



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road

Canyon Lake, CA 92587

www.canyonlakeca.gov

Mayor Kasey Castillo
Mayor Pro Tem Jeremy Smith
Council Member Jennifer Dain
Council Member Larry Greene
Council Member Dale Welty

City Manager Chris Mann
City Attorney Steven Graham
City Clerk Ana V. Sauseda, CMC

AGENDA

Regular Meeting of the Canyon Lake City Council

Wednesday, July 7, 2021

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

SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020, as a response to mitigating the spread of Coronavirus (COVID-19), this regular meeting of the City Council of the City of Canyon Lake will allow Councilmembers to attend the City Council meeting telephonically from remote locations without requiring notice of or public access to those locations. The City Council Chamber will be open to the public. Alternatively, members of the public may observe the City Council meeting by selecting the Live Stream icon on the main page: www.canyonlakeca.gov, the City's Facebook page, Time Warner/Spectrum Channel 29, or on FIOS/Frontier Channel 39.

In a further effort to allow for social distancing, members of the public may comment electronically by sending an email with their comment to PublicComment@canyonlakeca.gov.

If any member of the public has a disability and desires to request a modification or accommodation of the above procedures, please contact the City Clerk at least 24 hours prior to the meeting at 951-244-8547 or by email at asauseda@canyonlakeca.gov.

CLOSED SESSION – 5:00 P.M.

CLOSED SESSION CALLED TO ORDER

ROLL CALL

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 still submit their comment electronically by sending an email with their comment to PublicComment@canyonlakeca.gov. Comments submitted electronically will be provide to the City Council and included in the official record but will not be read aloud during the meeting.

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- A. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION – Pursuant to paragraph (4) of subdivision (d) of Section 54956.9 – 1 case
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Section 54956.8
Property: APN 349-290-008
Agency Negotiator: City Manager
Negotiating Parties: Jim Kipp
Under Negotiation: Price and Terms of Payment
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Pursuant to paragraph (1) of subdivision (d) of Section 54956.9
Richard Beck v. City of Canyon Lake, Riverside Superior Court Case No.: RIC2003025
- D. CLOSED SESSION WITH LEGAL COUNSEL PURSUANT TO GOVT. CODE SECTION 54956.9 (d)(1) - City of Canyon Lake, et al. v. Nancy Athey, et al. Riverside Superior Court Case No. RIC1812338
- E. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 - 1 case

OPEN SESSION - 6:30 P.M.

OPEN SESSION CALLED TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL

CLOSED SESSION REPORT

APPROVAL OF CITY COUNCIL AGENDA

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

- Citizen of the Month – Canyon Lake Little League
- Canyon Lake Scholarship – Sam Bock
- Presentation by the City Clerk

COMMUNITY REPORTS - LIMIT 3 MINUTES

- Elsinore Valley Municipal Water District Update – Vice President Darcy Burke
- Canyon Lake Property Owners Association Update – President Joe Kamashian
- Chamber of Commerce Update – President Jeanne O'Dell

PUBLIC SAFETY UPDATE

- ❖ Sheriff's Department
- ❖ Fire Department
- ❖ Code Enforcement

PUBLIC COMMENT

LIMIT 3 MINUTES

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CONSENT CALENDAR

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

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Resolution - Adoption of Resolution No. 2021-33, Approving Claims and Demands of the City
- (3) Minutes - Approval of City Council Minutes
 - June 2, 2021 – Regular City Council Meeting

PULLED CONSENT CALENDAR ITEMS

BUSINESS ITEMS

- (4) Agreement - Law Enforcement Services with the County of Riverside
- (5) Discussion - Possible Amendments to Canyon Lake Municipal Code Section 9.03.030, Pertaining to the Prohibition of Commercial Cannabis
- (6) Ordinance - Adoption of Urgency Ordinance No. 208, Amending Chapter 3.44 of the Canyon Lake Municipal Code Related to the Emergency Medical Services Subscription Program and Emergency Medical Services Response Fee; and Introduction and First Reading of Ordinance No. 209, Amending Chapter 3.44 of the Canyon Lake Municipal Code Related to the Emergency Medical Services Subscription Program and Emergency Medical Services Response Fee
- (7) Resolution - Adoption of Resolution No. 2021-34, Authorizing a Budget Adjustment for the City's Share of a Police Services Joint Powers Authority Feasibility Study

- (8) Designation of Voting Delegates - Designation of Voting Delegate and Alternates for the League of California Cities Annual Conference scheduled for September 22nd through 24th, 2021
- (9) Fire Department Startup Update - Presentation by Fire Consultant/Interim Fire Chief Jeff LaTendresse

CITY MANAGER COMMENTS

COMMITTEE AND COUNCIL REPORTS/COMMENTS

ANNOUNCEMENTS

The next regular meeting will be **Wednesday, August 4, 2021, at 5:00 for Closed Session & 6:30 p.m. for Open Session**

ADJOURNMENT

VISION STATEMENT

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

ATTENTION RESIDENTS:

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

July 7, 2021 City Council Meeting

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

I, Ana V. Sauseda, being duly sworn, depose and say that I am the duly appointed and qualified City Clerk of the City of Canyon Lake and that on July 2, 2021 before the hour of 5:00 p.m., I caused the above notice to be posted as required by Resolution 2019-42 of the City Council of the City of Canyon Lake.

Ana V. Sauseda, CMC
City Clerk



ITEM NO. 2

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Kayla Lozano, Accountant

DATE: July 7, 2021

SUBJECT: Adoption of Resolution No. 2021-33, Allowing Certain Claims and Demands as Set Forth in Exhibit A

Recommendation

That the City Council adopt Resolution No. 2021-33, allowing certain claims and demands as set forth in Exhibit A.

Background

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of June 2, 2021.

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. 2021-33

ATTACHMENT 1

RESOLUTION NO. 2021-33

**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 July 7, 2021; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on July 7, 2021, at which all present, were given an opportunity to comment.

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

Demands are approved as shown on the Demand\Warrant Register of July 7th, in the amount of \$589,618.66 as follows:

Payroll Earnings (Gross)	\$	65,025.62	(2nd Half of May & 1st Half of June)
Payroll Taxes - Employer		1,052.22	(2nd Half of May & 1st Half of June)
On-line Retirement		8,263.84	(2nd Half of May & 1st Half of June)
On-line Health		4,101.11	(For the Month of June)
Nationwide Deferred Comp.		2,608.97	(For the Month of May)
General		508,566.90	
TOTAL	\$	<u>589,618.66</u>	

PASSED, APPROVED AND ADOPTED this 7th day of July, 2021.

Kasey Castillo, Mayor

ATTEST:

Ana V. Sauseda, CMC
City Clerk

Exhibit A

Claims and Demands

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26704	6/9/2021	Aflac	Supplemental Insurance for May 2021	466.02	10	GENERAL
Total 26704	6/9/2021			466.02		
26705	6/9/2021	All Signs Graphics and Designs	Install 9 City Military Banners, 5/28/2021	1,450.00	10	GENERAL
26705	6/9/2021	All Signs Graphics and Designs	Service Existing Military Banners, 5/24/21	900.00	10	GENERAL
Total 26705	6/9/2021			2,350.00		
26706	6/9/2021	AMP GLOBAL LLC	Rent for Admin Bldg. for the month of July 2021	2,834.00	10	GENERAL
Total 26706	6/9/2021			2,834.00		
26707	6/9/2021	AMP GLOBAL LLC	Rent for 31526 Railroad Cyn. Rd. Ste #4 July 2021	412.00	10	GENERAL
Total 26707	6/9/2021			412.00		
26708	6/9/2021	ANIMAL FRIENDS OF THE VALLEYS	Animal Control Services for February 2021	3,500.00	10	GENERAL
26708	6/9/2021	ANIMAL FRIENDS OF THE VALLEYS	Animal Control Services for January 2021	3,500.00	10	GENERAL
26708	6/9/2021	ANIMAL FRIENDS OF THE VALLEYS	Animal Control Services for March 2021	3,500.00	10	GENERAL
Total 26708	6/9/2021			10,500.00		
26709	6/9/2021	Bill Blankenship	Economic Development Consulting May 2021	2,500.00	10	GENERAL
Total 26709	6/9/2021			2,500.00		
26710	6/9/2021	Castaneda & Associates	Housing Element Program, April & May 2021	10,377.50	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26710	6/9/2021			10,377.50		
26711	6/9/2021	Center Against Sexual Assault	Sexual Assault Exam (Lake Elsinore), 5/1/2021	1,200.00	10	GENERAL
Total 26711	6/9/2021			1,200.00		
26712	6/9/2021	CANYON LAKE PEST CONTROL, Steven E. Young	Monthly Pest Control for Fire Station, May 2021	40.00	10	GENERAL
Total 26712	6/9/2021			40.00		
26713	6/9/2021	Control Pump	Monthly Landscape Booster Station, May 2021	375.00	20	GAS TAX
Total 26713	6/9/2021			375.00		
26714	6/9/2021	Corelogic Information Solutions, INC.	Database for Code Enforcement, May 2021	128.75	10	GENERAL
Total 26714	6/9/2021			128.75		
26715	6/9/2021	CR&R	Trash Services for Rental Bldg. June 2021	164.80	60	ENTERPR... FUND
Total 26715	6/9/2021			164.80		
26716	6/9/2021	CTAI Pacific Greenscape	Reposition Entry Planter Pot & Irrigation on RRCR, 6/2/21	1,290.00	20	GAS TAX
Total 26716	6/9/2021			1,290.00		
26717	6/9/2021	DATA TICKET	Citation Processing (1035), Code Enforcement April 2021	247.00	10	GENERAL
26717	6/9/2021	DATA TICKET	Monthly EMS Response Fee (1241), April 2021	100.00	10	GENERAL
26717	6/9/2021	DATA TICKET	Parking Citations (0506), April 2021	100.00	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26717	6/9/2021			447.00		
26718	6/9/2021	Delgado Janitorial Services	Janitorial Services for the Month of May 2021	1,124.50	10	GENERAL
26718	6/9/2021	Delgado Janitorial Services	Janitorial Services for the Month of May 2021	56.00	60	ENTERPR... FUND
Total 26718	6/9/2021			1,180.50		
26719	6/9/2021	STATE OF CA DEPT. OF JUSTICE	Sheriff's Blood Analysis, April 2021	35.00	10	GENERAL
Total 26719	6/9/2021			35.00		
26720	6/9/2021	Fast Signs	Dry Erase Laminated Check for Council Mtg. 5/28/21	226.54	10	GENERAL
26720	6/9/2021	Fast Signs	License Plate for Council Member - Ehrenkranz 5/28/21	97.19	10	GENERAL
Total 26720	6/9/2021			323.73		
26721	6/9/2021	FRIDAY FLYER	Ordinance No. 207, 6/11/21	27.30	10	GENERAL
Total 26721	6/9/2021			27.30		
26722	6/9/2021	Amir Hamood	Refund for Resid. Rental Insp. 23118 Skylink Dr. 10/19/20	71.00	10	GENERAL
Total 26722	6/9/2021			71.00		
26723	6/9/2021	Interwest Consulting Group	Building & Safety April 2021	48,888.27	10	GENERAL
Total 26723	6/9/2021			48,888.27		
26724	6/9/2021	Jeremy Smith	Auto Allowance for the month of June 2021 - Smith	100.00	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26724	6/9/2021			100.00		
26725	6/9/2021	Joe's Hardware	Cable Ties & Painters Tape for City Hall, 5/20/21	23.52	10	GENERAL
Total 26725	6/9/2021			23.52		
26726	6/9/2021	Kasey Castillo	Auto Allowance for the month of June 2021 - Castillo	100.00	10	GENERAL
Total 26726	6/9/2021			100.00		
26727	6/9/2021	Kansas City Life Group Benefits	Life Insurance for Employee's 6/15/21 to 7/14/21	151.74	10	GENERAL
Total 26727	6/9/2021			151.74		
26728	6/9/2021	Larry Greene	Auto Allowance for the month of June 2021 - Greene	100.00	10	GENERAL
Total 26728	6/9/2021			100.00		
26729	6/9/2021	Jeff LaTendresse	Monthly Contracted Services for Interim Fire Chief, June 2021	7,272.72	10	GENERAL
Total 26729	6/9/2021			7,272.72		
26730	6/9/2021	Nate Volk	Video Broadcast Mtg. for 6/2/21	575.00	10	GENERAL
Total 26730	6/9/2021			575.00		
26731	6/9/2021	PV Maintenance Inc.	Covered Graffiti on RRRCR & Setup Delineators-City Hall May21	517.36	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26731	6/9/2021	PV Maintenance Inc.	Covered Graffiti on RRCR & Setup Delineators-City Hall May21	718.92	20	GAS TAX
26731	6/9/2021	PV Maintenance Inc.	Inspect Radar Sign-Railroad Cyn Rd & Install Signs; Feb 2021	1,210.10	20	GAS TAX
26731	6/9/2021	PV Maintenance Inc.	Install Sign & Cleanup on Railroad Cyn & Sorrel Ln. Feb 2021	1,277.47	20	GAS TAX
Total 26731	6/9/2021			3,723.85		
26732	6/9/2021	RHA Landscape Architects - Planners, Inc.	Project Management, Site Plan - Design for New Park, 4/25/21	750.00	10	GENERAL
Total 26732	6/9/2021			750.00		
26733	6/9/2021	County of Riverside - Registrar of Voters	Election Services rendered for November 2020	15,282.50	10	GENERAL
Total 26733	6/9/2021			15,282.50		
26734	6/9/2021	Riverside County Sheriff Dept. Lake Elsinore	Sheriff's Contract Law Facility Billing/Expenses FY20/21	27,550.64	10	GENERAL
26734	6/9/2021	Riverside County Sheriff Dept. Lake Elsinore	Sheriff's Contract Law FY 20/21 Rate Adjustment	57,289.94	10	GENERAL
Total 26734	6/9/2021			84,840.58		
26735	6/9/2021	COUNTY OF RIVERSIDE-TLMA	SLF Costs for April 2021	201.30	20	GAS TAX
Total 26735	6/9/2021			201.30		
26736	6/9/2021	SAFAI CORPORATION	Reissue Refund of Developer Deposit - 22480 Compass Dr.	1,071.00	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26736	6/9/2021			1,071.00		
26737	6/9/2021	Southern California Association of Government	Due Assessment for FY 2021-22	1,351.00	10	GENERAL
Total 26737	6/9/2021			1,351.00		
26738	6/9/2021	STAPLES	General Office Supplies, 5/25/21	141.72	10	GENERAL
Total 26738	6/9/2021			141.72		
26739	6/9/2021	Time Warner Cable	Digital Converter for City Hall, 5/22/21 to 6/21/21	5.52	10	GENERAL
Total 26739	6/9/2021			5.52		
26740	6/9/2021	Toshiba America Business Solutions	Color & Black/White Monthly Copy Costs 4/26/21 to 5/25/21	448.20	10	GENERAL
Total 26740	6/9/2021			448.20		
26741	6/9/2021	Dale Welty	Auto Allowance for the month of June 2021 - Welty	100.00	10	GENERAL
Total 26741	6/9/2021			100.00		
26742	6/16/2021	Abila	Monthly Accounting Software Subscription, 5/25/21	122.75	10	GENERAL
Total 26742	6/16/2021			122.75		
26743	6/16/2021	Riverside County Treasurer - Tax Collector	FY 20-21 Property Taxes for 31542 RRCR - 1st Installment	1,130.01	60	ENTERPR... FUND

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26743	6/16/2021			1,130.01		
26744	6/16/2021	Riverside County Treasurer - Tax Collector	FY 20-21 Property Taxes for 31542 RRCR - 2nd Installment	1,130.01	60	ENTERPR... FUND
Total 26744	6/16/2021			1,130.01		
26745	6/16/2021	Chris & Doris Wilkeson	Reissue Refund for Developer Deposit 30040 Cross Hill Drive	821.00	10	GENERAL
Total 26745	6/16/2021			821.00		
26746	6/23/2021	Aflac	Supplemental Insurance for June 2021	382.22	10	GENERAL
Total 26746	6/23/2021			382.22		
26747	6/23/2021	ANIMAL FRIENDS OF THE VALLEYS	Animal Control Services for April 2021	3,500.00	10	GENERAL
26747	6/23/2021	ANIMAL FRIENDS OF THE VALLEYS	Animal Control Services for May 2021	3,500.00	10	GENERAL
Total 26747	6/23/2021			7,000.00		
26748	6/23/2021	Axis Portable Air LLC	Portable AC Unit Rental for City Hall, 6/9/21 to 6/18/21	1,174.25	10	GENERAL
Total 26748	6/23/2021			1,174.25		
26749	6/23/2021	Center Against Sexual Assault	Follow up Exam (Lake Elsinore), 6/8/2021	300.00	10	GENERAL
26749	6/23/2021	Center Against Sexual Assault	Sexual Assault Exam & Travel Fee, 5/31/2021	1,400.00	10	GENERAL
Total 26749	6/23/2021			1,700.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26750	6/23/2021	CANYON LAKE PEST CONTROL, Steven E. Young	Monthly Pest Control for Fire Station, June 2021	40.00	10	GENERAL
Total 26750	6/23/2021			40.00		
26751	6/23/2021	Cole Huber LLP	Attorney Services for Beck v. City (Writ of Mandate) Feb2021	380.00	10	GENERAL
26751	6/23/2021	Cole Huber LLP	Attorney Services for Code (23822 Canyon Lake Dr.) Feb 2021	4,500.00	10	GENERAL
26751	6/23/2021	Cole Huber LLP	Attorney Services for February 2021	6,497.30	10	GENERAL
Total 26751	6/23/2021			11,377.30		
26752	6/23/2021	CR&R	Refuse FY20-21 CY SEC SS2	67,150.84	50	AGENCY
Total 26752	6/23/2021			67,150.84		
26753	6/23/2021	Crime Scene Steri-Clean, LLC	Surface Cleaner & Vacuum Blood Cleanup on RRCR, 6/17/2021	750.00	10	GENERAL
Total 26753	6/23/2021			750.00		
26754	6/23/2021	CTAI Pacific Greenscape	Landscape Maintenance for Fire Station 60 June 2021	250.00	10	GENERAL
26754	6/23/2021	CTAI Pacific Greenscape	Landscape Maintenance for Median & Parkways June 2021	4,500.00	20	GAS TAX
Total 26754	6/23/2021			4,750.00		
26755	6/23/2021	L.N. Curtis and Sons	Washer & Drying Cabinet for Fire Uniforms, 6/3/2021	9,992.55	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26755	6/23/2021			9,992.55		
26756	6/23/2021	Delgado Janitorial Services	Janitorial Services for the Month of June 2021	1,124.50	10	GENERAL
26756	6/23/2021	Delgado Janitorial Services	Janitorial Services for the Month of June 2021	56.00	60	ENTERPR... FUND
Total 26756	6/23/2021			1,180.50		
26757	6/23/2021	DIRECTV	Satellite Service for Fire Station, 6/12/21 to 7/11/21	116.54	10	GENERAL
Total 26757	6/23/2021			116.54		
26758	6/23/2021	Frontier Communications	Internet for City Hall & Admin, 6/10/21 to 7/9/21	202.28	10	GENERAL
26758	6/23/2021	Frontier Communications	Phones for Fire Station, 6/13/21 to 7/12/21	395.46	10	GENERAL
Total 26758	6/23/2021			597.74		
26759	6/23/2021	GENERATOR SERVICES CO., INC.	Service & Repair of Fire Station Generator, 6/18/21	1,394.03	10	GENERAL
Total 26759	6/23/2021			1,394.03		
26760	6/23/2021	NANCY GREENHALGH	Retiree Health Insurance for July 2021	168.56	10	GENERAL
Total 26760	6/23/2021			168.56		
26761	6/23/2021	Joe's Hardware	Cable Ties for City Hall, 6/21/21	3.67	10	GENERAL
26761	6/23/2021	Joe's Hardware	Kitchen Faucet for City Hall Break Room, 6/10/21	46.05	10	GENERAL
26761	6/23/2021	Joe's Hardware	Thread Seal & Supply Line for City Hall, 6/10/21	14.50	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26761	6/23/2021			64.22		
26762	6/23/2021	Johnson Controls Security Solutions	Security System for Admin Office Ste. 5, 7/1/21 to 9/30/21	232.05	10	GENERAL
26762	6/23/2021	Johnson Controls Security Solutions	Security System for City Hall, July - September 2021	143.75	10	GENERAL
Total 26762	6/23/2021			375.80		
26763	6/23/2021	Kings III of America, LLC	Elevator Phone Line 7/1/21 to 9/30/21	138.00	10	GENERAL
Total 26763	6/23/2021			138.00		
26764	6/23/2021	MR. WINDOW CLEANING	Window Cleaning Inside & Out - City Hall & Admin (6/16/21)	150.00	10	GENERAL
Total 26764	6/23/2021			150.00		
26765	6/23/2021	Professional Development Academy, LLC	ICMA High Performance Academy - Tuition for Mann, 6/17/21	1,995.00	10	GENERAL
Total 26765	6/23/2021			1,995.00		
26766	6/23/2021	PZL, Inc.	Planning Services for May 2021	3,500.00	10	GENERAL
Total 26766	6/23/2021			3,500.00		
26767	6/23/2021	Regional Conservation Authority	MSHCP Fees collected for June 2021	6,702.00	50	AGENCY
Total 26767	6/23/2021			6,702.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26768	6/23/2021	RHA Landscape Architects - Planners, Inc.	Project Management, Site Plan - Design for New Park, 5/25/21	750.00	10	GENERAL
Total 26768	6/23/2021			750.00		
26769	6/23/2021	Riverside County Sheriff Dept. Lake Elsinore	Sheriff's Dept. Extra Duty for Memorial Day Event, 5/28-5/30	3,153.40	10	GENERAL
Total 26769	6/23/2021			3,153.40		
26770	6/23/2021	COUNTY OF RIVERSIDE-TLMA	SLF Costs for May 2021	2,555.98	20	GAS TAX
Total 26770	6/23/2021			2,555.98		
26771	6/23/2021	Special District Risk Management Authority	Dental & Vision Insurance for July 2021	538.69	10	GENERAL
Total 26771	6/23/2021			538.69		
26772	6/23/2021	STATE COMP. INS. FUND	Workers Comp Insurance for June 2021	919.25	10	GENERAL
Total 26772	6/23/2021			919.25		
26773	6/23/2021	STATE COMP. INS. FUND	Workers Comp Surcharges for FY 21/22	436.72	10	GENERAL
Total 26773	6/23/2021			436.72		
26774	6/23/2021	Syntech Group	IT Services for June 2021	1,875.00	10	GENERAL
Total 26774	6/23/2021			1,875.00		
26775	6/23/2021	Time Warner Cable	Internet for Fire Station, 6/10/21 to 7/9/21	114.98	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26775	6/23/2021			114.98		
26776	6/23/2021	Toshiba Financial Services	Monthly Copier Lease for Admin & City Hall, 7/10/21	799.32	10	GENERAL
Total 26776	6/23/2021			799.32		
26777	6/23/2021	TRI LAKE CONSULTANTS, INC.	Engineering Srvc for April 2021 (Gas Tax & WRCOG Mtg.)	880.60	10	GENERAL
26777	6/23/2021	TRI LAKE CONSULTANTS, INC.	Engineering Srvc for April 2021 (Gas Tax & WRCOG Mtg.)	2,450.00	20	GAS TAX
26777	6/23/2021	TRI LAKE CONSULTANTS, INC.	Engineering Srvc for April 2021 (Gas Tax & WRCOG Mtg.)	560.00	21	MEASURE A
Total 26777	6/23/2021			3,890.60		
26778	6/23/2021	TRI LAKE CONSULTANTS, INC.	Engineering Srvc for May 2021 (Gas Tax & Memorial Park)	1,495.34	10	GENERAL
26778	6/23/2021	TRI LAKE CONSULTANTS, INC.	Engineering Srvc for May 2021 (Gas Tax & Memorial Park)	805.00	20	GAS TAX
Total 26778	6/23/2021			2,300.34		
26779	6/23/2021	U. S. Bank	See Credit Card Review	5,971.58	10	GENERAL
Total 26779	6/23/2021			5,971.58		
26780	6/23/2021	Verizon Wireless	Cell Phones, 5/4/21 to 6/3/21	202.28	10	GENERAL
26780	6/23/2021	Verizon Wireless	Ipad & SIM Card Device, 5/4/21 to 6/3/21	156.58	10	GENERAL
Total 26780	6/23/2021			358.86		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26781	6/28/2021	Abila	Additional Accounting Software Subscription, 5/25/21	52.50	10	GENERAL
26781	6/28/2021	Abila	Monthly Accounting Software Subscription, 6/18/2021	128.89	10	GENERAL
Total 26781	6/28/2021			181.39		
26782	6/28/2021	Bill Blankenship	Economic Development Consulting June 2021	2,500.00	10	GENERAL
Total 26782	6/28/2021			2,500.00		
26783	6/28/2021	DATA TICKET	Citation Processing (1035), Code Enforcement May 2021	140.00	10	GENERAL
26783	6/28/2021	DATA TICKET	Monthly EMS Response Fee (1241), May 2021	110.00	10	GENERAL
26783	6/28/2021	DATA TICKET	Parking Citations (0506), May 2021	100.00	10	GENERAL
Total 26783	6/28/2021			350.00		
26784	6/28/2021	HINDERLITER, DE LLAMAS & ASSOC	Audit Services - Sales Tax for Quarter 4	1,885.41	10	GENERAL
Total 26784	6/28/2021			1,885.41		
26785	6/28/2021	Jon's Flags & Poles Inc.	Flags for Veteran's Day & City Hall, 6/10/21	529.07	10	GENERAL
Total 26785	6/28/2021			529.07		
26786	6/28/2021	Richard Mugica	Refund for Citation #CL03735	375.00	10	GENERAL
Total 26786	6/28/2021			375.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26787	6/28/2021	Regional Conservation Authority	Additional MSHCP Fees collected for June 2021	2,234.00	50	AGENCY
Total 26787	6/28/2021			2,234.00		
26788	6/28/2021	Riverside County Sheriff Dept. Lake Elsinore	Reimb. for Sexual Assault Exam at RUHS, March 2021	1,200.00	10	GENERAL
26788	6/28/2021	Riverside County Sheriff Dept. Lake Elsinore	Sheriff's Contract Law 4/8/21 to 5/5/21	145,775.61	10	GENERAL
Total 26788	6/28/2021			146,975.61		
26789	6/28/2021	Toshiba America Business Solutions	Color & Black/White Monthly Copy Costs 5/26/21 to 6/25/21	616.38	10	GENERAL
Total 26789	6/28/2021			616.38		
26790	6/29/2021	Samuel Bock	Receipt of the Canyon Lake Scholarship for FY 2020/2021	1,500.00	10	GENERAL
Total 26790	6/29/2021			1,500.00		
EFT345		Sparkletts	Drinking Water for City Hall & Admin May 2021	137.70	10	GENERAL
Total EFT345				137.70		
EFT346		SOUTHERN CALIFORNIA EDISON	Electricity for 31520 RRCR Ste. D 4/21/21 to 5/19/21	78.12	60	ENTERPR... FUND
Total EFT346				78.12		
EFT347		SOUTHERN CALIFORNIA EDISON	Electricity for 31526 RRCR Admin Ste. 3 4/21/21 to 5/19/21	36.30	10	GENERAL
Total EFT347				36.30		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
EFT348		SOUTHERN CALIFORNIA EDISON	Electricity for 31526 RRCR Admin Ste. 4 4/21/21 to 5/19/21	160.78	10	GENERAL
Total EFT348				160.78		
EFT349		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 4/21/21 to 5/19/21	9.35	20	GAS TAX
Total EFT349				9.35		
EFT350		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 4/15/21 to 5/13/21	204.90	20	GAS TAX
Total EFT350				204.90		
EFT351		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 4/29/21 to 5/27/21	317.86	20	GAS TAX
Total EFT351				317.86		
EFT352		SOUTHERN CALIFORNIA EDISON	Electricity for 31540/31542 Railroad Cyn Rd 4/15 to 5/13/21	438.90	60	ENTERPR... FUND
Total EFT352				438.90		
EFT353		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 4/22/21 to 5/20/21	53.59	20	GAS TAX
Total EFT353				53.59		
EFT354		SOUTHERN CALIFORNIA EDISON	Electricity for Fire Station 4/15/21 to 5/13/21	342.25	10	GENERAL
Total EFT354				342.25		
EFT355		SOUTHERN CALIFORNIA EDISON	Electricity for City Hall 4/15/21 to 5/13/21	704.73	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 6/1/2021 Through 6/30/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total EFT355				704.73		
EFT356		ELSINORE VALLEY MUNI WATER DIS	Water for Rental Bldg. (31542 Railroad Cyn Rd) 4/25-5/26/21	80.68	60	ENTERPR... FUND
Total EFT356				80.68		
EFT357		ELSINORE VALLEY MUNI WATER DIS	Water for Fire Station 4/27/21 to 5/28/21	418.91	10	GENERAL
Total EFT357				418.91		
EFT358		ELSINORE VALLEY MUNI WATER DIS	Water for City Hall 4/25/21 to 5/26/21	142.96	10	GENERAL
Total EFT358				142.96		
EFT359		ELSINORE VALLEY MUNI WATER DIS	Water for 31520 Railroad Canyon Rd 4/25/21 to 5/26/21	65.76	60	ENTERPR... FUND
Total EFT359				65.76		
EFT360		ELSINORE VALLEY MUNI WATER DIS	Water for Irrigation 4/27/21 to 5/28/21	645.53	20	GAS TAX
Total EFT360				645.53		
EFT361		SOUTHERN CALIFORNIA EDISON	Electricity for Pump Station 5/10/21 to 6/8/21	164.16	20	GAS TAX
Total EFT361				164.16		
Report Total				508,566.90		

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

Vendor ID	Invoice Description	Cash Required
Aflac	Supplemental Insurance for May 2021	466.02
All Signs	Service Existing Military Banners, 5/24/21	900.00
	Install 9 City Military Banners, 5/28/2021	1,450.00
AMP	Rent for Admin Bldg. for the month of July 2021	2,834.00
	Rent for 31526 Railroad Cyn. Rd. Ste #4 July 2021	412.00
ANIMAL FRIENDS	Animal Control Services for January 2021	3,500.00
	Animal Control Services for February 2021	3,500.00
	Animal Control Services for March 2021	3,500.00
Bill Blankenship	Economic Development Consulting May 2021	2,500.00
Castaneda & Associates	Housing Element Program, April & May 2021	10,377.50
CenterAgainst	Sexual Assault Exam (Lake Elsinore), 5/1/2021	1,200.00
CL PEST	Monthly Pest Control for Fire Station, May 2021	40.00
Control Pump	Monthly Landscape Booster Station, May 2021	375.00
Corelogic	Database for Code Enforcement, May 2021	128.75
CR&R	Trash Services for Rental Bldg. June 2021	164.80
CTAI	Reposition Entry Planter Pot & Irrigation on RRCR, 6/2/21	1,290.00
DATA TICKET	Monthly EMS Response Fee (1241), April 2021	100.00
	Citation Processing (1035), Code Enforcement April 2021	247.00
	Parking Citations (0506), April 2021	100.00
Delgado	Janitorial Services for the Month of May 2021	1,124.50
	Janitorial Services for the Month of May 2021	56.00
DOJ	Sheriff's Blood Analysis, April 2021	35.00
Fast Signs	Dry Erase Laminated Check for Council Mtg. 5/28/21	226.54
	License Plate for Council Member - Ehrenkranz 5/28/21	97.19
FRIDAY FLYER	Ordinance No. 207, 6/11/21	27.30
Hamood	Refund for Resid. Rental Insp. 23118 Skylink Dr. 10/19/20	71.00
ICG	Building & Safety April 2021	48,888.27
Jeremy Smith	Auto Allowance for the month of June 2021 - Smith	100.00
Joe's	Cable Ties & Painters Tape for City Hall, 5/20/21	23.52
Kasey Castillo	Auto Allowance for the month of June 2021 - Castillo	100.00
KCL Group Benefits	Life Insurance for Employee's 6/15/21 to 7/14/21	151.74
Larry Greene	Auto Allowance for the month of June 2021 - Greene	100.00
LaTendresse	Monthly Contracted Services for Interim Fire Chief, June 2021	7,272.72
Nate Volk	Video Broadcast Mtg. for 6/2/21	575.00
PVM	Inspect Radar Sign-Railroad Cyn Rd & Install Signs; Feb 2021	1,210.10
	Install Sign & Cleanup on Railroad Cyn & Sorrel Ln. Feb 2021	1,277.47

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

Vendor ID	Invoice Description	Cash Required
	Covered Graffiti on RRCR & Setup Delineators-City Hall May21	718.92
	Covered Graffiti on RRCR & Setup Delineators-City Hall May21	517.36
RHA Landscape	Project Management, Site Plan - Design for New Park, 4/25/21	750.00
Riv Co Registrar of Voters	Election Services rendered for November 2020	15,282.50
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law FY 20/21 Rate Adjustment	57,289.94
	Sheriff's Contract Law Facility Billing/Expenses FY20/21	27,550.64
Riv Co TLMA	SLF Costs for April 2021	201.30
SAFAI CORPORATION	Reissue Refund of Developer Deposit - 22480 Compass Dr.	1,071.00
SCAG	Due Assessment for FY 2021-22	1,351.00
STAPLES	General Office Supplies, 5/25/21	141.72
Time Warner	Digital Converter for City Hall, 5/22/21 to 6/21/21	5.52
Toshiba Business Solutions, USA	Color & Black/White Monthly Copy Costs 4/26/21 to 5/25/21	448.20
Welty	Auto Allowance for the month of June 2021 - Welty	100.00
Report Total		199,849.52

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
ABILA	Monthly Accounting Software Subscription, 5/25/21	122.75
Riv Co Treasurer	FY 20-21 Property Taxes for 31542 RRCR - 1st Installment	1,130.01
	FY 20-21 Property Taxes for 31542 RRCR - 2nd Installment	1,130.01
Wilkeson	Reissue Refund for Developer Deposit 30040 Cross Hill Drive	821.00
Report Total		<u>3,203.77</u>

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

Vendor ID	Invoice Description	Cash Required
Aflac	Supplemental Insurance for June 2021	382.22
ANIMAL FRIENDS	Animal Control Services for May 2021	3,500.00
	Animal Control Services for April 2021	3,500.00
Axis Portable	Portable AC Unit Rental for City Hall, 6/9/21 to 6/18/21	1,174.25
CenterAgainst	Sexual Assault Exam & Travel Fee, 5/31/2021	1,400.00
	Follow up Exam (Lake Elsinore), 6/8/2021	300.00
CL PEST	Monthly Pest Control for Fire Station, June 2021	40.00
Cole Huber	Attorney Services for February 2021	6,497.30
	Attorney Services for Beck v. City (Writ of Mandate) Feb2021	380.00
	Attorney Services for Code (23822 Canyon Lake Dr.) Feb 2021	4,500.00
CR&R	Refuse FY20-21 CY SEC SS2	67,150.84
Crime Scene Steri-Clean	Surface Cleaner & Vacuum Blood Cleanup on RRCR, 6/17/2021	750.00
CTAI	Landscape Maintenance for Median & Parkways June 2021	4,500.00
	Landscape Maintenance for Fire Station 60 June 2021	250.00
Curtis	Washer & Drying Cabinet for Fire Uniforms, 6/3/2021	9,992.55
Delgado	Janitorial Services for the Month of June 2021	1,124.50
	Janitorial Services for the Month of June 2021	56.00
DIRECTV	Satellite Service for Fire Station, 6/12/21 to 7/11/21	116.54
Frontier	Phones for Fire Station, 6/13/21 to 7/12/21	395.46
	Internet for City Hall & Admin, 6/10/21 to 7/9/21	202.28
GENERATOR SERVICES CO., INC.	Service & Repair of Fire Station Generator, 6/18/21	1,394.03
GREENHALGH	Retiree Health Insurance for July 2021	168.56
Joe's	Cable Ties for City Hall, 6/21/21	3.67
	Thread Seal & Supply Line for City Hall, 6/10/21	14.50
	Kitchen Faucet for City Hall Break Room, 6/10/21	46.05
Johnson Controls	Security System for Admin Office Ste. 5, 7/1/21 to 9/30/21	232.05
	Security System for City Hall, July - September 2021	143.75
Kings III of America, LLC	Elevator Phone Line 7/1/21 to 9/30/21	138.00
MR. WINDOW	Window Cleaning Inside & Out - City Hall & Admin (6/16/21)	150.00
Professional	ICMA High Performance Academy - Tuition for Mann, 6/17/21	1,995.00
PZL, Inc.	Planning Services for May 2021	3,500.00
RCA	MSHCP Fees collected for June 2021	6,702.00

Date: 6/23/21
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07/07/2021 City Council Agenda

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

Vendor ID	Invoice Description	Cash Required
RHA Landscape	Project Management, Site Plan - Design for New Park, 5/25/21	750.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Dept. Extra Duty for Memorial Day Event, 5/28-5/30	3,153.40
Riv Co TLMA	SLF Costs for May 2021	2,555.98
SDRMA	Dental & Vision Insurance for July 2021	538.69
STATE FUND	Workers Comp Insurance for June 2021	919.25
	Workers Comp Surcharges for FY 21/22	436.72
Syntech	IT Services for June 2021	1,875.00
Time Warner	Internet for Fire Station, 6/10/21 to 7/9/21	114.98
Toshiba	Monthly Copier Lease for Admin & City Hall, 7/10/21	799.32
TRI LAKE	Engineering Srvcs for April 2021 (Gas Tax & WRCOG Mtg.)	880.60
	Engineering Srvcs for April 2021 (Gas Tax & WRCOG Mtg.)	2,450.00
	Engineering Srvcs for April 2021 (Gas Tax & WRCOG Mtg.)	560.00
	Engineering Srvcs for May 2021 (Gas Tax & Memorial Park)	805.00
	Engineering Srvcs for May 2021 (Gas Tax & Memorial Park)	1,495.34
US Bank	See Credit Card Review	5,971.58
VerizonW	Cell Phones, 5/4/21 to 6/3/21	202.28
	Ipad & SIM Card Device, 5/4/21 to 6/3/21	156.58
Report Total		144,364.27

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

Vendor ID	Invoice Description	Cash Required
ABILA	Additional Accounting Software Subscription, 5/25/21	52.50
	Monthly Accounting Software Subscription, 6/18/2021	128.89
Bill Blankenship	Economic Development Consulting June 2021	2,500.00
DATA TICKET	Monthly EMS Response Fee (1241), May 2021	110.00
	Parking Citations (0506), May 2021	100.00
	Citation Processing (1035), Code Enforcement May 2021	140.00
HINDERLITER	Audit Services - Sales Tax for Quarter 4	1,885.41
Jon's	Flags for Veteran's Day & City Hall, 6/10/21	529.07
Mugica	Refund for Citation #CL03735	375.00
RCA	Additional MSHCP Fees collected for June 2021	2,234.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 4/8/21 to 5/5/21	145,775.61
	Reimb. for Sexual Assault Exam at RUHS, March 2021	1,200.00
Toshiba Business Solutions, USA	Color & Black/White Monthly Copy Costs 5/26/21 to 6/25/21	616.38
Report Total		155,646.86

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

Vendor ID	Invoice Description	Cash Required
Bock	Receipient of the Canyon Lake Scholarship for FY 2020/2021	1,500.00
Report Total		1,500.00

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 05/28/2021
Process: 2021052801
Period: 05/16/2021 to 05/31/2021

Department: (20)City Employees

Code	Earning	Hours	Amount	Deduction	Code	Code	Tax	Amount	Code	Tax	Amount	Taxable	Tax	Amount	Taxable	Amount	Gross	Tot Liab	Net Amt	
125CO	125 Cash		472.54	PTAXFI Pre-Tax P.	CA	California SI	CA	181.72	CAETT	CA Edu & T)	0.00	4453.71	0.00	0.00	0.00	0.00	4753.37		4753.37	
102	Hol Holiday	9.50	0.00		CASDI	CA SDI - Eir	CASUI	57.04	CASUI	California SI	0.00	4753.37	0.00	0.00	0.00	0.00	4822.29		4822.29	
4280.83	Reg Regular		4280.83		FITW	Federal Incoi	MED-R	513.69	MED-R	Medicare - E	68.92	4453.71	4753.37	68.92	68.92	68.92			3632.33	
	Total Earnings	9.50	4753.37	Total Deductions				821.38	Total Employer Taxes											
114	Reg Regular	44.00	876.48	457B 457B EE	CA	California SI	CA	9.52	CAETT	CA Edu & T)	0.00	810.74	0.00	0.00	0.00	0.00	876.48		876.48	
19.9200	Rate			AflacP Aflac Post	CASDI	CA SDI - Eir	CASUI	10.52	CASUI	California SI	0.00	876.48	0.00	0.00	0.00	0.00	889.19		889.19	
					FITW	Federal Incoi	MED-R	30.24	MED-R	Medicare - E	12.71	810.74	876.48	12.71	12.71	12.71			734.10	
	Total Earnings	44.00	876.48	Total Deductions				62.99	Total Employer Taxes											
115	Hol Holiday	9.50	0.00	PTXPE Pre-Tax P.	CA	California SI	CA	71.62	CAETT	CA Edu & T)	0.00	2168.66	0.00	0.00	0.00	0.00	2312.38		2312.38	
2129.17	Reg Regular		2129.17		CASDI	CA SDI - Eir	CASUI	27.75	CASUI	California SI	0.00	2312.38	0.00	0.00	0.00	0.00	2345.91		2345.91	
	Vac Vacation	28.50	0.00		FITW	Federal Incoi	MED-R	189.20	MED-R	Medicare - E	33.53	2168.66	2312.38	33.53	33.53	33.53			1846.56	
	Total Earnings	38.00	2312.38	Total Deductions				322.10	Total Employer Taxes											
117	Hol Holiday	9.50	162.50	PTXPE Pre-Tax P.	CA	California SI	CA	114.46	CAETT	CA Edu & T)	0.00	2590.89	0.00	0.00	0.00	0.00	2766.67		2766.67	
2604.17	Reg Regular		2604.17		CASDI	CA SDI - Eir	CASUI	33.20	CASUI	California SI	0.00	2766.67	0.00	0.00	0.00	0.00	2806.79		2806.79	
	Vac Vacation	0.50	0.00		FITW	Federal Incoi	MED-R	277.81	MED-R	Medicare - E	40.12	2590.89	2766.67	40.12	40.12	40.12			2125.30	
	Total Earnings	10.00	2766.67	Total Deductions				465.59	Total Employer Taxes											
111	Auto Auto Allo		300.00	PTXPE Pre-Tax P.	CA	California SI	CA	556.17	CAETT	CA Edu & T)	0.00	6970.35	0.00	0.00	0.00	0.00	7823.65		7823.65	
7291.63	ELECT Reimburs		75.00		CASDI	CA SDI - Eir	CASUI	93.88	CASUI	California SI	0.00	7823.65	0.00	0.00	0.00	0.00	7823.65		7823.65	
	MEM4 457B ER		722.22		FITW	Federal Incoi	MED-R	1341.26	MED-R	Medicare - E	113.44	6970.35	7823.65	113.44	113.44	113.44			4865.60	
	Reg Regular	10.00	7291.63		MED	Medicare		40.12				7823.65								
	Total Earnings	0.00	7823.65	Total Deductions				2104.75	Total Employer Taxes											
108	ADM L Admin Le	0.50	526.83	457B EE	CA	California SI	CA	83.87	CAETT	CA Edu & T)	0.00	3553.08	0.00	0.00	0.00	0.00	3851.83		3851.83	
3325.00	Hol Holiday	9.50	0.00	PTAXFI Pre-Tax P.	CASDI	CA SDI - Eir	CASUI	46.22	CASUI	California SI	0.00	3851.83	0.00	0.00	0.00	0.00	3907.68		3907.68	
	Reg Regular		3325.00		FITW	Federal Incoi	MED-R	284.29	MED-R	Medicare - E	55.85	3553.08	3851.83	55.85	55.85	55.85			3082.84	
	Vac Vacation	5.50	0.00		MED	Medicare		55.86				3851.83								
	Total Earnings	15.50	3851.83	Total Deductions				470.24	Total Employer Taxes											

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 05/28/2021
Process: 2021052801
Period: 05/16/2021 to 05/31/2021

Department: (30)Code Enforcement Team Total

Employees	4	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Female	2	125CO	125 Cash		658.66	457B	457B EE!	50.00	CA	California ST	7509.50	CAETT	CA Edu & T	222.24	233.28	0.23		
Male	2	Hol	Holiday	28.50	813.77	CS	Child Sup	120.50	CASDI	CASDI - Err	8053.87	CASUI	California ST	96.65	233.28	9.33	Gross	8215.86
		Reg	Regular	207.50	5919.79	MED1	Health Ins	161.99	FITW	Federal Inco	7509.50	MED-R	Medicare - E	655.15	8053.87	116.78	Tot Liab	8342.20
		Sick	Sick	9.50	256.02	PTXPE	Pre-Tax P.	494.37	MED	Medicare	8053.87			116.78			Net Amt	6298.18
		Vac	Vacation	19.00	567.62													
		Total Earnings		264.50	8215.86	Total Deductions		826.86	Total Employee Taxes					1090.82	Total Employer Taxes			126.34

Department: (50)Council Members

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount	
Reg	Regular		300.00	CA	California ST	300.00	CAETT	CA Edu & T	0.00	CASUI	California ST	300.00				300.00	0.30			
Emp Id	110			FITW	Federal Inco	300.00										300.00	12.00	Gross	300.00	
Salary	300.00			MED	Medicare	300.00										300.00	4.35	Tot Liab	316.65	
																			Net Amt	295.65

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount	
Reg	Regular		300.00	CA	California ST	300.00	CAETT	CA Edu & T	0.00	CASUI	California ST	300.00				300.00	0.30			
Emp Id	62			FITW	Federal Inco	300.00										300.00	12.00	Gross	300.00	
Salary	300.00			MED	Medicare	300.00										300.00	4.35	Tot Liab	316.65	
																			Net Amt	295.65

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount	
Reg	Regular		300.00	CA	California ST	300.00	CAETT	CA Edu & T	0.00	CASUI	California ST	300.00				300.00	0.30			
Emp Id	103			FITW	Federal Inco	300.00										300.00	12.00	Gross	300.00	
Salary	300.00			MED	Medicare	300.00										300.00	4.35	Tot Liab	316.65	
																			Net Amt	295.65

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount	
Reg	Regular		300.00	CA	California ST	300.00	CAETT	CA Edu & T	0.00	CASUI	California ST	300.00				300.00	0.30			
Emp Id	109			FITW	Federal Inco	300.00										300.00	12.00	Gross	300.00	
Salary	300.00			MED	Medicare	300.00										300.00	4.35	Tot Liab	316.65	
																			Net Amt	295.65

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount	
Reg	Regular		300.00	CA	California ST	300.00	CAETT	CA Edu & T	0.00	CASUI	California ST	300.00				300.00	0.30			
Emp Id	118			FITW	Federal Inco	300.00										300.00	12.00	Gross	300.00	
Salary	300.00			MED	Medicare	300.00										300.00	4.35	Tot Liab	316.65	
																			Net Amt	265.65

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount	
Reg	Regular		300.00	CA	California ST	300.00	CAETT	CA Edu & T	0.00	CASUI	California ST	300.00				300.00	0.30			
Emp Id	118			FITW	Federal Inco	300.00										300.00	12.00	Gross	300.00	
Salary	300.00			MED	Medicare	300.00										300.00	4.35	Tot Liab	316.65	
																			Net Amt	265.65

Department: (20)City Employees

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
125CO	125 Cash		472.54	PTAXE Pre-Tax P.	CA	299.66	California SI	4453.71	181.72	CAETT CA Edu & T	CAETT	181.72	0.00	0.00	0.00	0.00
102	Reg Regular		4280.83		CASDJ CA SDI - Eir			CASUI California SI	57.04	CASUI California SI	CASUI	57.04	0.00	0.00	0.00	4753.37
4280.83	Vac Vacation	19.00	0.00		FITW Federal Incon			MED-R Medicare - E	513.69	MED-R Medicare - E	MED-R	513.69	4753.37	68.93	4753.37	68.93
					MED Medicare				68.92			68.92				3632.34
	Total Earnings	19.00	4753.37	Total Deductions		299.66			821.37			821.37		68.93		68.93
114	Reg Regular	15.00	298.80	457B EE	CA	22.41	California SI	276.39	0.00	CAETT CA Edu & T	CAETT	0.00	0.00	0.00	0.00	298.80
114	Reg Regular	15.00	298.80	AflacP, Aflac Post	CASDJ CA SDI - Eir	13.65		CASUI California SI	3.58	CASUI California SI	CASUI	3.58	0.00	0.00	0.00	303.13
19.9200	Rate				FITW Federal Incon			MED-R Medicare - E	0.00	MED-R Medicare - E	MED-R	0.00	298.80	4.33	298.80	4.33
					MED Medicare				4.33			4.33				254.83
	Total Earnings	15.00	298.80	Total Deductions		36.06			7.91			7.91		4.33		4.33

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
125CO	125 Cash		183.21	PTXPE Pre-Tax P.	CA	143.72	California SI	2168.66	71.62	CAETT CA Edu & T	CAETT	71.62	0.00	0.00	0.00	2312.38
115	Reg Regular		2129.17		CASDJ CA SDI - Eir			CASUI California SI	27.74	CASUI California SI	CASUI	27.74	0.00	0.00	0.00	2312.38
2129.17	Sick Sick	3.00	0.00		FITW Federal Incon			MED-R Medicare - E	189.20	MED-R Medicare - E	MED-R	189.20	2312.38	33.53	2312.38	33.53
					MED Medicare				33.52			33.52				1846.58
	Total Earnings	3.00	2312.38	Total Deductions		143.72			322.08			322.08		33.53		33.53
125CO	125 Cash		162.50	PTXPE Pre-Tax P.	CA	175.78	California SI	2590.89	114.46	CAETT CA Edu & T	CAETT	114.46	0.00	0.00	0.00	2766.67
117	Reg Regular		2604.17		CASDJ CA SDI - Eir			CASUI California SI	33.20	CASUI California SI	CASUI	33.20	0.00	0.00	0.00	2766.67
2604.17	Sick Sick	9.50	0.00		FITW Federal Incon			MED-R Medicare - E	277.81	MED-R Medicare - E	MED-R	277.81	2766.67	40.12	2766.67	40.12
2604.17	Vac Vacation	1.75	0.00		MED Medicare				40.11			40.11				2125.31
	Total Earnings	11.25	2766.67	Total Deductions		175.78			465.58			465.58		40.12		40.12

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount	Taxable	Amount
125CO	125 Cash		157.02	457B EE	CA	361.11	California SI	6970.35	556.17	CAETT CA Edu & T	CAETT	556.17	0.00	0.00	0.00	7823.65
111	Auto Allo		300.00	PTXPE Pre-Tax P.	CASDJ CA SDI - Eir			CASUI California SI	93.88	CASUI California SI	CASUI	93.88	0.00	0.00	0.00	7823.65
7291.63	ELECT Reimburs		75.00		FITW Federal Incon			MED-R Medicare - E	1341.26	MED-R Medicare - E	MED-R	1341.26	7823.65	113.44	7823.65	113.44
7291.63	MEM4 457B ER		722.22		MED Medicare				113.45			113.45				4865.59
7291.63	Reg Regular		7291.63													
7291.63	Sick Sick	6.00	0.00													
	Total Earnings	6.00	7823.65	Total Deductions		853.30			2104.76			2104.76		113.44		113.44
125CO	125 Cash		526.83	457B EE	CA	66.00	California SI	3553.08	83.87	CAETT CA Edu & T	CAETT	83.87	0.00	0.00	0.00	3851.83
108	Reg Regular		3325.00	PTAXE Pre-Tax P.	CASDJ CA SDI - Eir			CASUI California SI	46.22	CASUI California SI	CASUI	46.22	0.00	0.00	0.00	3851.83
3325.00	Salary				FITW Federal Incon			MED-R Medicare - E	284.29	MED-R Medicare - E	MED-R	284.29	3851.83	55.85	3851.83	55.85
					MED Medicare				55.85			55.85				3907.68
	Total Earnings	0.00	3851.83	Total Deductions		298.75			470.23			470.23		55.85		55.85

07/27/2021 City Council Agenda

Department: (30)Code Enforcement Team Total

Employees	4	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Female	2	125CO	125 Cash		658.66	457B	457B EE	50.00	CA	California SI	8034.33	CAETT	CA Edu & T	583.20	0.58			583.20	0.58		
Male	2	DT	Double Ti	1.50	77.73	CS	Child Sup	120.50	CASDI	CA SDI - Eir	8578.70	CASUI	California SI	583.20	23.33	Gross		8578.70	23.33	Gross	8740.69
		OT	Overtime	2.50	97.16	MEDI	Health Ins	161.99	FITW	Federal Incoi	8034.33	MED-R	Medicare - E	8578.70	124.39	Tot Liab		8578.70	124.39	Tot Liab	8888.99
		Reg	Regular	264.50	7578.99	PTXPE	Pre-Tax P	494.37	MED	Medicare	8578.70			124.38		Net Amt					6720.18
		Sick	Sick	12.00	328.15																
Total Earnings				280.50	8740.69	Total Deductions		826.86	Total Employer Taxes		1193.65	Total Employer Taxes		148.30							

Report Total

Employees	11	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount	Taxable	Amount
Female	6	125CO	125 Cash		2713.91	457B	457B EE	580.90	CA	California SI	29604.22	CAETT	CA Edu & T	583.20	0.58			583.20	0.58		
Male	5	Auto	Auto Allo'		300.00	AflacP	Aflac Post	13.65	CASDI	CA SDI - Eir	32023.59	CASUI	California SI	583.20	23.33	Gross		32023.59	23.33	Gross	32185.58
		DT	Double Ti	1.50	77.73	CS	Child Sup	120.50	FITW	Federal Incoi	29604.22	MED-R	Medicare - E	32023.59	464.34	Tot Liab		32023.59	464.34	Tot Liab	32673.83
		ELECT	Reimburs		75.00	MEDI	Health Ins	161.99	MED	Medicare	32023.59			464.32		Net Amt					23897.95
		MEM4	457B ER		722.22	PTAXI	Pre-Tax P	532.41													
		OT	Overtime	2.50	97.16	PTXPE	Pre-Tax P	1306.06													
		Reg	Regular	345.50	28593.63																
		Sick	Sick	30.50	328.15																
		Vac	Vacation	20.75	0.00																
Total Earnings				400.75	32185.58	Total Deductions		2715.51	Total Employer Taxes		5572.12	Total Employer Taxes		488.25							

Chris Mann
Chris Mann, City Manager

6-14-21
Date

Credit Card Review

US BANK Statement dated 6/7/21

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Canyon Tailor	Dry Cleaning for Small Table in Council Chambers, 5/4/2021	\$ 30.00	10-100-6220
2	Amazon Prime	Monthly Prime Membership Fee	\$ 14.00	10-310-6210
3	Crisp Imaging	Copy Services for Canyon Lake Towne Center Plans	\$ 10.48	10-310-6210
4	Microsoft	Emergency Preparedness Monthly Emails	\$ 48.00	10-425-6210
5	Microsoft	Microsoft 365 Monthly Fee - Business Premium for iCloud	\$ 400.00	10-310-6210
6	Microsoft	Microsoft 365 Monthly Fee - Business Standard Emails	\$ 237.50	10-310-6210
7	Seton	City of Canyon Lake Custom Name Stencil for Delineators	\$ 37.00	10-100-6830
8	Amazon	Push Bar Key for City Hall	\$ 6.67	10-520-6220
9	Arlo Technologies	Monthly Camera Service - City Hall	\$ 9.99	10-550-6610
10	IstockPhoto.com	Art Images for Memorial Day Event	\$ 115.00	10-100-6830
11	Apple.com	Ehrenkranz - iPhone Upgrade Cost for Additional Storage	\$ 0.99	10-100-6220
12	Amazon	Push Bar Key for City Hall	\$ 10.76	10-520-6220
13	Arlo Technologies	Monthly Camera Service - City Hall Admin	\$ 14.99	10-550-6610
14	Rio Car Wash	Car Wash for Jeep for Memorial Day Event	\$ 27.99	10-520-6415
15	In American Eagle Trophies	Plaque for Ehrenkranz Recognition	\$ 355.61	10-100-6225
16	Ono Hawaii BBQ	City Council Dinner for 6/2/2021	\$ 81.15	10-100-6225
17	Amazon	Chair for City Manager	\$ 483.58	10-310-6210
18	Canva	Annual Subscription for Pro Account	\$ 119.40	10-310-6210
19	The Canyon Cowboy	Lunch Meeting reg. Solar Options - Mann & Reed	\$ 40.94	10-310-6510
20	Adobe	Monthly Subscription - Mann	\$ 14.99	10-310-6210
21	The Canyon Cowboy	Working Lunch- Mann & LaTendresse	\$ 50.45	10-310-6510
22	Zoom.US	Monthly Subscription for Virtual Meetings	\$ 15.58	10-310-6210
23	Buffalo Wild Wings	Working Lunch - Mann & LaTendresse reg. Fire Dept. Startup	\$ 33.26	10-310-6510
24	Miguel's Jr.	Closed Session Dinner for Council, 5/5/2021	\$ 92.17	10-100-6225
25	Costco	PA Speaker for Memorial Day Event	\$ 217.49	10-100-6830
26	Walgreens	Office Supplies - Pictures and Photobook of the city	\$ 45.64	10-320-6220
27	Amazon	Delineators for City Events	\$ 2,454.00	10-100-6830
28	Wal-Mart	Pictures for Ehrenkranz Recognition	\$ 7.79	10-100-6225
29	Amazon	No Parking Signs for City Events	\$ 290.70	10-100-6830
30	Lowe's	Miscellaneous Items for Memorial Day Event	\$ 44.58	10-100-6830
31	In American Eagle Trophies	Plaque for Ehrenkranz Recognition	\$ 143.55	10-100-6830
32	Michaels Stores	Recognition Supplies for Ehrenkranz	\$ 24.76	10-100-6225
33	Tommy's Express	Car Wash for City Vehicles	\$ 102.95	10-520-6415
34	A Nutter Daisy Kart	Flowers for City of Eastvale Council Member	\$ 139.99	10-310-6210
35	The Creative Corner	Flowers for Council Chamber Recognition	\$ 76.13	10-100-6225
36	PZA Canyon Lake	Working Lunch	\$ 50.00	10-320-6510
37	My Buddies Pizza	Staff Working Lunch	\$ 61.78	10-320-6510
38	Target	Office Supplies - Water and Diet Coke	\$ 45.13	10-310-6210
39	Chipotle	Closed Session Dinner for Council, 6/2/2021	\$ 16.59	10-100-6225
		Late Fee	\$ -	10-310-6965
			\$ 5,971.58	

Account Breakdown

City Council Dept. Expense	10-100-6220	\$ 30.99
City Council Meeting Expense	10-100-6225	\$ 654.20
Council Meeting/Travel Expense	10-100-6510	
Council Special Dept. Expense	10-100-6520	
Promotion and Advertising	10-100-6830	
City Manager Office Expense	10-310-6210	\$ 3,302.32
Conference/Meeting/Travel Expense	10-310-6510	\$ 1,480.65
City Manager Software	10-310-6530	\$ 124.65
City Manager Dept. Expense	10-310-6220	
City Manager Membership	10-310-6520	
Professional/Specialized Services	10-310-6610	
City Clerk Departmental Expense	10-320-6220	\$ 45.64
City Clerk Conference/Meeting/Travel Expense	10-320-6510	\$ 111.78
City Clerk Dues	10-320-6520	
Professional/Specialized Services	10-320-6610	
Emergency Preparedness Office Supplies	10-425-6210	\$ 48.00
Emergency Preparedness Departmental Expense	10-425-6220	
Code Enforcement Supplies	10-520-6210	
Special Enforcement Misc. Expense	10-520-6220	\$ 17.43
Code Enforcement Vehicle Equipment	10-520-6410	
Vehicle Maintenance	10-520-6415	\$ 130.94
Code Enforcement Membership Dues	10-520-6520	
Code Enforcement Training	10-520-6710	
Building & Facilities Professional/Specialized Services	10-550-6610	\$ 24.98
Building & Facilities Maint. Furniture & Equip.	10-550-8007	
Signal & Sign Maintenance	20-000-6722	
Gas Tax Landscape Maintenance	20-520-6720	
Rental Office Expense	60-560-6210	
		\$ 5,971.58

Check Figure 5

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

Reporting

Manage Reports Payroll Schedule Out-of-Class Validation Member Requests Health Reconciliation Retirement Appointr

Name: City of Canyon Lake CalPERS ID: 3813045770

Payment Request Acceptance

Your request for payment has been accepted

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

Payment Setup Total

Total Payment Amount: \$4,131.91

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001867273	06/04/2021	100000016396459	Employer Contribution, PEPR, 26189, CalPERS, 05/16/2021 - 05/31/2021	EFT - Debit	Citizens Business Bank -5402	\$2,802.11
1001867274	06/04/2021	100000016396419	Employer Contribution, Classic, 1684, CalPERS, 05/16/2021 - 05/31/2021	EFT - Debit	Citizens Business Bank -5402	\$1,329.80

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Build: v9.4.1.a Baseline: 210517_171148_v9.4.1_Int.1498 UID: 318

CM

Reporting

Manage Reports Payroll Schedule Out-of-Class Validation Member Requests Health Reconciliation Retirement Appointr

Name: City of Canyon Lake CalPERS ID: 3813045770

Payment Request Acceptance

Your request for payment has been accepted

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

Payment Setup Total

Total Payment Amount: \$4,131.93

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment System Account	Selected Payment Amount
1001874924	06/16/2021	100000016426367	Employer Contribution, PEPR, 26189, CalPERS, 06/01/2021 - 06/15/2021	EFT - Debit	Citizens Business Bank -5402	\$2,802.13
1001874925	06/16/2021	100000016426336	Employer Contribution, Classic, 1684, CalPERS, 06/01/2021 - 06/15/2021	EFT - Debit	Citizens Business Bank -5402	\$1,329.80

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Build: v9.4.1.b Baseline: 210601_083701_v9.4.1_int.5770 UID: 318

CM

Reporting

Manage Reports Payroll Schedule Out-of-Class Validation Member Requests Health Reconciliation Retirement Appointr

Name: City of Canyon Lake CalPERS ID: 3813045770

Payment Request Acceptance

Your request for payment has been accepted

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

Payment Setup Total

Total Payment Amount: \$4,101.11

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001864459	06/01/2021	100000016433800	Health PA Billing - PERS	EFT - Debit	Citizens Business Bank -5402	\$4,101.11

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Build: v9.4.1.a Baseline: 310517_171148_v9.4.1_int:1498 UID: 318

CM

CITY OF CANYON LAKE
PLAN SPONSOR: 0035273

Acknowledgment

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

You can print this acknowledgment for your records.

Plan Name: **CITY OF CANYON LAKE 457 OBRA-PST**

Plan Number: **0035273002**

Payroll Center: **CITY OF CANYON LAKE OBRA**

Payroll Center Number: **002**

Payroll Received for Salary Reduction

Submission date: **06/08/2021**

Submission time: **01:17 PM**

Pay period end date: **05/31/2021**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$210.31**

Contributions count: **2**

Draft date: **06/09/2021**

(M)

Nationwide Retirement Solutions and Nationwide Life Insurance Company (collectively "Nationwide") have endorsement relationships with the _____, the _____, and the _____.

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

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

CITY OF CANYON LAKE
PLAN SPONSOR: 0035273

Acknowledgment

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

You can print this acknowledgment for your records.

Plan Name: **CITY OF CANYON LAKE 457**

Plan Number: **0035273001**

Payroll Center: **CITY OF CANYON LAKE**

Payroll Center Number: **001**

Payroll Received for Salary Reduction

Submission date: **06/08/2021**

Submission time: **01:19 PM**

Pay period end date: **05/31/2021**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$2,398.66**

Contributions count: **3**

Draft date: **06/09/2021**

Nationwide Retirement Solutions and Nationwide Life Insurance Company (collectively "Nationwide") have endorsement relationships with the _____, the _____, and the _____.

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

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

Investment Reports

CITIZENSTRUST

PO Box 2549

Rancho Cucamonga CA 91729-2549

Return Service Requested

000000037 MCBB1000060221531721 01 000000 37 004

RECEIVED

JUN 14 2021

BY: _____

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



STATEMENT FOR THE PERIOD FROM 05/01/2021 TO 05/31/2021
ACCOUNT 1035003119

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

* PORTFOLIO: SUMMARY GRAPHICAL DISPLAY WITH MARKET VALUE & PERCENT

* ACTIVITY SUMMARY: MARKET VALUE WITH TRANSACTION SUMMARY

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

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

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

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

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



PO Box 2549
 Rancho Cucamonga, CA 91729-2549
 Return Service Requested




Account Statement

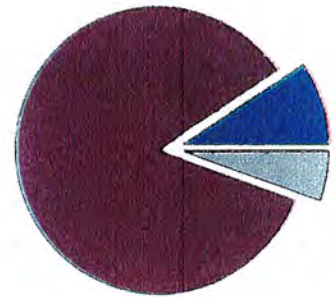
Account Number: 1035003119
 May 01, 2021 To May 31, 2021

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

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

Investment Portfolio Summary

Market Value As Of	05/01/2021	05/31/2021	% Of Account
 CASH & CASH EQUIVALENTS	60,472.71	260,665.41	9.4%
 FIXED INCOME	2,560,752.51	2,364,355.84	85.0%
 MISCELLANEOUS	156,699.00	156,463.50	5.6%
Total	2,777,924.22	2,781,484.75	100.0%



Activity Summary

	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
Beginning Market Value	2,777,924.22	2,848,656.23		
Income	649.58	52,018.27-	Short Term	125.00
Asset Activity	200,000.00	210,933.53	Total Gains / Losses	125.00
Fees	456.88-	2,300.78-		241.00
Cash Management	200,192.70-	156,614.48-		
Change In Market Value	3,560.53	67,171.48-		
Ending Market Value	2,781,484.75	2,781,484.75		



Account Statement

Account Number: 1035003119

May 01, 2021 To May 31, 2021

Portfolio Statement

Quantity	Description	Market Value	Cost Basis
Cash & Cash Equivalents			
Cash Equivalents			
Unclassified			
260,665.410	31607A703 FIDELITY GOVERNMENT PORTFOLIO	260,665.41	260,665.41
	Total Unclassified	260,665.41	260,665.41
Total	Cash Equivalents	260,665.41	260,665.41
Total	Cash & Cash Equivalents	260,665.41	260,665.41
Fixed Income			
Taxable			
100,000.000	24422ERE1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021	100,411.00	101,045.62
34,722.220	3130AJRE1 FEDERAL HOME LOAN BANK DTD 6/24/2020 CALL .75% 06/24/2025-2020	34,344.44	34,722.22
100,000.000	3130AKMR4 FEDERAL HOME LOAN BANK DTD 01/15/21 CALL .33% 01/15/2025-2021	98,820.00	99,910.00
150,000.000	3130AL5X8 FEDERAL HOME LOAN DTD 2/24/2021 CALL .65% 02/24/2026-2021	148,374.00	150,000.00
150,000.000	3130ALEK6 FEDERAL HOME LOAN BANK DTD 02/26/21 CALL .78% 02/26/2026-2021	149,700.00	150,000.00
105,000.000	3133EEG79 FEDERAL FARM CREDIT BANK DTD 05/07/2015 2.15% 09/07/2023	109,538.10	109,678.70
100,000.000	3133EMAM4 FEDERAL FARM BANK DTD 09/21/2020 .25% 09/21/2023-2022	100,030.00	99,925.00
100,000.000	3133EMHE5 FEDERAL FARM CREDIT BANK DTD 11/30/2020 CALL .17% 11/30/2022-2021	100,011.00	99,978.00
100,000.000	3134GWCZ7 FREDDIE MAC DTD 7/28/20 CALL .3% 10/28/2022-2021	100,020.00	99,985.00
100,000.000	3134GWMY9 FREDDIE MAC DTD 08/19/2020 CALL .625% 08/19/2025-2021	99,679.00	100,000.00
100,000.000	3134GWVJ2 FREDDIE MAC DTD 9/30/2020 CALL .4% 09/30/2024-2021	99,829.00	100,000.00

Portfolio Statement (Continued)

Quantity	Description	Market Value	Cost Basis
Taxable			
100,000.000	3134GWVN3 FREDDIE MAC DTD 09/30/2020 CALL .6% 09/30/2025-2021	99,476.00	100,000.00
200,000.000	3135G06A6 FANNIE MAE DTD 10/20/2020 CALL .58% 10/20/2025-2021	198,966.00	200,000.00
100,000.000	3135G06M0 FANNIE MAE DTD 12/16/2020 CALL .5% 12/16/2024-2021	100,002.00	100,000.00
100,000.000	3135GA3W9 FANNIE MAE .6% 11/25/2025-2022	100,000.00	100,000.00
200,000.000	3136G46A6 FANNIE MAE DTD 10/27/2020 CALL .3% 10/27/2023-2021	200,050.00	200,000.00
205,000.000	3136G4A29 FANNIE MAE DTD 7/30/2020 CALL .55% 07/30/2024-2021	205,094.30	205,000.00
100,000.000	3138L34N2 FANNIE MAE POOL FN AM3528 2.69% 10/01/2023	104,279.00	104,531.25
200,000.000	880591ER9 TENN VALLEY AUTHORITY DTD 09/29/14 2.875% 09/15/2024	215,732.00	207,804.88
Total	Taxable	2,364,355.84	2,362,580.67
Total	Fixed Income	2,364,355.84	2,362,580.67
Miscellaneous			
Corp Bond-sma			
Taxable Bonds			
150,000.000	24422ERT8 JOHN DEERE CAPITAL CORP DTD 06/26/12 2.8% 01/27/2023	156,463.50	158,469.00
Total	Total Taxable Bonds	156,463.50	158,469.00
Total	Corp Bond-sma	156,463.50	158,469.00
Miscellaneous Sundry Assets			
Documents			
1.000	DOC199647 INVESTMENT MANAGEMENT AGREEMENT CITY OF CANYON LAKE A/C# 1035003119	0.00	0.00
Total	Total Documents	0.00	0.00
Total	Miscellaneous Sundry Assets	0.00	0.00
Total	Miscellaneous	156,463.50	158,469.00
Grand Total Assets		2,781,484.75	2,781,715.08

Account Statement

Account Number: 1035003119

May 01, 2021 To May 31, 2021

Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
Balances Beginning Of Period	0.00	2,781,397.38	2,785,813.27
Prior Accruals			7,889.05-
Unrealized Appreciation This Period			3,435.53
Current Accruals			9,655.67
Asset Activity	200,000.00	199,875.00-	200,000.00
Cash Management	200,192.70-	200,192.70	200,192.70-
Fees	456.88-	0.00	456.88-
Income	649.58	0.00	649.58
Realized Gain/loss			125.00
Non Cash Asset Changes			
Balances End Of Period	0.00	2,781,715.08	2,791,140.42

Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
05/01/21		Beginning Balance		0.00	2,781,397.38
Income					
Interest					
05/03/21		31607A703 FIDELITY GOVERNMENT PORTFOLIO	INTEREST RCVD	0.92	
05/05/21		3133ELH56 FEDERAL FARM CREDIT BANK DTD	INTEREST RCVD	109.50	
		06/09/2020 CALL .27%			
		06/09/2022-2020			
05/25/21		3138L34N2 FANNIE MAE POOL FN AM3528 2.69%	INTEREST RCVD	224.16	
		10/01/2023			
05/25/21		3135GA3W9 FANNIE MAE .6% 11/25/2025-2022	INTEREST RCVD	300.00	
		3130AKDM5			
05/28/21		FEDERAL HOME LOAN BANK DTD	INTEREST RCVD	15.00	
		10/28/2020 CALL .18%			
		10/28/2022-2021			
		Total Interest		649.58	0.00
		Total Income		649.58	0.00
Asset Activity					
Assets Sold					
05/05/21	100,000.000-	3133ELH56 FEDERAL FARM CREDIT BANK DTD	REDEEMED	100,000.00	99,875.00-
		06/09/2020 CALL .27%			
		06/09/2022-2020			
05/28/21	100,000.000-	3130AKDM5 FEDERAL HOME LOAN BANK DTD	REDEEMED	100,000.00	100,000.00-
		10/28/2020 CALL .18%			
		10/28/2022-2021			
		Total Assets Sold		200,000.00	199,875.00-
		Total Asset Activity		200,000.00	199,875.00-

Transaction Statement (Continued)

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
Fees					
05/27/21		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 05/20/2021	DISBURSEMENT	456.88-	
Total Fees				456.88-	0.00
Cash Management					
05/31/21	200,192.700	31607A703 NET CASH MANAGEMENT	NET CASH MGMT	200,192.70-	200,192.70
Total Cash Management				200,192.70-	200,192.70
05/31/21		Ending Balance		0.00	2,781,715.08

Disclosure

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

Market Perspective

WE HOPE THAT YOU AND YOURS ARE SAFE/HEALTHY DURING THESE CHALLENGING TIMES. PLEASE READ OUR QUARTERLY MARKET PERSPECTIVES AT WWW.CBBANK.COM UNDER RECENT DOCUMENTS. BE ASSURED WE ARE WATCHING THE MARKETS CLOSELY, AND IF YOU HAVE ANY QUESTIONS OR CONCERNS WE ENCOURAGE YOU TO CONTACT YOUR RELATIONSHIP MANAGER.

Tax Disclosure

1099S WILL BE POST-MARKED ON OR BEFORE FEBRUARY 28TH UNLESS THE ACCOUNT HOLDS COMPLEX ASSETS (REITS, GNMA, FNMA, OTHER GOV'T AGY) OR MASTER LIMITED PARTNERSHIPS (MLPS). THE LATTER WILL BE POST-MARKED BY MARCH 18TH. MAILING OF FIDUCIARY TAX INFORMATION WILL BEGIN MID-FEBRUARY AND CONTINUE THROUGH EARLY APRIL.



**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, June 2, 2021**

SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020, as a response to mitigating the spread of Coronavirus (COVID-19), this regular meeting of the City Council of the City of Canyon Lake will allow Councilmembers to attend the City Council meeting telephonically from remote locations without requiring notice of or public access to those locations. The City Council Chamber will be closed to the public. Members of the public may observe the City Council meeting by selecting the Live Stream icon on the main page: www.canyonlakeca.gov, the City's Facebook page, Time Warner/Spectrum Channel 29, or on FIOS/Frontier Channel 39.

In a further effort to allow for social distancing, members of the public may comment electronically by sending an email with their comment to PublicComment@canyonlakeca.gov. The City Clerk will read these public comment submissions into the record during the "Public Comments" portion of the agenda.

If any member of the public has a disability and desires to request a modification or accommodation of the above procedures, please contact the City Clerk at least 24 hours prior to the meeting at 951-244-8547 or by email at asauseda@canyonlakeca.gov.

**Closed Session – 4:30 p.m.
City Hall Administration Building
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

CALL TO ORDER

Mayor Castillo called the meeting to order at 4:31 p.m.

CITY COUNCIL ROLL CALL

Present: Councilmember Greene, Councilmember Welty, and Mayor Castillo

Absent:

Mayor Pro Tem Smith joined the meeting via telephone.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION –
Pursuant to paragraph (4) of subdivision (d) of Section 54956.9 – 1 case

- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Section 54956.8
Property: APN 349-290-008
Agency Negotiator: City Manager
Negotiating Parties: Jim Kipp
Under Negotiation: Price and Terms of Payment

- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Pursuant to paragraph (1) of subdivision (d) of Section 54956.9
Richard Beck v. City of Canyon Lake, Riverside Superior Court Case No.: RIC2003025

- D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Pursuant to paragraph (1) of subdivision (d) of Section 54956.9
City of Canyon Lake, et al. v. Jensen, Riverside Superior Court Case No. CVRI2100821

- E. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph (1) of subdivision (d) of Section 54956.9.
Name of case: In Re Western Community Energy. Bankruptcy Court for the Central District of California Case No. 6:21-bk-12821

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

The City Council entered Closed Session at 4:31 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 Castillo called the meeting to order at 6:37 p.m.

INVOCATION

Invocation was led by Vice President Darcy Burke.

FLAG SALUTE

Flag Salute was led by Travis Montgomery.

ROLL CALL

Present: Councilmember Greene, Councilmember Welty, and Mayor Castillo

Absent:

Mayor Pro Tem Smith joined the meeting via telephone.

CLOSED SESSION REPORT

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

APPROVAL OF THE CITY COUNCIL AGENDA

Motion and second by Councilmembers Greene/Welty to approve the agenda.

Motion carried 4-0, with Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

- Honoring Former Councilman Jordan Ehrenkranz

The City was honored to have the following:

- Assemblymember Kelly Seyarto joined to meeting via Zoom to present on behalf of himself and Senator Melissa Melendez
- Elsinore Valley Municipal Water District Vice President Darcy Burke
- Western Riverside Council of Governments Deputy Executive Director Chris Gray
- Riverside County Sheriff's Department Lieutenant James Rayls
- Canyon Lake Property Owners Association Board President Joe Kamashian

City Clerk Sauseda thanked the City of Menifee & CR&R for the beautiful flowers that they sent and also thanked the following for sending proclamations or certificates honoring Jordan:

- Congressman Ken Calvert
- County Supervisor Kevin Jeffries
- City of Menifee
- City of Corona
- City of Eastvale
- City of Perris
- Riverside Transit Agency

Mayor Castillo presented on behalf of the City of Canyon Lake.

City Manager Mann announced the establishment of the "Jordan Ehrenkranz Spirit of Canyon Lake Award." The perpetual plaque will be hung in City Hall forever and every

year, one recipient will be selected to receive the award at the State of the City event. The recipient will be someone who embodies the community spirit and gives selflessly of themselves to this community in the same way that Jordan did.

Mayor Castillo called for a recess at 7:09 p.m.

Mayor Castillo called for the meeting to reconvene at 7:17 p.m.

COMMUNITY REPORTS

- Elsinore Valley Municipal Water District Update
Vice President Darcy Burke gave an update on behalf of Elsinore Valley Municipal Water District.

- Canyon Lake Property Owners Association Update from President Joe Kamashian
There were no updates.

- Chamber of Commerce Update by President Jeanne O'Dell
President O'Dell gave an update on behalf of the Chamber of Commerce and shared memories and kind words about former Councilman Ehrenkranz.

PUBLIC SAFETY UPDATE

❖ Sheriff

Lieutenant James Rayls gave an update on the statistics and answered questions from the Council.

❖ Fire

Representatives from Calfire were unavailable to attend the meeting.

❖ Code Enforcement

Ruby Manzano, Senior Code Enforcement Officer, gave an update on the statistics and answered questions from the Council.

PUBLIC COMMENT

The following members of the public spoke:

- John Zaitz
- Jack Wamsley

City Clerk Sauseda read emailed submissions from the following:

- Barbara Leibold

CONSENT CALENDAR

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

- (2) Resolution - Adoption of Resolution No. 2021-26, Approving Claims and Demands of the City
- (3) Minutes – Approval of City Council Minutes
 - May 5, 2021 – Regular City Council Meeting
- (4) Resolution – Adoption of Resolution No. 2021-27, Approving the North Gate Park Conceptual Plan and Directing the City Manager to Move Forward with Planning, Design and Land Acquisition
- (5) Resolution – Adoption of Resolution No. 2021-32, Declaring a Vacancy on the City Council and Setting the Schedule for an Appointment Process
- (6) Second Reading of Ordinance No. 207 – An Ordinance of the City Council of the City of Canyon Lake, California, to Update the Local Development Mitigation Fee for Funding the Preservation of Natural Ecosystems in accordance with the Western Riverside County Multiple Species Habitat Conservation Plan and LDMF Resolution
- (7) Committee Assignments – Review and Revise 2021 Agency and Committee Assignments

Motion and second by Mayor Pro Tem Smith/ Councilmember Greene to approve the Consent Calendar.

Motion carried 4-0, with Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.

PULLED CONSENT CALENDAR ITEMS

No items were pulled.

PUBLIC HEARING

- (8) Resolution – Adoption of Resolution No. 2021-28, Establishing Solid Waste Collection Rates and EMS Program Fees for the 2021-2022 Fiscal Year and Providing for Collection Thereof on the Property Tax Roll
 - Public Hearing Opened
Mayor Castillo opened the Public Hearing at 7:39 p.m.
 - Staff Presentation
City Manager Mann presented the item.
 - Questions to Staff by City Council
Alex Braicovich, Senior Vice President of CR&R Incorporated answered questions from the Council.

- Testimony by Proponents

The following members of the public spoke:

- John Zaitz

- Testimony by Opponents

The following members of the public spoke:

- John Zaitz

- Response by Proponents

The following members of the public spoke:

- Travis Montgomery

- Public Hearing Closed

Mayor Castillo closed the Public Hearing at 8:12 p.m.

- Discussion by City Council

Discussion ensued.

- Tabulation of Written Protests by City Clerk

Mayor Castillo asked the City Clerk to tabulate the protests for the Solid Waste Collection Rates and for the EMS Program Fees and inform the Council if a majority existed.

City Clerk Sauseda deemed the protests valid and stated that a majority did not exist. She stated that 1 protest was received for the Solid Waste Collection Rates and 1 protest for the EMS Program Fees.

- Action by City Council

Motion and second by Councilmembers Greene/Welty to adopt Resolution No. 2021-28.

Motion carried 4-0, with Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.

- (9) Agreement – Additional Information on the Selection of Consultant to Prepare an Update to the City’s General Plan Safety Element

Presentation by City Planner Jim Morrissey.

There were no public comments.

Mayor Pro Tem Smith recommended that the Council move forward with the lowest bidder and approve the agreement with Atlas instead.

Motion and second by Mayor Pro Tem Smith/ Councilmember Greene to approve the contract with Atlas.

Motion carried 3-1, with Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty voting aye, and Mayor Castillo voting no.

- (10) Agreement – Amendment to Cooperative Agreement with the County of Riverside for Fire Protection Services

Presentation by City Manager Mann.

There were no public comments.

Motion and second by Mayor Pro Tem Smith/ Councilmember Welty to approve the agreement.

Motion carried 4-0, with Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.

- (11) Resolution – Adoption of Resolution No. 2021-29, Authorizing the City Manager to enter into a Cooperative Agreement with the County of Riverside County for Dispatch and Communication Services

Presentation by Fire Consultant/Interim Fire Chief Jeff LaTendresse.

There were no public comments.

Motion and second by Councilmember Greene/ Mayor Pro Tem Smith to adopt Resolution No. 2021-29.

Motion carried 4-0, with Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.

- (12) Agreement – Amendment to the Agreement between the City of Canyon Lake and Hinderliter de Llamas and Associates (HDL)

Presentation by Finance Director Terry Shea.

There were no public comments.

Motion and second by Councilmembers Welty/Greene to approve Item 12.

Motion carried 4-0, with Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.

(13) Approval of City Budget

- Adoption of Resolution No. 2021-30, Approving the City's Fiscal Year 2021-2022 Budget and Appropriations Limit
- Adoption of Resolution No. 2021-31, Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2021-22

Presentation by Finance Director Shea.

There were no public comments.

Motion and second by Mayor Pro Tem Smith/ Councilmember Greene to adopt Resolution No. 2021-30 & Resolution No. 2021-31.

Motion carried 4-0, with Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.

(14) Fire Department Startup Update – Presentation by Fire Consultant/Interim Fire Chief Jeff LaTendresse

Presentation by Fire Consultant/Interim Fire Chief LaTendresse.

The following members of the public spoke:

- Michael Zimmerman
- Timothy Adams
- Tyler Murdough

City Clerk Sauseda read emailed submissions from the following:

- Anthony Rodriguez

City Manager Mann commented on this item.

CITY MANAGER COMMENTS

City Manager Mann announced that the Celebration of Life for former Councilman Ehrenkranz would take place on Saturday, June 19, 2021, at 10:00 a.m. at the lodge and everyone was welcome to attend.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

• **COUNCILMEMBER GREENE**

Councilmember Greene stated that his committees would meet next week, and he would provide an update at the following Council meeting. He commented on the City's Fire Department Startup.

- **COUNCILMEMBER WELTY**

Councilmember Welty gave an update from LESJWA meeting and spoke briefly about Councilman Ehrenkranz.

- **MAYOR PRO TEM SMITH**

Mayor Pro Tem Smith gave updates from RCTC, RTA, and SCAG. Lastly, he stated that the Council was working hard on the City's Fire Department and asked the community to work with the Council and not against them.

- **MAYOR CASTILLO**

Mayor Castillo thanked everyone for attending the meeting in honor of former Councilman Ehrenkranz and in support of his wife Jennie Ehrenkranz. She thanked the community for attending the Memorial Day event hosted by the City. She thanked the people in the audience who made comments on the City's Fire Department and echoed the City Manager's comments asking the community for their help.

ANNOUNCEMENTS

Mayor Castillo announced that the next City Council meeting would take place on Wednesday, July 7th at 5:30 p.m. for closed session and 6:30 p.m. for open session.

ADJOURNMENT

The meeting was adjourned in honor of former Councilman Jordan Ehrenkranz at 9:44 p.m.

Respectfully submitted,

Ana V. Sauseda, CMC
City Clerk



ITEM NO. 4

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Andrew Elia, Captain

DATE: July 7, 2021

SUBJECT: Agreement for Law Enforcement Services with the County of Riverside

Recommendation

That the City Council approve the agreement for Law Enforcement Services through June 30, 2026, with the County of Riverside.

Background

The current Agreement for Law Enforcement Services between the City of Canyon Lake and the County of Riverside was effective for five years and expired June 30, 2016 with the one-time automatic five-year renewal period ending June 30, 2021. This recommended new agreement provides the same staffing level that we currently provide of 24 hours per day (Approximately equivalent of five Deputy Sheriff positions at 1884 annual productive hours per position) and is effective for five years, expiring on June 30, 2026.

This agreement includes the standard provisions that the County has with 16 other cities that contract for policing services. These agreements differ in Attachment A, the level of service that each city funds. The agreement preserves the City's ability to increase or decrease staffing levels, or to terminate the agreement upon written notice 12 months prior to the termination date.

Fiscal Impact

The cost for Sheriff's services are included in the City's annual budget.

Attachments

1. Agreement for Law Enforcement Services between City of Canyon Lake and County of Riverside.

ATTACHMENT 1

AGREEMENT FOR LAW ENFORCEMENT SERVICES

BETWEEN THE CITY OF CANYON LAKE

AND THE COUNTY OF RIVERSIDE

THIS AGREEMENT is made and entered into by and between the CITY OF CANYON LAKE, a General Law City, hereinafter "City," and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, on behalf of the Riverside County Sheriff's Department, hereinafter "County."

IT IS THEREFORE AGREED AS FOLLOWS:

1. TERM

1.1 Effective Date. This Agreement shall be effective from July 1, 2021 through June 30, 2026.

1.2 Termination. Either party may terminate this Agreement upon notice in writing to the other party of not less than twelve (12) months prior to the effective termination date.

2. SCOPE OF SERVICE

2.1 Services. The County agrees, through Sheriff thereof, to provide municipal police protection within the corporate limits of City to the extent and in the manner hereinafter set forth. It is understood that the Sheriff's Department shall be the sole provider of general and specialized law enforcement services within the corporate limits of City. City shall not hire any other persons or company to provide general and specialized law enforcement services within the corporate limits of City. However, City is not precluded by any language in this section from hiring an unarmed code enforcement unit. The Sheriff's services shall encompass duties and functions of the type falling under the jurisdiction of and customarily rendered by a police department of the City under State statutes. Such services shall include the enforcement of State Criminal Codes and all pertinent City criminal codes and ordinances. Services shall also include traffic enforcement and related services to the extent possible given the size of the force provided for in this Agreement. County agrees to provide all investigative support necessary to complete criminal investigations conducted hereunder. However, all investigator overtime will be charged City at the Board of Supervisors approved hourly overtime rate.

2.2 California Identification System (CAL-ID) and Records Management System (RMS) City agrees as a condition of receiving services hereunder to participate in CAL-ID and RMS under the terms and conditions set forth in this Section and to pay for these services under separate billings.

2.2A Definitions. For purposes of this Agreement the following are some of the more common definitions which shall apply, but shall not be limited by this reference:

- a) Records Management System (RMS) Functions shall mean the software functions provided to City by County, which are supplied by the RMS. These functions shall include inquiry and case entry into the RMS, access to the Master Name Index, Warrant and Master Location Index and Jail Locator databases.
- b) The California Law Enforcement Telecommunications System Access (CLETS) shall mean that access to the Department of Justice computers provided by County to City.
- c) Work Station shall mean those County devices and software, which are used by City to access RMS functions and the CLETS.
- d) LAWNET shall mean the County’s law enforcement telecommunications network consisting of County provided data circuits, digital service units, routers, hubs and other County provided hardware and software that is used by City to connect work stations to RMS services as defined below.
- e) County Services shall mean the collective hardware and software, work LAWNET, stations, RMS functions and CLETS.

2.2B Scope of RMS Services. County agrees to provide to City full access to the RMS and CLETS systems. CLETS access will be provided within the scope of CLETS access rules and regulations as established by the California State Department of Justice.

2.2C Provision of RMS Supervision, Labor and Equipment. Supervision over the provision of County Services, the standards of performance and other matters incident to the performance of such services, shall remain with County. Security of the host system and control of LAWNET shall remain with County. The County shall furnish all labor and equipment for the host system necessary to maintain the level of service rendered hereunder. In the event City chooses to provide PC-based equipment for services defined herein, the equipment must be configured in accordance with County specifications. Further, City shall not alter the configuration of any PC-based equipment used to provide services herein without the permission of Sheriff’s Information Technology Officer.

2.2D Establishment of RMS Rates and Payment of Costs. Establishment of RMS rates and payments for provided services shall be as specified in Sections 7.2 and 7.4 of this Agreement.

3. LEVEL OF SERVICE

3.1 Level of Service Specified. County shall provide all law enforcement services at the level specified in Attachment A, attached hereto and incorporated herein by this reference.

3.2 Variation in Level of Service. Variations in the level of service shall be made by amendment, as provided for in Section 11 of this Agreement, and under the following terms:

If City requests an increase in the level of service to be provided under this Agreement, County agrees to provide such increased level of service as soon as is practicable, consistent with the ability of the Sheriff to hire and train recruits.

If City elects to reduce the level of service provided herein by ten percent (10%) or greater, City must give notice in writing to County not less than twelve (12) calendar months prior to the effective date of such reduction. If City elects to reduce the level of service provided herein by less than ten percent (10%), County agrees to reduce the level of service accordingly as soon as it is practicable. The level of service, however, may not be reduced to below the minimum level, as determined by County, required to ensure public and officer safety.

4. CHIEF OF POLICE

The Sheriff will, to the extent practical, coordinate appointment of a Police Chief with City and consult with City on final selection for the position.

5. PROVISION OF SUPERVISION, LABOR, AND EQUIPMENT

5.1 Supervision. Supervision over the rendition of law enforcement services, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed, shall remain with County. The Sheriff or a designated representative will meet and confer with the City Manager or a designated representative on questions related to the provision of services.

5.2 Labor and Equipment. For the purpose of performing said services, County shall furnish and supply all labor, supervision, equipment, communication services, and supplies necessary to maintain the level of service to be rendered hereunder. Location of the above will not necessarily be within City limits. Notwithstanding anything herein contained, it is agreed that in all instances where specific equipment used solely to support specialized enforcement activities within the City not normally provided by the Sheriff is to be used, or where special supplies, stationery, notices, forms, and the like related to law enforcement are to be issued in the name of City, such equipment and materials shall be supplied by City at its own cost and expense. Any such special equipment or materials so purchased by City shall meet with the Sheriff's specifications shall remain within the City limits, and ownership title thereto shall remain with City.

However, under no circumstances shall City purchase or otherwise provide general patrol vehicles for services provided pursuant to this agreement without permission of Sheriff. The County shall provide all marked general Patrol vehicles to City and shall charge City for their use on a per mile basis.

5.3 City-Owned Motorcycles and Specialized Support Vehicles. In the event City chooses to provide motorcycles or specialized support vehicles for use in providing services hereunder, the motorcycles or specialized support vehicles shall meet minimum specifications furnished by County, shall be adequately equipped and ready for use, and shall be registered in the name of City. It is further understood that City is providing motorcycles or specialized support vehicles to Sheriff expressly for law enforcement services and shall only be operated by Sheriff's personnel, or persons authorized by the Sheriff.

City shall bear the cost of maintenance, fuel, licensing, and any and all expenses associated with use of the motorcycles and specialized support vehicles for the provision of services hereunder, which is inclusive of responsibility for any and all cost for physical damage to the City-owned motorcycles or specialized support vehicles. However, County shall be responsible for the cost of all third party liability caused by the operation of the City-owned motorcycles or specialized support vehicles, including the property damage caused by the negligence or wrongful acts of County officers and employees while operating City-owned motorcycles and specialized support vehicles. Motorcycles and specialized support vehicles shall be used only for city-approved functions.

5.4 Vehicle Insurance. City shall maintain insurance for any physical damage to the City-owned vehicles in an amount equal to the replacement value of all vehicles provided to the County under this agreement. Policy shall, by endorsement, name the County of Riverside, its Departments, Districts, Agencies and Special Districts, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents, or representatives as Additional Insureds. Such insurance may be provided through a program of self-insurance.

- General Insurance Provisions - All lines:
 - a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A.M. BEST rating of not less than an A: VIII (A: 8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
 - b. The City shall cause their insurance carrier(s) to furnish the County of Riverside with 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein; or, 2) if requested to do so orally or in writing by the County Risk Manager, provide original certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that shall provide no less than thirty (30) days written notice be given to the County of Riverside prior to any material modification or cancellation of such insurance. In the event of a material modification or cancellation of coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto

evidencing coverages and the insurance required herein are in full force and effect. Individual(s) authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance. If County is utilizing City-owned vehicles, operations shall not commence until the County of Riverside has been furnished original Certificate (s) of Insurance and certified original copies of endorsements or policies of insurance including all endorsements and any and all other attachments as required in this Section.

c. It is understood and agreed by the parties hereto and the City's insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary insurance, and the County's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.

6. EMPLOYMENT STATUS OF PERSONNEL

6.1 Employment Status. Any persons employed by County for the performance of services and functions pursuant to this Agreement shall remain employees of County on special assignment to City for the purposes of this Agreement, and shall not be considered employees of City. No such County employee shall have any entitlement to compensation, workers' compensation coverage, pension, or civil service benefits from City.

6.2 Labor Shortage. In the event of a work slow-down, strike, or any other form of job action by those individuals assigned to City, County agrees to provide only that level of service which may be available through mutual aid, pursuant to Government Code Section 8615, et seq. City shall be billed only for the actual hours of service received.

7. COMPENSATION

7.1 Payment Basis. City shall reimburse County the cost of rendering services hereunder at rates established by the County Board of Supervisors, which rates shall include all items of cost and expense to the Sheriff for providing the services hereunder. Such cost of services shall be established by the County Board of Supervisors in the form of hourly rates for Sheriff's Department personnel, vehicle mileage rates, facility use rates, RMS transaction fees and CAL-ID fees. "Cost" as used herein shall not include items of expense attributable to services normally provided or available to all territory within the County as part of County's obligation to enforce State law. In addition to any other fees or costs set forth herein, County may impose on City, and City shall pay upon receipt of an invoice from County, a criminal justice administrative fee consistent with Government Code Section 29550 with respect to arrests made by County employees pursuant to this Agreement just as if such arrests had been made by City employees. Pursuant to Government Code Section 51350, County shall not charge City for services it would provide to any city in the County free of charge. These services, which are provided at the discretion of County, could typically include the services of the Sheriff's Special Investigations Bureau, Emergency Services Team and Aviation Unit.

7.2 Establishment of Costs. The rates to be charged City shall be adjusted periodically, but not more than once each fiscal year, to reflect any changes in the cost to County for providing services hereunder. City shall be notified of any change in the rates to be charged City prior to submittal of the proposed change to the County Board of Supervisors for adoption, and City shall be given the opportunity to review the proposed change with County personnel. City shall, thereafter, be notified of adoption by County of the rates to be charged City, and said new rates shall take effect on the same date as County incurs the associated costs. Should City, subsequent to a rate adjustment, choose not to appropriate or expend any additional monies needed to support the level of service theretofore supplied, County reserves the right to reduce the level of service in accordance with the amount City is willing to expend.

7.3 Facility Rate Charges. City shall reimburse County for the costs incurred by the Sheriff's Department at County-owned or leased facilities. Costs are prorated according to the facility's square footage occupied by a Sheriff's Department Bureau or Unit.

7.3A Calculation of Facility Rates. The total of the facility's cost components is divided by the appropriate variable number of positions (number of station funded, sworn department funded or total Department funded employees depending on the facility in question and the Department population served). This cost per funded position is then applied to the number of positions chargeable to the contract city to arrive at each contract city's share of the facility cost.

The County agrees that Facility Rate Station charges to City will not be increased due to the Sheriff's decision to move Contract or unincorporated County Patrol positions from the Station.

7.4 Payment of Costs. County, through the Sheriff's Department, shall provide to City within 30 days of the conclusion of each billing period, an itemized statement of the costs for services being charged for said billing period. Billing statements for RMS services will be provided quarterly for services being charged for said quarter. City shall remit payment to the invoicing department within 30 days after receipt of such statements. If such payment is not received by the County within thirty (30) days after presentation of billing, County may satisfy such indebtedness from any funds of the City on deposit with County as provided by law pursuant to Government Code Section 907.

7.5 Field Training Costs. Should City elect to add additional Deputy Sheriff positions to the level of service described herein, there will be an associated field training cost for each additional position. City will be billed, on a separate invoice, up to a maximum of sixteen (16) weeks of training on a one-time basis for each additional Deputy position. Said cost will be charged at the Unsupported Deputy hourly rate as approved by the County Board of Supervisors. Billing will be provided for field training costs in conjunction with the rate adjustment billing. Field training costs will not apply to supervisory or classified positions added to the level of service.

7.6 Miscellaneous Costs. There are a number of other service costs that City shall be responsible for paying as they are incurred. These costs are not included as the support or service and materials cost components in the fully supported Deputy hourly rate, nor any other such rates

established by the County Board of Supervisors. These service costs may include, but are not limited to, charges from vendors for: crime scene clean-up, blood draws, rape exams, polygraph exams, specialized printing jobs exclusive to City and training for personnel requested by City for specialized law enforcement.

8. INDEMNIFICATION AND HOLD HARMLESS

8.1 Indemnification by City. City shall indemnify and hold harmless the County, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability, claim, damage or action whatsoever, based or asserted upon any act or omission of City, its officers, employees, contractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death. City shall defend, at its sole cost and expense, including but not limited to attorney fees, cost of investigation, defense and settlements or awards, the County, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives in any such action or claim. With respect to any action or claim subject to indemnification herein by City, City shall, at its sole cost, have the right to use counsel of its own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes City's indemnification of County. City's obligations hereunder shall be satisfied when City has provided to County the appropriate form of dismissal (or similar document) relieving the County from any liability for the action or claim involved. Any insurance coverage shall in no way limit or circumscribe City's obligations to indemnify and hold harmless the County.

8.2 Indemnification by County. County shall indemnify and hold harmless the City, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, elected and appointed officials, employees, agents and representatives from any liability, claim, damage or action whatsoever, based or asserted upon any act or omission of County, its officers, employees, contractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death. County shall defend, at its sole cost and expense, including but not limited to attorney fees, cost of investigation, defense and settlements or awards, the City, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, elected and appointed officials, employees, agents and representatives in any such action or claim. With respect to any action or claim subject to indemnification herein by County, County shall, at its sole cost, have the right to use counsel of its own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of City; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes County's indemnification of City. County's obligations hereunder shall be satisfied when County has provided to City the appropriate form of dismissal (or similar document) relieving the City from any liability for the action or claim involved. Any insurance coverage shall in no way limit or circumscribe County's obligations to indemnify and hold harmless the City.

9. ADMINISTRATION

The City Manager of City shall administer this Agreement on behalf of City, and the Sheriff shall administer this Agreement on behalf of County.

10. RECORDS

County shall maintain adequate records to discharge its responsibilities under this Agreement, and shall permit inspection of County's appropriate records that relate to City services under this Agreement, as allowed by law. County shall provide City access to appropriate records pertaining to City services for approval, funding or auditing services, upon reasonable notice. County shall maintain such records for periods of time as provided by law or records retention schedules duly adopted by the appropriate legislative body. Covenants under this Section shall survive the termination of this Agreement.

11. ALTERATION OF TERMS

No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this Agreement which is formally approved and executed by both parties. No waiver of any term or condition of this Agreement by either party shall be a continuing waiver thereof.

12. NOTICES

Any notices required or desired to be served by either party upon the other shall be addressed to the respective parties as set forth below:

County
Chad Bianco, Sheriff
Riverside Station
Post Office Box 512
Riverside, California 92502

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

or to such other addresses as from time to time may be designated by the respective parties. An information copy of any notice to County shall also be sent to:

Clerk of the Board of Supervisors
County of Riverside
4080 Lemon Street, 1st Floor
Riverside, California 92501

Notice shall be deemed given when in writing and delivered personally or mailed with confirming delivery receipt addressed as set out above.

13. SEVERABILITY

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect.

14. STANDARD OF CARE

In performing the police services required by this Agreement, County agrees to use that degree of care and skill ordinarily exercised under similar circumstances by law enforcement officers in performance of the duties required by this Agreement. All Sheriff's personnel who provide general and specialized law enforcement services to City pursuant to this Agreement shall have met the minimum qualifications designated for their specific classification, including a background investigation.

15. JURISDICTION AND VENUE

This Agreement shall be construed under the laws of the State of California. In the event any action or proceeding is filed to interpret, enforce, challenge, or invalidate any term of this Agreement, venue shall lie only in the state or federal courts in or nearest to Riverside County.

16. ENTIRE AGREEMENT

This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection therewith.

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IN WITNESS WHEREOF, the City of Canyon Lake, by minute order or resolution duly adopted by its City Council, has caused this Agreement to be signed by its Mayor and attested and sealed by its Clerk, and the County of Riverside, by order of its Board of Supervisors, has caused this Agreement to be subscribed by the Chair of said Board and sealed and attested by the Clerk of said Board, all on the dates indicated below.

CITY OF CANYON LAKE

Dated: _____

By: _____
Kasey Castillo, Mayor

ATTEST:
Name:
Title:

By: _____

COUNTY OF RIVERSIDE

Dated: _____

By: _____
Karen Spiegel, Chair
Riverside County Board of Supervisors

ATTEST:
Kecia R. Harper
Clerk of the Board

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: _____
Deputy

By: _____
Lisa Sanchez
Deputy County Counsel

ATTACHMENT A
CITY OF CANYON LAKE
LEVEL OF SERVICE

Average Patrol Services

24 supported hours per day (Approximate equivalent of five (5) Deputy Sheriff positions)



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

DATE: July 7, 2021

SUBJECT: Discussion of Possible Amendments to Canyon Lake Municipal Code Section 9.03.030, Pertaining to the Prohibition of Commercial Cannabis

Recommendation

That the City Council discuss the merits of amending Municipal Code Section 9.03.030, which prohibits commercial cannabis activity in Canyon Lake, and give direction to staff.

Background

In June of 2019, the City received a request from a resident to consider amending Section 9.03.030 of the Canyon Lake Municipal Code, which prohibits all commercial cannabis activity within the City. At the September 4, 2019, City Council meeting, in response to public comment made by that same resident, then Mayor Jordan Ehrenkranz appointed an ad-hoc committee to explore the issue.

Given that 53% of Canyon Lakers casting votes in the November 2016 election voted in favor of Proposition 64 (which legalized recreational marijuana in California), the ad-hoc committee expressed a desire to proceed with evaluating whether or not the retail sale of cannabis might make sense in Canyon Lake, particularly in light of the City's need to identify additional sources of revenue.

The consulting firm Hinderliter, de Llamas & Associates (HdL), which for many years has served as the City's sales tax consultant, also happens to have extensive experience helping cities navigate the commercial cannabis industry. The City contracted with HdL in April of 2020 for subject matter expertise and technical support, to develop a draft cannabis regulatory ordinance, and to create an application process by which to evaluate and rank potential cannabis permittees. Should the City Council ultimately vote to amend the Municipal Code to allow commercial cannabis, it is anticipated that only one or two dispensaries would be permitted, and that a rigorous application and interview process would be conducted to identify only operations that would fit well within the community and be operated to a certain standard. HdL would help the City through that process, and then conduct quarterly regulatory compliance inspections and annual revenue audits of any cannabis businesses operating within the City.

In early March of 2020, the City retained Probolsky Research to conduct a public opinion survey pertaining to commercial cannabis in Canyon Lake. The plan was to have the polling firm present the results at the April 1, 2020 City Council meeting. Unfortunately, COVID-19 restrictions went into place prior to that meeting, and the principals of the polling firm quarantined. The decision was made at that time to hold off on bringing the cannabis issue to the City Council until we got past the COVID restrictions and could once again welcome the public into the Council Chambers. At the time, none of us could have predicted how long the pandemic would drag on. At the City Council meeting on October 7, 2020, the Council directed staff to continue holding off on bringing the cannabis issue to the Council until the public could safely and legally participate in the discussion in-person.

As the City's exploration and consideration of amending Municipal Code Section 9.03.030 is at the request of potential applicants, those interested potential applicants, and not the City, should incur the related costs. In order to accomplish this, interested potential applicants were invited to enter into credit and reimbursement agreements with the City. Through these agreements, interested potential applicants deposit funds with the City. The City then draws from these funds to pay for related expenses. In this case, expenses include HdL's fees, the cost of the survey that was conducted by Probolsky Research, and any time spent by the City Attorney on the matter. Unexpended funds are to be refunded equally to those who have placed deposits. To date, two companies have entered into credit and reimbursement agreements with the City, each depositing \$15,000. Of the \$30,000 deposited, the City has incurred \$9,500 in costs for the survey and \$9,625 in costs for HdL's work on the project thus far, leaving an unused balance of \$10,875.

As COVID-19 regulations no longer limit occupancy within the City Council Chambers, staff is now looking for direction from the City Council on how the Council would like to proceed. Should the Council wish to move forward at this point with a thorough review of Municipal Code Section 9.03.030, staff will coordinate with HdL, Probolsky Research, and the City Attorney to make a formal presentation at an upcoming City Council meeting, to include a draft ordinance and a draft procedure for evaluating applicants. Given that this would involve a significant expenditure of staff time, as well as spending down more of the funds that have been deposited by the interested potential applicants, staff would like to seek clear direction from the Council before proceeding.

Fiscal Impact

No impact on the General Fund. Moving forward with an evaluation of options for amending Municipal Code Section 9.03.030 will result in the spending down of funds deposited by interested potential applicants.

Attachments

None

THIS ITEM WILL BE AVAILABLE AT THE MEETING



ITEM NO. 7

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

DATE: July 7, 2021

SUBJECT: Resolution No. 2021-34, Authorizing a Budget Adjustment for the City's Share of a Police Services Joint Powers Authority Feasibility Study

Recommendation

That the City Council adopt Resolution No. 2021-34, authorizing a budget adjustment in the amount of \$12,770.68 to cover the City's share of a study analyzing the feasibility of establishing a police services joint powers authority.

Background

In April, 2017, a study was completed by Matrix Consulting Group which analyzed the feasibility of nine cities joining together to form a joint powers authority (JPA) for the purpose of providing police services. The nine cities which participate in that study were Coachella, Jurupa Valley, Lake Elsinore, Menifee, Moreno Valley, Perris, San Jacinto, Temecula and Wildomar. Although the analysis concluded that forming a police services JPA could be a highly cost effective way of providing a high level of service, and recommended that the cities proceed with the process of establishing a regional JPA law enforcement agency, the cities involved in the study chose not to move forward at that time.

In 2019, there was renewed interest among seven of the original nine cities in taking another look at the possibility of forming a police services JPA. The Cities of Jurupa Valley, Lake Elsinore, Moreno Valley, Palm Desert, San Jacinto, Temecula and Wildomar solicited a proposal from Citygate Associates to conduct a four to six-month study that would assess the feasibility of a multi-city police services JPA. Palm Desert later withdrew from the study. At the request of the City of Lake Elsinore, the Canyon Lake City Council voted to join this effort in November of 2019, and approved a budget adjustment in the amount of \$15,804 to cover the City's share of the study costs (total cost of the study not-to-exceed \$126,432). The City of Lake Elsinore was to pay Citygate directly and then bill each participating city for its share.

Unfortunately, due to the COVID-19 pandemic, leadership changes at some of the participating cities, and scheduling issues, Citygate took much longer than anticipated to complete the study,

which was finally concluded in February of this year. A final breakdown of study costs was sent out by the City of Lake Elsinore on April 27th. The total cost of the study came in at \$93,444.76, with the City of Canyon Lake's share at \$12,770.68. While dated April 27th, the City just received the invoice for its share of the study on June 29th. However, because the City Council's budget adjustment approval was for Fiscal Year 2019-2020, although the funds were never spent, budget approval must be given for Fiscal Year 2020-2021 in order for staff to pay the invoice.

Therefore, staff recommends that the City Council approve a budget adjustment in the amount of \$12,770.68, and authorize payment of the invoice from the City of Lake Elsinore.

Fiscal Impact

Approval of this item will require a General Fund budget adjustment in the amount of \$12,770.68.

Attachments

1. Resolution No. 2021-34
2. Invoice and cost breakdown from the City of Lake Elsinore
3. Police Services JPA Feasibility Assessment prepared by Citygate Associates, LLC

ATTACHMENT 1

RESOLUTION NO. 2021-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING A BUDGET ADJUSTMENT IN THE AMOUNT OF \$12,770.68 FOR THE CITY'S SHARE OF A POLICE SERVICES JOINT POWERS AUTHORITY FEASIBILITY STUDY

WHEREAS, in April, 2017, a study was completed by Matrix Consulting Group which analyzed the feasibility of nine cities joining together to form a joint powers authority (JPA) for the purpose of providing police services; and

WHEREAS, although the cities involved in the study chose not to move forward at that time however, in 2019 there was renewed interest among seven of the original cities in having Citygate Associates conduct a feasibility study regarding the formation of a multi-agency police services JPA; and

WHEREAS, on November 6, 2019, the City Council adopted Resolution No. 2019-44, authorizing the City Manager to enter into the agreement with the seven other cities to assess the feasibility of establishing a police services joint powers authority (JPA), and approved a budget adjustment of \$15, 804 to cover the City's share of the cost; and

WHEREAS, due to the COVID-19 pandemic, the completion of the study was delayed but finally completed in February of this year; and

WHEREAS, a final breakdown of study costs was sent out by the City of Lake Elsinore on April 27th, 2021, in the amount of \$93,444.76, with the City of Canyon Lake's share at \$12,770.68; and

WHEREAS, the City received an invoice from the City of Lake Elsinore on June 29th, 2021, in the amount of \$12,770.68, to cover the City of Canyon Lake's share of the study costs.

WHEREAS, the City Council's budget adjustment approval was for Fiscal Year 2019-2020 and, although the funds were never spent, budget approval must be given for Fiscal Year 2020-2021 in order for staff to pay the invoice.

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

SECTION 1. The City Council authorizes a budget adjustment in the General Fund in the amount of \$12,770.68, for FY 2020-2021, and directs the City Manager to pay the invoice for the City's share of the Police Services Joint Powers Authority Feasibility Study.

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SECTION 2. This Resolution takes effect immediately.

PASSED, APPROVED, AND ADOPTED this 7th day of July, 2021.

Kasey Castillo, Mayor

ATTEST:

Ana V. Sauseda, CMC
City Clerk

ATTACHMENT 2



City of Lake Elsinore, CA
 130 South Main Street
 Lake Elsinore, CA 92530
 Phone: (951) 674-3124
 www.lake-elsinore.org

INVOICE

BILLED TO:
 CITY OF CANYON LAKE
 31516 RAILROAD CANYON RD.
 CANYON LAKE, CA 92587

DATE: 4/27/2021
 INVOICE #: IN21-0329
 DUE DATE: 5/31/2021
 TOTAL DUE: 12,770.68

CUSTOMER ACCOUNT # : 00153
 JPA REIMBURSEMENT NOV'19 - MAR'21

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
CITY OF CANYON LAKE JPA REIMBURSEMENT NOV'19 - MAR'21	1.00	12,770.68	12,770.68
TOTAL THIS INVOICE			12,770.68

REMIT TO:

City of Lake Elsinore
 130 South Main Street
 Lake Elsinore, CA 92530

Questions contact Joanne Jackson ext. 302 or by email at
 jjackson@lake-elsinore.org

	Canyon Lake	Jurupa Valley	Lake Elsinore	Moreno Valley	San Jacinto	Temecula	Wildomar	Total
November 2019*	\$ 1,806.17	\$ 1,806.17	\$ 1,806.17	\$ 1,806.17	\$ 1,806.17	\$ 1,806.17	\$ 1,806.17	\$ 12,643.20
December 2019	\$ 415.88	\$ 415.88	\$ 415.88	\$ 415.88	\$ 415.88	\$ 415.88	\$ 415.88	\$ 2,911.13
January 2020	\$ 320.81	\$ 320.81	\$ 320.81	\$ 320.81	\$ 320.81	\$ 320.81	\$ 320.81	\$ 2,245.69
February 2020	\$ 248.25	\$ 248.25	\$ 248.25	\$ 248.25	\$ 248.25	\$ 248.25	\$ 248.25	\$ 1,737.75
March 2020	\$ 490.50	\$ 490.50	\$ 490.50	\$ 490.50	\$ 490.50	\$ 490.50	\$ 490.50	\$ 3,433.50
April 2020	\$ 241.50	\$ 241.50	\$ 241.50	\$ 241.50	\$ 241.50	\$ 241.50	\$ 241.50	\$ 1,690.50
May 2020	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00	\$ 4,620.00
June 2020	\$ 2,243.25	\$ 2,243.25	\$ 2,243.25	\$ 2,243.25	\$ 2,243.25	\$ 2,243.25	\$ 2,243.25	\$ 15,702.75
July 2020	\$ 1,334.06	\$ 1,334.06	\$ 1,334.06	\$ 1,334.06	\$ 1,334.06	\$ 1,334.06	\$ 1,334.06	\$ 9,338.44
August 2020	\$ 724.50	\$ 724.50	\$ 724.50	\$ 724.50	\$ 724.50	\$ 724.50	\$ 724.50	\$ 5,071.50
September 2020	\$ 2,229.00	\$ 2,229.00	\$ 2,229.00	\$ 2,229.00	\$ 2,229.00	\$ 2,229.00	\$ 2,229.00	\$ 15,603.00
October 2020	\$ 1,706.44	\$ 1,706.44	\$ 1,706.44	\$ 1,706.44	\$ 1,706.44	\$ 1,706.44	\$ 1,706.44	\$ 11,945.06
November 2020	\$ 437.25	\$ 437.25	\$ 437.25	\$ 437.25	\$ 437.25	\$ 437.25	\$ 437.25	\$ 3,060.75
December 2020	\$ 959.25	\$ 959.25	\$ 959.25	\$ 959.25	\$ 959.25	\$ 959.25	\$ 959.25	\$ 6,714.75
January 2021	\$ 470.49	\$ 470.49	\$ 845.49	\$ 470.49	\$ 470.49	\$ 470.49	\$ 470.49	\$ 3,668.44
February 2021	\$ 289.50	\$ 289.50	\$ 289.50	\$ 289.50	\$ 289.50	\$ 1,224.00	\$ 289.50	\$ 2,961.00
March 2021		\$	\$ 2,740.50					\$ 2,740.50
Credit*	\$ (1,806.17)	\$ (1,806.17)	\$ (1,806.17)	\$ (1,806.17)	\$ (1,806.17)	\$ (1,806.17)	\$ (1,806.17)	\$ (12,643.20)
Totals	\$ 12,770.68	\$ 12,770.68	\$ 15,886.18	\$ 12,770.68	\$ 12,770.68	\$ 13,705.18	\$ 12,770.68	\$ 93,444.76

*Initial 10% advance per agreement



Citygate Associates, LLC

600 Coolidge Drive, Suite 150 Folsom, Ca 95630	
Phone #	Fax #
916-458-5100	916-983-2090

Invoice

Date	Invoice #
11/25/2019	30186

SENT VIA EMAIL

Bill To
 City of Lake Elsinore
 Attn: City Manager
 130 South Main Street
 Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
10% Advance Due Upon Execution of Contract. To be Applied to Final Invoice.		12,643.20	12,643.20
RECEIVED DEC 03 2019 CITY MANAGER'S OFFICE			
Total			\$12,643.20



Citygate Associates, LLC

600 Coolidge Drive, Suite 150 Folsom, Ca 95630	
Phone #	Fax #
916-458-5100	916-983-2090

CITYGATE ASSOCIATES, LLC

Invoice

Date	Invoice #
12/31/2019	30225

SENT VIA EMAIL

Bill To
 City of Lake Elsinore
 Attn: City Manager
 130 South Main Street
 Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	1	250.00	250.00
Professional Services - Andy Green	5.5	195.00	1,072.50
Professional Services - Jane Chambers	0.5	195.00	97.50
Professional Services - Jim Davis	1	210.00	210.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Report Project Administrator	2.5	125.00	312.50
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		138.63	138.63
RECEIVED FEB 04 2020 CITY MANAGER'S OFFICE			
Total			\$2,911.13



Citygate Associates, LLC

600 Coolidge Drive, Suite 150 Folsom, Ca 95630	
Phone #	Fax #
916-458-5100	916-983-2090

Invoice

Date	Invoice #
1/31/2020	30242

SENT VIA EMAIL

Bill To
City of Lake Elsinore Attn: City Manager 130 South Main Street Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Andy Green	5.75	195.00	1,121.25
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Report Project Administrator	1.5	125.00	187.50
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		106.94	106.94
RECEIVED FEB 04 2020 CITY MANAGER'S OFFICE			
Total			\$2,245.69



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Phone #	Fax #
916-458-5100	916-983-2090

Invoice

Date	Invoice #
2/29/2020	30263

SENT VIA EMAIL

Bill To
 City of Lake Elsinore
 Attn: City Manager
 130 South Main Street
 Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Andy Green	3.75	195.00	731.25
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Report Project Administrator	0.75	125.00	93.75
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		82.75	82.75
Total			\$1,737.75

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CITYGATE ASSOCIATES, LLC

Invoice

Date	Invoice #
3/31/2020	30287

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Bill To
City of Lake Elsinore Attn: City Manager 130 South Main Street Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Gary Elliot	7	195.00	1,365.00
Professional Services - Andy Green	6	195.00	1,170.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Admin	3	95.00	285.00
Administrative Expenses - 5% of Total Fees		163.50	163.50
Total			\$3,433.50



Citygate Associates, LLC

Invoice

600 Coolidge Drive, Suite 150 Folsom, Ca 95630	
Phone #	Fax #
916-458-5100	916-983-2090

Date	Invoice #
4/30/2020	30324

CITYGATE ASSOCIATES, LLC

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Bill To
City of Lake Elsinore Attn: City Manager 130 South Main Street Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Andy Green	4	195.00	780.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		80.50	80.50
Total			\$1,690.50



Citygate Associates, LLC

600 Coolidge Drive, Suite 150
Folsom, Ca 95630

Phone # Fax #
916-458-5100 916-983-2090

CITYGATE ASSOCIATES, LLC

Invoice

Date Invoice #
5/31/2020 30329

SENT VIA EMAIL

Bill To

City of Lake Elsinore
Attn: City Manager
130 South Main Street
Lake Elsinore, CA 92530



Agreement # Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	6	250.00	1,500.00
Professional Services - Gary Elliot	1.5	195.00	292.50
Professional Services - Andy Green	0.5	195.00	97.50
Professional Services - Stephen Crane	8	210.00	1,680.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		220.00	220.00
Total			\$4,620.00

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Citygate Associates, LLC

600 Coolidge Drive, Suite 150
Folsom, Ca 95630

Phone # Fax #
916-458-5100 916-983-2090

CITYGATE ASSOCIATES, LLC

Invoice

Date	Invoice #
6/30/2020	30347

SENT VIA EMAIL

Bill To

City of Lake Elsinore
Attn: City Manager
130 South Main Street
Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	5	250.00	1,250.00
Professional Services - Gary Elliot	32	195.00	6,240.00
Professional Services - Andy Green	8	195.00	1,560.00
Professional Services - Stephen Crane	12.5	210.00	2,625.00
Professional Services - Eric Lind	14	175.00	2,450.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		747.75	747.75
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Total			\$15,702.75



Citygate Associates, LLC

600 Coolidge Drive, Suite 150 Folsom, Ca 95630	
Phone #	Fax #
916-458-5100	916-983-2090

Invoice

Date	Invoice #
7/31/2020	30364

SENT VIA EMAIL

Bill To

City of Lake Elsinore
Attn: City Manager
130 South Main Street
Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stephen Crane	19	210.00	3,990.00
Professional Services - Gary Elliot	15	195.00	2,925.00
Professional Services - Stewart Gary	0.5	250.00	125.00
Professional Services - Andy Green	5.25	195.00	1,023.75
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		444.69	444.69
Total			\$9,338.44



Citygate Associates, LLC

600 Coolidge Drive, Suite 150
Folsom, Ca 95630

Phone #	Fax #
916-458-5100	916-983-2090

Invoice

Date	Invoice #
8/31/2020	30379

SENT VIA EMAIL

Bill To
 City of Lake Elsinore
 Attn: City Manager
 130 South Main Street
 Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	1	250.00	250.00
Professional Services - Gary Elliot	7	195.00	1,365.00
Professional Services - Stephen Crane	3	210.00	630.00
Professional Services - Andy Green	9	195.00	1,755.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		241.50	241.50
Total			\$5,071.50

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Citygate Associates, LLC

600 Coolidge Drive, Suite 150
Folsom, Ca 95630

Phone #	Fax #
916-458-5100	916-983-2090

ACCOUNTS PAYABLE

Invoice

Date	Invoice #
9/30/2020	30402

SENT VIA EMAIL

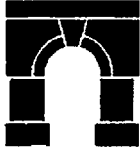
Bill To

City of Lake Elsinore
Attn: City Manager
130 South Main Street
Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	8.5	250.00	2,125.00
Professional Services - Gary Elliot	25.5	195.00	4,972.50
Professional Services - Andy Green	6	195.00	1,170.00
Professional Services - Eric Lind	21	175.00	3,675.00
Professional Services - Stephen Crane	13	210.00	2,730.00
Professional Services - Report Project Administrator	1.5	125.00	187.50
Administrative Expenses - 5% of Total Fees		743.00	743.00
Total			\$15,603.00



CITYGATE ASSOCIATES, LLC

Citygate Associates, LLC

600 Coolidge Drive, Suite 150
Folsom, Ca 95630

Phone #	Fax #
916-458-5100	916-983-2090

Invoice

Date	Invoice #
10/31/2020	30417

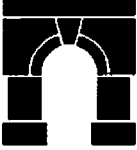
SENT VIA EMAIL

Bill To
 City of Lake Elsinore
 Attn: City Manager
 130 South Main Street
 Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	16	250.00	4,000.00
Professional Services - Stephen Crane	0.5	210.00	105.00
Professional Services - Gary Elliot	21	195.00	4,095.00
Professional Services - Andy Green	4.5	195.00	877.50
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Report Project Administrator	11.75	125.00	1,468.75
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		568.81	568.81
	Total		\$11,945.06



CITYGATE ASSOCIATES, LLC

Citygate Associates, LLC

600 Coolidge Drive, Suite 150
Folsom, Ca 95630

Phone #	Fax #
916-458-5100	916-983-2090

Invoice

Date	Invoice #
11/30/2020	30431

SENT VIA EMAIL

Bill To

City of Lake Elsinore
Attn: City Manager
130 South Main Street
Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	3	250.00	750.00
Professional Services - Stephen Crane	4.5	210.00	945.00
Professional Services - Andy Green	2	195.00	390.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		145.75	145.75
Total			\$3,060.75



CITYGATE ASSOCIATES, LLC

Citygate Associates, LLC

600 Coolidge Drive, Suite 150
Folsom, Ca 95630

Phone #	Fax #
916-458-5100	916-983-2400



Invoice

Date	Invoice #
12/31/2020	30447

SENT VIA EMAIL

Bill To

City of Lake Elsinore
Attn: City Manager
130 South Main Street
Lake Elsinore, CA 92530



Agreement #	Terms

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	13	250.00	3,250.00
Professional Services - Gary Elliot	7	195.00	1,365.00
Professional Services - Stephen Crane	1	210.00	210.00
Professional Services - Andy Green	2	195.00	390.00
Professional Services - Eric Lind	2	175.00	350.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		319.75	319.75
Less Project Advance - Advance Balance \$5,928.45		-6,714.75	-6,714.75
Total			\$0.00



CITYGATE ASSOCIATES, LLC

Citygate Associates, LLC

600 Coolidge Drive, Suite 150
Folsom, Ca 95630

Phone #	Fax #
916-458-5100	916-983-2090

Invoice

Date	Invoice #
1/31/2021	30461

SENT VIA EMAIL

Bill To
City of Lake Elsinore Attn: City Manager 130 South Main Street Lake Elsinore, CA 92530



Agreement #	Terms
	Due on receipt

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	5	250.00	1,250.00
Professional Services - Gary Elliott	1	195.00	195.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Report Project Administrator	9.75	125.00	1,218.75
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		174.69	174.69
Please Note: Amount for City Council Presentation is \$375.00 Balance remaining for all agency work is \$3,293.44			
Total			\$3,668.44





Citygate Associates, LLC

600 Coolidge Drive, Suite 150 Folsom, Ca 95630	
Phone #	Fax #
916-458-5100	916-983-2090

Invoice

Date	Invoice #
2/28/2021	30479

SENT VIA EMAIL

Bill To
City of Lake Elsinore Attn: City Manager 130 South Main Street Lake Elsinore, CA 92530



Agreement #	Terms
	Due on receipt

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	3.5	250.00	875.00
Professional Services - Gary Elliott	4	195.00	780.00
Professional Services - Stephen Crane	1	210.00	210.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Report Project Administrator	1	125.00	125.00
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		141.00	141.00
Please Note: Amount for City of Temecula Briefing is \$934.50 Balance remaining for all agency work is \$2,026.50			
Total			\$2,961.00

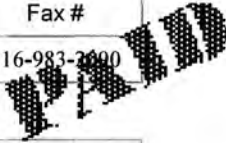


CITYGATE ASSOCIATES, LLC

Citygate Associates, LLC

600 Coolidge Drive, Suite 150
Folsom, Ca 95630

Phone #	Fax #
916-458-5100	916-983-3090



Invoice

Date	Invoice #
3/31/2021	30504

SENT VIA EMAIL

Bill To
 City of Lake Elsinore
 Attn: City Manager
 130 South Main Street
 Lake Elsinore, CA 92530



Agreement #	Terms
FINAL INV	Due on receipt

Description	Qty.	Rate	Amount
Assess the Feasibility to Establish up to a Seven-City Police Services Joint Powers Authority			
Professional Services - Stewart Gary	4	250.00	1,000.00
Professional Services - Gary Elliott	4	195.00	780.00
Professional Services - David C. DeRoos	2	225.00	450.00
Professional Services - Admin	4	95.00	380.00
Administrative Expenses - 5% of Total Fees		130.50	130.50
Less Project Advance		-2,740.50	-2,740.50
Please Note: Amount for City of Lake Elsinore City Council Presentation is \$2,740.50			
Total			\$0.00

ATTACHMENT 3

CITIES OF CANYON LAKE, JURUPA VALLEY, LAKE ELSINORE,
MORENO VALLEY, SAN JACINTO, TEMECULA, AND WILDOMAR

POLICE SERVICES JPA FEASIBILITY ASSESSMENT

FEBRUARY 2, 2021

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EXECUTIVE SUMMARY

The Cities of Canyon Lake, Jurupa Valley, Lake Elsinore, Moreno Valley, San Jacinto, Temecula, and Wildomar (Cities) retained Citygate Associates, LLC (Citygate) to study the feasibility of separating the Cities' police services from the Riverside County (County) Sheriff's Department into a city-centric Joint Powers Authority (JPA), with the intent to increase cost-effectiveness while retaining current service levels.

This assessment was prompted by several years of rising costs for the Sheriff's Department's contracts to the Cities for local law enforcement services. It must be stressed that *none* of the Cities had problems with services or law enforcement leadership in their respective Cities. However, the large agency legacy costs and complicated formulas by which the Cities are charged for direct services, headquarters services, and overhead had risen to the point the Cities felt it necessary to study a fiscally responsible alternative without lowering services. City general taxes and revenues pay for the law enforcement contracts, and in most cities this expense is their largest, with no local control over annual cost increases, which strains the ability to provide other city services.

In lieu of each city establishing its own police department with resultant duplicated headquarters and support costs, the Cities wanted to study establishing one new police agency under California law, which permits local governments of all types to use a JPA structure. JPAs can have governing boards comprised of members from the partner agencies and directly employ personnel and own and operate physical assets.

In summary, this study finds and recommends the partners do not establish a police agency JPA but rather continue to work within the Sheriff's Department's recent efforts to more directly tailor city costs versus unincorporated area services and general County overhead.

Citygate's key findings are:

- ◆ The Cities have been satisfied with police services provided by the Sheriff's Department.
- ◆ The Sheriff's Department's revised contract formulas are highly sophisticated.
- ◆ The current city Sheriff's Department's staffing is not based on detailed workload analysis.
- ◆ A macro analysis of JPA operational costs shows no savings.
- ◆ The fiscal situation post-COVID-19 has worsened, likely curtailing the ability to fund a large new agency's start-up costs.

The summary *personnel* cost comparison model of the current costs and full-time equivalents (FTEs) versus a JPA revealed the following:

Table 1—Summary Personnel Cost and FTE Comparison

Element	Sheriff's Department	JPA
Total Sworn FTE	445.2	453.8
Total Non-Sworn FTE	215.0	215.0
Total FTE	660.2	668.8
Total Annual Cost	\$135,294,526	\$139,056,052

This cost estimate model is based on the current as-is number of Sheriff's Department personnel supporting the Cities' contracts plus Citygate's estimate of headquarters services positions. The JPA personnel costs were calculated using an 80/20 split between classic CalPERS retirement formulas and Public Employees' Pension Reform Act (PEPRA) based on the need to hire middle and upper rank employees, as well as the multitude of CalPERS employer regulations.

The total annual Sheriff's Department's costs in Table 1 are based on Fiscal Year (FY) 19/20 adopted budgets as published on each city's website; actual year-end closing costs were lower at \$125,416,738, per Sheriff's Department Administration. The adopted budgets are forecasted prior to each fiscal year and are impacted by staffing changes throughout the year, leading to the actual costs incurred. Given that these staffing changes are fluid year over year, Citygate used the more stable cost comparison of the adopted budget to compare with the estimated JPA model.

Estimated start-up costs are as follows:

Table 2—Estimated JPA Start-up Costs

Category	Cost
Real Estate – Facilities (\$900 x 43,000 sq. ft.)	\$38,700,000
Fleet – Vehicles (\$45,000 x 325)	\$14,625,000
Police Safety Equipment (\$9,000 x 445)	\$5,000,000
Information Technology	\$2,500,000
Communications (Dispatch) Infrastructure	\$15,000,000
Miscellaneous	\$4,500,000
Total	\$80,325,000

According to a Citygate partner firm, JKA Architecture, new public safety building construction costs are estimated between \$800 to \$1,000 per square foot and \$550 to \$600 for remodeling an

existing building. Those are hard costs. Soft costs (design fees, permits, project management or construction management fees, etc.) can add an additional 30 percent to the overall costs. Construction costs may be offset by utilizing city-owned building spaces.

Without start-up costs, a fully functional year-one JPA is more expensive. When start-up costs are added, the expense only increases with the amount of needed building work and equipment costs paid for using debt financing. The debt service payment annually adds more to the cost gap. The previous model also *assumes* the County will provide dispatching and radio system access at a reasonable cost. If the Cities' police JPA needs to construct and operate dispatching and radio/data services over a large geography, then the annual JPA cost estimate will be substantially higher.

In addition to the start-up costs, there is also the practical difficulty in recruiting, hiring, on-boarding, and training a 669-person workforce to new agency standards. This would require the legal establishment of the JPA as an employer, along with enough of a command and human resources staff to set up the agency and hire the employees. In the first two years, no services would likely be provided at all to the Cities, so all these costs are *in addition to* the current contract amounts. It is only by year three that phased-in conversion of services city by city could commence, and this will likely take two to three years depending on the rate of hiring.

Citygate observes that all of the Sheriff's Department's proposed and currently implemented staffing cost efficiencies are best practices and that appropriately using parts or all of them is the best way to avoid unnecessary over deployment (cost) for the field patrol units.

RECOMMENDATION

Based on the current Sheriff's Department Administration's willingness to research and develop cost-control initiatives, and given this preliminary JPA cost estimation is *substantially* higher than the current contract amounts, Citygate recommends the Cities pursue the Sheriff's Department's cost-controlling initiatives in-lieu of a JPA.

Additionally, over the next year, the Cities should request the Sheriff's Department conduct an incident and community policing workload demand-based staffing study to further tailor their costs to the needs of each city. This study would effectively be a Policing Master Plan per city to include staffing levels, innovation, community engagement, oversight, and social justice/equity structures.

SECTION 1—STUDY AND AGENCY BACKGROUND

1.1 HOW THIS ANALYSIS WAS PERFORMED

Citygate reviewed prior studies on JPA feasibility issues and provided a large background document and electronic incident data request to the Sheriff’s Department. Citygate then met multiple times with the Cities and regional Sheriff’s Department leadership, as needed, to:

- ◆ Obtain follow-up information to understand current deployment and special services.
- ◆ Interview the Sheriff’s Department’s Command Staff for each city and the Sheriff’s Department’s Administrative Supervisor in charge of administering the police services contracts on contract pricing for each city.
- ◆ Discuss the risks to be protected in each city and any necessary near-term changes to policing to accommodate changes envisioned in each city.
- ◆ Obtain the current Sheriff’s Department’s contracts by city, with costing itemizations, to include direct and indirect charges for all types of services, along with the regional cost sharing of services such as dispatch and specialty teams. These issues were all tracked through the cost-allocation methodology and compared to the different sized Cities in this study.
- ◆ Discuss the possibility of city cost-control better alignment of city versus County costs with a newly established Sheriff’s Department Research and Development Unit.
- ◆ Conduct a high-level workload analysis based on the data received to determine the need for each city’s staffing and test the costs of several scenarios for a new employer JPA based on the study’s staffing model and the necessary headquarters bureaus.
- ◆ Compare the JPA operating and start-up costs to the Sheriff’s Department’s envisioned improvements to the contract cost model.

1.2 KEY CONTRACT MEASURES PER CITY

The following measures allow an understanding of the different scale and complexity in policing the different Cities:

Canyon Lake

- ◆ Overall budget: \$1,778,934 (FY 19/20 adopted budget)

- Patrol operations: 24 hours per day (5 Deputies)
- ◆ Special services
 - None
- ◆ Operated from the Sheriff's Department's Lake Elsinore Station

Jurupa Valley

- ◆ Overall budget: \$20,460,073 (FY 19/20 adopted budget)
 - Patrol operations: 180 hours per day (37 Deputies)
- ◆ Special services
 - Traffic team (6 Deputies)
 - Community policing (2 Deputies)
 - Special Enforcement Team (SET) (6 Deputies)
 - 5 dedicated Community Service Officers
- ◆ Operated from the Sheriff's Department's Jurupa Valley Station

Lake Elsinore

- ◆ Overall budget: \$14,369,910 (FY 19/20 adopted budget)
 - Patrol operations: 130.8 hours per day (27 Deputies)
- ◆ Special services
 - Traffic team (4 Deputies)
 - SET / community patrol / lake patrol (5 Deputies, 1 Sergeant)
 - 5 dedicated Community Service Officers
- ◆ Operated from the Sheriff's Department's Lake Elsinore Station

Moreno Valley

- ◆ Overall budget: \$45,267,540 (FY 19/20 adopted budget)
 - Patrol operations: 458.5 hours per day (94 Deputies)
- ◆ Special services
 - 1 Captain (90 percent)

- Traffic team (9 Deputies, 1 Sergeant)
- K9 teams (3 Deputies)
- Crime prevention / graffiti prevention (4 Deputies)
- 17 dedicated Community Service Officers
- 1 Supervising Office Assistant
- 1 Office Assistant

- ◆ Operated from the Sheriff's Department's Moreno Valley Station

San Jacinto

- ◆ Overall budget: \$13,254,533 (FY 19/20 adopted budget)
 - Patrol operations: 97 hours per day (20 Deputies)
- ◆ Special services
 - K9 team (1 Deputy)
 - Traffic team (4 Deputies, 1 Sergeant)
 - Problem-Oriented Policing (POP) (4 Deputies)
 - Crime Analyst (0.5)
 - 4 dedicated Community Service Officers
 - 2 Office Assistants
- ◆ Operated from the Sheriff's Department's Hemet Station

Temecula

- ◆ Overall budget: \$34,860,436 (FY 19/20 adopted budget)
 - Patrol operations: 205 hours per day (42 Deputies)
- ◆ Special services
 - 2 Sheriff's Department Lieutenants
 - Traffic team (17 Deputies, 1 Sergeant)
 - SET (5 Deputies, 1 Sergeant)
 - Mall Officers (4 Deputies)

- K9 teams (2 Deputies)
- POP team (8 Deputies, 1 Sergeant)
- Gang / Pechanga / School Resource Officers (4.5 Deputies)
- 17 dedicated Community Service Officers
- ◆ Operated from the Sheriff's Department's Southwest Station

Wildomar

- ◆ Overall budget: \$5,303,100 (FY 19/20 adopted budget)
 - Patrol operations: 70 hours per day (14 Deputies)
- ◆ Special services
 - Traffic team (1 Deputy)
 - Community patrol (1 Deputy)
 - 1 dedicated Community Service Officer
- ◆ Operated from the Sheriff's Department's Lake Elsinore Station

SECTION 2—EXISTING CONTRACT FISCAL ANALYSIS

2.1 EXISTING CONTRACT FISCAL ANALYSIS AND COSTING MODEL

The current Sheriff's Department contract model identifies fully burdened (pay plus benefits) hourly rates to be charged to applicable contract Cities for Sheriff's Department services at the beginning of a fiscal year. The model is updated annually based on the prior fiscal year actuals, and components in the rate structure are updated as needed. The Cities receive a bill for costs that should have been charged, due by the end of July each year. In the spring of each fiscal year, an annual presentation is made to the Cities explaining the revised rates and presenting the estimated costs for the upcoming year.

The cost categories are:

- ◆ Class 1 – wages, special pays, and benefits (e.g., pension, health, workers' compensation, etc.)
- ◆ Class 2 – materials, services, and supplies
- ◆ Internal service fund costs – motor pool, radio shop, etc.
- ◆ Countywide cost allocation plan (COWCAP) – equipment use allowance and administrative costs (e.g., human resources, county counsel, purchasing)
- ◆ Hourly rates for positions vary depending on dedication levels and support levels.

The rate components are:

- ◆ Patrol Officers – Deputy Sheriffs and Corporals
- ◆ Sworn support – Lieutenants, Sergeants, and Investigators
- ◆ Central dispatch – various communications-related positions
- ◆ Classified support – classified Analysts, Community Services Officers, Accounting Technicians, etc.
- ◆ Other support services – other supportive personnel (e.g., records, information technology, training, human resources, and accounting).

The fully burdened hourly rate uses an estimate of total annual productive hours (annual minus earned leave and training hours) for all applicable patrol personnel. In FY 19/20, the total productive hours used were 1,338,306. Overtime and mileage costs are billed separately and not included in the personnel base rates.

This study used the Sheriff’s Department’s personnel cost model as depicted in the following table:

Table 3—Patrol Personnel Costs – FY 19/20

FY 2019-20 Rate Component	Average Salary and Benefits per FTE	Average Other Compensation per FTE	Average Annual Salary/Benefit/ Other Compensation Cost per FTE	Average Annual Supplies and Services Cost per FTE	Average Total Annual Cost per FTE
Patrol Officers	\$151,712	\$4,522	\$156,235	\$28,099	\$184,334
Sworn Support	\$213,075	\$16,828	\$229,903	\$26,089	\$255,993
Central Dispatch	\$65,827	\$9,927	\$229,903	\$8,273	\$238,176
Classified Support	\$89,461	\$2,207	\$125,665	\$25,784	\$151,449
Other Support Services	\$102,126	\$4,146	\$106,272	\$23,405	\$129,677
Total	\$153,789	\$7,638	\$161,427	\$25,047	\$180,138

When summarized in the following table, the field patrol personnel dollars calculation yielded the hourly rates for the personnel costs per city:

Table 4—Patrol Rate Components – FY 19/20

FY 2019-20 Rate Component	Cost Categories			Total Cost	Total Annual Applicable Patrol Personnel Productive Hours	Hourly Rate	Number of FTEs Included in Rate
	Class 1	Class 2	Internal Service Funds/ COWCAP				
Patrol Officers	\$116,551,049	\$20,961,875		\$137,512,924	1,338,306	\$102.75	746.0
Sworn Support	\$57,016,026	\$6,470,115		\$63,486,141	1,338,306	\$47.44	248.0
Central Dispatch	\$18,786,898	\$1,236,748		\$20,023,646	1,338,306	\$14.96	149.5
Classified Support	\$13,704,359	\$4,326,573		\$18,030,932	1,338,306	\$13.47	167.8
Other Support Services	\$9,830,168	\$2,164,971	\$1,829,562	\$13,824,701	1,338,306	\$10.33	92.5
Total	\$215,888,500	\$35,160,282	\$1,829,562	\$252,878,344	1,338,306	\$188.95	1,403.8

2.2 EXISTING CONTRACT OPERATIONAL ANALYSIS

The following series of tables explains the total number of FTE employee positions currently supported directly and indirectly by the city contracts based on the aforementioned Sheriff’s Department’s cost model.

Table 5—Patrol Plus Dedicated Positions per City per Day – FY 19/20

Position	Rate	Canyon Lake	Jurupa Valley	Lake Elsinore	Moreno Valley	San Jacinto	Temecula	Wildomar	Total
Patrol Hours Contracted		24.00	180.00	130.80	458.50	97.00	205.00	70.00	1,165.30
Police Officers – Patrol ¹	\$188.95	4.92	36.91	26.82	94.02	19.89	42.04	14.35	238.95
Police Officers – Dedicated Supported ²	\$161.73	0.00	14.00	6.00	12.00	9.00	37.00	1.00	79.00
Police Officer – Dedicated Unsupported	\$88.14	0.00	0.00	3.00	4.00	0.00	3.50	1.00	11.50
Sergeants – Dedicated	\$124.28	0.00	0.00	1.00	1.00	1.00	3.00	0.00	6.00
Lieutenants – Dedicated	\$138.67	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Captains – Dedicated	\$157.08	0.00	0.00	0.00	0.90	0.00	0.00	0.00	0.90
CSOs – Dedicated	\$61.65	0.00	5.00	5.00	21.00	4.00	17.00	1.00	53.00
Office Assistants – Dedicated	\$39.30	0.00	0.00	0.00	2.00	3.00	0.00	0.00	5.00
Crime Analyst – Dedicated	\$60.04	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
Total FTEs		4.92	55.91	41.82	134.92	37.39	104.54	17.35	396.85

¹ Calculated based on 1,780 *productive* annual hours

² Calculated based on 2,080 annual hours

Service levels in each city vary based on their individual size and needs and are specifically enumerated in the scope of service section of the city’s contract. The basic service provided is patrol and is quantified by the hour. Each city contracts for a specific number of patrol hours each day to handle public-generated calls for service (i.e., 9-1-1 calls). In Table 5, these patrol hours are listed for each city in the first row, which is highlighted in yellow. The number of FTE positions needed to meet the daily patrol hour obligation is calculated on an annual basis and charged at the fully burdened hourly contract rate, as depicted in Table 4 (\$188.95). The second row of Table 5, highlighted blue and labeled “Police Officers – Patrol,” identifies this FTE position number for each city. For the purposes of this study, the titles of Police Officer and Deputy Sheriff are synonymous; the latter title is used for specific employees of the Sheriff’s Department and the former for specific employees of a potential JPA.

If a city desires additional sworn officer positions for services other than patrol, such as traffic enforcement, community policing, police dogs (K9), etc., these are considered special services and those positions that are also enumerated in a city’s contract are called “dedicated” positions. In Table 5, these positions are captured in the third row titled “Police Officers – Dedicated Supported” and are also highlighted blue.

The two aforementioned FTE types that are highlighted in blue in the table form the basis for all of the “rate-supported” positions to be discussed later. There is a third classification of sworn officer positions listed in Table 5 titled “Police Officer – Dedicated Unsupported” and highlighted peach. These positions are assigned to a city and do not require additional support (i.e., dispatch

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services, crime scene support, etc.); they are not factored into the rate-supported positions calculation.

In addition to the patrol officer positions and the dedicated police officer (Deputy Sheriff) positions listed, a city can contract for other dedicated positions, such as Sergeants, Lieutenants, Community Service Officers (CSOs), etc. These positions are calculated at their weighted salary rate and are listed in Table 5 as dedicated positions.

Included in the contracted rate for the positions highlighted in blue are all of the rate-supported functions including sworn patrol, sworn support, central dispatch, classified support, and other support services shown in Table 4, which includes the positions described in Table 6.

All of the aforementioned FTE positions are enumerated in the city contracts and are assigned to the various Sheriff’s Department stations associated with the city contract.

The following table reflects the rate-supported positions as previously mentioned.

Table 6—Rate-Supported Positions – FY 19/20

Position	Ratio	Canyon Lake	Jurupa Valley	Lake Elsinore	Moreno Valley	San Jacinto	Temecula	Wildomar	Total
Investigators – Rate Supported	9.80	0.50	5.20	3.30	10.80	2.90	8.10	1.60	32.40
Sergeants – Rate Supported	7.00	0.70	7.30	4.70	15.10	4.10	11.30	2.20	45.40
Lieutenant – Rate Supported	27.00	0.20	1.90	1.20	3.90	1.10	2.90	0.60	11.80
CSOs – Rate Supported	17.50	0.30	2.90	1.90	6.10	1.70	4.50	0.90	18.30
SSOs – Rate Supported	41.77	0.10	1.20	0.80	2.50	0.70	1.90	0.40	7.60
Accounting Technicians – Rate Supported	19.59	0.30	2.60	1.70	5.40	1.50	4.00	0.80	16.30
Office Assistants – Rate Supported	11.13	0.40	4.60	2.90	9.50	2.60	7.10	1.40	28.50
Central Homicide – Rate Supported	39.50	0.10	1.30	0.80	2.70	0.70	2.00	0.40	8.00
Administration (Internal Affairs) – Rate Supported	86.80	0.10	0.60	0.40	1.20	0.30	0.90	0.20	3.70
Personnel (Recruiting) – Rate Supported	89.80	0.10	0.60	0.40	1.20	0.30	0.90	0.20	3.70
Information Services (IT) – Rate Supported	28.30	0.20	1.80	1.20	3.70	1.00	2.80	0.50	11.20
Dispatch – Rate Supported	5.00	1.00	10.20	6.60	21.20	5.80	15.80	3.10	63.70
Accounting (Finance) – Rate Supported	52.00	0.10	1.00	0.60	2.00	0.60	1.50	0.30	6.10
Technical Services Bureau – Rate Supported	81.00	0.10	0.60	0.40	1.30	0.40	1.00	0.20	4.00
Grant Writing – Rate Supported	399.90	0.00	0.10	0.10	0.30	0.10	0.20	0.00	0.80
Training Center (Range) – Rate Supported	182.00	0.00	0.30	0.20	0.60	0.20	0.40	0.10	1.80
Total FTEs		4.20	42.20	27.20	87.50	24.00	65.30	12.90	263.30

Rate-supported positions are calculated by adding the total number of Police Officers – Patrol (Table 5, second row) and the total number of Police Officers – Dedicated Supported (Table 5, third row) assigned to a city. Those two combined numbers are then multiplied against a ratio

determined by the Sheriff's Department to come up with a rate-supported position. For example, Investigators are included in the rate-supported ratio of 9.80; meaning that for every 9.80 Police Officer – Patrol and Police Officer – Dedicated Supported positions a city pays for, one FTE Investigator is included.

Using San Jacinto for illustration purposes, the calculation is as follows:

$$(19.89 + 9) / 9.80 = 2.9 \text{ Investigators (rate-supported by San Jacinto contract)}$$

These positions are reflected in Table 6. The non-highlighted positions are those FTEs that directly support the patrol and dedicated positions and work out of each city's respective Sheriff's Department station. The light-yellow positions are those FTEs that are included in the rate but are *centrally* located and operate on a regional basis, most often from the Sheriff's Department's Headquarters.

The costing structure of dedicated or rate-supported personnel is necessary and common in local government costing contracts. There needs to be a method to fractionally expense central administration services at different usage rates to each position dedicated to a city's contract.

The cost model to derive personnel costs to each city then adds the *patrol*, *dedicated*, and *rate-supported* positions together. For the purpose of Citygate expensing a separated police JPA, the following table shows the total contracted for positions if all the Cities formed one police JPA.

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Table 7—Dedicated and Rate Supported Positions – FY 19/20

Position	Rate	Ratio	Canyon Lake	Jurupa Valley	Lake Elsinore	Moreno Valley	San Jacinto	Temecula	Wildomar	Total
Patrol Hours Contracted			24.00	180.00	130.80	458.50	97.00	205.00	70.00	1,165.30
Police Officers – Patrol	\$188.95		4.92	36.91	26.82	94.02	19.89	42.04	14.35	238.95
Police Officers – Dedicated Supported	\$161.73		0.00	14.00	6.00	12.00	9.00	37.00	1.00	79.00
Police Officer – Dedicated Unsupported	\$88.14		0.00	0.00	3.00	4.00	0.00	3.50	1.00	11.50
Investigators – Rate Supported		9.80	0.50	5.20	3.30	10.80	2.90	8.10	1.60	32.40
Sergeants – Rate Supported		7.00	0.70	7.30	4.70	15.10	4.10	11.30	2.20	45.40
Sergeants – Dedicated	\$124.28		0.00	0.00	1.00	1.00	1.00	3.00	0.00	6.00
Lieutenant – Rate Supported		27.00	0.20	1.90	1.20	3.90	1.10	2.90	0.60	11.80
Lieutenants – Dedicated	\$138.67		0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Captains – Dedicated	\$157.08		0.00	0.00	0.00	0.90	0.00	0.00	0.00	0.90
CSOs – Rate Supported		17.50	0.30	2.90	1.90	6.10	1.70	4.50	0.90	18.30
CSOs – Dedicated	\$61.65		0.00	5.00	5.00	21.00	4.00	17.00	1.00	53.00
SSOs – Rate Supported		41.77	0.10	1.20	0.80	2.50	0.70	1.90	0.40	7.60
Accounting Technicians – Rate Supported		19.59	0.30	2.60	1.70	5.40	1.50	4.00	0.80	16.30
Office Assistants – Rate Supported		11.13	0.40	4.60	2.90	9.50	2.60	7.10	1.40	28.50
Office Assistants – Dedicated	\$39.30		0.00	0.00	0.00	2.00	3.00	0.00	0.00	5.00
Crime Analyst – Dedicated	\$60.04		0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
Central Homicide – Rate Supported		39.50	0.10	1.30	0.80	2.70	0.70	2.00	0.40	8.00
Administration (Internal Affairs) – Rate Supported		86.80	0.10	0.60	0.40	1.20	0.30	0.90	0.20	3.70
Personnel (Recruiting) – Rate Supported		89.80	0.10	0.60	0.40	1.20	0.30	0.90	0.20	3.70
Information Services (IT) – Rate Supported		28.30	0.20	1.80	1.20	3.70	1.00	2.80	0.50	11.20
Dispatch – Rate Supported		5.00	1.00	10.20	6.60	21.20	5.80	15.80	3.10	63.70
Accounting (Finance) – Rate Supported		52.00	0.10	1.00	0.60	2.00	0.60	1.50	0.30	6.10
Technical Services Bureau – Rate Supported		81.00	0.10	0.60	0.40	1.30	0.40	1.00	0.20	4.00
Grant Writing – Rate Supported		399.90	0.00	0.10	0.10	0.30	0.10	0.20	0.00	0.80
Training Center (Range) – Rate Supported		182.00	0.00	0.30	0.20	0.60	0.20	0.40	0.10	1.80
Total Sworn FTEs			6.62	68.11	47.82	147.42	39.49	114.04	21.65	445.15
Total Non-Sworn FTEs			2.50	30.00	21.20	75.00	21.90	55.80	8.60	215.00
Total FTEs			9.12	98.11	69.02	222.42	61.39	169.84	30.25	660.2

However, the 660 positions that would yield a singular city-centric police department do not include Sheriff’s Department central administration positions that, by policy, were *never expended* to the Cities’ contracts, including:

- ◆ Sheriff’s Department Executive Management Team
- ◆ Station Captains
- ◆ Station crime analysis capability / unit

- ◆ Station forensic units
- ◆ Social media

Later in this JPA analysis, some of these positions will be added to the separated police JPA, which further increases the costs for the JPA.

SECTION 3—POLICE JPA FISCAL ANALYSIS

3.1 MACRO COST COMPARISON OF PERSONNEL COSTS FOR CURRENT SHERIFF'S DEPARTMENT CONTRACT COSTING TO POLICE JPA

The final Citygate research step was to create a staffing and cost plan for a multiple-city police JPA. In 2020, the Sheriff's Department was still working on testing cost control measures to the differing contract Cities, so Citygate chose to build a cost estimation model for the JPA using personnel and contract costs from FY 19/20. It was assumed that if the JPA was *more* expensive in this comparison, any cost savings the Sheriff's Department adopted into future contracts would only widen the cost differences between contracting and a multiple-city police JPA operation.

The following set of JPA cost model tables assumes the following:

- ◆ FY 19/20 Sheriff's Department personnel costs.
- ◆ FY 19/20 patrol and headquarters positions. Citygate reviewed field deployment plans, which, along with Citygate's interviews, determined that patrol staffing levels are not currently based on any evidence-based workload analysis. For JPA cost comparison purposes, Citygate used the current staffing levels for FY 19/20.
- ◆ Given the Sheriff's Department contracts do not expense executive management positions, these had to be estimated and added to the personnel costs.

Based on this cost model framework, the following table shows the combined cost for all personnel, *by city*, in the city contracts:

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Table 8—Sheriff’s Department Costs – FY 19/20 Adopted Budgets

Position	Rate	Ratio	Canyon Lake	Jurupa Valley	Lake Elsinore	Moreno Valley	San Jacinto	Temecula	Wildomar	Total
Patrol Hours Contracted			24.00	180.00	130.80	458.50	97.00	205.00	70.00	1,165.30
Police Officers – Patrol	\$188.95		4.92	36.91	26.82	94.02	19.89	42.04	14.35	238.95
Police Officers – Dedicated Supported	\$161.73		0.00	14.00	6.00	12.00	9.00	37.00	1.00	79.00
Police Officer – Dedicated Unsupported	\$88.14		0.00	0.00	3.00	4.00	0.00	3.50	1.00	11.50
Investigators – Rate Supported		9.80	0.50	5.20	3.30	10.80	2.90	8.10	1.60	32.40
Sergeants – Rate Supported		7.00	0.70	7.30	4.70	15.10	4.10	11.30	2.20	45.40
Sergeants – Dedicated	\$124.28		0.00	0.00	1.00	1.00	1.00	3.00	0.00	6.00
Lieutenant – Rate Supported		27.00	0.20	1.90	1.20	3.90	1.10	2.90	0.60	11.80
Lieutenants – Dedicated	\$138.67		0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Captains – Dedicated	\$157.08		0.00	0.00	0.00	0.90	0.00	0.00	0.00	0.90
CSOs – Rate Supported		17.50	0.30	2.90	1.90	6.10	1.70	4.50	0.90	18.30
CSOs – Dedicated	\$61.65		0.00	5.00	5.00	21.00	4.00	17.00	1.00	53.00
SSOs – Rate Supported		41.77	0.10	1.20	0.80	2.50	0.70	1.90	0.40	7.60
Accounting Technicians – Rate Supported		19.59	0.30	2.60	1.70	5.40	1.50	4.00	0.80	16.30
Office Assistants – Rate Supported		11.13	0.40	4.60	2.90	9.50	2.60	7.10	1.40	28.50
Office Assistants – Dedicated	\$39.30		0.00	0.00	0.00	2.00	3.00	0.00	0.00	5.00
Crime Analyst – Dedicated	\$60.04		0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
Central Homicide – Rate Supported		39.50	0.10	1.30	0.80	2.70	0.70	2.00	0.40	8.00
Administration (Internal Affairs) – Rate Supported		86.80	0.10	0.60	0.40	1.20	0.30	0.90	0.20	3.70
Personnel (Recruiting) – Rate Supported		89.80	0.10	0.60	0.40	1.20	0.30	0.90	0.20	3.70
Information Services (IT) – Rate Supported		28.30	0.20	1.80	1.20	3.70	1.00	2.80	0.50	11.20
Dispatch – Rate Supported		5.00	1.00	10.20	6.60	21.20	5.80	15.80	3.10	63.70
Accounting (Finance) – Rate Supported		52.00	0.10	1.00	0.60	2.00	0.60	1.50	0.30	6.10
Technical Services Bureau – Rate Supported		81.00	0.10	0.60	0.40	1.30	0.40	1.00	0.20	4.00
Grant Writing – Rate Supported		399.90	0.00	0.10	0.10	0.30	0.10	0.20	0.00	0.80
Training Center (Range) – Rate Supported		182.00	0.00	0.30	0.20	0.60	0.20	0.40	0.10	1.80
Total Sworn FTEs			6.62	68.11	47.82	147.42	39.49	114.04	21.65	445.15
Total Non-Sworn FTEs			2.50	30.00	21.20	75.00	21.90	55.80	8.60	215.00
Total FTEs			9.12	98.11	69.02	222.42	61.39	169.84	30.25	660.2
FY 2019-20 Adopted Budgets			\$1,778,934	\$20,460,073	\$14,369,910	\$45,267,540	\$13,254,533	\$34,860,436	\$5,303,100	\$135,294,526

Based on Citygate’s review of each city contract and interviews with Sheriff’s Department command staff personnel assigned to the supporting Sheriff’s Department stations, the FTE calculations and rate formulas used in the preceding tables are appropriate.

The following table adds JPA executive management positions for Police Chief, a Deputy Chief, and Bureau Captains to the positions in Table 7 and Table 8. Also added is an estimate for services, supplies, differential pay, overtime, etc. For pension expense, given likely CalPERS regulations with the JPA’s need to employ lateral hire mid- and upper management personnel plus

investigators, the pension costs are estimated at CalPERS legacy classic employee pension costs for 80 percent of the workforce, with the remaining 20 percent of the workforce at entry-level positions or employees new to CalPERS under the pension reform PEPRA rates.

The net result of this table and the JPA cost model is a total of 669 full-time personnel at an estimated annual cost of \$139,056,052:

Table 9—JPA Cost Model with Current Service Levels – 80 Percent Classic / 20 Percent PEPRA

Position Classification	Total Salary and Benefits of the Position (Classic)	Total Salary and Benefits of the Position (PEPRA)	Proposed FTEs	Blended Total Costs (80-20 Split)
Police Chief	\$446,557	\$423,039	1.0	\$441,853
Deputy Police Chief	\$341,843	\$324,153	2.0	\$676,611
Captain	\$301,359	\$286,062	7.0	\$2,088,096
Lieutenant	\$261,182	\$248,121	14.8	\$3,826,829
Sergeant	\$231,995	\$221,040	54.3	\$12,478,352
Investigator	\$212,868	\$202,978	40.2	\$8,477,764
Corporal	\$192,943	\$184,162	0.0	-
Patrol Officer	\$192,943	\$184,162	334.5	\$63,951,908
All non-sworn positions averaged	\$106,792	\$106,792	215.0	\$22,960,362
Service/supplies costs per sworn position	\$45,038	\$45,038	453.8	\$20,438,277
Differential pay/mileage/overtime/other outside of above				\$3,716,000
Total			668.8	\$139,056,052

The following table summarizes the total position quantities and costs between the FY 19/20 Sheriff personnel contract costs and the JPA model personnel cost estimate:

Table 10—Summary Personnel Cost and FTE Comparison

Element	Sheriff's Department	JPA
Total Sworn FTE	445.2	453.8
Total Non-Sworn FTE	215.0	215.0
Total FTE	660.2	668.8
Total Annual Cost	\$135,294,526	\$139,056,052

The city contracts each year provide for an estimated budget. At the end of a fiscal year there is a true up where the Cities are charged only the actual costs. At the close of FY 19/20, the Sheriff’s Department’s fiscal team reported the final contract city charge to be \$125,416,738, or approximately \$10 million less due to some efficiencies being implemented, a lower-than-estimated need for overtime, and unfilled positions (normal in any large organization due to retirements and academy dates). The same will be true for a JPA; costs can shift slightly year over year, even if salary, pension, and health costs stay the same. However, it should be noted that FY 19/20 was extraordinary due to widespread economic disruptions caused by COVID-19 stay-at-home orders and business closures. The staffing flexibility in a crisis the Cities enjoyed through direct dialogue with Sheriff’s Department Administration would be difficult for a JPA to replicate.

3.2 JPA START-UP COST ESTIMATE

Even if the personnel costs for the JPA were the same or less than the Sheriff’s Department’s, starting a new agency of 669 personnel is a large, expensive effort. Even if some services can continue to be contracted, start-up and service contracts need to be understood and added to the previously listed personnel costs. The following table shows the estimated start-up and contract service costs for a police JPA. While 9-1-1 dispatch center and technology services might possibly be contracted through the Sheriff’s Department, that feasibility is unknown at this point. Therefore, the following table includes dispatch center spaces and all needed technology services provided by the JPA.

Table 11—Estimated JPA Start-up Costs

Category	Cost
Real Estate – Facilities (\$900 x 43,000 sq. ft.)	\$38,700,000
Fleet – Vehicles (\$45,000 x 325)	\$14,625,000
Police Safety Equipment (\$9,000 x 445)	\$5,000,000
Information Technology	\$2,500,000
Communications (Dispatch) Infrastructure	\$15,000,000
Miscellaneous	\$4,500,000
Total	\$80,325,000

The Sheriff’s Department owns some of the facilities. Some police station spaces in some of the Cities might be able to utilize city-owned building space. If not, according to a Citygate partner firm, JKA Architecture, new building construction costs for public safety “essential buildings” under the California State building codes are estimated between \$800 and \$1,000 per square foot and \$550 to \$600 for remodeling an existing building. Those are hard costs. Soft costs (design fees, permits, furnishings, fixtures, equipment, and project management or construction

management fees, etc.) can add an additional 30 percent to the overall costs. If even five new police buildings were built with bonds, there is still an added cost for debt service, which further increases the cost difference with contracting and operating a JPA police department.

3.3 JPA COST ALLOCATION METHODOLOGY OPTIONS

In a shared sub-regional police department, there must be mechanisms for local control via elected officials, along with the ability to share costs equitably between cities of very different sizes with different policing needs.

California’s JPA law allows for this. In a JPA of this size, the Board of Directors would typically be elected officials from the member cities. The Board would hire and manage the Police Chief as the JPA’s administrative leader, accountable to the Board. When the JPA is set up, the founding agencies would choose the voting rules—either simple majority or weighted by agency size.

There are multiple cost allocation strategies possible within the structure of a JPA: per capita, 9-1-1 incident workload (calls for service), quantity of dedicated staffing, use of special teams, blended multiple-part formulas, etc. As an illustration, the following table compares the Sheriff’s *personnel-only* costs shared across common formulas, including resident population, budget ratio, number of sworn police officers, the number of all police department personnel as FTE, and percentage of 9-1-1 incidents.

Table 12—JPA Cost Allocation Formula Options – Using Sheriff’s Personnel Costs

	Canyon Lake	Jurupa Valley	Lake Elsinore	Moreno Valley	San Jacinto	Temecula	Wildomar	Total
Population	11,106	103,784	64,037	205,034	47,474	112,230	36,162	579,827
Percentage	1.92%	17.90%	11.04%	35.36%	8.19%	19.36%	6.24%	100.00%
Budget	\$1,778,934	\$20,460,073	\$14,369,910	\$45,267,540	\$13,254,533	\$34,860,436	\$5,303,100	\$135,294,526
Percentage	1.31%	15.12%	10.60%	33.40%	9.78%	25.72%	3.91%	100.00%
Sworn	6.62	68.11	47.82	147.42	39.49	114.04	21.65	445.15
Percentage	1.49%	15.30%	10.74%	33.12%	8.87%	25.62%	4.86%	100.00%
Total FTE	9.12	98.11	69.02	222.42	61.39	169.84	30.25	660.15
Percentage	1.38%	14.86%	10.46%	33.69%	9.30%	25.73%	4.58%	100.00%
2018 Calls	3,101	54,363	37,769	116,819	33,252	54,661	14,387	314,352
Percentage	0.99%	17.29%	12.01%	37.16%	10.58%	17.39%	4.58%	100.00%

As can be seen, given the diversity of size between the seven Cities, all of the formula tests come out close to each other. If a JPA were to be feasible, the Cities could likely agree on one formula or a blend of two formulas to use for cost sharing.

Other than office space, start-up costs could be shared using the same formula as annual operations. Capital building construction costs would be the responsibility of each different city based on their local options.

Another, harder-to-estimate cost at this feasibility point is 9-1-1 dispatch, radio, and mobile data systems. The Cities' police JPA needs to have dispatching and radio/data services over a large geography. The previous cost estimate includes the needed personnel, operating expense, and capital expense for dispatch and technical services. The Sheriff's Department might consider a contract with the JPA for these services, offering the best regional cost efficiencies.

Not yet fully calculated in the start-up costs is the practical difficulty in recruiting, hiring, onboarding, and training a 669-person workforce to new agency standards. This would require the legal establishment of the JPA as an employer, along with enough of a command and human resources staff to set up the agency and hire the employees. In the first two years, no services would likely be provided at all to the Cities, so all these costs are *in addition to* the current County Sheriff's Department contract amounts. It is only by year three that phased-in conversion of services city by city could commence, and this will likely take two to three years depending on the rate of hiring.

3.4 NEW SHERIFF'S DEPARTMENT COST CONTROL MEASURES

After the change of Sheriffs in early 2019, Sheriff Chad Bianco formed a Research and Development Unit and tasked them to, among other priorities, find cost efficiencies and deeply review the contract Cities' cost model. The Unit's early efforts focused on patrol operations as that is the Department's largest personnel expense and customer area. The Unit began developing staffing plans based on workload measures. As the Unit looked at staffing for cost efficiencies, it identified three variables:

- ◆ Reduce or redistribute staffing
- ◆ Reduce call volume
- ◆ Reduce time spent on calls.

The research of these variables drove several key findings for workload distribution:

- ◆ CSOs are currently being underutilized on patrol
 - CSOs handle only 4 to 10 percent of calls
 - CSOs are capable of handling an average of 25 percent of calls
- ◆ The cost difference between Patrol Deputies and CSOs is significant:
 - The Patrol Deputy cost per hour rate is \$188.95

- The CSO cost per hour rate is \$61.64
- The potential Department-wide annual cost savings is \$226,612.

Regarding time spent by Deputies on calls for service to gain efficiencies (cost per hour deployed), the Unit evaluated the options of:

- ◆ No response – handling issues with a referral to another better suited type of assistance
- ◆ Alternate reporting methods – including electronic, phone in, etc.
- ◆ Hybrid online reporting – incorporating elements of CSO assistance
- ◆ Online reporting – largely by the affected party
- ◆ Auto-populating report forms – easing repetitive entry by the Deputies on standard issues and reducing report writing time.

Citygate observes that all of these elements to gain efficiencies in per-hour deployment are best practices and that appropriately using parts or all of them is the best way to avoid unnecessary over deployment (cost) for police services.

SECTION 4—RECOMMENDATION

Based on the current Sheriff's Department Administration's willingness to research and develop cost-control initiatives, and given this preliminary JPA cost estimation is *substantially* higher than the current contract amounts, Citygate recommends the Cities pursue the Sheriff's Department's cost-controlling initiatives in-lieu of a JPA.

Additionally, over the next year, the Cities should request that the Sheriff's Department conduct an incident and community policing workload demand-based staffing study to further tailor their costs to the needs of each city. This study would effectively be a Policing Master Plan per city to include staffing levels, innovation, community engagement, oversight, and social justice/equity structures.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Ana V. Sauseda, City Clerk

DATE: July 7, 2021

SUBJECT: Designation of Voting Delegate and Alternates for League of California Cities Annual Conference – September 22-24, 2021

Recommendation

That the City Council appoint a voting delegate and up to two alternates to the League of California Cities Annual Conference to be held in Sacramento, September 22-24, 2021, and direct City staff to complete and file the necessary paperwork.

Background

Consistent with the League of California Cities' bylaws, the City's voting delegate and up to two alternates must be designated by the City Council. The voting delegate and alternates must be registered to attend the conference.

Staff recommends that the Council discuss and appoint a voting delegate and one or two alternates to represent the City at the Business Meeting portion of the League of California Cities Annual Conference.

Fiscal Impact

Registration and expenses for attendance at the League of California Cities Annual Conference was included in the Fiscal Year 2021/202 Budget.

Attachments

1. Letter from the League of California Cities Regarding Designation of Voting Delegates and Alternates

ATTACHMENT 1

JUN 28 2021

Council Action Advised by August 31, 2021

BY: _____

June 16, 2021

TO: City Managers and City Clerks**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – September 22-24, 2021**

Cal Cities 2021 Annual Conference & Expo is scheduled for September 22-24, 2021 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 24. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Wednesday, September 15. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note: Our number one priority will continue to be the health and safety of participants. We are working closely with the Sacramento Convention Center to ensure that important protocols and cleaning procedures continue, and if necessary, are strengthened. Attendees can anticipate updates as the conference approaches.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open mid-June at www.cacities.org. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2021 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to Cal Cities office by Wednesday, September 15, 2021. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____

Email _____

Mayor or City Clerk _____
(circle one) (signature)

Date _____ Phone _____

Please complete and return by Wednesday, September 15, 2021 to:

Darla Yacub, Assistant to the Administrative Services Director

E-mail: dyacub@cacities.org

Phone: (916) 658-8254