinance.

Brandon Fraiser spoke in favor of the Canyon Lake Public Safety Funding Ordinance.

Rich Moline spoke in favor of the Canyon Lake Public Safety Funding Ordinance.

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

Council Member Smith stated the tax measure proposed by RCTC did not have enough votes in support so would not be on the November ballot.

Council Member Castillo had no updates.

Council Member Dain stated the Higher Education Coalition is continuing their work to expand California State University, San Marcos.

Mayor Pro Tem Terry stated that WRCOG had a motivating general assembly at Pechanga Resort. He noted that California State Treasurer Fiona Ma recently toured Canyon Lake.

Mayor Welty spoke about the Northwest Vector Control drone project. He attended the Canyon Lake Neighbors Mixer which was a great opportunity to get together.

## **CONSENT CALENDAR**

Motion and second by Council Member Smith/Council Member Dain to approve Consent Calendar Items 1 through 10.

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

(1) Waive Full Reading, Read All Ordinances by Title Only

(2) Approve Claims and Demands of the City

Action Taken: The City Council adopted Resolution No. 2024-28 Approving Claims and Demands of the City.

(3) Approval of City Council Minutes

Action Taken: The City Council approved the Minutes of the City Council meetings of June 12 and July 2, 2024.

(4) Adopt a Resolution Approving a Budget Adjustment in the Amount of \$60,000 for Maintenance to the City's Rental Building at 31542 Railroad Canyon Road

Action Taken: The City Council adopted Resolution No. 2024-29 approving a budget adjustment in the amount of \$60,000 for improvements to the City's rental building at 31542 Railroad Canyon Road.

(5) Adopt a Resolution Approving an Amendment to Contract No. C9801488 with the State of California for Per Capita Grant Funds

Action Taken: The City Council adopted Resolution No. 2024-30 approving an amendment to Contract No. C9801488 with the State of California for Per Capita Grant funds on a form to be approved by the City Attorney that allows a pass-through of the City's allocated funds to go to the Riverside County Regional Park and Open Space District.

(6) Adopt a Resolution Accepting a Grant from CalRecycle's Household Hazardous Waste Program for a Battery Disposal Program and Approving a Budget Adjustment in the Amount of \$15,433 for Costs Incurred in the Performance of the Grant

Action Taken: The City Council adopted Resolution No. 2024-31 accepting a grant from CalRecycle's Household Hazardous Waste Program for a Battery Disposal Program and approving a budget adjustment in the amount of \$15,444; and authorized the City Manager to execute all documents necessary to effectuate the grant process.

(7) Adopt a Resolution Accepting a Grant from the Office of Traffic Safety for Auto Extrication Equipment and Approving a Budget Adjustment in the Amount of \$33,285 for Costs Incurred in the Performance of the Grant

Action Taken: The City Council adopted Resolution No. 2024-32 accepting the Office of Traffic Safety Auto Extrication Equipment grant and approving a budget adjustment in the amount of \$33,285; and authorized the City Manager to execute all documents necessary to effectuate the grant process.

- (8) Adopt Resolutions: (1) Certifying the Sufficiency of the Initiative Petition Entitled “City of Canyon Lake Public Safety Funding Ordinance”; and (2) Calling for the Holding of a General Municipal Election on Tuesday, November 5, 2024, regarding the Ballot Measure Titled “City Of Canyon Lake Public Safety Funding Ordinance”; Requesting that the County of Riverside Registrar of Voters Consolidate the Election with the Statewide General Election, Directing Preparation of an Impartial Analysis and Permitting the Filing of Ballot Arguments

Action Taken: The City Council adopted Resolution No. 2024-33 Certifying the Sufficiency of the Initiative Petition Entitled “City of Canyon Lake Public Safety Funding Ordinance”; and adopted Resolution No. 2024-34 Calling for the Holding of a General Municipal Election on Tuesday, November 5, 2024, regarding the Ballot Measure Titled “City Of Canyon Lake Public Safety Funding Ordinance”; Requesting that the County of Riverside Registrar of Voters Consolidate the Election with the Statewide General Election, Directing Preparation of an Impartial Analysis and Permitting the Filing of Ballot Arguments.

- (9) Approval of Contract Amendment No. 1 to Interim City Manager Employment Agreement

Action Taken: The City Council authorized the Mayor to execute Amendment No. 1 to the Interim City Manager Employment Agreement between the City of Canyon Lake and Arron Brown regarding deferred compensation.

- (10) Approval of Commercial Cannabis Business Permit Renewal Fee

Action Taken: The City Council approved the application of the existing business license renewal fee plus direct regulatory costs for any application to renew a Commercial Cannabis Business Permit in the amount of \$2,294 for Fiscal Year 2024/25.

### **PULLED CONSENT CALENDAR ITEMS**

None.

### **PUBLIC HEARINGS**

- (11) Consideration of a Variance (VAR 24-01) for a Room Addition Located at 22755 Gray Fox Drive in the R-1 (One Family Dwellings) Zone

Mayor Welty announced the public hearing at 7:28 p.m.

City Planner Morrissey provided a presentation.

There was no public testimony.

Mayor Welty announced the public hearing closed at 7:38 p.m.

Motion and second by Council Member Castillo/Council Member Smith to approve Variance (VAR 24-01) for a Room Addition Located at 22755 Gray Fox Drive in the R-1 (One Family Dwellings) Zone.

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

## **BUSINESS ITEMS**

- (12) Introduction and First Reading of Ordinance No. 248 Adopting a Golf Cart Transportation Plan

City Attorney Graham provided a presentation.

There were no public comments.

Motion and second by Council Member Smith/Council Member Castillo to approve the Introduction and First Reading of Ordinance No. 248, adding Chapter 12.09 to the Canyon Lake Municipal Code to adopt a Golf Cart Transportation Plan consistent with Streets and Highways Code Sections 1950-1967.

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

- (13) Discussion Regarding Support for Proposition 36 – the Homelessness, Drug Addiction and Theft Reduction Act

Council Member Smith and City Attorney Graham provided a presentation.

There were no public comments.

Motion and second by Council Member Smith/Mayor Pro Tem Terry to adopt Resolution No. 2024-35 supporting Proposition 36 – the Homelessness, Drug Addiction and Theft Reduction Act.

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

- (14) Designation of a Voting Delegate and Alternate(s) for the League of California Cities 2024 Annual Conference and Expo Annual Business Meeting

City Clerk Garcia provided a presentation.

There were no public comments.

Motion and second by Council Member Smith/Mayor Pro Tem Terry to designate Mayor Welty as the Voting Delegate and Mayor Pro Tem Terry and Council Member Smith as alternates for the League of California Cities 2024 Annual Conference and Expo Annual Business Meeting and authorize the City Clerk to complete and submit the Voting Delegate form.

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

### **CITY MANAGER COMMENTS**

Interim City Manager Brown had no comments.

Council Member Castillo wished good luck to teachers and students heading back to school.

The City Council wished Council Member Dain a happy birthday.

### **ANNOUNCEMENTS**

Mayor Welty announced that the next regular City Council meeting will be held on Tuesday, September 3, 2024.

### **ADJOURNMENT**

At 8:02 p.m., Mayor Welty adjourned the meeting.

Respectfully submitted,

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Sheryl L. Garcia, MMC, CPM  
City Clerk







# **STAFF REPORT**

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

**FROM: Arron Brown, Interim City Manager**

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

**DATE: September 3, 2024**

**SUBJECT: Approval of Amendment No. 1 to the Professional Services Agreement Between the City of Canyon Lake and VCA Code for Building & Safety Department Services**

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## **Recommendation**

Approve Amendment No. 1 to the Professional Services Agreement with VCA Code to extend the term to September 3, 2025, for Building & Safety Department Services.

## **Background**

At the meeting of September 14, 2022, the City Council approved a Professional Services Agreement (“Agreement”) with VCA Code for Building & Safety Department Services at Canyon Lake City Hall. The term for the Professional Services Agreement with VCA Code was for two (2) years, ending on September 14, 2024, with the option of renewing the agreement for additional years, upon City Council approval. Since entering into an initial agreement with VCA Code when the City established its own Building & Safety Department in September of 2021, the City had agreed to sign into a new 2-year Professional Service Agreement in September of 2022 to continue services with VCA Code.

## **Discussion**

The current term for the Professional Services Agreement with VCA Code is expiring on September 14, 2024, with the option of renewing the Agreement for additional years. VCA Code has requested the City’s consideration to exercise its option to extend the Agreement another year. Should the City exercise an additional one-year term extension, the compensation rates would remain the same.

The City’s current not-to-exceed annual costs for Building & Safety Department Services with VCA Code is \$120,000.00, which includes the services for plan review and inspections when needed. Based on experience and projections for the upcoming fiscal year, VCA Code has agreed to maintain the same not-to-exceed annual cost of \$120,000.00. The City continues

to receive quality Building & Safety Department Services from VCA Code, which maintains a positive relationship with City staff. VCA Code is very responsive to meeting the service level needs of the City, especially when the need arises for one-time or special services are needed or requested.

**Fiscal Impact**

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

**Attachments**

1. Amendment No. 1 Professional Services Agreement

# **ATTACHMENT 1**

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF CANYON LAKE AND VCA CODE FOR  
BUILDING & SAFETY DEPARTMENT SERVICES**

This First Amendment to the Professional Services Agreement for Building & Safety Department Services is made and entered into as of this 3<sup>rd</sup> of September 2024, by and between the City of Canyon Lake (“City”), a California municipal corporation and VCA Code, a California limited liability company (“Consultant”). For the purposes of this Agreement, City and Consultant are sometimes hereinafter referred to as “Party” and hereinafter collectively referred to as the “Parties.”

**RECITALS**

- A. City and Consultant entered into an agreement dated September 14, 2022 (“Agreement”) for the purpose of retaining services of Consultant to provide Building & Safety Department Services.
- B. Pursuant to Section 1 & 2 of the Agreement, the Parties desire to amend the Agreement is to extend term and increase the not-to-exceed compensation amount.
- C. This First Amendment amends Section 1.1 “Term of Services” to provide the Term of the Agreement is extended for one (1) year, ending on September 3, 2025, and amends Section 2 “Compensation” to provide that the Compensation shall not exceed \$120,000.00.

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

- 1. **AMENDMENT.** The Agreement is hereby modified and amended as follows:
  - 1.1 **Term of Agreement.** Section 1.1 of the Agreement is hereby amended as follows: Subject to the provisions of Section 8 “Termination and Modification”, the Term of this agreement is for one (1) year, ending September 3, 2025.
  - 1.2 **Compensation.** Section 2 of the Agreement is hereby amended as follows:

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant up to the amount specified in Exhibit “B” “Compensation” and made a part of this Agreement by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed One Hundred Twenty Thousand Dollars (\$120,000.00), unless additional compensation is approved in writing in accordance with Section 8.3 “Amendment” of the Agreement.

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

[SIGNATURE PAGE FOLLOWS]

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF CANYON LAKE AND VCA CODE FOR  
BUILDING & SAFETY DEPARTMENT SERVICES**

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

CITY OF CANYON LAKE

CONSULTANT  
VCA CODE

By: \_\_\_\_\_  
Arron Brown, Interim City Manager

By:   
Bob Heinrich, President

Its: Principal/President

ATTEST:

By: \_\_\_\_\_  
Sheryl L. Garcia, MMC, CPM  
City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Steven Graham, City Attorney

**EXHIBIT “A”  
SCOPE OF SERVICES**

See Attachment

# City of Canyon Lake

BUILDING DEPARTMENT SERVICES



Leadership. Service. Commitment.



July 10, 2024





## A. Letter of Transmittal

July 10, 2024

David Harnden  
Deputy Building Official / Sr. Building Inspector  
City of Canyon Lake  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587

Subject: Proposal for Building Department Services

Dear Mr. Harnden:

The Code Group, Inc. (VCA Code) is pleased to respond to the City of Canyon Lake's Request for Proposals for Building Department Services, specifically plan review services. Our proposal includes our understanding of the City's needs, our firm's qualifications, key personnel, references, work statement/project work plan, and cost proposal relative to serving the City in achieving desired results.

For plan review, the City can benefit from VCA's technically strong team of licensed Structural and Professional Plan Check Engineers and ICC Certified Plans Examiners to assist with accurate and timely plan reviews. VCA maintains a robust team of in-house plan checkers that the City can rely upon for reviewing any type of structure. The Project Director for plan review services will be Bob Heinrich, President and CBO. Mr. Heinrich brings 30 years of code knowledge, technology, management, and building official experience to the City.

For staff augmentation, the City will benefit from outstanding staffing services through a dedicated in-house recruiting team, well versed in the industry. With substantial success filling roles that satisfy both the agency and candidates' needs, our staffing department is ready to provide the City with competent and cooperative personnel. The Project Director for staffing will be Rick Bergin, a veteran recruiter with over 20 years of experience in talent acquisition and management. VCA has successfully provided Building Inspectors, Permit Technicians, Plans Examiners, CASp Specialists, Admin Staff, and more.



VCA offers a wealth of technical capabilities in the areas of structural and civil engineering, as well as Bob Heinrich and Rick Bergin's abilities to provide ancillary services such as customized customer training workshops, CASp experts in ADA capable of inspection, plan review and site visits, permitting software consulting, training, and code consultation and interpretation. Be assured that Bob and Rick will utilize their talents and expertise to serve the city in meeting its goals and objectives.

VCA has excellent references and is successfully providing similar services for many jurisdictions like the City of Canyon Lake.

VCA is a financially stable company with a five-million dollar E&O insurance package. We will provide an insurance certificate and obtain a City business license should VCA be awarded a contract.

There is no pending or previous litigation over the past five years related to our firm's work. This proposal is valid for 180 days. VCA is an equal opportunity employer and complies with all nondiscrimination requirements of the Federal and State Governments.

Please do not hesitate to call me with any questions, or if you need any clarification on any part of this proposal.

Sincerely,

*Bob Heinrich*

Bob Heinrich  
President



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The VCA Team provides a comprehensive group of experts to serve public agencies throughout California.

## **B. Qualifications:**

VCA is fully qualified to provide the services requested by the City. VCA understands the Scope of Work and is currently providing similar services in plan review, expedited plan review, staff augmentation, CASp services, training, code interpretation, consulting and other ancillary services requested.

VCA commits to providing high quality plan review, including specified turn-around times, providing permitting and building inspection staff augmentation in a timely and cost-efficient manner. VCA has the required expertise, capabilities, bandwidth, and the commitment to assist the City in achieving its goal to provide excellent customer service to the community of Canyon Lake.

Our intention is to help the City achieve its goals and objectives of preserving life-safety for its diverse community. VCA has a long-standing history of plan review and staff augmentation services for more than 45 jurisdictions. Our references will testify to our responsiveness as well as our ability to provide the best “fit” contract personnel. Our employees are dedicated, experienced, and certified individuals. They understand they wear two hats...one for the City and one for VCA.



Our executive team, and many of our employees, are licensed professional structural and civil engineers. VCA has been in the code consulting industry since 1979 and we've developed a reputation for effectively articulating our knowledge of the codes. In fact, many building officials have called us for assistance in the interpretation and accurate application of codes.

Our plan review staff and our on-call counter, building inspection, and permitting staff possess an outstanding knowledge of the codes. We excel at helping applicants understand the various nuances of codes by sharing that information in a thoughtful manner. We use layman's terms to help them understand what needs to be done to get projects completed on-time. We're happy to help!

All plan review work is performed out of our nearby Orange office, which means that your plans stay within driving distance of the City. Upon request, our employees will drive to the City to meet with applicants or City staff to help resolve any issues. And our references have told us that they have come to rely on VCA for many services, including complimentary customer service training.

Dedicated to our clients, we can visit City staff to learn about the needs of your community, meet with developers and architects, and customize your needs so that we find the very best permit technicians, and building inspectors. Our references will attest to our responsiveness and ability to place a qualified and knowledgeable work force that provides stability for your community.

We bring a very stable work force who receive outstanding benefits to support their families. People join VCA because they want to be with a caring, growing, and reputable organization. Happy employees are more productive and that creates a win-win scenario for the City of Canyon Lake and its community.

VCA offers solutions, services, personnel, and code experts ready to assist the City. We believe in a cooperative effort to ensure the City and its community are taken care of. At VCA we strive to exceed expectations. Below is a full range of the types of services and individuals VCA brings to serve Canyon Lake.



**VCA brings a full range of services to assist the City in achieving its goals:**

Full Plan Review	Electronic Plan Review	Fire Plan Review
Mechanical Plan Review	Electrical Plan Review	Plumbing Plan Review
CASp Services	Seismic Retrofit Review	Reporting: status, statistical, performance management
Building Inspection	Permit Processing (counter & virtual)	Off-site Grading Inspection
Geotechnical: Drainage, Soils, Stormwater	OSHPD-3 Liquefaction	CALGreen, Energy and Green Building Codes
Disaster Support Services	Professional Training	Customer Service Training
Planning	Public Works	Planning Services
Architectural and Structural Plan Review	Code Expertise Consulting	Code Interpretation

**VCA employs in-house and field staff with the following expertise:**

Registered Structural Engineers Licensed Civil Engineers	ICC Certified Plan Examiners
ICC Certified Building Officials	ICC Certified Building Inspectors
ICC Certified Permit Technicians	State Certified CASp experts
Code Enforcement Officers	Fire Plan Checkers & Inspectors
AICP Planners	CALGreen Experts / T24 Energy
Mechanical Engineers	Structural Design Experts

## Introduction of Key Staff/Team Members:

VCA is pleased to present two highly qualified individuals to ensure the City of Canyon Lake is well taken care of within the areas of the Building & Safety Division services.

1. Oversight for technical and building department issues is Bob Heinrich, President
2. Oversight of staffing will be Rick Bergin, Director of Staffing

## Brief Biographies of our Project Directors:



### **Bob Heinrich, CBO**

*President & Principal (Primary Contact)*

As the former Building Official of the City of Anaheim and past CEO/COO of ICC and ICBO, Mr. Heinrich brings over 30 years of extensive industry and code knowledge. He possesses a wealth of successful management experience, efficiency expertise, and resources for the City to utilize. With a profound grasp of the challenges municipalities face, Bob is the ideal partner to ensure the City's expectations are met.

- ◆ ICC Certified Building Official
- ◆ Former CEO/COO of ICC and ICBO
- ◆ BS Civil Engineering



### **Rick Bergin**

*Director of Staffing (Key Contact)*

With over 20 years of experience in recruiting, placement, and staff development, Mr. Bergin knows the ins and outs of how to find and manage talent all within a budget. He has developed strategic programs and initiatives and, in the past, filled 120+ positions in one year. With a collaborative approach, Mr. Bergin and the VCA recruiting team will ensure the City's staffing needs are met.

- ◆ Former Director of Talent Acquisition
- ◆ Former Business Development & Branch Manager
- ◆ Former Director of Recruitment

**Both Rick Bergin and Bob Heinrich will be available with 24-hour assistance** through email, cell phones, and text messages. Both live near the City and with just a phone call, they'll be on their way to discuss Building and Safety needs or to resolve any issues. We believe our responsiveness is critical to the success of the Building Department. This will ensure a continuous opportunity to monitor VCA's work product and to meet with the Building Official or other City staff. Resumes for both Bob and Rick are included in Attachment A.



## Similar Projects

The following table represents a brief sampling of a few of our clients and the current services we provide that are directly related to the Scope of Services requested:

Jurisdiction	Services Provided
<b>Arcadia</b> Ongoing since 2014	Plan Review, Inspection
<b>Bradbury</b> Ongoing since 2008	Full Building Department, Plan Review, Counter Review, Inspection, Building Official, Code Enforcement, Planning
<b>Corona</b> Ongoing since 2019	Plan Review, Inspection, Permit Staffing
<b>Glendale</b> Ongoing since 2019	Expedited Plan Review, Fire Plan Review, Planning
<b>Irvine</b> Ongoing since 2016	Plan Review, Counter Review, Inspection, Permitting, Plan Check Intern, Code Enforcement
<b>Long Beach</b> Ongoing since 2018	Plan Review, Counter Review, Fire Plan Review, Inspection, Permitting
<b>Monrovia</b> Ongoing since 2020	Plan Review, Expedited Plan Review, Inspection, Permitting
<b>Norwalk</b> Ongoing since 2023	Full Building Department, Building Official, Inspection, Permitting, Planning
<b>Perris</b> Ongoing since 2021	Plan Review, Inspection, Counter Services
<b>Riverside</b> Ongoing since 2022	Plan Review, Inspection, Permitting
<b>San Marino</b> Ongoing since 2015	Plan Review, Counter Review, Inspection, Fire Services, Counter Services, CASp
<b>West Hollywood</b> Ongoing since 2014	Plan Review, Counter Review, Permitting, Inspection, CASp
<b>Yorba Linda</b> Ongoing since 2018	Plan Review, Inspection, Counter Services, Administration, CASp



**Examples of Complex Projects: (Plan review & inspection)**

<p><b>Jurisdiction:</b> <b>County of Los Angeles</b>  <b>Contact:</b> Justin Soo Hoo, Assoc. Civil Engineer  <b>Phone:</b> (626) 458-6396  <b>Email:</b> jsoohoo@dpw.lacounty.gov  <b>Population:</b> ~10,118,754  <b>Number of EE's:</b> ~100,000  <b>Summary of Project:</b>  <b>Project Start:</b> 10/11/2018 to 3/14/2019  <b>Location:</b> 433 Vermont Ave., Los Angeles, CA  <b>Description:</b> Mixed-use: 5-story, 72-unit apartment complex with commercial space  <b>Services Provided:</b> Plan Check: complete architectural, structural, MEP, energy, life safety, ADA, CalGreen</p>	<p><b>Affordable Housing</b></p>  <p><b>Project Data:</b> 210,390 s.f.  <b>Budget:</b> \$11.4 Million</p>
<p><b>Agency:</b> <b>City of Costa Mesa</b>  <b>Contact:</b> was: Issam Shahrouri, BO (Oakland)  <b>Cell Phone:</b> (714) 754-5604  <b>Email:</b> Ishahrouri@oaklandca.gov  <b>Population:</b> 113,003  <b>Number of EE's:</b> ~300  <b>Summary of project:</b>  <b>Project Start:</b> 6/5/2018 to 11/7/2018  <b>Location:</b> 55 Fair Drive, Costa Mesa, CA  <b>Jurisdiction:</b> City of Costa Mesa  <b>Description:</b> New 2-story steel framed student center, including gymnasium, cafeteria, kitchen, fitness center, and site paving/plantings  <b>Services Provided:</b> Plan Check: VCA conducted the complete building plan review, CalGreen, Energy, ADA</p>	<p><b>Vanguard University Student Center</b></p>  <p><b>Project Data:</b> 42,687 s.f.  <b>Budget:</b> \$14,664,000</p>
<p><b>Agency:</b> <b>City of Arcadia</b>  <b>Contact:</b> Ken Fields, CBO  <b>Phone:</b> (626) 447-9173  <b>Email:</b> kfields@arcadiaca.gov  <b>Population:</b> ~58,888  <b>Number of EE's:</b> ~450 (Full-time and Part-time per HR)  <b>Summary of Project:</b>  <b>Project Start:</b> 5/15/2020 &amp; on-going  <b>Location:</b> 180 W. Huntington, Arcadia, CA  <b>Jurisdiction:</b> City of Arcadia  <b>Description:</b> New mixed-use, 96 condos, restaurant, spa, merchant &amp; office space  <b>Services Provided:</b> Plan Check: Full building plan review, MEP, ADA, CalGreen, Energy</p>	 <p><b>Project Data:</b> 299,912 s.f.  <b>Budget:</b> \$42,749,999</p>

**Note: See additional examples of VCA's Technical Plan Check capabilities.**

## VCA Has a Robust Team of In-house Plan Check Engineers and Examiners.

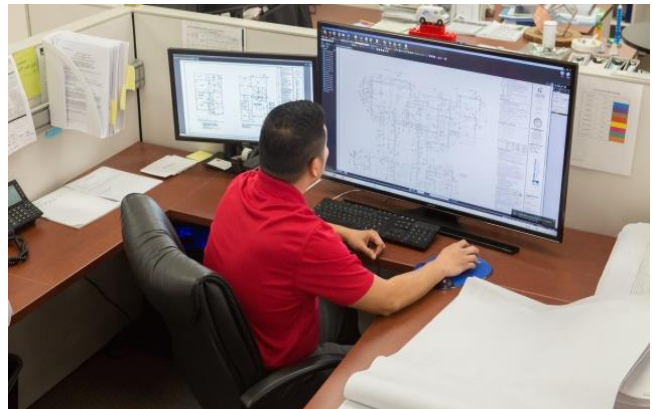
As California licensed structural and professional engineers and ICC Certified Plans Examiners, the City may rely upon and be assured about our knowledge of, and compliance with, all Federal and State building code requirements, as well as compliance with all City ordinances. VCA has the resources to immediately assist with the City of Canyon Lake's volume of plan check work.



VCA's plan checkers shall review each project to meet all requirements of the California Code Regulations (CCR Title 24.) Including, but not limited to: structural, architectural, mechanical, electrical, plumbing, fire, CASp, grading and drainage, civil, sustainability (Energy and Green Building Codes), geotechnical services, flood zone, storm water, OSHPD 3, and more as stated in other sections of this proposal.

### VCA Attributes:

- **Digital Plan Review:** Our licensed P.E.'s and ICC certified plans examiners are also experts at electronic plan check. We are currently conducting electronic plan review for multiple cities. The City of Canyon Lake may rely on our efficient processes which are both cost- and timesaving for the City and its applicants.
- **Software:** VCA is well-versed using Bluebeam and other ePlan software. VCA is accustomed to using many types of software utilized by our other clients. We are very willing to come to the City to learn any software programs, systems, or other processes the City uses. Our staff are fast learners and VCA will learn and utilize any electronic software or other programs to better serve the City.
- **Successful Track Record:** VCA is successfully providing the services requested in the at more than 45 similar jurisdictions including outsourced and counter plan review, as well as contract staffing for building inspectors, permit technicians, code enforcement, planners, staff for special projects, and more.



- **Strong Reputation:** VCA has a strong reputation with references that will attest to our ability to deliver the plan review services requested and adhere to turn-around times. VCA possesses the bandwidth to provide the City with an excellent team of plan checkers for outsourced plan review. Our plan review staff can respond to any type of project, as VCA is organized to provide maximum value to the City.
- **Types of Plan Review:** Our team can review any type of structure for residential, commercial, industrial, fire, and public projects, including highly technical projects such as hotels, medical facilities, libraries, student centers, performing arts centers, reservoirs, automobile dealerships, and more. Residential includes SFD, MFD, affordable housing, mixed-use, podiums, wraps, large custom homes, track homes, ADU's, room additions, remodels, pools, basements, bomb shelters, horse facilities, and more. We've included several examples of our technical plan check capabilities for your review.
- **Licensed & ICC Certified:** Our plan checkers are licensed professional engineers and ICC certified plans examiners. They are technically strong and capable of conducting full building plan reviews, including electronic.
- **Well Trained Staff:** Our field staff has been well-trained about how to interact with both City staff and the public. Our employees are encouraged to attend CALBO Education Weeks to obtain needed CEU's, but it's more than that. VCA pays for the classes and pays for their attendance. We also encourage additional certifications to expand their knowledge and enhance their careers.
- **Training Assistance:** VCA's brings knowledgeable individuals to assist City staff on various code related items and newly enacted building codes.
- **Effective Communication with Applicants:** VCA has earned an unparalleled reputation for effectively conveying highly technical building codes and regulations into common-sense, best-practice solutions. Many people in our industry reach out to us for clarification. Our plan checkers know how to explain plan corrections in layman's terms and convey code knowledge for clarity.
- **Extensive Code Book Library:** VCA continually updates an extensive library of all applicable and adopted building codes and reference standards; and modifies and upgrades review standards to reflect code changes and guarantees that plan reviews are in alignment with the current standards. We participate in the code development community for the purpose of contributing when called upon and by keeping abreast of the policy changes with the different agencies in our state.



## Building Inspection Services:

**Our Building Inspectors are ICC Certified.** Most possess multiple certifications for Residential, Commercial, Industrial, and Mechanical, Electrical and Plumbing. Our inspectors also bring years of City experience to inspect additions, remodels, pools, retaining walls, TI's, retail restaurants, strip malls, shopping centers, theatres, and more. Our inspectors are well-trained, courteous, and act as an extension of the City staff.

**Our Fire Systems Inspectors** are California Fire Code Certified inspectors; and members of the California Automatic Fire Alarm Association, and the Automatic Fire Alarm Association, and Society of Fire Protection Engineers, SFPE. Our inspectors are capable of review rough-in sprinkler and alarm systems, pull station testing, hood and bucket testing, and or essential duties, for any type of facility. Our inspectors are well-trained, courteous, and act as an extension of the City.

**Compliance with all City policies and procedures:** VCA inspection personnel will act as an extension of the City's own staff and will support all policies and procedures established by the City. Whenever a question arises regarding an interpretation of the Code our inspectors will consult with a member of the City staff for a final determination.

### **VCA Inspectors offer expertise in, but not limited to:**

<p><b>Building Inspections:</b></p> <ul style="list-style-type: none"> <li>▪ Foundation Inspection – after all reinforcing steel is in place</li> <li>▪ Concrete slab or under-floor inspection</li> <li>▪ Frame inspection</li> <li>▪ Lath or gypsum board inspection</li> <li>▪ Oversight of work by special inspectors</li> <li>▪ Other inspections as required to ascertain compliance with the Building Code or other laws enforced by the Building Official</li> <li>▪ Final building inspection</li> </ul>	<p><b>Plumbing Inspections:</b></p> <ul style="list-style-type: none"> <li>▪ Underground installations</li> <li>▪ Waste lines</li> <li>▪ Water piping</li> <li>▪ Plumbing top out</li> <li>▪ Shower pans</li> <li>▪ Sewer lateral and connection</li> <li>▪ Gas piping</li> <li>▪ Gas test</li> <li>▪ Other inspections as required</li> <li>▪ Final plumbing inspection</li> </ul>
<p><b>Mechanical Inspections:</b></p> <ul style="list-style-type: none"> <li>▪ Underground ducts and piping</li> <li>▪ Ducts and piping</li> <li>▪ Return air</li> <li>▪ Combustion air</li> <li>▪ Exhaust systems</li> <li>▪ HVAC equipment including FAU</li> <li>▪ Vents and registers</li> <li>▪ Fire dampers</li> <li>▪ Other inspections as required</li> <li>▪ Final mechanical inspection</li> </ul>	<p><b>Electrical inspections:</b></p> <ul style="list-style-type: none"> <li>▪ Temporary power poles</li> <li>▪ Underground conduit</li> <li>▪ Main service entrance</li> <li>▪ Sub-panels</li> <li>▪ Grounding and GFI</li> <li>▪ Rough wiring</li> <li>▪ Receptacles and fixtures</li> <li>▪ Smoke detectors</li> <li>▪ Other inspections as required</li> <li>▪ Final electrical inspection</li> </ul>





## Building Permitting Services:

**Our staff augmentation services** also include Permit Technicians and Counter Services. Our Permit Techs are ICC Certified and knowledgeable about codes. They are well-trained to work at a City counter and capable of performing all permitting functions for the community. They are polite, courteous and understand they must wear two hats – one for the City and one for VCA to be effective while treating people with respect and courtesy. They will:

- Work professionally within the Building Department as assigned by City staff
- Review incoming plans for completeness and effectively communicate with applicants
- Work the front counter, calculate permit fees, process all related documents
- Learn relative Building & Safety permitting policies, procedures, and systems
- Provide outstanding customer service with a profession demeanor
- Assist with routing plans and scheduling inspections as needed
- Maintain all records, files, answer phones; and respond to emails in a timely manner.
- Conform to City standards and comply with all State laws and City ordinances
- Provide as-needed support to the Building Official, Plan Checkers, and others within the Community Development Department
- Work remotely and will utilize the City's software to process applications

**We're proud of our employees and know they'll take good care of your City.**

**Firm's Financial Condition:** VCA is a financially stable company. Our balance sheet is extremely strong and VCA meets its obligations to creditors and clients. VCA does not have any pending or past issues that may impede our ability to complete the services for the City.

**Firm's Insurance Coverage:** VCA brings a comprehensive \$5 million dollar insurance package to meet all requirements stated in the City's Professional Services Agreement.

**Lawsuits / Arbitration:** VCA has no pending or previous litigation related to our firm's work during the past five years.

**VCA employs licensed structural and professional civil engineers** with a strong background in construction, engineering and structural design. This bench strength offers the City additional resources whether it be for peer review or code interpretation.



## C. Key Personnel

We've included several of our plan checkers, building inspectors, permit technicians and more. The table below demonstrates our strength in terms of qualified personnel available to serve the City.

Name	Position	Education/ Degree(s), Licenses, Certifications	Years Exp.
Thomas VanDorpe, S.E.	President and Principal in Charge	Registered Structural S-4611- Exp. 6/2021 Registered Civil Engineer C-50687-Exp 6/2021 ICC Certified Building Plans Examiner MS Civil Engineering, CSU Long Beach	30
Bob Heinrich Primary Contact	President/CBO Project Director for Building Services	ICC Certified Building Official, Former CEO/COO of ICC and ICBO BS Civil Engineering	30
Rick Bergin Key Contact	Project Director for Staffing Services	Senior management, expert recruiter Formerly lead talent acquisition teams for large businesses	20
Rouhi El-Rabaa, P.E.	Plan Check Engineer, CASp	Registered Civil Engineer C-92565 ICC Certified Plans Examiner 8868081 California Accessibility Specialist DSA/AC #CASp-973 BS Civil Engineering, CSU Los Angeles	9
Shawn Dalipe, P.E.	Plans Examiner	ICC Building Plans Examiner 8959728 Registered Civil Engineer C-95354 BS Civil Engineering, UC Irvine	8
Robert Salgado	Sr. Fire Plans Examiner / Fire & Building Inspector	ICC Certified Fire Plans Examiner, Fire Inspector I & II, Fire Marshal, Fire Code Specialist, Building Inspector - 1097292 Fire Safety Engineering Certificate	30
Stephen Otero	Fire Plans Examiner, Fire Inspector	ICC Fire Plans Examiner, Fire Inspector I & II Fire Marshal Inspector 1 & 2 Series MS Fire Protection Engineering, UC San Diego	12
Jonathan Gulliver	Plans Examiner / Architect	AIA Licensed Architect C-20658 NCARB Certification 48958- Exp. 5/2021 LEED AP Accredited Bachelor of Arts in Architecture, Cal Poly Pomona,	25
Kevin Santos	Plans Examiner	E.I.T. Plans Examiner / Counter Plan Checker BS Civil Engineering, USC California	9
Jack Kuwitzky	Building Inspection & Plans Examiner	ICC: Residential, light Commercial and Industrial, MEPs, TI's, and plan review CA DSW Coordinator-ICC 81965402-Exp 1/2022	11
Chad Frisby	CASp Expert Sr. Building Insp. Plans Examiner	ICC: Plans Examiner & Building Inspector for commercial, residential, industrial, MEPs, remodels, TI's, ADU's, CASp plan review & site	20



Rob Leatherman	Sr. Building Inspector	ICC: Combination Inspector, Commercial, Residential, industrial, MEPs, additions, remodels, TI's. ICC – 5071655-Exp 6/2022 Certified Disaster Service Worker	17
Steven Hartmeyer	Combination Building Inspector	ICC Combination Residential Building Inspector (B1, M1, E1, P1) Plan review for residential, commercial, solar PV, and EV charging stations Lead Inspector for commercial, residential, institutional construction projects	20
Moises Eskenazi	Fire & Building Inspector / Sr. Plans Examiner	ICC Commercial Combination Inspector, Electrical, Mechanical, Plumbing, & more- AA Construction Technology, Pasadena City College. ICC-842211-Exp 9/2020 & 9/2021	25
David Hammers	Building Inspector	ICC Residential Inspector ICC-9155113 ICC Commercial Inspector ICC-9155113 SFD, MFD, ADU's, pools, basements	5
Donna Ducharm	Sr. Permit Technician	ICC Certified Permit Technician Multiple cities, counter services issuing permits	20
Wendy Menendez	Permit Technician	ICC Certified Permit Technician Provides counter services for several cities University of Phoenix, Master's Degree in Business Administration University of Phoenix, Bachelor's Degree in Business ICC Plans Examiner (In-Process)	6
Yolanda Huerta	Sr. Permit Technician	ICC Certified Permit Technician Supervisor of Plan Check Coordination	25

VCA understands that timing matters when it comes to providing qualified contract staff for a jurisdiction. VCA shall promptly notify the City of any changes in personnel prior to award of a contract between City and the VCA. Should any personnel be reassigned prior to the award, VCA shall present the resumes of highly qualified replacements for any function affected.

Staff Stability for the City: Employee turn-over is detrimental to both cities and consultants. VCA proudly provides benefits to help our employees take care of themselves and their families. We pay for medical, dental, vision, and a 401(k) plan that helps them provide for their retirement, and more. We also pay for the same holidays that city employees get, as well as vacation and paid sick days. These benefits help promote a stable and secure workforce which greatly benefits the City with contract employees who are dedicated and committed to the cities they serve.

## D. References

	<p><b>City of Arcadia</b> Kenneth Fields, CBO 240 W. Huntington Dr. Arcadia, CA 91066 (626) 447-9173 kfields@arcadiaca.gov</p>	<p><b>Building Plan Review</b> <i>(Providing services since 1997)</i></p>
	<p><b>City of Bradbury</b> Kevin Kearney City Manager 600 Winston Ave. Bradbury, CA 91008 (626) 358-3218 k Kearney@cityofbradbury.org</p>	<p><b>Full Building Department Building Official, Plan Review, Staffing for Planning, Inspection &amp; Code Enforcement Services Engineering Plan Review</b> <i>(Providing ongoing services since 2008)</i></p>
	<p><b>City of Corona</b> Chris Milosevic Building Official 400 S. Vicentia Corona, CA 92882 (951) 736-2254 Chris.milosevic@coronaca.gov</p>	<p><b>Plan Review, Staffing Services for Building Inspection, and Permitting,</b> <i>(Providing ongoing services since 2018)</i></p>
	<p><b>City of Long Beach</b> David Khorram Building Official 411 W. Ocean Blvd. Long Beach, CA 90802 (562) 570-7713 David.khorram@longbeach.gov</p>	<p><b>Staffing for Inspection &amp; Permitting, Counter Plan Review</b> <i>(Providing ongoing services since 2018)</i></p>
	<p><b>City of Manhattan Beach</b> Ryan Heise, CBO 1400 Highland Ave. Manhattan Beach, CA 9 (310) 420-3135 RHeise@citymb.into</p>	<p><b>Plan Review, Inspection, and Planning Staff Augmentation</b> <i>(Providing ongoing services since 2018)</i></p>
	<p><b>City of San Marino</b> Isidro Figueroa, CDD 2200 Huntington Dr. San Marino, CA 91108 (626) 300-0710 ifigueroa@cityofsanmarino.org</p>	<p><b>Building Plan Review Fire Inspection Services Staffing and Inspection Services</b> <i>(Providing services since 1997)</i></p>
	<p><b>City of West Hollywood</b> Ben Galan, Building Official 8300 Santa Monica Blvd., 2<sup>nd</sup> Fl West Hollywood, CA 90069-4314 (323) 848-6475 <a href="mailto:bgalan@weho.org">bgalan@weho.org</a></p>	<p><b>Plan Review, Counter Plan Check and Staffing Services, CASp</b> <i>(Providing services since 2014)</i></p>
	<p><b>City of Yorba Linda</b> Jim Sowers, CBO 4845 Casa Loma Ave. Yorba Linda, CA 92885 (714) 961-7125 jsowers@yorbalindaca.gov</p>	<p><b>Plan Review &amp; Building Inspection As-Needed Staffing &amp; CASp services</b> <i>(Providing services since 2018)</i></p>



## **E. Work Statement/Project Work Plan**

### **Accomplishing Plan Review Objectives:**

**Unlike competitors, VCA has a core in-house team of plan checkers** to ensure the City receives consistent and timely corrections. These individuals consist of ICC Certified Plans Examiners, licensed architects, and licensed professional and structural engineers. They will review each project to meet all requirements of the California Code Regulations (CCR Title 24), including, but not limited to: structural, architectural, mechanical, electrical, plumbing, fire, solar, CASp, grading and drainage, civil, sustainability (Energy and Green Building Codes), geotechnical services, seismic, flood zone, liquefaction, storm water, OSHPD-3, ADA, and more. Our team is able to immediately handle the City's plan check load and provide the City with excellent quality and service through the following:

1. **Beginning with the end in mind:** Accurate and thorough plan review coupled with on-time delivery is our goal. To save time, VCA employs a full-time Plan Check Client Services Manager and coordination staff. This individual is a 25-year veteran Permit Technician who opens each set of plans to review for completeness and that all documents and reports are included. If portions are missing, she promptly notifies the City to attain any outstanding documents. Each plan is entered into our proprietary plan tracking system and assigned out to a plans examiner.
2. **Meeting Turnaround Times:** VCA will comply with the City's adopted turnaround times, and we are happy to work with the City on any unique circumstances. With our proprietary tracking software and centralized personnel, the progress and whereabouts of plans are transparent resulting in efficient time management and in-house collaboration on technical topics.
3. **Recheck Procedure:** Plans returned for second and/or third reviews are typically given to the original plan reviewer. The benefits are threefold: 1) their familiarity with the project saves time and money in approving corrections, 2) this helps expedite the review process for applicants, and 3) conversations with applicants are more consistent.
4. **Deferred Submittals and Revisions:** Our plan checkers will review deferred submittal items and any revisions before or during construction.



- 5. Virtual Awareness:** VCA created a virtual board, similar to a flight status board at airports to openly display all plans, due dates, and progress. This board is monitored by all plan checkers, coordinators, and managers.

Today Is						Total Plans in House :			
Agency	Emp	Sub #	Plan ID	PC Number	Job Address	Rec'vd	Due	Days Till Due	
MON	NS	3	34769	2021-343	361 Norumbega	11/8	11/15	6	
LB	GH	1	34839....	BRMD263...	3360 E 68th St	11/8	11/15	6	
LB	GH	1	34840....	BRMD263...	3360 E 68th St	11/8	11/15	6	
COR	SD	1	35403	B21-04375	810 Ford Street	10/28	11/15	6	
COR	SD	1	35404	B21-04362	810 Ford Street	10/28	11/15	6	
MB	NS	1	35229	BLDR-21-...	1530 9th St	10/1	11/15	6	
WHO	JK	2	35294	E21-0369	9041 Nemo St	11/8	11/16	7	
WHO	JK	2	35295	M21-0270	9041 Nemo St	11/8	11/16	7	

- 6. Tracking Plans:** Pertinent data is entered into our custom tracking system and a barcode is generated, allowing VCA to monitor plan check activities, the number of reviews, the number of hours, fees, and add any information received from the City or applicants. Any requested data is easily relayed back to the City.
- 7. Other:** VCA's staff will:
  - Consolidate comments from various City departments, resolve internal inconsistencies, and present recommendations and revisions to the applicants.
  - Maintain communications with applicants and staff from the Building & Safety Division and other City departments. Respond to inquiries about projects from applicants.
  - Utilize City electronic and paper files to research previous and/or related permits.
  - Be available during an emergency or natural disaster to assist the City with inspection services. VCA has certified disaster specialists.
  - Participate in reviews with technical consultants, health and other government agency inspectors, City staff, and owners.
  - Acknowledge that all documentation will become the property of the City of La Mesa.
- 8. Pickup and Delivery of Plans:** At no cost to the City, VCA will arrange shipping and courier services. Our plan checkers are available Monday through Friday between 8:00 a.m. to 5:00 p.m. Our company policy states all phone calls and emails are to be returned as soon as possible, within 24 hours.

## Accomplishing Staffing Objectives:

**In contrast to other consultants, VCA has a dedicated in-house recruiting team** knowledgeable of the industry who will connect with the City, determine needs, and achieve objectives. We are always hiring to find the best “fit” candidates for the City.

1. **Commitment:** To provide suitable staff for the City, VCA conducts a formal needs assessment with City departments to gauge openings, requirements, timelines, culture, and other pertinent information to ensure a proper match between the candidate and City. The Staffing Director, Rick Bergin, and his team will be reliable resources to the City in providing and scheduling candidates and answering any other staffing inquiries the City may have. Our lines of communication are always open, and we are committed to fulfilling all staffing needs.
2. **Candidate Qualifications:** VCA will provide candidates that meet the minimum City requirements. Experienced in the industry, our recruiters understand the skillsets necessary for contract staff to successfully complete the work. Regarding pre-screening, VCA meets each candidate in person and evaluates their competency in the roles they are filling. VCA also confirms certifications and licenses, runs any background checks required, and coordinates with the City’s live scan process.
3. **Managing Requests:** VCA’s professional recruiters are highly experienced in attracting and selecting candidates and maintaining a pipeline of qualified contract staff through consistent communication with past and potential candidates. We have access to a multitude of hiring resources and connections to sustain demand. Our staffing team meets weekly to go over requests and monitor progress to avoid delays and swiftly handle requests.
4. **Screening Candidates:** VCA complies with all State and Federal employment laws. Our recruiting staff meet face-to-face or through Zoom to determine that competent and qualified candidates are presented to the City. VCA will comply with any City requirements including reference checks, fingerprints, and background checks, coordination of live scans, scheduling meetings with police departments or other entities to run the required background check.
5. **Notification of Changes:** VCA understands that timing matters when it comes to providing qualified contract staff for a jurisdiction. VCA will promptly notify the City of any changes in personnel prior to award of a contract between City and the VCA. Should any personnel be reassigned prior to the award, VCA will present the resumes of highly qualified replacements for any function affected.



## Scope of Work and Commitment to City Needs:

VCA is ready and capable of providing first class building department services as outlined in the following Scope of Work. We are committed to providing the best qualified plan review and as-needed staff to serve the community of Canyon Lake.

VCA has been providing similar services to multiple jurisdictions within California since 1979. VCA commits to behaving as an extension of the City's staff and processes. This benefits the City and general public by providing outstanding customer service in a manner the community expects and deserves. Equally important is our approach which is open and effective communication, including using layman's terms, coupled with a strong commitment to meeting deadlines for all stakeholders. Our staff know they wear two hats: one for the City and one for VCA.

Our staff shall perform the Scope of Work to the City's satisfaction:

1. Plan review services to verify construction documents are in compliance with the Title 24 regulations as adopted by the City of Canyon Lake, including California Building Standards codes, the City's Municipal Code, and other applicable Federal, State, and local laws, policies, ordinances and regulations. These services shall be performed by an International Code Council (ICC) certified plans examiner on an as-needed basis which shall include but not be limited to:
  - ✓ Building Plan Review
  - ✓ Mechanical Plan Review
  - ✓ Electrical Plan review
  - ✓ Plumbing Plan Review
  - ✓ Grading and Shoring Plans
  - ✓ CalGreen review
  - ✓ California Energy Compliance
2. Plan Review Contract Services:
  - a. VCA shall provide the following qualifications:
    - Licensed Professional Engineer and/or ICC Plans Examiner or Specialty (Plumbing, Mechanical, Electrical, and Storm Water) based on the associated assignment and services being rendered.
    - Have at least 5 years of Building & Safety plan review experience.

Reviews will be completed, and plans returned to the City within 10 working days, depending upon project complexity, from the date of paper or electronic availability of the plans by the City to VCA Code. Rechecks will be completed and returned within 5 working days. Review comments / corrections will be

emailed or returned with paper plans to the City's Building & Safety Department upon completion of each plan review by the VCA Code.

VCA Code will make our plan reviewers available by phone to City plan check customers, Monday through Friday, 8:00 a.m. to 5:00 p.m. Pacific Time for discussion of plan check corrections generated by VCA's plan checkers.

3. Inspection Services:

a. VCA will meet the following qualifications:

- ICC Certified Building and/or Combination Inspector(s).
- Have at least 3 years of Building & Safety field inspection experience.

4. Permit Services:

a. VCA will meet the following qualifications:

- ICC Permit Technician, or Plans Examiner.
- Have at least 3 years of Building & Safety permit counter experience.

**In addition, VCA can provide:**

5. Expedited Plan Check – VCA brings a unique program that allows the City to retain more of its plan check fee. Call Bob Heinrich for more information.
6. CASp Services – bring a certified CASp professional to review plans, perform site visits and meet with the public and City staff to discuss projects related to State and Federal Accessibility compliance.
7. Virtual Permit Technician Assistance – provide an ICC certified Permit Technician to provide virtual/remote support assistance on an as-needed basis.
8. Professional Development Training – provide training to staff on various Code related items, certifications, and new federal and state legislation policies.
9. Disaster Support Services – provide staffing services as needed following a disaster such as fires, earthquake or flooding and the ability to assist with required documentation for County, State and Federal recovery efforts.
10. Reporting – provide plan check status reports, statistical reports, and performance management reports on a monthly basis or anytime upon request of the City in the format requested by the City (paper or electronically). The information requested shall include information such as the project address, permit number, description, square footage, and type of construction, type of review, performed, hour required per reviewer, reviewer name, reviewer credentials and turnaround time of plan review.

11. Seismic Retrofit Program Review Services – if needed, VCA can provide plan check and inspection services for needed retrofit ordinances for existing wood framed buildings with Soft-Weak or Open Front walls (SWOF), Non-Ductile Concrete buildings (NDS), and Pre-Northridge Steel Moment Frame Buildings (PNSMF). Reviewers of construction documents shall be California registered professional structural or civil engineers and inspectors shall be ICC certified.
12. Customer Service – provide ongoing high-quality customer service. As requested, VCA can assist City Staff in managing the plan review services for all projects and provide recommendations intended to improve efficiency and cost effectiveness. VCA will effectively communicate with City staff, County agencies and other consultants, and attend meetings as necessary to improve the progress of work. VCA will provide emphasis, understanding and special attention to the management of all projects while maintaining work quality, meeting schedules, and staying within budget.

**Accomplishing Turn-around times:** VCA recognizes the importance of complying with stated turn-around times in order for the City to properly serve its community. VCA took steps to ensure our plan reviewers understand this importance and implemented the following procedures:

1. Tracking plans – incoming and outgoing are being processed and supervised.
2. Data entry into our tracking system with dates received, reviewed, and returned, and upon receipt, verifying all documents have been included. If something is missing, a request for information is immediate sent to the City.
3. Plan reviewer assignment based on type of review – *best set of eyes* and experience regarding technical aspect of the structure and time to complete.
4. Weekly staff meetings where the team is reminded about turn-around times and making sure our customer service is exemplary.
5. Conversations with City staff and/or Building Official regarding projects and any issues that come up, especially response times from applicants.
6. Additional courier services: UPS, FedEx, GLS, courier services, and VCA employees driving to and from the City for pick-up and delivery as needed.
7. Expert management team to oversee the staff, answer questions, etc.
8. Electronic visual boards that demonstrate the status in number of days, with an early warning system for each reviewer to see the number of days left for each project.



- a. Providing Inspectors and Permit Technicians:** VCA has a slate of building inspectors and permit technicians that are qualified to serve the City. Our recruiting team stays in touch with both the Building Official and our employees to make sure the appropriate service is being provided.
- b. Contract Staffing:** VCA will only provide candidates that meet the minimum City requirements. Regarding pre-screening, VCA meets each candidate in person, tests them about their knowledge of either inspection, plan check, or permitting requirements. VCA also confirms certifications or licenses, and runs any background checks required, or coordinates with the City's live scan process.
- c. Screening Candidates:** VCA complies with all State and Federal employment laws. As mentioned above, our recruiting staff meets face-to-face or through Zoom to determine the best qualified and best fit candidates are presented to the City. VCA shall comply with any City requirements including reference checks, finger prints, and background checks, coordination of live scans, scheduling meetings with police departments or other entities to run the required background check.

## Customer Service Philosophy

VCA thrives on and is committed to providing the very best customer service possible. Being the best is our quest. As a process-improvement and training organization, we strive to serve, offer thought leadership, share ideas, improve processes, maintain a well-trained staff, and constantly look for ways to improve or enhance service to our clients.

A few demonstrations include:

- Being called to review city buildings after an earthquake
- Meetings on Saturday with applicants to resolve plan check issues
- Providing on-call personnel to fill in with less than a day's notice
- Providing complimentary code updates, interpretations and training
- Writing complimentary ordinances based on code updates
- Having our building inspectors go to an accident site at 2:00 a.m. in the morning to review structural damage and write a report
- Volunteering to participate in panel interviews at multiple cities
- Providing information about software for various permitting systems and making introductions to key people with viable solutions
- Conducting retained searches for hard-to-find and fill positions
- Accommodating requests for special reports – year over year
- Providing excellent benefits that help create a stable workforce that ensures continuity and happier employees that are more productive, and

**Complimentary Training:** VCA has developed a relatable and interactive customer service program that will help your team work better together and improve customer service. We've presented this 1-hour program at several cities and the feedback from both the managers and the attendees was very positive. Programs are customized and based on specific issues your staff may be dealing with while working with applicants. We've presented programs for Building Inspectors, Permit Technicians, Plan Checkers and Code Enforcement Officers. We possess the understanding, empathy, and techniques, and we'd be happy to assist the City of Canyon Lake by developing a program based on your specific needs. Please feel free to call us for more information.



### **Service with a smile!**

Our promise to you is responsiveness and the presentation of the very best qualified and best “fit” as-needed staff available in the industry.

Our employees come to VCA and stay with us for several reasons. The number one reason for our stable workforce is based on direct feedback that they feel as though they belong to an organization that cares about them. Simply put, we want what they want.

Our employees know they can grow and become better at what they do. At the end of the day, happy employees are more productive employees...and that translates to excellent customer service for the City.





## **F. Cost Proposal**

VCA’s office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Our plan checkers are available to respond to plan review inquiries via emails and phone calls during working hours. Plan checkers respond within 24 hours of receipt of call or email.

**For plan review services, VCA charges a fixed fee of 60% of the City’s collected plan check fees. This percentage includes the first three (3) checks. Additional checks and revisions are charged per the City’s schedule of fees.** VCA charges a minimum of two (2) hours for any plan review. VCA provides electronic plan review. However, with paper plans, we will ship paper plans to and from our Orange office and the City at no additional cost. ***VCA is amenable to discussing these fees with the City.*** This professional services agreement is for two (2) years.

**VCA proposes the follow hourly rates for contract staff augmentation:**

<b>Contract Staffing Functions (DOE/Certs)</b>	<b>Hourly Rate</b>
Building Official Services (Billed in quarter hour increments)	\$150.00
ICC Sr. Building Inspector	\$105.00 to \$115.00
ICC Combination Inspector	\$95.00 to \$105.00
ICC Electrical Inspector	\$90.00 to \$105.00
ICC Building Inspector I / Mechanical / Plumbing Insp.	\$85.00 to \$95.00
Grading Inspector / Soils Inspector	\$95.00 to \$115.00
CASp Services (Inspection and plan review)	\$145.00 to \$160.00
ICC Certified Permit Technician	\$65.00 to \$75.00
CALGreen Inspector / Manager Services	\$105.00 / \$135.00
Administrative / Permit	\$55.00 to \$65.00
Code Enforcement Officer / Code Enforcement Supr.	\$75.00 to \$95.00
Client Consultation at City Hall (CBO/Sr. Management)	\$145.00
Plan Check Engineer at City	\$135.00
ICC Certified Plans Examiner at the City	\$125.00
<b>VCA charges current IRS mileage rates for VCA staff driving to / from job sites.</b>	



## **Additional Information:** **Technology**

VCA currently interfaces with more than 35 cities, all of whom utilize their own permitting systems. We effectively implemented, learned, and utilize these systems. And VCA can assist the City with its needs regarding permitting systems. Bob Heinrich possesses an excellent background in information technology and knows a wealth of people and firms the City may find useful. VCA has one of the best when it comes to in-house technology, software, systems, and security. We utilize a tracking system for our plans that provides VCA and the City with all the information needed to generate accurate and timely reports and invoice backup.

## **Communications**

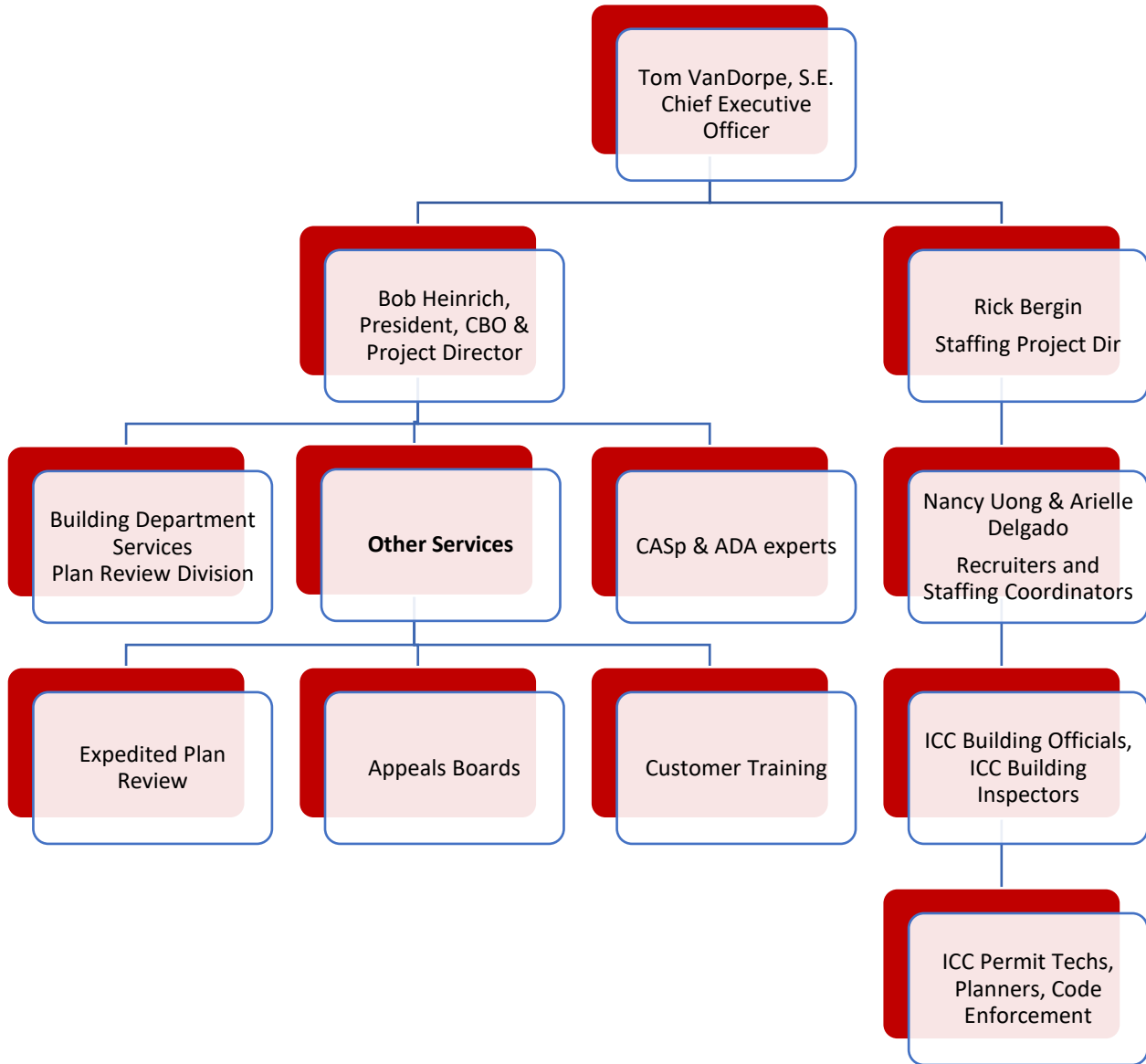
We absolutely understand the importance of regular interactions between City staff, its applicants and our staff. VCA's office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Our employees know they must return all phone calls and emails ASAP or within 24 hours of receipt. VCA effectively utilizes a cross-reference program that ensures ongoing communication, such that if an employee will be out of the office, he or she must notify their counterpart so they are aware of the status of an issue. In addition, the City may rely upon both Bob Heinrich and Rick Bergin, who are available 24/7 to assist the City.

## **Virtual / Remote Services**

VCA has the capability to work remotely through a robust information technology system utilizing multiple programs. The year 2020 created a "sink or swim" situation for cities and business, and VCA is swimming extremely well. All of our employees were quickly situated with the appropriate hardware and software to work remotely. We were up and running and didn't miss a beat because of COVID-19, and that's because our IT department had already taken steps to ensure VCA remained viable and capable of serving our city clients and their applicants. VCA was already conducting electronic plan check, so the year 2020 posed no issues for VCA. We're proud to say that none of our clients experienced any issues once their city and VCA went into a virtual mode.

VCA brings a high-caliber and dedicated staff to serve the City of Canyon Lake.

**VCA CODE ORGANIZATION CHART:**



- Plan Check Division: 15 Full-time and in-house employees
- Staffing Division: 3 Full-time and 56 contract field employees, 2 CASp Experts
- Sustainability (Green) Division: 20 Full-time employees
- Sr. Principal, CFO, Accounting and Administrative: 8 Full-time employees
- All in-house employees are located in Orange, CA

## VCA's Technical Plan Review Capabilities

VCA provides plan check services for dozens of jurisdictions in the Southern California area. VCA's full range of plan review is diverse and consists of architectural, structural, mechanical, electrical, plumbing, fire-life protection, green, T24 Energy, ADA accessibility, civil, geotechnical, storm water, soils, LEED, and more. For residential, VCA has conducted thousands of plan reviews for single and multi-family residences, affordable housing projects, and mixed-use projects. In the commercial domain, our reviews include hotels, mall expansions, fitness centers, centers, and office buildings for the Department of Social Services, as well as various structures using concrete tilt-up construction methods. In the medical field, our experience includes plan review of the Orange County Health Care Facility, dialysis treatment facility, health clinics, and drug rehabilitation centers. For Yorba Linda, VCA conducted a full plan review for their new library and performing arts center. VCA brings expertise in:

- a. **Architectural:** VCA employs two architects who are ICC Certified Plans Examiners conducting extensive review of any architectural plan review.
- b. **Structural:** VCA employs several Licensed Structural Engineers and Professional Engineers fully capable of reviewing any type of structural plan review. In fact our Director of Technical Plan Review is one of the most respected and well-known plan check engineers in California.
- c. **Mechanical:** VCA has several plans examiners and inspectors with extensive plan experience, coupled with years of construction experience directly related this area.
- d. **Plumbing:** VCA has several plans examiners and inspectors with extensive plan experience, coupled with years of construction experience directly related this area.
- e. **Electrical:** VCA has several plans examiners and inspectors with extensive plan experience, coupled with years of construction experience directly related this area.
- f. **Fire:** VCA has two fire plan checkers, one of whom is a Registered Fire Protection plan checker, and is conducting regular fire plan reviews for multiple jurisdictions.
- g. **Green:** VCA Code brings an entire Green/Sustainability Division to serve the city with experts in T24 Energy, CalGreen, LEED, Energy Modeling, Commissioning, and HERS raters. Our plan checkers regularly review for T24 Energy and other green-related items.
- h. **T24 Energy:** Our plan check engineers and ICC plans examiners are well-versed in Title 24 to ensure the most accurate energy plan review.
- i. **Accessibility:** VCA employs two expert Certified Accessibility Specialists to ensure each project is thoroughly reviewed for accessibility and ADA compliance.
- j. **WQMP:** VCA's team will perform WQMP reviews for a separate fee.

Examples include, but are not limited to the following:

### Affordable Housing

**Location:** 433 Vermont Ave., Los Angeles, CA  
**Jurisdiction:** County of Los Angeles  
**Description:** Mixed-use: 5-story, 72-unit apartment complex with commercial space  
**Services Provided:** Plan Check: complete architectural, structural, MEP, energy, life safety, ADA, CalGreen  
**Project Data:** 210,390 s.f.  
**Approved Budget:** \$11.4 Million



### The Atlantic Gateway Courtyard by Marriott

**Location:** Atlantic Boulevard and Hellman Avenue, Monterey Park, CA  
**Jurisdiction:** City of Monterey Park  
**Description:** 6-story, 288-room hotel with ancillary retail space, on 2.14 acres  
**Services Provided:** Plan Check for MEP, life safety, ADA, structural calculations and framing.  
**Project Data:** 210,390 s.f.  
**Approved Budget:** \$35 Million



### New FMB Development

**Location:** 944 N. Odgen, West Hollywood, CA  
**Jurisdiction:** City of West Hollywood  
**Description:** Condominiums over a subterranean garage with a roof top deck  
**Services Provided:** Plan Check: VCA conducted the complete building plan review, CalGreen, Energy, ADA  
**Project Data:** 12,508 s.f.  
**Approved Budget:** \$2,250,000



### New Public Library and Cultural Arts Center

**Location:** 18181 Imperial Highway, Yorba Linda, CA  
**Jurisdiction:** City of Yorba Linda  
**Description:** Construction of a new Community Center and Performing Arts Center.  
**Services Provided:** VCA conducted full plan review including Architectural, Structural, MEP, Energy fire and grading  
**Project Data:** 13,900 s.f.  
**Approved Budget:** \$1,534,890 Million





**New Hotel – Le Meridian:**

**Location:** 130 W. Huntington Dr., Arcadia, CA  
**Jurisdiction:** City of Arcadia  
**Description:** New hotel with 227 rooms (3 buildings and conference, ballrooms, restaurant)  
**Services Provided:** VCA conducted the complete plan review  
**Project Data:** 169,679 s.f.  
**Approved Budget:** \$21 Million



**La Peer Commercial Building**

**Location:** 655 N. La Peer Blvd., West Hollywood  
**Jurisdiction:** City of West Hollywood  
**Description:** Construction of new 4 story commercial building including deck, basement and subterranean parking.  
**Services Provided:** Plan review of electrical, mechanical, and plumbing  
**Project Data:** 80,874 s.f.  
**Valuation:** \$7,941,126  
**Time Frame:** 3 months on-going



**Vanguard University Student Center**

**Location:** 55 Fair Drive, Costa Mesa, CA  
**Jurisdiction:** City of Costa Mesa  
**Description:** New 2-story steel framed student center, including gymnasium, cafeteria, kitchen, fitness center, and site paving/plantings  
**Services Provided:** Plan Check: VCA conducted the complete building plan review, CalGreen, Energy, ADA  
**Project Data:** 42,687 s.f.  
**Approved Budget:** \$14,664,000  
**Time Frame:** 4.5 months, on-going



**Rusnak Mercedes-Benz Dealership**

**Address:** 101 N. Santa Anita, Arcadia,  
**Jurisdiction:** City of Arcadia  
**Description:** Showroom for new vehicles  
**Services Provided:** Plan Check Services – Including Fire Plan Review and Building Inspection  
**Project Data:** 50,000 s.f.  
**Approved Budget:** \$10 Million



VCA provided complete plan check and ADA CASp services. VCA was involved in and dealt with highly flammable liquids, the flame exhaust ventilation system, water curtain system, and service bay area.

### The Forum

**Address:** 3900 W. Manchester, Inglewood, CA  
**Jurisdiction:** City of Inglewood  
**Description:** Public facility for Entertainment / sports / assembly  
**Services Provided:** Plan Check and Building Inspection Services  
**Project Data:** 330,000 s.f.  
**Approved Budget:** \$55 Million

VCA checked the seismic strengthening of an existing concrete structure rigging system and exiting capabilities for 56,000 people and their full exposure during a major event. In addition to plan check services, VCA worked with the LA Fire Department regarding flammable fabric, as well as the suspended fire sprinkler system from the existing truss catwalk system.



### Huntington Library Art Collections and Botanical Gardens

**Location:** 1151 Oxford Road, San Marino, CA  
**Jurisdiction:** City of San Marino  
**Description:** Public facility for arts / science / plants  
**Services Provided:** Plan Check Services and Building Inspection Services  
**Project Data:** 55,000 s.f.  
**Approved Budget:** \$40 Million

VCA performed the complete plan check review and performed building inspection services including plumbing, electrical, mechanical, as well as disabled accessibility. VCA had discussions with the Fire Chief to solve the fire sprinkler system that would prevent damage to valuable artwork and paintings.



### The Source

**Location:** Beach Boulevard and Orangethorpe Avenue, Buena Park, CA  
**Jurisdiction:** City of Buena Park  
**Description:** 7-story structure with a Helipad  
**Services Provided:** Plan Check Services and Building Inspection Services  
**Project Data:** 447,375 s.f.  
**Approved Budget:** \$75 Million

VCA reviewed electrical, mechanical, life safety, ADA, structural calculations and framing. In addition to plan check services, VCA worked with RJA and OCFA to resolve capacity mall exiting system and underground fire tank to serve high rise buildings.



### The Peck Reservoir Pump Station

**Location:** City of Manhattan Beach  
**Description:** Demolition of existing ground-level potable water reservoir and reconstruction of a new 8.0 million gallon cast-in-place concrete wall and roof slab reservoir structure. Includes Pump Station Building #1, Operations Control Office Building #2, Chemical Storage Building #3, Retaining Wall and Backwash Tank Foundation.  
**Services Provided:** Full plan review including Architectural, Structural, MEP, Energy fire and grading.  
**Project Data:** 2.7 acres  
**Approved Budget:** \$15,213,050  
**Time Frame:** Five (5) months on-going



**Regarding residential:** VCA typically performs hundreds of plan review for small, medium, and large SFD and MFD, remodels, room additions; ADU's, etc., and also performs plan review for large custom estates in the City of Bradbury, Laguna Beach, Arcadia, Manhattan Beach, and more.





## **Attachment A: Resumes**



## **Bob Heinrich | President/Principal/Building Official/Project Manager**

Years of Experience: 30+

### **Experience**

#### **VCA Code | President/CBO – 2019 to present**

- Responsible for the successful management and operations of VCA's plan review services. Hire, mentor, guide and provide technical oversight for a diverse team of plan checkers.
- Ensures building code evaluation and plan checking services for various municipal building departments within Southern California.

#### **HR Green | Western Regional Business Partner**

#### **City of Anaheim | Building Official - 5 years**

- Filling the role of full time Building Official and Division manager at the City of Anaheim. Brought leadership and new direction to the Building Division and staff. Greatly increased morale and customer focus in the Division.
- Proposed and achieved community and industry support for a customer service enhancement to staffing (employee and consulting) through an increase in fees. Written support from the Building Industry Association and builder members that allowed for increased levels of customer service embraced by the Anaheim Building Division clients and stakeholders. Also reduced plan review costs within one fiscal year by over \$100,000 while maintaining over 90% percent achievement of turnaround goals

#### **ICC/ICBO | CEO/COO**

- Created a \$55+million company with over 365 staff and over 55,000 members through market and product growth and by merging three competing organizations with seven subsidiaries into a single entity and into the nation's largest organization.
- Developed plans to set up the company for most effective and successful merge into ICC.
- Concurrently (Jan.2002) held position of Chief Operations Officer for International Code Council and was lead in managing the consolidation process.

### **Relevant Project Experience**

- Former Building Official for City of Anaheim
- Held the positions of Chairman of the Board of the ICC Evaluation Services, Inc. and the ICC Foundation.
- Former CEO of International Code Council (ICC & ICBO)
- Various positions with International Conference of Building Officials (ICBO)
- Directly responsible for the adoption of applicable building codes
- Practice Lead for the West operations for the Governmental Services Business Line

### **Education & Certifications**

- Bachelor of Science, California State University Civil Engineering
- P.E. (not active)
- ICC Certified Building Official - 8226143



## **Rick Bergin | Director of Staffing/Project Manager**

Years of Experience: 20+

### **Experience**

#### **VCA Code | Director of Staffing**

Manages VCA Code Staffing Solutions. Recruits, places, and manages contract personnel working for multiple jurisdictions and for various functions including:

- ICC Certified Building Inspectors
- ICC Certified Permit Technicians
- ICC Certified Plan Checkers
- Code Enforcement Officers
- AICP Planners
- ICC Certified Building Officials
- Public Works Engineers
- City Engineers

Proven skills in talent acquisition, staff development, and contract staff management. Effective in building strong relationships by listening and delivering results. Historic track record of success by utilizing a collaborative approach to ensure visions are met and organizations are equipped with the necessary talent to meet objectives. Maintains a steady pipeline of professionals for timely placement with municipalities.

### **Relevant Project Experience**

- Started a Planning and Design department for a construction company which required 15+ new team members. Staff needs included utility Planners, Drafting Designers, Planning Designers and all levels. Partnered with local colleges for the junior level positions and created a strategy which included direct sourcing, networking with current employees and associations, and advertising. Positions were filled in a short period of time.
- Implemented a proactive and innovative Talent Acquisition program
- Managed recruitment process, accomplishing high volume goals
- Reconfigured underutilized applicant tracking system
- Developed strategic approaches to recruiting, increasing rates of acquisition and retention

### **Expertise**

- Department Management
- Recruiting Process Development
- Behavioral Interview Design
- Domestic and International Recruiting
- Superior Execution within Budget



## **Rouhi El-Rabaa, P.E. | Plan Check Engineer/CASp**

Years of Experience: 9

### **Experience**

#### **VCA Code | Plan Check Engineer**

- Conducted full scope plan reviews for various disciplines, including; architectural, structural, fire, accessibility, energy, MEP, and green
- Electronic review (Bluebeam, ePlansoft, Adobe) and paper plan review
- Highly experienced reviewing the following types of buildings; single-family and multi-family residential, hotels, mixed-use, medical clinics, industrial, commercial, assembly, factory-built, and miscellaneous structures such as conveyors and platforms
- Technical structural calculation review for regular and irregular buildings, podium structures, tilt up construction, steel buildings, modular buildings, components and freestanding structures
- Prepare correction letters issued to applicants as hardcopy or electronic correspondence
- Design coordination meetings with design professionals and permit applicants

#### **Notable Projects**

- Undisclosed Casino and Events Center – Type IB assembly steel construction with +10,000 design occupant load
- Undisclosed Casino and Hotel – Type IA unlimited area, 7-story including attached 3-story parking
- Apartment complex, Montclair – 377,000 ft<sup>2</sup> of mixed-use apartments (4-story) and 167,000 ft<sup>2</sup> open garage (5-story)
- Olive View-UCLA Medical Center – Multistory Group R-4 and Group R-2.1 treatment facilities
- Martin Luther King CFWC, Los Angeles – 3-story OSHPD III medical clinic and family support
- San Francisco State University – Type IIB 5-story university science replacement building
- CSU Chico, Cal State University, Chico – Group A academic multipurpose building
- Hope on Broadway/Hyde Park/Avalon, Los Angeles – Up to 5-story podium-built apartments

#### **Relevant Experience**

- Willdan Engineering | **Supervising Plan Check Engineer**
- City of Redlands | **Plans Examiner**

#### **Education & Certifications**

- ICC Certified Plans Examiner 8868081
- CA Professional Engineer's License (PE) No. 92565
- Certified Access Specialist CASp-973
- University of California Los Angeles B.S. Civil Engineering



## **Shawn Dalipe, P.E. | Plans Examiner**

Years of Experience: 8 years

### **Experience**

#### **VCA Code | Building Plans Examiner – Multiple Cities**

- Plan check residential and commercial plans for code compliance in addition to municipal requirements
- Provide over the counter plan check services for multiple cities.
- Conduct electronic plan review for the County of Los Angeles, Arcadia, Corona and West Hollywood
- Coordinated meetings with designers, engineers, contractors and municipal district staff as a consultant in the plan review process and provide plan review with varying municipalities including: Dana Point, Corona, Arroyo Grande, Yorba Linda, Arcadia, Monterey Park, Los Angeles County, Laguna Beach, Buena Park and Manhattan Beach.

#### **LJP Construction Services – Project Engineer**

- Assisted with on-site waterproofing observations and consultation provided waterproofing and acoustic recommendations on plans, details, and specifications for clients' projects. All plan reviews strive for LJP Construction Services waterproofing and acoustic standards or better.
- Completed over 70 client projects including single-family detached, multi-family attached, and Type I waterproofing and acoustic plan reviews, existing conditions documentations, RFIs, and submittals.
- Assisted Project Manager with managing the distribution and completion of over 150 projects to the Pre-Construction Team.
- Communicated with clients to ensure that all team members had the necessary documents and information to complete their projects.
- Created and managed spreadsheets that provide information regarding all current and completed projects, employee efficiency, and project budgets, schedule, and distribution.
- Created and managed the current Standard Operating Procedures Manual for the Pre-Construction Team

### **Education & Certifications**

- University of California Irvine – B.S. in Civil Engineering with an emphasis in Structural Engineering
- ICC Certified Building Plans Examiner
- State of California Civil Engineer – C-95354
- FE Civil License
- OSHA 10 Certified



## **Robert Salgado, FPE | Fire Plans Examiner / Inspector**

Years of Experience: 30+

### **Experience**

#### **VCA Code**

- Verifies the design, construction, and layout of fire protection systems: Underground water supply mains and hydrant distribution systems, fire sprinkler systems, standpipes, fire pumps for multi-story buildings, fire alarm and detection systems, smoke control systems, commercial cooking suppression systems, and special hazard systems (FM-200)
- Applies knowledge of building construction, engineering principles, design methodologies, and fire protection equipment and systems to determine compliance with the applicable State Building and Fire codes – Title 24, CCR, State Fire Marshal Regulations – Title 19, and National Standards, and local Ordinances
- Reviews drawings and issues approvals for the construction of new buildings, alterations, modernizations, renovations, and tenant improvements, including changes to the design and installation of fire protection systems and equipment
- Conducts inspections and reviews construction plans to ensure compliance with International Building and Fire Codes, with California Amendments - Title 24, CCR, and NFPA Standards
- Liaise with local building and fire authorities to determine design approval and project specific requirements, in accordance with performance-based design criteria
- Prepares written reports and drafts fire strategies to achieve fire safety goals and to ensure compliance with the provisions of ADB and performance-based engineering principles.

### **Relevant Project Experience**

- Fire/Life Safety Technician – *College Instructor* for WBFPA UATC Statewide Fire Alarm Apprenticeship Training Program, San Diego, CA
- Fire Alarm Inspection and Testing – *Instructor* for Associated Builders and Contractors (ABC) State approved Fire/Life Safety and Electrical Apprenticeship Training Program, Anaheim and Poway, CA
- Fire Alarm Inspection and Testing – *Instructor* for the Division of the State Architect (DSA), Statewide Public Schools Building Inspector program

### **Education & Certifications**

- Bachelor of Science, Columbia Southern University, Fire Science
- Fire Inspection Academy, Crafton Hills College
- Fire Safety Engineering Certificate, University of Greenwich
- ICC Certified Fire Plans Examiner, Fire Inspector I & II, Building Inspector



## **Stephen Otero | Fire Plans Examiner/Fire Marshal**

Years of Experience: 12

### **Experience**

#### **VCA Code | Fire Plans Examiner**

- Verify the design, construction, and layout of fire protection systems.
- Apply knowledge of building construction, engineering principles, design methodologies, and fire protection equipment and systems to determine compliance with the applicable State Building and Fire codes.
- Answer questions from engineers, architects, contractors, property owners and developers regarding code requirements and provide code interpretation.
- Conduct inspections and reviews construction plans to ensure compliance with International Building and Fire Codes, with California Amendments - Title 24, CCR, and NFPA Standards.

### **Relevant Experience**

- **Fire Marshal/Fire Investigator/Assistant Fire Chief** | Columbia Fire and Rescue
- **Deputy Fire Marshal/Fire Plans Examiner II** | Palm Springs Fire Department
- **Adjunct Professor of Fire Technology** | College of the Desert
- **Fire Safety Specialist** | Riverside County Fire Department

### **Education & Certifications**

- MS Fire Protection Engineering – UC San Diego
- BS Fire Protection Administration & Technology – CSU Los Angeles
- AS Fire Technology – College of the Desert
- Fire Inspector 1 & 2 Series – Office of the California Fire Marshal
- Fire Instructor 1 & 2 – Office of the California Fire Marshal
- Fire Plans Examiner, Fire Inspector I & II – ICC
- Firefighter I Certification – California & Tennessee
- Regional Instruction Orientation – Office of the California Fire Marshal
- Fire Safety Officer – Office of the California Fire Marshal



## **Jonathan Gulliver | Plans Examiner**

Years of Experience: 25+

### **Experience**

#### **VCA Code | Plans Examiner – Multiple Cities**

- **MFD Five-Story Mixed Use Building**
- **New Single Family Dwelling**
- **Commercial Building**
- **Four-Unit Apartment with sub-garage**
- **New Single Family Dwelling (steel studs)**
- 25 years of experience in the architectural field, has worked on a number projects i.e. commercial, residential, schools and medical centers
- Architectural services included large scale retail centers, domestic and abroad, with features such as open promenade malls, courtyards, restaurants, theaters, offices and support spaces ranging from 300,000 to 500,000 square feet in gross building area
- Directed and coordinated A/E project teams from design development through construction in the USA, as well as Qatar, Saudi Arabia and India.
- Construction and Design Management – Excellent PM/Architect experience
- Design and Production – Senior Project Architect of Retail, Restaurant, Theme Park, Commercial, Institutional, High Security, Industrial and Residential projects;
- Effective liaison between owner/contractor and consultants; Coordination of consultants. Coordinator of Planning/Building Department issues for code compliance
- Design - Design development coordination of Schools, Restaurants, Theme Parks, Commercial, Institutional, High Security, Industrial, Multi-family and Detached Residential projects

### **Notable Projects**

- Premium Outlets - Simon, Salem Springs Retail
- Center, Washtenaw County, Michigan, USA
- Premium Outlets - Simon, Clarksburg Retail Center, Montgomery County, Maryland, USA
- Premium Outlets - Simon, Phoenix Premium Outlets, Phoenix, Arizona, USA
- Alberta Development Partners, Simi Valley Town Center, Simi Valley CA, USA
- Nanjing East Outlets, Nanjing, Jiangsu Province, China

### **Education & Certifications**

- Bachelor of Arts in Architecture, Cal Poly Pomona
- CA Licensed Architect #C-20658
- NCARB Certification (48958)





## **Jack Kuwitzky | Combination Building Inspector & Plans Examiner**

Years of Experience: 10 years

### **Experience**

#### **VCA Code | Combination Building Inspector – Multiple Cities**

- Perform inspections for buildings, plumbing, mechanical, electrical, concrete, framing, roofing, and structural steel inspections.
- Structures included new and tenant improvements on Type I, and IIB Commercial, and Residential Multi-Family construction, and Type V Single Family.
- Pre-grade through Final for: New dwellings, remodels, additions, upgrades and repairs of residential properties.
- Point of contact for complaint's and diagnosing communication issues at the public counter and jobsite.
- Part-time plan review at city counters
- Plan Review of residential additions, remodels and solar installation.
- MEP reviews
- Commercial and Residential Inspections, including reviewing plans, for various types of structures.
- Plan Check of Solar installation and residential remodels – primarily single story.
- Perform all related combination inspections on residential construction.
- Perform all related inspections on Types I, IIB and steel structures on new commercial construction including tenant improvements.

### **Education & Certifications**

- ICC Residential Inspector
- ICC Combination Dwelling Inspector
- ICC Plans Examiner
- Certificates of Achievement:
- Combination Building Inspector: TI's, patrician walls, sprinklers, & ADA
- Combination Residential Inspector
- Code Professional
- Permit Technician

### **Skills and Attributes:**

- Great with applicants - friendly and outgoing
- Handles conflict very well
- Excellent code knowledge



## **Robert Leatherman | Building Inspector**

Years of Experience: 18+

### **Experience**

#### **VCA Code | Building Inspector – Multiple Cities**

- Inspect large commercial projects
- Structures include: Mixed-use, multi-family, multi-story, podiums and wraps, commercial, industrial, TI's
- Perform inspections of building, electrical, mechanical and plumbing codes
- Assist property owners and contractors on the use of materials and building methods to comply with building codes
- Investigate complaints and violations of codes and ordinances for residential and commercial properties
- Prepare reports and maintained records, processes and issued permits and minor plan checking
- Knowledge of blue prints and plan layouts
- Proficient in dealing with the public, contractors and paperwork
- Self-motivated and willing to accept new obligations and responsibilities
- Well organized; able to effectively manage multiple projects simultaneously
- Maintain positive and professional relationships with the government officials, public, contractors, and coworkers
- Proven verbal and written communication abilities
- Quick to learn new methods, terminology and processes

### **Education & Certifications**

- ICC Certified Building Inspector
- ICC Certified Commercial Mechanical inspector
- ICC Certified Mechanical Inspector
- ICC Certified Residential building inspector
- ICC Certified Residential Mechanical Inspector
- Certified in safety assessment program from state of California Governor's office
- ICC Certified Commercial Building Inspector



## **Steven Hartmeyer | Combination Building Inspector**

Years of Experience: 20+

### **Experience**

#### **VCA Code | Combination Building Inspector – Multiple Cities**

- Combination Building Inspector: Approximately 50% Commercial, 50% Residential.
- Plan Review for Residential & Commercial Solar PV, and EV Charging Stations.
- Lead Inspector for Civic Center Parking Structure, Saddleback Church, Planet Fitness, Restaurants, Commercial TI's, and multiple Tract Homes.
- Responsible for Permitted Construction from Issuance, through Final Inspections & Occupancy.
- Coordination with other departments: Planning, Engineering, Code Enforcement, as well as outside agencies (OCFA, SDG&E, etc.).

#### **Inspector | University of California, Davis—Davis, CA**

- Lead Inspector of more than \$50 million dollars of successful construction projects—commercial, institutional, residential.
- Managed plan check/review, bidding, submittal process, inspections, materials sampling & testing.
- Managed communication with professionals, supervisors, tradespeople & regulatory agencies

### **Education & Certifications**

- California Combination Residential Building Inspector (B1,M1,E1,P1)
- International Code Council Combination Residential Building Inspector (B1,M1,E1,P1)
- University of California, at both Berkeley & Davis, CA



## **Moises Eskenazi | Fire and Building Inspector & Plans Examiner**

Years of Experience: 25+

### **Experience**

#### **Multiple Cities: VCA Contract Fire/Building Inspector – 6 years**

- Inspect residential and commercial structures during all phases of construction for Building and Fire Code Compliance
- Assist the Building and Planning Department Director and department staff in building code provisions also, provides interpretations of code provisions.
- Respond to homeowners, contractors and architects phone inquiries.

#### **City of Rancho Cucamonga /Senior Plans Examiner**

- Community Development assignments including management of the building and fire plan check process.
- Participate in the entitlement of new development to enforce building and fire regulations.
- Establish project standard conditions to facilitate project success and allow applicants to navigate state and local regulations applicable to the project.
- Guide projects from inception, through plan check and permit issuance.
- Confer and advise the building official on plan check, inspection, budget, personnel, contract services and customer service issues.
- Create Tragedies to improve public perception of the department and city. Think outside the box and always maintain legal and ethical standards expected of public service.
- Provide customer service at a supervisory level especially in difficult situations with tact, prudence and professionalism.

### **Certifications & Education**

- Commercial Electrical Inspector
- Mechanical Inspector
- Certified Building Official
- Fire Plans
- Building Plans Examiner
- Commercial Combination Inspector
- Mechanical Inspector UMC
- Residential Electrical Inspector
- Fire Inspector I
- Fire Inspector
- Plumbing Inspector
- Building
- Combination Inspector
- Electrical Inspector
- Building Code Specialist
- Fire Code
- Pasadena City College – Associates in Arts, Construction Technology
- Pasadena City College – Building Inspector Certification
- UC Riverside – Construction Management Certification



## **David Hammers | Building Inspector**

Years of Experience: 8+

### **Experience**

#### **VCA Code | Commercial Building Inspector – Multiple Cities**

- Perform inspection of new and existing residential structures throughout the city in all phases of construction, alteration and repair to insure compliance with municipal and state codes.
- Analyze and resolve work problems between contractors and vendors.
- Utilize City building databases to manage daily inspections.
- Review plans to enforce code and setbacks, write correction notices and stop work orders.
- Collect and qualify engineering structural reports, geological memos, and other 3<sup>rd</sup> party inspection documents.
- Prepare close-out documents for permit completion.

#### **Psomas Engineering | Public Works Inspector**

- Water reclamation project that draws water from the California Aqueduct
- Surface Safety inspection services for the subway extension project from La Brea to Century City

#### **Consultant | West Hollywood, Los Angeles, Santa Ana**

- Construction Manager for 30 space parking lot
- Mixed-use multi-family residential and retail construction, documents examiner/inspector, identified owner exposures, documented progress and produced daily report
- Mixed-use renovation, construction project support including owner representation and on-site project documentation of activities and spending, documents examiner
- Mixed-use residential and retail construction, site inspector for owners, tracked spending and scheduling, identified owner exposures, documented progress and produced daily reports

### **Education & Certifications**

- ICC Residential Inspector
- ICC Commercial Inspector
- Loyola Marymount University – Bachelor of Arts

### **Government Software Experience**

- EnerGov Parcel and Inspection management software
- Microsoft Office Outlook 365 Suite, Word, Excel, Task Planner, and Power Point
- MS Project, ProCore, BlueBeam, Raken, HomeGauge Inspection Software



## **Donna Ducharm-Greek | Permit Technician**

Years of Experience: 7 years

### **Experience**

#### **VCA Code | Permit Technician – Multiple Cities**

- Provide lead primary administrative, operational and staff support for the Building Division development services counter; independently performs a wide variety of specialized office management, administrative and fiscal support assignments.
- Assist the public at the front counter; respond to questions on policies and procedures; provide information on the permit process.
- Calculate and estimate fees for permits; collect fees for various applications; issue receipts for fees collected.
- Receive and review completed applications; ensure information is accurate, complete, and in compliance with regulations; advise public on simple plan check corrections.
- Route plans to appropriate staff; label and log information; set up files; track and monitor plan status; notify contractors, owners, developers, and engineers of plan status; issue permits.
- Investigate problems and conflicts arising from permit processing activities; recommends practical solutions and implements as approved by management; analyzes, recommends and implements changes as appropriate.
- Conduct simple review of plan check submittals; ensure compliance with minimum submittal requirements; recommend modifications of submittal requirements as necessary to improve service to the public.
- Develop and maintain records and reporting systems related to development/building permit processes.
- Interpret provisions of City codes and permit requirements for developers, contractors, architects, engineers and the general public;
- Assist with administration of the permit tracking system; analyzes and recommends system improvements; develops and/or revises permit related documents.
- Assist with public record keeping and report preparation; receive and answer phone calls to the front counter operations.
- Prepare a variety of correspondence, reports and related material in support of assigned functions.

### **Education & Certifications**

- Administrative/Office Management
- Outstanding Customer Service Skills
- ICC Permit Technician – Issued '19



## **Wendy Menendez | Permit Technician**

Years of Experience: 6

### **Experience**

#### **Contract Permit Technician | Various Cities**

- Preliminary review of plans, blueprints, permit applications for building construction to ensure conformance with codes, ordinances and regulations. Referred plans to Building Inspectors or plan checking personnel as needed
- Issued routine permits for building construction work and verified completion of documentation to balance accounts for funds collected
- Assisted in processing construction plans for commercial, industrial and residential projects, calculates fees, reviewed plans for the purposes of establishing valuation and computing plan check and various other fees
- Verified current contractor's licenses and workers' compensation insurance
- Worked cooperatively with property owners, contractors, architects and others to resolve questions regarding plan check, construction inspection, permit fees, and permit issuance within the scope of counter assignments
- Answered code related questions for building construction, remodeling and repairs
- Provided preliminary review of plans and specifications, reviewed and processed applications, issue permits, and calculate fees
- Prepares correspondence, reports, memoranda, labels, contracts, proposals, notices, technical/legal documents, statistical forms, budgets and charts
- Answers telephones, checks messages and monitors the handheld radio
- Performed complex tasks and duties assignments
- Generated monthly and quarterly reports pertaining to permit issuance
- Permit coordinator for large projects to include Del Amo Mall, maintained database for the computer permit tracking system, record imaging system, and division operational reports

### **Education & Certifications**

- University of Phoenix, Master's Degree in Business Administration
- University of Phoenix, Bachelor's Degree in Business
- ICC Permit Technician
- ICC Plans Examiner (In-Process)

### **Strengths**

- Knowledgeable of Code regulations and standards
- Assisted with the enforcement of administrative provisions of the California Building Code and various federal, state and municipal codes
- Strong commitment to customer service
- Extensive involvement working with the public and at a counter



## **Yolanda Huerta | Plan Check Administration Manager / Sr. Permit Technician**

Years of Experience: 25 years

### **Experience**

#### **VCA Code | Permit Technician – Multiple Cities**

- Logs in and returns all plans (electronic & paper) Manages process of verifying incoming plans for completeness, square footage on plans using scale, approvals, licensing requirements, applicable building codes, local ordinances and ownership for permit issuance.
- Calculated permit fees, issue building permits respond to customer inquiries both in person and by phone regarding permits, plan checks, tracking projects and inspection issues.
- Provide assistance to inter-departmental City staff, maintain address database and approve or deny address requests, Prepare monthly reports for County Assessor and other outside agencies.
- Assigns all plan to Plans Examiners based on expertise and experience
- Answer phones, process requests.
- Manage projects/plan checks using the GovPartner computerized system including tracking and verifying submittals/resubmittals, verify square footages, assess valuation and fees through permit issuance, archive plans and prepare daily cash report and deposit.
- Supervises Code Department Coordinator at VCA Code
- Answers inquiries from Building Officials and applicants
- Assistant to President and Staffing Principal

### **Education & Certifications**

- ICC Permit Technician
- CALBO Certified Permit Technician
- FEMA Certified
- Able to Multi-task Effectively
- Efficient and Accurate
- Self-starter
- Reliable
- Detail oriented
- Team-player
- Excellent Communication Skills
- Bilingual in Spanish





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**EXHIBIT “B”  
COMPENSATION**

Total compensation shall not exceed One Hundred Twenty Thousand Dollars (\$120,000.00), during which services are provided, notwithstanding any contrary indications that may be contained in Provider's proposal, for services to be performed and reimbursable costs incurred under this Agreement.

**EXHIBIT “C”  
INSURANCE**

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

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

2. **MINIMUM LIMITS OF INSURANCE.**

**GENERAL LIABILITY INSURANCE.** Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

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

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

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

**UMBRELLA OR EXCESS LIABILITY INSURANCE.** [Optional depending on limits required]. As an option to meet the limits of insurance required by this Agreement, Consultant may obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary

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

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

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

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

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

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

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

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

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

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





## STAFF REPORT

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

**FROM:** Arron Brown, City Manager

**BY:** Sheryl Garcia, City Clerk

**DATE:** September 3, 2024

**SUBJECT:** Adopt a Resolution Adopting an Updated Conflict of Interest Code

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### Recommendation

Adopt Resolution No. 2024-39 which rescinds Resolution No. 2022-15 and adopts the updated Conflict of Interest Code.

### Background and Analysis

The Political Reform Act of 1974 (Government Code Section 81000 et seq.) mandates that all state and local government agencies adopt and promulgate a Conflict of Interest Code (“COI Code”). The Fair Political Practices Commission (“FPPC”) also requires each agency to periodically review its COI Code and update it as necessary to ensure that it accurately reflects the positions within the agency that involve making or participating in decisions that could have a material effect on financial interests.

The City last updated its COI Code in March 2022 with the adoption of Resolution No. 2022-15. Since then, the City has conducted its biennial review as required by Government Code section 87306.5 and has identified the need to update the COI Code to reflect changes in designated positions and disclosure categories.

### Discussion

The attached Resolution No. 2024-39 proposes to rescind Resolution No. 2022-15 and adopt an amended COI Code. The updated COI Code reflects the following key changes:

1. **Updated Designated Positions and Disclosure Categories:** The list of designated positions has been revised to include new positions and remove outdated ones, ensuring that all relevant roles are included. The disclosure categories have been adjusted accordingly to reflect the responsibilities associated with each position.

2. **Incorporation of FPPC Regulations:** The proposed COI Code incorporates by reference the provisions of 2 California Code of Regulations Section 18730, as amended by the FPPC. This ensures that the City's COI Code remains consistent with state requirements.
3. **Consultants:** The updated COI Code clarifies the requirements for consultants, outlining the scope of disclosure required based on their role and duties. The City Manager has the authority to determine the specific disclosure requirements for consultants whose duties are limited in scope.

### **Fiscal Impact**

There is no direct fiscal impact associated with the adoption of this updated COI Code. The changes reflect the City's ongoing commitment to transparency and compliance with state regulations.

### **Attachments**

1. Resolution No. 2024-39\_
2. Biennial Notice



# **ATTACHMENT 1**

**RESOLUTION NO. 2024-39**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, RESCINDING RESOLUTION NO. 2022-15 AND ADOPTING AN AMENDED CONFLICT OF INTEREST CODE CONTAINING REVISED DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES**

**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**, on March 2, 2022, City Council adopted Resolution No. 2022-15, which provided a single conflict of interest code for officials and designated employees of the City in compliance with the Act; and

**WHEREAS**, pursuant to the provisions of Government Code section 87306.5, the City has conducted its required biennial review of the conflict of interest code and is proposing the conflict of interest code set forth in Attachment “A”, which is attached hereto and incorporated herein by reference.

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

- Section 1.** The above recitals are true and correct and are incorporated herein by reference.
- Section 2.** Resolution No. 2022-15 is hereby rescinded, and all previously adopted conflict of interest codes are hereby superseded and of no further force and effect.
- Section 3.** The conflict of interest code, attached here to as Attachment “A”, is hereby adopted.
- Section 4.** That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.
- Section 5.** This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** this 3<sup>rd</sup> day of September 2024.

\_\_\_\_\_  
Dale Welty, Mayor

ATTEST:

\_\_\_\_\_  
Sheryl L. Garcia, MMC, CPM  
City Clerk

## **ATTACHMENT “A”**

### **CITY OF CANYON LAKE CONFLICT OF INTEREST CODE**

The Political Reform Act (Government Code section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This Attachment “A” including this regulation and the list of designated positions and disclosure categories, shall constitute the conflict of interest code of the City of Canyon Lake.

Individuals holding designated positions shall file their Statements of Economic Interest (“Form 700”) with the City Clerk who will make the Form 700s available for public inspection pursuant to Government Code section 81008. For those positions listed in Government Code section 87200, the City Clerk shall retain copies and forward the originals to the Fair Political Practices Commission. All other Form 700s will be retained by the City Clerk.

**DESIGNATED POSITIONS**

The City requires full disclosure under “Category 1” for the positions listed below which participate in making decisions which may foreseeably have a material effect on financial interests. Category 1 means disclosure of all investments and business positions in, and sources of income from, business entities that do business or own real property within jurisdiction of the City, plan to do business or own real property within the jurisdiction of the City within the next year or have done business or owned real property within the jurisdiction of the City within the past two (2) years.

City Councilmembers, the City Manager, the City Attorney, the City Treasurer and all other City officials who manage public investments, as defined by 2 Cal. Code of Regulations Section 18701(b), are not subject to the City’s Conflict of Interest Code but are subject to the disclosure requirements of the Political Reform Act (Government Code section 87200 et seq.). Those officials are listed below.

**GOVERNMENT CODE SECTION 87200 FILERS**

<b>DESIGNATED POSITION</b>	<b>DISCLOSURE CATEGORY</b>
City Council Members (5)	1
City Manager	1
City Treasurer	1
City Attorney	1
Finance Director	1

**CITY OF CANYON LAKE EMPLOYEES AND CONSULTANTS**

<b>DESIGNATED POSITION</b>	<b>DISCLOSURE CATEGORY</b>
Administrative Services Manager	1
Building Official	1
Deputy Building Official	1
Chief of Police	1
Accountant/Human Resources Specialist	1
City Clerk	1
Code Enforcement Supervisor	1
City Engineer	1
Planning Official	1
Fire Chief	1
Fire Battalion Chief	1

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. (Gov. Code section 81008.)

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, approval, order, or similar authorization or entitlement;

(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.

# **ATTACHMENT 2**

# 2024 Local Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

**An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

## Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

*(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)*

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## 2024 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

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The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2024**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 1, 2024**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2024 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

### **The Local Agency Biennial Notice is not forwarded to the FPPC.**

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

**If you answer yes, to any of the questions below, your agency's code probably needs to be amended.**

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).





# **STAFF REPORT**

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

**FROM: Arron Brown, City Manager**

**DATE: September 3, 2024**

**SUBJECT: Update Regarding the Police Services Assessment**

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## **Recommendation**

Receive and file the update and accept the project as complete.

## **Background/Discussion**

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

## **Fiscal Impact**

None.

## **Attachments**

None.





# **STAFF REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Arron Brown, City Manager  
**BY:** Jeff LaTendresse, Fire Chief  
**DATE:** September 3, 2024  
**SUBJECT:** Update Regarding the City's Weed Abatement Program

---

## **Recommendation**

Receive and file the update.

## **Background/Discussion**

Staff will provide an update on weed abatement procedures in the City.

## **Fiscal Impact**

None.

## **Attachments**

None.





# **STAFF REPORT**

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

**FROM:** Arron Brown, City Manager

**BY:** Mike A. Borja, Administrative Services Director

**DATE:** September 3, 2024

**SUBJECT:** Update Regarding the City's Highway Safety Improvement Program (HSIP)

---

## **Recommendation**

Receive and file the update.

## **Background/Discussion**

Staff will provide an update on the Highway Safety Improvement Program in the City.

## **Fiscal Impact**

None.

## **Attachments**

None.





## **STAFF REPORT**

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

**FROM:** Arron Brown, City Manager  
Steven Graham Pacifico, City Attorney

**DATE:** September 3, 2024

**SUBJECT:** Introduction and First Reading of Ordinance No. 249 and Urgency Ordinance No. 250 Adopting a Golf Cart Transportation Plan

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### **Recommendation**

(1) Approve the Introduction and First Reading of Ordinance No. 249 adding Chapter 12.09 to the Canyon Lake Municipal Code to adopt a Golf Cart Transportation Plan consistent with Streets and Highways Code sections 1950-1967 and amending Chapter 12.08 to be consistent with the Golf Cart Transportation Plan; and

(2) Approve Urgency Ordinance No. 250 adding Chapter 12.09 to the Canyon Lake Municipal Code to adopt a Golf Cart Transportation Plan consistent with Streets and Highways Code sections 1950-1967 and amending Chapter 12.08 to be consistent with the Golf Cart Transportation Plan.

### **Background and Analysis**

The City of Canyon Lake is committed to enhancing the mobility and air quality of our community by providing alternative transportation options. As authorized by the California Streets and Highways Code Sections 1950-1967, the City proposes the establishment of a Golf Cart Transportation Plan. This plan aims to reduce automobile trips, lower vehicular emissions, and expand mobility for residents, particularly those who do not utilize automobiles.

### **Discussion**

The primary goal of the ordinance is to extend the functional use of golf carts for various transportation needs within designated plan areas of the city. This is expected to reduce the number of automobile trips, thereby lowering vehicular emissions and contributing to better air quality. Additionally, the ordinance aims to expand mobility options for residents, particularly those who might not use automobiles.

The ordinance is established under the authority of California Streets and Highways Code Sections 1950-1967. The City Council retains the ability to amend the plan area by resolution and it may include non-public roads at the election of the property owner. This would allow potential future cooperation between the City and the Canyon Lake Property Owner's Association, at the CLPOA's option.

The ordinance sets minimum design and equipment standards for golf carts, including the requirement for stoplamps, reflectors, and horns. Additional safety features for nighttime operation include headlamps and taillamps.

Golf cart operators must possess a valid driver's license and proof of financial responsibility. Special provisions are made for physically disabled operators as per Vehicle Code Section 21114.5.

The City Manager or designated staff will oversee the issuance of golf cart permits, ensuring compliance with design and safety standards. Golf carts are to be operated only on designated lanes and crossing points. Permits are required for operation under the plan, and operators must maintain their carts in safe condition.

The Ordinance authorizes enforcement by the City Manager or their designee, along with Code Enforcement. Violations are punishable by a \$100 infraction or administrative citation.

The Ordinance also updates Chapter 12.08 to be consistent with the Golf Cart Transportation Plan

A previous version of this Ordinance was brought forward at the July 2024 regular meeting of the City Council. At that time, it was noted that the ordinance required review and approval by the Riverside Sheriff's Office and RCTC. RCTC approved the language as originally written, but RSO has requested several amendments. For that reason, it is recommended that the City Council adopt the ordinance, with the requested amendments from RSO, on an urgency basis in addition to conducting a first reading.

### **Fiscal Impact**

The implementation of the Golf Cart Transportation Plan may involve initial costs related to signage, road markings, and administrative processes for issuing permits. These costs are anticipated to be offset by the reduction in automobile traffic and associated maintenance costs, as well as potential permit fees.

### **Attachments**

1. Ordinance No. 249
2. Urgency Ordinance No. 250



# **ATTACHMENT 1**

**ORDINANCE NO. 249**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADDING CHAPTER 12.09 TO THE CANYON LAKE MUNICIPAL CODE TO ADOPT A GOLF CART TRANSPORTATION PLAN CONSISTENT WITH STREETS AND HIGHWAYS CODE SECTIONS 1950-1967 AND AMENDING CHAPTER 12.08 TO BE CONSISTENT WITH THE GOLF CART TRANSPORTATION PLAN**

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

**Section 1. Municipal Code Amendment – Chapter 12.09.** Chapter 12.09 of the Canyon Lake Municipal Code is hereby added to read as provided in the attached Exhibit “A”.

**Section 2. Municipal Code Amendment – Chapter 12.08.** Chapter 12.08 of the Canyon Lake Municipal Code is hereby amended to read as provided in the attached Exhibit “B”.

**Section 3. Clerical Errors.** The City Council directs the City Clerk to correct any clerical errors found in this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

**Section 4. Severability.** Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

**Section 5. Effective Date.** In accordance with California Government Code section 36937, this Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

**Section 6. Publication.** The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

**PASSED APPROVED AND ADOPTED** this \_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
Dale Welty, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Sheryl Garcia, MMC, CPM  
City Clerk

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

## EXHIBIT "A"

### Chapter 12.09 Golf Cart Transportation Plan

#### 12.09.010 Purpose.

This chapter is intended to establish a golf cart transportation program within the City of Canyon Lake. The Streets and Highways Code of the State of California authorizes the City to develop a golf cart transportation plan that extends the use of golf carts for transportation beyond access to golf courses. It is the intent of the City to accommodate the functional travel needs of certain residents of the plan area consistent with state law.

#### 12.09.020 Findings.

The City Council of the City of Canyon Lake finds and determines that:

- A. The utilization of golf carts will reduce automobile trips and vehicular emissions, thus promoting improved air quality;
- B. Establishment of a golf cart transportation plan will serve to expand mobility to those persons not utilizing automobiles;
- C. The selected golf cart routes maximize the utilization of golf carts for golf course transportation, residential transportation, commercial/office transportation, and public/institutional transportation within the plan area;
- D. The selected routes accommodate golf carts without an adverse impact upon traffic safety.

#### 12.09.030 Authority.

This Chapter is established pursuant to California Streets and Highways Code Sections 1950-1967.

#### 12.09.040 Definitions.

The following definitions apply to this chapter:

**"Darkness"** is any time from one-half hour after sunset to one-half hour before sunrise and any other time when visibility is not sufficient to render clearly discernible any person or vehicle on the highway at a distance of 1,000 feet.

**"Golf cart":** A "golf cart" is a motor vehicle having not less than three wheels in contact with the ground, having an unladen weight less than 1,300 pounds, which is designed to be and is operated at not more than 15 miles per hour and designed to carry golf equipment and not more than two persons, including the driver. 345 CVC.

**“Low Speed Vehicle”:** A “low-speed vehicle” is a motor vehicle that meets all of the following requirements: (1) Has four wheels, (2) Can attain a speed, in one mile, of more than 20 miles per hour and not more than 25 miles per hour, on a paved level surface, (3) Has a gross vehicle weight rating of less than 3,000 pounds.

(b) (1) For the purposes of this section, a “low-speed vehicle” is not a golf cart, except when operated pursuant to Section 21115 or 21115.1.

(2) A “low-speed vehicle” is also known as a “neighborhood electric vehicle.” 385.5 CVC

A low-speed vehicle operated or parked on the roadway shall at all times meet federal Motor Vehicle Safety Standards established for low-speed vehicles in Section 571.500 of Title 49 of the Code of Federal Regulations. 21253 CVC. Each LSV/NEV shall be equipped with the following:

- 1) Headlamps,
- 2) Front and rear turn signal lamps,
- 3) Taillamps,
- 4) Stop lamps,
- 5) Reflex reflectors,
- 6) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror,
- 7) A parking brake,
- 8) A windshield,
- 9) A 17-Digit (VIN) Vehicle Identification Number, not a serial number,
- 10) Seat belt assembly for each seat.

**“Golf cart lanes”** means all publicly owned facilities that provide for golf cart travel including roadways designated by signs or permanent markings which are shared with pedestrians, bicyclists, and other motorists in the plan area.

#### **12.09.050 Golf cart design criteria.**

Minimum golf cart design criteria for operation on golf cart lanes are established. The following elements are minimum design and equipment requirements:

- A. The following standards are applicable to all golf carts:
  1. The golf cart must be the shape and size that conforms to the industry standards for manufactured golf carts.
  2. The golf cart must have a covered passenger compartment.
  3. Either an unobstructed rear-view mirror and left side mirror, right and left view mirrors, or a wide angle cross bar rear mirror.
  4. The golf cart must be equipped with a stop lamp.
  5. A horn.

- 6. Seat belts for driver and passenger.
  - 7. A windshield.
  - 8. Reflectors that conform to California Vehicle Code Section 24607.
  - 9. Child safety seats or booster seats are required for passengers who would be required to use them in a car.
- B. Golf cart operators may only operate golf carts on public streets between one-half hour after sunrise and one-half hour prior to sunset.
  - C. It is recommended, but not required, that golf carts be equipped with the following safety features: parking brake, turn signals, and backup buzzer.
  - D. A low-speed vehicle (LSV/NEV) is not a Golf Cart and may operate during darkness.

**12.09.060 Golf cart operator safety criteria.**

Minimum golf cart operator safety criteria for golf cart use have been established by the state of California. The following safety criteria for operators are set and adopted by the City Council:

- A. A golf cart operator must have a valid driver's license issued by the state of California or a recognized foreign jurisdiction in accordance with Vehicle Code Sections 12502—12505.
- B. If physically disabled, a golf cart operator may be permitted to operate a golf cart in accordance with Vehicle Code Section 21114.5.
- C. Operators must show proof of financial responsibility established pursuant to Streets and Highways Code Section 16000, *et seq.*

**12.09.070 Golf cart permit process.**

The provisions of Sections 12.09.050 and 12.09.060 shall be administered and enforced by the City Manager, his or her staff or designees through the issuance of a golf cart permit.

**12.09.080 Golf cart operation restrictions.**

The following restrictions limiting the operation of golf carts shall apply:

- A. Only those golf carts that have been retrofitted with the safety equipment specified in the plan may be operated under the provisions of the golf cart transportation plan.

- B. Golf cart operation is limited to those golf cart lanes identified in the golf cart transportation plan and those streets within the plan area that have a prima facie speed limit of twenty-five (25) miles per hour or less.
- C. Golf cart operation on and across public roads is limited to:
  - 1. Golf cart lanes and crossings designated by resolution of the City Council; and
  - 2. The golf cart crossing designated in Chapter 12.08 at Railroad Canyon Road and Canyon Lake Drive South.
- D. All locations where golf cart operation is authorized shall be provided with all the following ~~as determined necessary and appropriate by the City Council~~: special paving, road markings, signage and striping for golf cart travel lanes, road crossings, parking, and circulation. In doing so, the City shall utilize uniform specifications and symbols for signs, markers, and traffic control devices to control golf cart traffic; to warn of dangerous conditions, obstacles, or hazards; to designate the right-of-way as between golf carts, other vehicles, and bicycles; to state the nature and destination of the golf cart lane; and to warn pedestrians, bicyclists, and motorists of the presence of golf cart traffic.
- E. Only those golf carts having a City golf cart permit may be operated in accordance with the golf cart transportation plan.
- F. A golf cart operator must maintain his or her golf cart in a safe condition.

**12.09.090 Violation—Penalty.**

- A. The following officers and employees of the City of Canyon Lake are the only officers and employees designated and authorized to issue citations and infractions of this Chapter:
  - 1. City Manager or their designee(s).
  - 2. Law Enforcement.
  - 3. Code Enforcement:
    - i. Code Enforcement Supervisor
    - ii. Code Enforcement Officers.
- B. Any person causing, permitting, aiding, abetting, suffering or concealing a violation of this Chapter shall be guilty of an infraction punishable by a fine not exceeding \$100.00 per violation. In the alternative, a violator may be issued an administrative citation under Chapter 11.26 of this Code in an amount not to exceed \$100 per violation.
- C. A violation of this Chapter shall not be considered a misdemeanor.

**EXHIBIT “B”**

**Chapter 12.08  
Golf Cart Use on Railroad Canyon Road**

- 12.08.010 Golf cart crossing zone.**
- 12.08.020 Golf cart otherwise prohibited.**
- 12.08.030 Signs and markers.**

**12.08.010 Golf Cart and Low-Speed Vehicle Crossing Zone.**

- (a) It shall be lawful for golf carts and low-speed vehicles to be operated across Railroad Canyon Road at Canyon Lake Drive South at the designated crossing zone.
- (b) Any person crossing Railroad Canyon Road at the designated crossing zone shall comply with all posted signage.
- (c) This Section imposes no registration, licensing or equipment requirements on golf carts and low-speed vehicles except for those included in Chapter 12.09 of this Code.

**12.08.020 Golf Cart and Low-Speed Vehicles Use Prohibited.**

Except as authorized by Section 12.08.010 and Chapter 12.09, it shall be unlawful to operate a golf cart or low-speed vehicle on any public road within the City.

**12.08.030 Signs and Markers.**

The City Manager, or their designee, is directed to cause to be erected and installed the signs, lighting, striping, and markers in accordance with engineering practice on a plan signed by a licensed engineer.

## **ATTACHMENT 2**



## ORDINANCE NO. 250

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADDING CHAPTER 12.09 TO THE CANYON LAKE MUNICIPAL CODE TO ADOPT A GOLF CART TRANSPORTATION PLAN CONSISTENT WITH STREETS AND HIGHWAYS CODE SECTIONS 1950-1967 AND AMENDING CHAPTER 12.08 TO BE CONSISTENT WITH THE GOLF CART TRANSPORTATION PLAN**

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

**Section 1. Municipal Code Amendment – Chapter 12.09.** Chapter 12.09 of the Canyon Lake Municipal Code is hereby added to read as provided in the attached Exhibit “A”.

**Section 2. Municipal Code Amendment – Chapter 12.08.** Chapter 12.08 of the Canyon Lake Municipal Code is hereby amended to read as provided in the attached Exhibit “B”.

**Section 3. Clerical Errors.** The City Council directs the City Clerk to correct any clerical errors found in this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

**Section 4. Severability.** Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

**Section 5. Effective Date.** In accordance with California Government Code section 36937, this ordinance is enacted for the immediate preservation of the public peace, health or safety, in that it ensures safe crossing of Railroad Canyon Road by users of golf carts and low-speed vehicles, and has passed by a four-fifths vote of the city council, and therefore, this Ordinance shall take effect immediately.

**Section 6. Publication.** The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

**PASSED APPROVED AND ADOPTED** this \_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
Dale Welty, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Sheryl Garcia, MMC, CPM  
City Clerk

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

## EXHIBIT "A"

### Chapter 12.09 Golf Cart Transportation Plan

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