



## CITY OF CANYON LAKE

### City Hall

31516 Railroad Canyon Road

Canyon Lake, CA 92587

[www.canyonlakeca.gov](http://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, November 3, 2021

Closed Session 5:30 P.M. – City Hall Administration Office – 31526 Railroad Canyon Road, Suite 5

Open Session 6:30 P.M. – City Hall Council Chamber – 31516 Railroad Canyon Road

### CLOSED SESSION – 5:30 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 submit comments electronically by sending an email to [PublicComment@canyonlakeca.gov](mailto:PublicComment@canyonlakeca.gov). Comments submitted electronically will be provided to the City Council and included in the official record but will not be read aloud during the meeting.

#### A. 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

#### B. 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
- Swearing in Fire Chief

**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

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**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. 2021-61 Approving Claims and Demands of the City

- (3) Minutes – Approval of City Council Minutes
  - September 13, 2021 – Special City Council Meeting
  - October 6, 2021 – Regular City Council Meeting
- (4) Second Reading of Ordinance No. 216 – An Ordinance of the City Council of the City of Canyon Lake, California, Approving an Amendment to the Canyon Lake Municipal Code, Title 9: Planning and Zoning, Section 9.25.030 (A) And (B) Related to Eliminating Window Signage Area Requirements
- (5) Resolution – Adoption of Resolution No. 2021-62, Ratifying the Services Agreement with CBIZ Human Capital Management (CBIZ) to Provide Payroll Services for the City
- (6) Resolution - Adoption of Resolution No. 2021-63, Approving Budget Adjustments Resulting from the Termination of the Agreement for Fire Consulting Services and the Hiring of a Fire Chief

### PULLED CONSENT CALENDAR ITEMS

### BUSINESS ITEMS

- (7) Resolution – Adoption of Resolution No. 2021-64, A Resolution of the City Council of the City of Canyon Lake, California, Indicating Compliance with the Annual Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code
- (8) Resolution – Discussion and Possible Action on Additional Traffic Enforcement Measures and Adoption of Resolution No. 2021-65, Approving a Budget Adjustment in the Amount of \$40,000 for a Local Road Safety Plan for Railroad Canyon Road
- (9) Discussion & Possible Action – Inflated Devices as Referenced in the City of Canyon Lake Municipal Code, Sign Regulations
- (10) Resolutions – Adoption of Resolutions Approving Fire Department Mutual Aid Agreements with Various Entities Within Riverside County
- (11) Resolution – Adoption of a Resolution Approving an Automatic Aid Agreement with the County of Riverside
- (12) Fire Department Startup Update – Presentation by Fire Chief Jeff LaTendresse

### CITY MANAGER COMMENTS

### COMMITTEE AND COUNCIL REPORTS/COMMENTS

### ANNOUNCEMENTS

The next regular meeting will be **Monday, December 6, 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](http://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.

November 3, 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 October 28, 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



## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**BY:** Kayla Lozano, Accountant

**DATE:** November 3, 2021

**SUBJECT:** Adoption of Resolution No. 2021-61, Allowing Certain Claims and Demands as Set Forth in Exhibit A

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### **Recommendation**

That the City Council adopt Resolution No. 2021-61, 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 October 6, 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. 2021-61



# **ATTACHMENT 1**





**RESOLUTION NO. 2021-61**

**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 November 3, 2021; and

**WHEREAS**, Exhibit A was presented at the regular meeting of the City Council on November 3, 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 November 3rd, in the amount of \$494,237.73 as follows:

Payroll Earnings (Gross)	\$ 78,221.87	(2nd Half of September & 1st Half of October)
Payroll Taxes - Employer	1,498.76	(2nd Half of September & 1st Half of October)
On-line Retirement	10,082.14	(2nd Half of September & 1st Half of October)
On-line Health	6,664.33	(For the Month of October)
Nationwide Deferred Comp.	2,625.66	(For the Month of September)
General	395,144.97	
TOTAL	<u>\$ 494,237.73</u>	

**PASSED, APPROVED AND ADOPTED** this 3rd day of November, 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 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27034	10/6/2021	Allstar Fire Equipment, Inc.	Helmet Shields for Fire Department, 9/30/2021	1,445.30	10	GENERAL
Total 27034	10/6/2021			1,445.30		
27035	10/6/2021	AMP GLOBAL LLC	Rent for Admin 31526 Railroad Cyn. Rd. Ste. #4 November 2021	412.00	10	GENERAL
Total 27035	10/6/2021			412.00		
27036	10/6/2021	AMP GLOBAL LLC	Rent for Admin Bldg. for the month of November 2021	2,834.00	10	GENERAL
Total 27036	10/6/2021			2,834.00		
27037	10/6/2021	BIO-TOX LABORATORIES	Sheriff's Blood Draws, 8/26/2021	213.00	10	GENERAL
Total 27037	10/6/2021			213.00		
27038	10/6/2021	CALOLYMPIC SAFETY	Uniforms - High Visibility Safety Vests Delivery Fee, 8/3/21	17.79	10	GENERAL
Total 27038	10/6/2021			17.79		
27039	10/6/2021	California Building Standards Commission	Permit Valuation July through September 2021	202.50	10	GENERAL
Total 27039	10/6/2021			202.50		
27040	10/6/2021	L.N. Curtis and Sons	Swift Water Rescue Equipment for Fire Department, 9/8/2021	355.14	10	GENERAL
Total 27040	10/6/2021			355.14		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27041	10/6/2021	Jennifer Dain	Auto Allowance for the month of October 2021 - Dain	100.00	10	GENERAL
Total 27041	10/6/2021			100.00		
27042	10/6/2021	DATA TICKET	Citation Processing (1035), Code Enforcement August 2021	116.00	10	GENERAL
27042	10/6/2021	DATA TICKET	Monthly EMS Response Fee (1241), August 2021	100.00	10	GENERAL
27042	10/6/2021	DATA TICKET	Parking Citations (0506) August 2021	100.00	10	GENERAL
Total 27042	10/6/2021			316.00		
27043	10/6/2021	DEPARTMENT OF CONSERVATION	Strong Motion Instrument & Seismic Hazard July - Sept 2021	493.50	10	GENERAL
Total 27043	10/6/2021			493.50		
27044	10/6/2021	El Chicano	Notice of Bid for ADA Improvements Project, 9/29/2021	160.00	10	GENERAL
Total 27044	10/6/2021			160.00		
27045	10/6/2021	Interwest Consulting Group	Building & Safety August 2021	37,165.95	10	GENERAL
Total 27045	10/6/2021			37,165.95		
27046	10/6/2021	iWorQ	New Portal for Building & Safety Dept., 7/6/2021	937.50	10	GENERAL
Total 27046	10/6/2021			937.50		



**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27047	10/6/2021	Jeremy Smith	Auto Allowance for the month of October 2021 - Smith	100.00	10	GENERAL
Total 27047	10/6/2021			100.00		
27048	10/6/2021	Kasey Castillo	Auto Allowance for the month of October 2021 - Castillo	100.00	10	GENERAL
Total 27048	10/6/2021			100.00		
27049	10/6/2021	Larry Greene	Auto Allowance for the month of October 2021 - Greene	100.00	10	GENERAL
Total 27049	10/6/2021			100.00		
27050	10/6/2021	Jeff LaTendresse	Monthly Contracted Services for Interim Fire Chief, Oct. 21	7,272.72	10	GENERAL
Total 27050	10/6/2021			7,272.72		
27051	10/6/2021	Ramsey Backflow & Plumbing	Tested Backflow at 31516, 31520 & 31542 RRRCR, 9/30/21	50.00	10	GENERAL
27051	10/6/2021	Ramsey Backflow & Plumbing	Tested Backflow at 31516, 31520 & 31542 RRRCR, 9/30/21	100.00	60	ENTERPR... FUND
Total 27051	10/6/2021			150.00		
27052	10/6/2021	Regional Conservation Authority	MSHCP Fees Collected for September 2021	2,935.00	50	AGENCY
Total 27052	10/6/2021			2,935.00		
27053	10/6/2021	COUNTY OF RIVERSIDE-TLMA	SLF Costs for August 2021	3,449.07	20	GAS TAX

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 27053	10/6/2021			3,449.07		
27054	10/6/2021	STAPLES	General Office Supplies, 9/25/21	705.86	10	GENERAL
Total 27054	10/6/2021			705.86		
27055	10/6/2021	Symbol Arts	Code Enforcement Badges, 9/27/2021	676.82	10	GENERAL
Total 27055	10/6/2021			676.82		
27056	10/6/2021	The Gas Company	Gas Changes for 31520 Railroad Cyn. Rd. 8/27/21 to 9/29/21	47.14	60	ENTERPR... FUND
Total 27056	10/6/2021			47.14		
27057	10/6/2021	Dale Welty	Auto Allowance for the month of October 2021 - Welty	100.00	10	GENERAL
Total 27057	10/6/2021			100.00		
27058	10/7/2021	Jeff LaTendresse	Monthly Contracted Services for Interim Fire Chief, Oct. 21	7,272.72	10	GENERAL
Total 27058	10/7/2021			7,272.72		
27059	10/19/2021	AB Fence Company	Damage to Wrought Iron panels at Country Club, 10/7/2021	3,950.00	20	GAS TAX
Total 27059	10/19/2021			3,950.00		
27060	10/19/2021	AB Fence Company	Damage to Wrought Iron Panels on RRCR, 10/13/21	16,800.00	20	GAS TAX

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 27060	10/19/2021			16,800.00		
27061	10/19/2021	Abila	Monthly Accounting Software Subscription, 10/10/21	181.39	10	GENERAL
Total 27061	10/19/2021			181.39		
27062	10/19/2021	Air Force 1 Heating and Air, Inc.	Replacement of 4th Unit at 31542 RRCR, 9/14/21	7,800.00	60	ENTERPR... FUND
Total 27062	10/19/2021			7,800.00		
27063	10/19/2021	Albert A. Webb Associates	Professional Services for State SB2 Planning, 7/24/21	32,672.67	10	GENERAL
27063	10/19/2021	Albert A. Webb Associates	Professional Services for State SB2 Planning, 9/25/21	25,938.75	10	GENERAL
Total 27063	10/19/2021			58,611.42		
27064	10/19/2021	Allstar Fire Equipment, Inc.	Equipment for New Fire Dept. (Firehouse Subs Grant), 10/1/21	29,280.45	10	GENERAL
Total 27064	10/19/2021			29,280.45		
27065	10/19/2021	Atlas Planning Solutions	Safety Element Update Services September 2021	5,019.00	10	GENERAL
Total 27065	10/19/2021			5,019.00		
27066	10/19/2021	BIO-TOX LABORATORIES	Sheriff's Blood Draws, 7/1/2021	395.00	10	GENERAL
Total 27066	10/19/2021			395.00		
27067	10/19/2021	Control Pump	Monthly Landscape Booster Station, September 2021	375.00	20	GAS TAX

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 27067	10/19/2021			375.00		
27068	10/19/2021	County of Riverside	Refund of Overpayment for Library Rent August 2021	3,985.39	10	GENERAL
Total 27068	10/19/2021			3,985.39		
27069	10/19/2021	CR&R	Trash Services for Rental Bldg. October 2021	167.96	60	ENTERPR... FUND
Total 27069	10/19/2021			167.96		
27070	10/19/2021	CTAI Pacific Greenscape	Monthly Landscape Maintenance for Fire Station 60 Oct. 2021	250.00	10	GENERAL
27070	10/19/2021	CTAI Pacific Greenscape	Landscape Maintenance for Median & Parkways October 2021	4,500.00	20	GAS TAX
Total 27070	10/19/2021			4,750.00		
27071	10/19/2021	L.N. Curtis and Sons	Type VI Fire Hose for Fire Department, 10/5/21	540.04	10	GENERAL
27071	10/19/2021	L.N. Curtis and Sons	Wildland & Structure Safety Gear for Fire Dept., 10/8/21	5,458.62	10	GENERAL
27071	10/19/2021	L.N. Curtis and Sons	Wildland Helmets for Fire Department, 10/5/21	1,293.41	10	GENERAL
Total 27071	10/19/2021			7,292.07		
27072	10/19/2021	Delgado Janitorial Services	Janitorial Services for the Month of October 2021	1,124.50	10	GENERAL
27072	10/19/2021	Delgado Janitorial Services	Janitorial Services for the Month of October 2021	56.00	60	ENTERPR... FUND
Total 27072	10/19/2021			1,180.50		
27073	10/19/2021	DIRECTV	Satellite Service for Fire Station, 10/12/21 to 11/11/21	129.04	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 27073	10/19/2021			129.04		
27074	10/19/2021	STATE OF CA DEPT. OF JUSTICE	Fingerprints for September 2021	32.00	10	GENERAL
Total 27074	10/19/2021			32.00		
27075	10/19/2021	Division of the State Architect	Disability & Education Fee Qtr. Ended 9/30/2021	13.60	10	GENERAL
Total 27075	10/19/2021			13.60		
27076	10/19/2021	Embroidery & More	City Logo Shirt for Building - Harnden, 9/20/21	41.60	10	GENERAL
27076	10/19/2021	Embroidery & More	City Logo Shirts for Code Enforcement - Ecclefield, 9/28/21	78.30	10	GENERAL
27076	10/19/2021	Embroidery & More	City Logo Shirts for Code Enforcement - Johnson, 7/19/21	81.56	10	GENERAL
Total 27076	10/19/2021			201.46		
27077	10/19/2021	Ergometrics & Applied	Fire Department Testing, 9/29/21	1,570.56	10	GENERAL
Total 27077	10/19/2021			1,570.56		
27078	10/19/2021	Fan4LifeDecals	Safety Gear Identification for Fire Department, 10/20/21	2,736.95	10	GENERAL
Total 27078	10/19/2021			2,736.95		
27079	10/19/2021	Flock Safety	Flock Falcon Camera & Implementation on RRCR, 9/22/21	5,500.00	10	GENERAL
Total 27079	10/19/2021			5,500.00		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27080	10/19/2021	FRIDAY FLYER	Public Hearing - California Fire Code 2019, 9/17/21	77.70	10	GENERAL
Total 27080	10/19/2021			77.70		
27081	10/19/2021	Frontier Communications	Phones for Fire Station, 10/13/21 to 11/12/21	385.34	10	GENERAL
Total 27081	10/19/2021			385.34		
27082	10/19/2021	NANCY GREENHALGH	Retiree Health Insurance for November 2021	168.56	10	GENERAL
Total 27082	10/19/2021			168.56		
27083	10/19/2021	HINDERLITER, DE LLAMAS & ASSOC	Services for Cannabis Management Program September 2021	3,850.00	10	GENERAL
Total 27083	10/19/2021			3,850.00		
27084	10/19/2021	Interwest Consulting Group	Storm Water Compliance for September 2021	3,687.50	10	GENERAL
Total 27084	10/19/2021			3,687.50		
27085	10/19/2021	Inland Urgent Care Menifee	Drug Testing for LaTendresse, M 10/4/2021	140.00	10	GENERAL
Total 27085	10/19/2021			140.00		
27086	10/19/2021	Jeremy Smith	Reimbursement for Parking & Test for League of Cities, 9/24	98.00	10	GENERAL
Total 27086	10/19/2021			98.00		
27087	10/19/2021	Joe's Hardware	32 Oz Fuel for Fire Station 60	15.54	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27087	10/19/2021	Joe's Hardware	Exchange Tank for Fire Station 60	22.51	10	GENERAL
27087	10/19/2021	Joe's Hardware	Exchange Tank for Fire Station, 7/11/21	22.51	10	GENERAL
27087	10/19/2021	Joe's Hardware	Lever Flush for Fire Station 60	7.15	10	GENERAL
27087	10/19/2021	Joe's Hardware	Supplies for Fire Department, 9/28/21	127.65	10	GENERAL
27087	10/19/2021	Joe's Hardware	Supplies for Fire Station 60	175.21	10	GENERAL
27087	10/19/2021	Joe's Hardware	Tilex & Ant/Roach Killer for Fire Station 60	10.09	10	GENERAL
<b>Total 27087</b>	10/19/2021			<b>380.66</b>		
27088	10/19/2021	Kansas City Life Group Benefits	Life Insurance for Employee's 10/15/21 to 11/14/21	343.46	10	GENERAL
<b>Total 27088</b>	10/19/2021			<b>343.46</b>		
27089	10/19/2021	Nate Volk	Video Broadcasting Mtg. for 10/31/21	425.00	10	GENERAL
<b>Total 27089</b>	10/19/2021			<b>425.00</b>		
27090	10/19/2021	PV Maintenance Inc.	Maint. at City Hall & Removed Damaged Fence on RRCR Sept 21	857.64	10	GENERAL
27090	10/19/2021	PV Maintenance Inc.	Maint. at City Hall & Removed Damaged Fence on RRCR Sept 21	306.42	20	GAS TAX
<b>Total 27090</b>	10/19/2021			<b>1,164.06</b>		
27091	10/19/2021	PZL, Inc.	Planning Services for September 2021	5,450.00	10	GENERAL
<b>Total 27091</b>	10/19/2021			<b>5,450.00</b>		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
27092	10/19/2021	Rogers, Anderson, Malody & Scott, LLP	Accounting Services for the month of August 2021	5,395.50	10	GENERAL
Total 27092	10/19/2021			5,395.50		
27093	10/19/2021	Riverside County Sheriff Dept. Lake Elsinore	Sheriff's Contract Law, 7/29/21 to 8/25/21	136,330.39	10	GENERAL
Total 27093	10/19/2021			136,330.39		
27094	10/19/2021	Special District Risk Management Authority	Dental & Vision Insurance for November 2021	753.76	10	GENERAL
Total 27094	10/19/2021			753.76		
27095	10/19/2021	Mike Sims	Refund for CEQA Plot Plan Permit, 10/6/2021	179.00	10	GENERAL
Total 27095	10/19/2021			179.00		
27096	10/19/2021	Southern California News Group	Advertising for Bid Proposals on ADA Improvements, 9/30/21	350.00	60	ENTERPR... FUND
Total 27096	10/19/2021			350.00		
27097	10/19/2021	STATE COMP. INS. FUND	Workers Comp Insurance for October 2021	919.25	10	GENERAL
Total 27097	10/19/2021			919.25		
27098	10/19/2021	Syntech Group	IT Services for October 2021	1,875.00	10	GENERAL
27098	10/19/2021	Syntech Group	IT Services for September 2021	1,875.00	10	GENERAL
Total 27098	10/19/2021			3,750.00		
27099	10/19/2021	Time Warner Cable	Internet for Fire Station, 10/10/21 to 11/9/21	114.98	10	GENERAL



**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 27099	10/19/2021			114.98		
27100	10/19/2021	Toshiba Financial Services	Monthly Copier Lease for Admin & City Hall, 11/10/21	799.32	10	GENERAL
Total 27100	10/19/2021			799.32		
27101	10/19/2021	U. S. Bank	See Credit Card Review	5,566.82	10	GENERAL
Total 27101	10/19/2021			5,566.82		
27102	10/19/2021	Verizon Wireless	Cell Phones, 9/4/21 to 10/3/21	151.41	10	GENERAL
27102	10/19/2021	Verizon Wireless	Ipads & SIM Card Device, 9/4/21 to 10/3/21	129.88	10	GENERAL
Total 27102	10/19/2021			281.29		
EFT413		Sparkletts	Drinking Water for Admin & City Hall September 2021	70.85	10	GENERAL
Total EFT413				70.85		
EFT414		SOUTHERN CALIFORNIA EDISON	Electricity for City Hall 8/13/21 to 9/13/21	1,815.10	10	GENERAL
Total EFT414				1,815.10		
EFT415		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 8/13/21 to 9/13/21	228.48	20	GAS TAX
Total EFT415				228.48		
EFT416		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 8/19/21 to 9/19/21	9.36	20	GAS TAX
Total EFT416				9.36		

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
EFT417		SOUTHERN CALIFORNIA EDISON	Electricity for 31540/31542 Railroad Cyn. Rd. 8/13-9/13/21	1,013.30	60	ENTERPR... FUND
Total EFT417				1,013.30		
EFT418		SOUTHERN CALIFORNIA EDISON	Electricity for RRCR Admin Ste. 3 8/19/21 to 9/19/21	40.29	10	GENERAL
Total EFT418				40.29		
EFT419		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 8/20/21 to 9/20/21	60.65	20	GAS TAX
Total EFT419				60.65		
EFT420		SOUTHERN CALIFORNIA EDISON	Electricity for Fire Station 8/13/21 to 9/13/21	864.70	10	GENERAL
Total EFT420				864.70		
EFT421		SOUTHERN CALIFORNIA EDISON	Electricity for 31520 RRCR Ste. D 8/19/21 to 9/19/21	60.58	60	ENTERPR... FUND
Total EFT421				60.58		
EFT422		SOUTHERN CALIFORNIA EDISON	Electricity for Admin 31526 RRCR Ste. 4 8/19/21 to 9/19/21	381.60	10	GENERAL
Total EFT422				381.60		
EFT423		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 8/27/21 to 9/27/21	362.69	20	GAS TAX
Total EFT423				362.69		
EFT424		ELSINORE VALLEY MUNI WATER DIS	Water for Fire Station 8/27/21 to 9/26/21	415.99	10	GENERAL

**City of Canyon Lake**  
 Check/Voucher Register - Council Report - Expenditures  
 From 10/1/2021 Through 10/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total EFT424				415.99		
EFT425		ELSINORE VALLEY MUNI WATER DIS	Water for Irrigation 8/27/21 to 9/26/21	1,157.49	20	GAS TAX
Total EFT425				1,157.49		
EFT426		ELSINORE VALLEY MUNI WATER DIS	Water for 31520 RRCR 8/24/21 to 9/23/21	63.64	60	ENTERPR... FUND
Total EFT426				63.64		
EFT427		ELSINORE VALLEY MUNI WATER DIS	Water for Rental Bldg. (31542 RRCR) 8/24/21 to 9/23/21	108.42	60	ENTERPR... FUND
Total EFT427				108.42		
EFT428		ELSINORE VALLEY MUNI WATER DIS	Water for City Hall 8/24/21 to 9/23/21	101.03	10	GENERAL
Total EFT428				101.03		
EFT429		SOUTHERN CALIFORNIA EDISON	Electricity for Pump Station 9/8/21 to 10/7/21	246.41	20	GAS TAX
Total EFT429				246.41		
Report Total				395,144.97		

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

Vendor ID	Invoice Description	Cash Required
Allstar Fire	Helmet Shields for Fire Department, 9/30/2021	1,445.30
AMP	Rent for Admin 31526 Railroad Cyn. Rd. Ste. #4 November 2021	412.00
	Rent for Admin Bldg. for the month of November 2021	2,834.00
BIO-TOX	Sheriff's Blood Draws, 8/26/2021	213.00
CALOLYMPIC	Uniforms - High Visibility Safety Vests Delivery Fee, 8/3/21	17.79
CBSC	Permit Valuation July through September 2021	202.50
Curtis	Swift Water Rescue Equipment for Fire Department, 9/8/2021	355.14
Dain	Auto Allowance for the month of October 2021 - Dain	100.00
DATA TICKET	Parking Citations (0506) August 2021	100.00
	Monthly EMS Response Fee (1241), August 2021	100.00
	Citation Processing (1035), Code Enforcement August 2021	116.00
DEPT OF CONSER	Strong Motion Instrument & Seismic Hazard July - Sept 2021	493.50
El Chicano	Notice of Bid for ADA Improvements Project, 9/29/2021	160.00
ICG	Building & Safety August 2021	37,165.95
iWorQ	New Portal for Building & Safety Dept., 7/6/2021	937.50
Jeremy Smith	Auto Allowance for the month of October 2021 - Smith	100.00
Kasey Castillo	Auto Allowance for the month of October 2021 - Castillo	100.00
Larry Greene	Auto Allowance for the month of October 2021 - Greene	100.00
LaTendresse	Monthly Contracted Services for Interim Fire Chief, Oct. 21	7,272.72
Ramsey Backflow	Tested Backflow at 31516, 31520 & 31542 RRCR, 9/30/21	50.00
	Tested Backflow at 31516, 31520 & 31542 RRCR, 9/30/21	100.00
RCA	MSHCP Fees Collected for September 2021	2,935.00
Riv Co TLMA	SLF Costs for August 2021	3,449.07
STAPLES	General Office Supplies, 9/25/21	705.86
Symbol Arts	Code Enforcement Badges, 9/27/2021	676.82
The Gas Co	Gas Changes for 31520 Railroad Cyn. Rd. 8/27/21 to 9/29/21	47.14
Welty	Auto Allowance for the month of October 2021 - Welty	100.00

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Report Total		60,289.29

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
LaTendresse	Monthly Contracted Services for Interim Fire Chief, Oct. 21	7,272.72
Report Total		<u>7,272.72</u>

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

Vendor ID	Invoice Description	Cash Required
AB Fence	Damage to Wrought Iron Panels on RRCR, 10/13/21	16,800.00
	Damage to Wrought Iron panels at Country Club, 10/7/2021	3,950.00
ABILA	Monthly Accounting Software Subscription, 10/10/21	181.39
Air Force 1	Replacement of 4th Unit at 31542 RRCR, 9/14/21	7,800.00
Albert A. Webb Associates	Professional Services for State SB2 Planning, 7/24/21	32,672.67
	Professional Services for State SB2 Planning, 9/25/21	25,938.75
Allstar Fire	Equipment for New Fire Dept. (Firehouse Subs Grant), 10/1/21	29,280.45
Atlas	Safety Element Update Services September 2021	5,019.00
BIO-TOX	Sheriff's Blood Draws, 7/1/2021	395.00
Control Pump	Monthly Landscape Booster Station, September 2021	375.00
County of Riverside	Refund of Overpayment for Library Rent August 2021	3,985.39
CR&R	Trash Services for Rental Bldg. October 2021	167.96
CTAI	Monthly Landscape Maintenance for Fire Station 60 Oct. 2021	250.00
	Landscape Maintenance for Median & Parkways October 2021	4,500.00
Curtis	Wildland & Structure Safety Gear for Fire Dept., 10/8/21	5,458.62
	Type VI Fire Hose for Fire Department, 10/5/21	540.04
	Wildland Helmets for Fire Department, 10/5/21	769.34
	Wildland Helmets for Fire Department, 10/5/21	524.07
Delgado	Janitorial Services for the Month of October 2021	1,124.50
	Janitorial Services for the Month of October 2021	56.00
DIRECTV	Satellite Service for Fire Station, 10/12/21 to 11/11/21	129.04
DOJ	Fingerprints for September 2021	32.00
DSA	Disability & Education Fee Qtr. Ended 9/30/2021	13.60
Embroidery	City Logo Shirts for Code Enforcement - Ecclefield, 9/28/21	78.30
	City Logo Shirts for Code Enforcement - Johnson, 7/19/21	81.56
	City Logo Shirt for Building - Harnden, 9/20/21	41.60
Ergometrics	Fire Department Testing, 9/29/21	1,570.56
Fan4LifeDecals	Safety Gear Identification for Fire Department, 10/20/21	2,736.95
Flock	Flock Falcon Camera & Implementation on RRCR, 9/22/21	5,500.00
FRIDAY FLYER	Public Hearing - California Fire Code 2019, 9/17/21	77.70
Frontier	Phones for Fire Station, 10/13/21 to 11/12/21	385.34
GREENHALGH	Retiree Health Insurance for November 2021	168.56

Date: 10/20/21  
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City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
HINDERLITER	Services for Cannabis Management Program September 2021	3,850.00
ICG	Storm Water Compliance for September 2021	3,687.50
Inland Meniffee	Drug Testing for LaTendresse, M 10/4/2021	140.00
Jeremy Smith	Reimbursement for Parking & Test for League of Cities, 9/24	98.00
Joe's	Supplies for Fire Department, 9/28/21	127.65
	Supplies for Fire Station 60	71.69
	Tilex & Ant/Roach Killer for Fire Station 60	10.09
	Exchange Tank for Fire Station 60	22.51
	32 Oz Fuel for Fire Station 60	15.54
	Supplies for Fire Station 60	103.52
	Lever Flush for Fire Station 60	7.15
	Exchange Tank for Fire Station, 7/11/21	22.51
KCL Group Benefits	Life Insurance for Employee's 10/15/21 to 11/14/21	343.46
Nate Volk	Video Broadcasting Mtg. for 10/31/21	425.00
PVM	Maint. at City Hall & Removed Damaged Fence on RRCR Sept 21	857.64
	Maint. at City Hall & Removed Damaged Fence on RRCR Sept 21	306.42
PZL, Inc.	Planning Services for September 2021	5,450.00
RAMS	Accounting Services for the month of August 2021	5,395.50
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law, 7/29/21 to 8/25/21	136,330.39
SDRMA	Dental & Vision Insurance for November 2021	753.76
Sims	Refund for CEQA Plot Plan Permit, 10/6/2021	179.00
Southern California	Advertising for Bid Proposals on ADA Improvements, 9/30/21	350.00
STATE FUND	Workers Comp Insurance for October 2021	919.25
Syntech	IT Services for October 2021	1,875.00
	IT Services for September 2021	1,875.00
Time Warner	Internet for Fire Station, 10/10/21 to 11/9/21	114.98
Toshiba	Monthly Copier Lease for Admin & City Hall, 11/10/21	799.32
US Bank	See Credit Card Review	5,566.82
VerizonW	Ipads & SIM Card Device, 9/4/21 to 10/3/21	129.88
	Cell Phones, 9/4/21 to 10/3/21	151.41
Report Total		320,582.38



**Labor Distribution**

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

Check Date: 09/30/2021 Page 1  
Process: 2021093001  
Period: 09/16/2021 to 09/30/2021

**Department: (20)City Employees**

Code	Earning	Hours	Amount	Deduction	Code	Tax	Amount	Taxable	Code	Tax	Amount	Taxable	Amount
<b>Borja,</b>													
125CO	125 Cash		472.54	PTAXI Pre-Tax P.	CA	California SI	315.97	4670.40	CAETT CA Edu & T		200.79	0.00	0.00
102	Reg Regular		4513.83		CASDI CA SDI - Err			4986.37	CASUI California SI		59.83	0.00	0.00
4513.83	Sick	19.00	0.00	FITW Federal Inco				4670.40	MED-R Medicare - E		561.36	4986.37	72.31
				MED Medicare				4986.37			72.30		Net Amt
	<b>Total Earnings</b>	<b>19.00</b>	<b>4986.37</b>	<b>Total Deductions</b>			<b>315.97</b>		<b>Total Employer Taxes</b>		<b>894.28</b>		<b>72.31</b>
<b>Ferrari,</b>													
125CO	125 Cash		169.75	PTXPE Pre-Tax P.	CA	California SI	154.60	2305.57	CAETT CA Edu & T		83.67	0.00	0.00
115	Reg Regular		2290.42		CASDI CA SDI - Err			2460.17	CASUI California SI		29.52	0.00	0.00
2290.42				FITW Federal Inco				2305.57	MED-R Medicare - E		215.04	2460.17	35.67
				MED Medicare				2460.17			35.67		Net Amt
	<b>Total Earnings</b>	<b>0.00</b>	<b>2460.17</b>	<b>Total Deductions</b>			<b>154.60</b>		<b>Total Employer Taxes</b>		<b>363.90</b>		<b>35.67</b>
<b>Harnden,</b>													
Reg	Regular		3541.67	MEDI: Health Ins	CA	California SI	69.73	3232.88	CAETT CA Edu & T		179.51	3471.94	3.47
122				PTXPE Pre-Tax P.	CASDI CA SDI - Err		239.06	3471.94	CASUI California SI		41.67	3471.94	138.88
3541.67					FITW Federal Inco			3232.88	MED-R Medicare - E		419.05	3471.94	50.34
				MED Medicare				3471.94			50.35		Net Amt
	<b>Total Earnings</b>	<b>0.00</b>	<b>3541.67</b>	<b>Total Deductions</b>			<b>308.79</b>		<b>Total Employer Taxes</b>		<b>690.58</b>		<b>192.69</b>
<b>LaTendresse,</b>													
125CO	125 Cash		125.00	PTXPE Pre-Tax P.	CA	California SI	160.88	2347.45	CAETT CA Edu & T		87.35	2508.33	2.51
123	Reg Regular		2383.33		CASDI CA SDI - Err			2508.33	CASUI California SI		30.10	2508.33	100.33
2383.33	Sick	3.00	0.00	FITW Federal Inco				2347.45	MED-R Medicare - E		139.61	2508.33	36.37
				MED Medicare				2508.33			36.37		Net Amt
	<b>Total Earnings</b>	<b>3.00</b>	<b>2508.33</b>	<b>Total Deductions</b>			<b>160.88</b>		<b>Total Employer Taxes</b>		<b>293.43</b>		<b>139.21</b>
<b>Lozano,</b>													
125CO	125 Cash		162.50	PTXPE Pre-Tax P.	CA	California SI	196.78	2880.97	CAETT CA Edu & T		143.51	0.00	0.00
117	Reg Regular		2915.25		CASDI CA SDI - Err			3077.75	CASUI California SI		36.93	0.00	0.00
2915.25	Sick	0.50	0.00	FITW Federal Inco				2880.97	MED-R Medicare - E		341.63	3077.75	44.63
	Vac Vacation	48.00	0.00	MED Medicare				3077.75			44.62		Net Amt
	<b>Total Earnings</b>	<b>48.50</b>	<b>3077.75</b>	<b>Total Deductions</b>			<b>196.78</b>		<b>Total Employer Taxes</b>		<b>566.69</b>		<b>44.63</b>
<b>Mann,</b>													
125CO	125 Cash		157.02	457B EE!	CA	California SI	361.11	6970.35	CAETT CA Edu & T		556.17	0.00	0.00
111	Auto Auto Allo		300.00	PTXPE Pre-Tax P.	CASDI CA SDI - Err		492.19	0.00	CASUI California SI		0.00	0.00	0.00
7291.63	ELECT Reimburs		75.00		FITW Federal Inco			6970.35	MED-R Medicare - E		1341.26	7823.65	113.44
	MEM4 457B ER		722.22	MED Medicare				7823.65			113.44		Net Amt
	Reg Regular		7291.63										
	<b>Total Earnings</b>	<b>0.00</b>	<b>7823.65</b>	<b>Total Deductions</b>			<b>853.30</b>		<b>Total Employer Taxes</b>		<b>2010.87</b>		<b>113.44</b>

**Labor Distribution**

**City of Canyon Lake**

Company (10756)

Check Date: 09/30/2021  
Process: 2021093001  
Period: 09/16/2021 to 09/30/2021

1/02/2022 City Council agenda

Code	Earning	Hours	Amount	Deduction Code	Code	Amount	Taxable	Code	Amount	Tax	Taxable	Amount
125CO	125 Cash		526.83	457B	EE	66.00	3789.07	CA	99.44	CA Edu & T	0.00	0.00
108	ADML Admin Le	47.50	0.00	PTAXI	Pre-Tax P.	250.51	4105.58	CASUI	49.27	California SI	0.00	0.00
3578.75	Reg Regular		3578.75	FITW	Federal Inco		3789.07	MED-R	312.61	Medicare - E	4105.58	59.53
		47.50	4105.58	MED	Medicare		4105.58		59.53			59.53
<b>Total Earnings</b>			<b>4105.58</b>	<b>Total Deductions</b>			<b>316.51</b>	<b>Total Employer Taxes</b>			<b>570.85</b>	<b>59.53</b>
125CO	125 Cash		533.15	457B	EE	126.11	1940.39	CA	55.59	CA Edu & T	0.00	0.00
119	Reg Regular	85.50	1513.35	CASDI	CA SDI - Err		2066.50	CASUI	24.80	California SI	0.00	0.00
				FITW	Federal Inco		1940.39	MED-R	158.28	Medicare - E	2066.50	29.96
		85.50	2066.50	MED	Medicare		2066.50		29.97			29.96
<b>Total Earnings</b>			<b>2066.50</b>	<b>Total Deductions</b>			<b>126.11</b>	<b>Total Employer Taxes</b>			<b>268.64</b>	<b>29.96</b>

**Department: (20) City Employees Total**

Code	Earning	Hours	Amount	Deduction Code	Code	Amount	Taxable	Code	Amount	Tax	Taxable	Amount
8	125CO 125 Cash		2166.79	457B	EE	553.22	28137.08	CA	1406.03	CA Edu & T	5980.27	5.98
5	ADML Admin Le	47.50	0.00	MEDI	Health Ins	69.73	22676.64	CASUI	272.12	California SI	5980.27	239.21
	Auto Auto Allo		300.00	PTAXI	Pre-Tax P.	566.48	28137.08	MED-R	3488.84	Medicare - E	30500.29	442.25
	ELECT Reimburs		75.00	PTXPE	Pre-Tax P.	1243.51	30500.29		442.25			442.25
	MEM4 457B ER		722.22									
	Reg Regular	85.50	28028.23									
	Sick Sick	22.50	0.00									
	Vac Vacation	48.00	0.00									
<b>Total Earnings</b>			<b>30570.02</b>	<b>Total Deductions</b>			<b>2432.94</b>	<b>Total Employer Taxes</b>			<b>5609.24</b>	<b>687.44</b>

**Department: (30) Code Enforcement Team**

Code	Earning	Hours	Amount	Deduction Code	Code	Amount	Taxable	Code	Amount	Tax	Taxable	Amount
104	125CO 125 Cash	85.50	2480.36	457B	EE	50.00	2100.95	CA	71.87	CA Edu & T	0.00	0.00
29.0100	Reg Regular			MEDI	Health Ins	161.99	2318.37	CASUI	27.82	California SI	0.00	0.00
				PTXPE	Pre-Tax P.	167.42	2100.95	MED-R	174.53	Medicare - E	2318.37	33.62
		85.50	2480.36				2318.37		33.61			33.62
<b>Total Earnings</b>			<b>2480.36</b>	<b>Total Deductions</b>			<b>379.41</b>	<b>Total Employer Taxes</b>			<b>307.83</b>	<b>33.62</b>
120	125CO 125 Cash	66.50	145.12	CS	Child Sup	120.50	2121.69	CA	67.56	CA Edu & T	0.00	0.00
27.8900	Reg Regular			PTXPE	Pre-Tax P.	143.08	2264.77	CASUI	27.17	California SI	0.00	0.00
		9.50	264.96	FITW	Federal Inco		2121.69	MED-R	183.56	Medicare - E	2264.77	32.84
		76.00	2264.77	MED	Medicare		2264.77		32.84			32.84
<b>Total Earnings</b>			<b>2264.77</b>	<b>Total Deductions</b>			<b>263.58</b>	<b>Total Employer Taxes</b>			<b>311.13</b>	<b>32.84</b>
113	125CO 125 Cash	7.00	211.26	CA	California SI		211.26	CA	0.00	CA Edu & T	0.00	0.00
30.1800	Reg Regular			CASDI	CA SDI - Err	2.54	211.26	CASUI	2.54	California SI	0.00	0.00
				FITW	Federal Inco		211.26	MED-R	4.67	Medicare - E	211.26	3.06
		7.00	211.26	MED	Medicare		211.26		3.07			3.06
<b>Total Earnings</b>			<b>211.26</b>	<b>Total Deductions</b>			<b>0.00</b>	<b>Total Employer Taxes</b>			<b>10.28</b>	<b>3.06</b>

**Labor Distribution**

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

Check Date: 09/30/2021  
Process: 2021093001  
Period: 09/16/2021 to 09/30/2021

11/03/2021 City Council Agenda

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		499.58	PTXPE Pre-Tax P.	CA	203.73	California SI	CA	3314.00	3314.00	CA, Edu & T	CAETT	97.79	0.00	0.00
98	Reg Regular	73.50	2594.55		CASD		CA SDI - Err	CASU	3517.73	3517.73	California SI	CASU	42.22	0.00	0.00
35.3000	Sick Sick	9.50	335.35		FITW		Federal Inco	MED-R	3314.00	3314.00	Medicare - E	MED-R	320.10	3517.73	51.01
	Vac Vacation	2.50	88.25		MED		Medicare		3517.73	3517.73			51.01		2802.88
	<b>Total Earnings</b>	<b>85.50</b>	<b>3517.73</b>	<b>Total Deductions</b>		<b>203.73</b>	<b>Total Employee Taxes</b>		<b>511.12</b>	<b>Total Employer Taxes</b>			<b>511.12</b>		<b>51.01</b>

**Department: (30)Code Enforcement Team Total**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
4	125CO 125 Cash		644.70	457B EE	CA	50.00	California SI	CA	7747.90	7747.90	CA, Edu & T	CAETT	237.22	0.00	0.00
2	Reg Regular	232.50	7140.86	CS Child Sup	CASD	120.50	CA SDI - Err	CASU	8312.13	8312.13	California SI	CASU	99.75	0.00	0.00
	Sick Sick	19.00	600.31	MED1: Health Ins	FITW	161.99	Federal Inco	MED-R	7747.90	7747.90	Medicare - E	MED-R	682.86	8312.13	120.53
	Vac Vacation	2.50	88.25	PTXPE Pre-Tax P.	MED	514.23	Medicare		8312.13	8312.13			120.53		6487.04
	<b>Total Earnings</b>	<b>254.00</b>	<b>8474.12</b>	<b>Total Deductions</b>		<b>846.72</b>	<b>Total Employee Taxes</b>		<b>1140.36</b>	<b>Total Employer Taxes</b>			<b>1140.36</b>		<b>120.53</b>

**Department: (50)Council Members**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Reg	Regular		300.00		CA		California SI	CA	300.00	300.00	CA, Edu & T	CAETT	0.00	300.00	0.30
110					FITW		Federal Inco	FITW	300.00	300.00	California SI	CASU	0.00	300.00	12.00
300.00	Salary				MED		Medicare		300.00	300.00	Medicare - E	MED-R	4.35	300.00	4.35
	<b>Total Earnings</b>	<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employee Taxes</b>		<b>4.35</b>	<b>Total Employer Taxes</b>			<b>4.35</b>		<b>16.65</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Reg	Regular		300.00		CA		California SI	CA	300.00	300.00	CA, Edu & T	CAETT	0.00	300.00	0.30
121					FITW		Federal Inco	FITW	300.00	300.00	California SI	CASU	0.00	300.00	12.00
300.00	Salary				MED		Medicare		300.00	300.00	Medicare - E	MED-R	4.35	300.00	4.35
	<b>Total Earnings</b>	<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employee Taxes</b>		<b>4.35</b>	<b>Total Employer Taxes</b>			<b>4.35</b>		<b>16.65</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Reg	Regular		300.00		CA		California SI	CA	300.00	300.00	CA, Edu & T	CAETT	0.00	300.00	0.30
103					FITW		Federal Inco	FITW	300.00	300.00	California SI	CASU	0.00	300.00	12.00
300.00	Salary				MED		Medicare		300.00	300.00	Medicare - E	MED-R	4.35	300.00	4.35
	<b>Total Earnings</b>	<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employee Taxes</b>		<b>4.35</b>	<b>Total Employer Taxes</b>			<b>4.35</b>		<b>16.65</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Reg	Regular		300.00		CA		California SI	CA	300.00	300.00	CA, Edu & T	CAETT	0.00	300.00	0.30
109					FITW		Federal Inco	FITW	300.00	300.00	California SI	CASU	0.00	300.00	12.00
300.00	Salary				MED		Medicare		300.00	300.00	Medicare - E	MED-R	4.35	300.00	4.35
	<b>Total Earnings</b>	<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employee Taxes</b>		<b>4.35</b>	<b>Total Employer Taxes</b>			<b>4.35</b>		<b>16.65</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Reg	Regular		300.00		CA		California SI	CA	300.00	300.00	CA, Edu & T	CAETT	0.00	300.00	0.30
109					FITW		Federal Inco	FITW	300.00	300.00	California SI	CASU	0.00	300.00	12.00
300.00	Salary				MED		Medicare		300.00	300.00	Medicare - E	MED-R	4.35	300.00	4.35
	<b>Total Earnings</b>	<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>		<b>0.00</b>	<b>Total Employee Taxes</b>		<b>4.35</b>	<b>Total Employer Taxes</b>			<b>4.35</b>		<b>16.65</b>

Labor Distribution

City of Canyon Lake  
Company (10756)

Check Date: 09/30/2021  
Process: 2021093001  
Period: 09/16/2021 to 09/30/2021

11/03/2022 City Council Agenda

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount	
Reg	Regular		300.00		CA	California SI		CA	CA	CA	CA	0.00	CA	CA	CA	0.00	300.00	0.30	
118					FITW	Federal Incoi		FITW	30.00	CASUI	California SI	30.00	300.00	300.00		12.00	Gross	300.00	
Salary	300.00				MED	Medicare		MED	4.35	MED-R	Medicare - E	4.35	300.00	300.00		4.35	Tot Liab	316.65	
																		Net Amnt	265.65
<b>Total Earnings</b>												<b>0.00</b>	<b>300.00</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>34.35</b>	<b>Total Employer Taxes</b>	<b>16.65</b>

Department: (50) Council Members Total

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount	
5	Reg		1500.00		CA	California SI		CA	0.00	CA	CA	0.00	CA	CA	0.00	1500.00	1.50		
2	Reg				FITW	Federal Incoi		FITW	30.00	CASUI	California SI	30.00	1500.00	1500.00		60.00	Gross	1500.00	
3					MED	Medicare		MED	21.75	MED-R	Medicare - E	21.75	1500.00	1200.00		17.40	Tot Liab	1578.90	
																		Net Amnt	1448.25
<b>Total Earnings</b>												<b>0.00</b>	<b>1500.00</b>	<b>Total Deductions</b>	<b>0.00</b>	<b>Total Employer Taxes</b>	<b>51.75</b>	<b>Total Employer Taxes</b>	<b>78.90</b>

Report Total

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount	
17	125CO		2811.49	457B	EE	603.22	CA	California SI		CA	CA	1643.25	CA	CA	7.48				
9	Admin Le	47.50		CS	Child Sup	120.50	CASD	CA SDI - Err		CASUI	California SI	371.87	30988.77	7480.27		299.21	Gross	40544.14	
8	Auto Allo'		300.00	MED1	Health Ins	231.72	FITW	Federal Incoi		MED-R	Medicare - E	4201.70	37384.98	40012.42		580.18	Tot Liab	41431.01	
	ELECT Reimburs'		75.00	PTAXF	Pre-Tax P.	566.48	MED	Medicare				584.53	40312.42				Net Amnt	30463.13	
	MEM4 457B ER'		722.22	PTXPE	Pre-Tax P.	1757.74													
	Reg Regular	318.00																	
	Sick	41.50																	
	Vac	50.50																	
<b>Total Earnings</b>												<b>457.50</b>	<b>40544.14</b>	<b>Total Deductions</b>	<b>3279.66</b>	<b>Total Employer Taxes</b>	<b>6801.35</b>	<b>Total Employer Taxes</b>	<b>886.87</b>

*Chris Mann*  
Chris Mann, City Manager  
Date 10-5-21

**Labor Distribution**

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

Check Date: 10/15/2021  
Process: 2021101501  
Period: 10/01/2021 to 10/15/2021

**Department: (20)City Employees**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		472.54	PTAXI Pre-Tax P.	CA	315.97	California SI	4670.40	CAEIT	CA Edu & Ti	200.79	0.00	0.00	0.00
102	ADML Admin Le	9.50	0.00		CASDI	CA SDI - Err	4986.37	CASUI	California SI		59.84	0.00	0.00	4986.37
4513.83	Hol Holiday	9.50	0.00		FITW	Federal Inco	4670.40	MED-R	Medicare - E		561.36	4986.37	72.31	5058.68
	Reg Regular		4513.83		MED	Medicare	4986.37				72.30			3776.11
	<b>Total Earnings</b>	<b>19.00</b>	<b>4986.37</b>	<b>Total Deductions</b>		<b>315.97</b>	<b>Total Employee Taxes</b>				<b>894.29</b>	<b>Total Employer Taxes</b>		<b>72.31</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount
Reg	Regular	15.00	321.75	457B EE:	CA	24.13	California SI	297.62	CAEIT	CA Edu & Ti	0.00	0.00	0.00	0.00
					CASDI	CA SDI - Err	321.75	CASUI	California SI		3.86	0.00	0.00	321.75
					FITW	Federal Inco	297.62	MED-R	Medicare - E		0.00	321.75	4.67	321.75
					MED	Medicare	321.75				4.67			289.09
	<b>Total Earnings</b>	<b>15.00</b>	<b>321.75</b>	<b>Total Deductions</b>		<b>24.13</b>	<b>Total Employee Taxes</b>				<b>8.53</b>	<b>Total Employer Taxes</b>		<b>4.67</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		169.75	PTXPE Pre-Tax P.	CA	154.60	California SI	2305.57	CAEIT	CA Edu & Ti	83.67	0.00	0.00	0.00
115	Hol Holiday	9.50	0.00		CASDI	CA SDI - Err	2460.17	CASUI	California SI		29.53	0.00	0.00	2460.17
2290.42	Reg Regular		2290.42		FITW	Federal Inco	2305.57	MED-R	Medicare - E		215.04	2460.17	35.67	2460.17
	Sick Sick	9.50	0.00		MED	Medicare	2460.17				35.67			1941.66
	<b>Total Earnings</b>	<b>19.00</b>	<b>2460.17</b>	<b>Total Deductions</b>		<b>154.60</b>	<b>Total Employee Taxes</b>				<b>363.91</b>	<b>Total Employer Taxes</b>		<b>35.67</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		162.50	PTXPE Pre-Tax P.	CA	196.78	California SI	2880.97	CAEIT	CA Edu & Ti	143.51	0.00	0.00	0.00
117	Hol Holiday	9.50	0.00		CASDI	CA SDI - Err	3077.75	CASUI	California SI		36.93	0.00	0.00	3077.75
2915.25	Reg Regular		2915.25		FITW	Federal Inco	2880.97	MED-R	Medicare - E		341.63	3077.75	44.63	3077.75
	Sick Sick	5.75	0.00		MED	Medicare	3077.75				44.63			2314.27
	<b>Total Earnings</b>	<b>15.25</b>	<b>3077.75</b>	<b>Total Deductions</b>		<b>196.78</b>	<b>Total Employee Taxes</b>				<b>566.70</b>	<b>Total Employer Taxes</b>		<b>44.63</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		157.02	457B EE:	CA	361.11	California SI	6970.35	CAEIT	CA Edu & Ti	556.17	0.00	0.00	0.00
111	ADML Admin Le	38.00	0.00	PTXPE Pre-Tax P.	CASDI	492.19	CA SDI - Err	0.00	CASUI	California SI	0.00	0.00	0.00	0.00
7291.63	Auto Auto Allo		300.00		FITW	Federal Inco	6970.35	MED-R	Medicare - E		1341.26	7823.65	113.44	7823.65
	ELECT Reimburs	9.50	75.00		MED	Medicare	7823.65				113.44			4959.48
	Hol Holiday		0.00											
	MEM4 457B ER		722.22											
	Reg Regular		7291.63											
	<b>Total Earnings</b>	<b>47.50</b>	<b>7823.65</b>	<b>Total Deductions</b>		<b>853.30</b>	<b>Total Employee Taxes</b>				<b>2010.87</b>	<b>Total Employer Taxes</b>		<b>113.44</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		526.83	457B EE:	CA	66.00	California SI	3789.07	CAEIT	CA Edu & Ti	99.44	0.00	0.00	0.00
108	Hol Holiday	9.50	0.00	PTAXI Pre-Tax P.	CASDI	250.51	CA SDI - Err	4105.58	CASUI	California SI	49.26	0.00	0.00	4105.58
3578.75	Reg Regular		3578.75		FITW	Federal Inco	3789.07	MED-R	Medicare - E		312.61	4105.58	59.53	4105.58
	Sick Sick	28.50	0.00		MED	Medicare	4105.58				59.53			3268.23
	<b>Total Earnings</b>	<b>38.00</b>	<b>4105.58</b>	<b>Total Deductions</b>		<b>316.51</b>	<b>Total Employee Taxes</b>				<b>520.84</b>	<b>Total Employer Taxes</b>		<b>59.53</b>

**Labor Distribution**

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

Check Date: 10/15/2021  
Process: 2021101501  
Period: 10/01/2021 to 10/15/2021

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount
125CO	125 Cash		125.00	457B	EE	100.89	1369.31	CA	CA Edu & Ti	22.63	0.00	CA	CA Edu & Ti	0.00
119	Hol Holiday	9.50	168.15				1470.20	CASDI	California St	17.64	0.00	CASUI	California St	0.00
17.7000	Reg Regular	66.50	1177.05				1369.31	FITW	Federal Inco	89.75	1470.20	MED-R	Medicare - E	21.32
							1470.20	MED	Medicare	21.31				Net Amt
	<b>Total Earnings</b>	<b>76.00</b>	<b>1470.20</b>	<b>Total Deductions</b>		<b>100.89</b>		<b>Total Employer Taxes</b>		<b>151.33</b>		<b>Total Employer Taxes</b>		<b>21.32</b>

**Department: (20)City Employees Total**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount
7	Female		1613.64	457B	EE	552.13	22283.29	CA	California SI	1106.21	0.00	CA	CA Edu & Ti	0.00
4	Male	47.50	0.00	PTAXI	Pre-Tax P.	566.48	16421.82	CASDI	California SI	197.06	0.00	CASUI	California SI	0.00
			300.00	PTXPE	Pre-Tax P.	843.57	22283.29	FITW	Federal Inco	2861.65	24245.47	MED-R	Medicare - E	351.57
			75.00				24245.47	MED	Medicare	351.55				Net Amt
	<b>Total Earnings</b>	<b>229.75</b>	<b>24245.47</b>	<b>Total Deductions</b>		<b>1962.18</b>		<b>Total Employer Taxes</b>		<b>4516.47</b>		<b>Total Employer Taxes</b>		<b>351.57</b>

**Department: (30)Code Enforcement Team**

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount
7	Female		275.60	457B	EE	50.00	1843.96	CA	California SI	54.91	0.00	CA	CA Edu & Ti	0.00
4	Male	57.00	1653.57	MEDI	Health Ins	161.99	2042.78	CASDI	California SI	24.52	0.00	CASUI	California SI	0.00
		9.50	275.60	PTXPE	Pre-Tax P.	148.82	1843.96	FITW	Federal Inco	143.69	2042.78	MED-R	Medicare - E	29.62
			2204.77				2042.78	MED	Medicare	29.62				Net Amt
	<b>Total Earnings</b>	<b>76.00</b>	<b>2204.77</b>	<b>Total Deductions</b>		<b>360.81</b>		<b>Total Employer Taxes</b>		<b>252.74</b>		<b>Total Employer Taxes</b>		<b>29.62</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount
125CO	125 Cash		145.12	CS	Child Sup	120.50	2121.69	CA	California SI	67.56	0.00	CA	CA Edu & Ti	0.00
120	Hol Holiday	9.50	264.96	PTXPE	Pre-Tax P.	143.08	2264.77	CASDI	California SI	27.18	0.00	CASUI	California SI	0.00
27.8900	Reg Regular	47.50	1324.78				2121.69	FITW	Federal Inco	183.56	2264.77	MED-R	Medicare - E	32.84
			529.91				2264.77	MED	Medicare	32.84				Net Amt
	<b>Total Earnings</b>	<b>76.00</b>	<b>2264.77</b>	<b>Total Deductions</b>		<b>263.58</b>		<b>Total Employer Taxes</b>		<b>311.14</b>		<b>Total Employer Taxes</b>		<b>32.84</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount
125CO	125 Cash		499.58	PTXPE	Pre-Tax P.	181.09	3001.29	CA	California SI	77.15	0.00	CA	CA Edu & Ti	0.00
98	Hol Holiday	9.50	335.35				3182.38	CASDI	California SI	38.18	0.00	CASUI	California SI	0.00
35.3000	Reg Regular	62.50	2206.25				3001.29	FITW	Federal Inco	282.57	3182.38	MED-R	Medicare - E	46.14
			141.20				3182.38	MED	Medicare	46.14				Net Amt
	<b>Total Earnings</b>	<b>19.50</b>	<b>588.51</b>	<b>Total Deductions</b>		<b>0.00</b>		<b>Total Employer Taxes</b>		<b>58.17</b>		<b>Total Employer Taxes</b>		<b>8.53</b>

Code	Earning	Hours	Amount	Deduction	Code	Amount	Taxable	Code	Tax	Amount	Taxable	Code	Tax	Amount
125CO	125 Cash		499.58	PTXPE	Pre-Tax P.	181.09	3001.29	CA	California SI	77.15	0.00	CA	CA Edu & Ti	0.00
98	Hol Holiday	9.50	335.35				3182.38	CASDI	California SI	38.18	0.00	CASUI	California SI	0.00
35.3000	Reg Regular	62.50	2206.25				3001.29	FITW	Federal Inco	282.57	3182.38	MED-R	Medicare - E	46.14
			141.20				3182.38	MED	Medicare	46.14				Net Amt
	<b>Total Earnings</b>	<b>76.00</b>	<b>3182.38</b>	<b>Total Deductions</b>		<b>181.09</b>		<b>Total Employer Taxes</b>		<b>444.04</b>		<b>Total Employer Taxes</b>		<b>46.14</b>

**Labor Distribution**

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

Check Date: 10/15/2021  
Process: 2021101501  
Period: 10/01/2021 to 10/15/2021

**Department: (30)Code Enforcement Team Total**

Employees	Code	Earning	Hours	Amount	Code	Deduction	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Female	2	125CO 125 Cash		644.70	457B	EE		CA	California SI	50.00	7555.45	CA Edu & T	CAETT	199.62	0.00	0.00
Male	2	Hol Holiday	28.50	875.91	CS	Child Sup	120.50	CASDI	CA SDI - Err	96.94	8078.44	CASUI	CASUI	96.94	0.00	0.00
		Reg Regular	186.50	5773.11	MED1	Health Ins	161.99	FITW	Federal Inco	472.99	7555.45	MED-R	Medicare - E	652.40	8078.44	117.13
		Sick Sick	4.00	141.20	PTXPE	Pre-Tax P.		MED	Medicare		8078.44			117.13		117.13
		Vac Vacation	28.50	805.51												
		<b>Total Earnings</b>	<b>247.50</b>	<b>8240.43</b>	<b>Total Deductions</b>		<b>805.48</b>	<b>Total Employee Taxes</b>		<b>1066.09</b>	<b>Total Employer Taxes</b>			<b>117.13</b>		

**Department: (70)Building & Safety**

Harnden, David	Code	Earning	Hours	Amount	Code	Deduction	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Emp Id 122	Hol	Holiday	9.50	0.00	MED1	Health Ins	69.73	CA	California SI	3232.88	3232.88	CA Edu & T	CAETT	179.51	56.12	0.06
Salary 3541.67	Reg	Regular		3541.67	PTXPE	Pre-Tax P.	239.06	CASDI	CA SDI - Err	3471.94	3471.94	CASUI	CASUI	41.66	56.12	2.24
					FITW	Federal Inco		MED	Medicare	3232.88	3471.94	MED-R	Medicare - E	419.05	3471.94	50.34
										3471.94				50.34		50.34
		<b>Total Earnings</b>	<b>9.50</b>	<b>3541.67</b>	<b>Total Deductions</b>		<b>308.79</b>	<b>Total Employee Taxes</b>		<b>690.56</b>	<b>Total Employer Taxes</b>			<b>52.64</b>		

LaTendresse, Mindy A	Code	Earning	Hours	Amount	Code	Deduction	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Emp Id 123	Hol	Holiday	9.50	275.03	MED1	Health Ins	18.68	CA	California SI	1520.10	1520.10	CA Edu & T	CAETT	29.26	1631.48	1.63
Salary 2383.33	Reg	Regular		1375.13	PTXPE	Pre-Tax P.	111.38	CASDI	CA SDI - Err	1631.48	1631.48	CASUI	CASUI	19.58	1631.48	65.26
					FITW	Federal Inco		FITW	Federal Inco	1520.10	1520.10	MED-R	Medicare - E	47.43	1631.48	23.66
										1631.48				23.65		23.66
		<b>Total Earnings</b>	<b>57.00</b>	<b>1650.16</b>	<b>Total Deductions</b>		<b>130.06</b>	<b>Total Employee Taxes</b>		<b>119.92</b>	<b>Total Employer Taxes</b>			<b>90.55</b>		

**Department: (70)Building & Safety Total**

Employees	Code	Earning	Hours	Amount	Code	Deduction	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
Female	2	Hol Holiday	19.00	275.03	MED1	Health Ins	88.41	CA	California SI	4752.98	4752.98	CA Edu & T	CAETT	208.77	1687.60	1.69
Male	0	Reg Regular	47.50	4916.80	PTXPE	Pre-Tax P.	350.44	CASDI	CA SDI - Err	5103.42	5103.42	CASUI	CASUI	61.24	1687.60	67.50
					FITW	Federal Inco		FITW	Federal Inco	4752.98	4752.98	MED-R	Medicare - E	466.48	5103.42	74.00
										5103.42				73.99		74.00
		<b>Total Earnings</b>	<b>66.50</b>	<b>5191.83</b>	<b>Total Deductions</b>		<b>438.85</b>	<b>Total Employee Taxes</b>		<b>810.48</b>	<b>Total Employer Taxes</b>			<b>143.19</b>		

10/15/2021

Report Total

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Taxable	Amount	Taxable	Amount
13	8 125CO 125 Cash		2258.34	457B	457B EE	602.13	CA	California SI	34591.72	CAETT	CA Edu & T	1514.60	CAETT	1687.60	1.69		
	5 ADMIL Admin Le	47.50	0.00	CS	Child Sup	120.50	CASDI	CA SDI - Etr	29603.68	CASUI	California SI	355.24	CASUI	1687.60	67.50	Gross	37677.73
	Auto Auto Allo		300.00	MEDI	Health Ins	250.40	FITW	Federal Inco	34591.72	MED-R	Medicare - E	3980.53	MED-R	37427.33	542.70	Tot Liab	38289.62
	ELECT Reimburs		75.00	PTAXI	Pre-Tax P	566.48	MED	Medicare	37427.33			542.67				Net Amt	28078.18
	Hol Holiday	104.50	1319.09	PTXPE	Pre-Tax P	1667.00											
	MEM4 457B ER		722.22														
	Reg Regular	315.50	32778.59														
	Sick Sick	47.75	141.20														
	Vac Vacation	28.50	805.51														
<b>Total Earnings</b>			<b>543.75</b>	<b>37677.73</b>	<b>Total Deductions</b>	<b>3206.51</b>	<b>Total Employee Taxes</b>			<b>6393.04</b>	<b>Total Employer Taxes</b>			<b>611.89</b>			

*Chris Mann*  
Chris Mann, City Manager  
10-18-21  
Date



## Credit Card Review





Home Profile Reporting Person Information Education Other Organizations

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

Name: City of Canyon Lake CaIPERS 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 myCaIPERS 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: \$5,137.44

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001958376	10/06/2021	100000016522695	Employer Contribution, PEPPRA, 26189, CaIPERS, 09/16/2021 - 09/30/2021	EFT - Debit	Citizens Business Bank -5402	\$3,734.19
1001958377	10/06/2021	100000016522652	Employer Contribution, Classic, 1684, CaIPERS, 09/16/2021 - 09/30/2021	EFT - Debit	Citizens Business Bank -5402	\$1,403.25

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Build: v9.7 Baseline: 210922\_121513\_v9.7\_Int.6337 UID: 318

*CM*

Home Profile **Reporting** Person Information Education Other Organizations

Manage Reports Billing and Payments 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.** Print
- 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: \$4,944.70**

**Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001966127	10/19/2021	100000016550751	Employer Contribution, PEPRA, 26189, CalPERS, 10/01/2021 - 10/15/2021	EFT - Debit	Citizens Business Bank -5402	\$3,541.45
1001966128	10/19/2021	100000016550710	Employer Contribution, Classic, 1684, CalPERS, 10/01/2021 - 10/15/2021	EFT - Debit	Citizens Business Bank -5402	\$1,403.25

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Build: v9.7.0.a Baseline: 211005\_084736\_v9.7\_Int.7502 **UID: 318**

*CM*

Home | Profile | **Reporting** | Person Information | Education | Other Organizations

Manage Reports | Billing and Payments | 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:** \$6,664.33

**Payment Summary**

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001955861	10/04/2021	100000016558921	Health PA Billing - PERS	EFT - Debit	Citizens Business Bank -5402	\$6,664.33

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Build: v9.7 Baseline: 210922\_121513\_v9.7\_Int.6337 **UID: 318**

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: **10/06/2021**

Submission time: **12:41 PM**

Pay period end date: **09/30/2021**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

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

Contributions count: **3**

Draft date: **10/07/2021**

CM

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

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

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

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: **10/06/2021**

Submission time: **12:43 PM**

Pay period end date: **09/30/2021**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$227.00**

Contributions count: **1**

Draft date: **10/07/2021**

*cm*

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## Investment Reports



# CITIZENSTRUST™

P.O. Box 2549  
Rancho Cucamonga, CA 91729-2549  
Return Service Requested

RECEIVED

OCT 21 2021

00000042 MCBBI000100721527772 01 000000 42 005



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

BY: \_\_\_\_\_

STATEMENT FOR THE PERIOD FROM 09/01/2021 TO 09/30/2021  
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

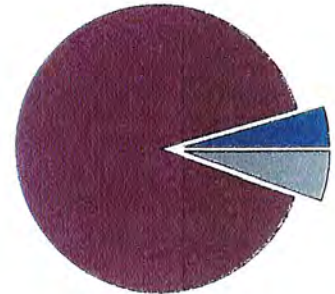
Account Number: 1035003119  
 September 01, 2021 To September 30, 2021

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	09/01/2021	09/30/2021	% Of Account
 CASH & CASH EQUIVALENTS	22,123.50	126,399.53	4.5%
 FIXED INCOME	2,607,958.43	2,501,951.27	89.9%
 MISCELLANEOUS	154,968.76	154,983.00	5.6%
<b>Total</b>	<b>2,785,050.69</b>	<b>2,783,333.80</b>	<b>100.0%</b>



### Activity Summary

	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
<b>Beginning Market Value</b>	<b>2,785,050.69</b>	<b>2,848,656.23</b>		
Income	5,129.65	39,483.55-	Short Term	0.00
Asset Activity	100,000.00	66,008.53	<b>Total Gains / Losses</b>	<b>0.00</b>
Fees	473.38-	4,176.38-		256.00
Cash Management	104,276.03-	22,348.60-		
Change In Market Value	2,097.13-	65,322.43-		
<b>Ending Market Value</b>	<b>2,783,333.80</b>	<b>2,783,333.80</b>		



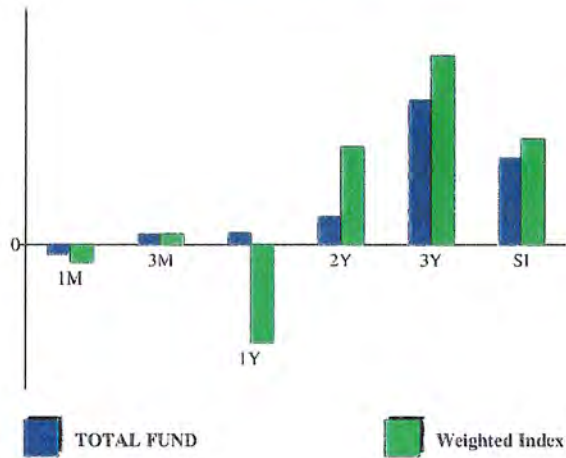
# Account Statement

Account Number: 1035003119  
 September 01, 2021 To September 30, 2021

## Performance Summary - Total Returns

	Market Value	1 Month	3 Months	1 Year	2 Years	3 Years	Since Inception 03/01/2010
TOTAL FUND	2,789,572	0.14-	0.15	0.17	0.41	2.15	1.29
Return On Indexes Gov Bench 2		0.27-	0.16	1.46-	1.47	2.82	1.58

### Return Comparison



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

### Portfolio Statement

Quantity	Description	Market Value	Cost Basis
<b>Cash &amp; Cash Equivalents</b>			
Cash Equivalents			
Unclassified			
126,399.530	09248U700 BLACKROCK BLF LIQUIDITY FEDFUND	126,399.53	126,399.53
	Total Unclassified	126,399.53	126,399.53
Total	Cash Equivalents	126,399.53	126,399.53
<b>Total</b>	<b>Cash &amp; Cash Equivalents</b>	<b>126,399.53</b>	<b>126,399.53</b>
<b>Fixed Income</b>			
Taxable			
34,722.220	3130AJRE1 FEDERAL HOME LOAN BANK DTD 6/24/2020 CALL .75% 06/24/2025-2020	34,653.82	34,722.22
100,000.000	3130AKMR4 FEDERAL HOME LOAN BANK DTD 01/15/21 CALL .33% 01/15/2025-2021	99,338.00	99,910.00
150,000.000	3130AL5X8 FEDERAL HOME LOAN DTD 2/24/2021 CALL .65% 02/24/2026-2021	148,702.50	150,000.00
150,000.000	3130ALEK6 FEDERAL HOME LOAN BANK DTD 02/26/21 CALL .78% 02/26/2026-2021	149,320.50	150,000.00
100,000.000	3130AMT85 FEDERAL HOME LOAN BANK DTD 6/28/2021 CALL .4% 06/28/2024-2021	99,848.00	100,000.00
100,000.000	3130ANCF5 FEDERAL HOME LOAN BANK DTD 8/12/2021 CALL 1% 05/12/2026-2021	99,952.00	100,000.00
100,000.000	3130ANJT8 FEDERAL HOME LOAN BANK DTD 8/26/2021 CALL .9% 08/26/2026-2021	99,815.00	99,925.00
150,000.000	3130ANND8 FEDERAL HOME LOAN BANK DTD 8/26/2021 CALL 1.05% 08/26/2026-2021	149,821.50	150,000.00
105,000.000	3133EEG79 FEDERAL FARM CREDIT BANK DTD 05/07/2015 2.15% 09/07/2023	108,715.95	108,740.22
100,000.000	3133EMAM4 FEDERAL FARM BANK DTD 09/21/2020 .25% 09/21/2023-2022	99,932.00	99,925.00





# Account Statement

Account Number: **1035003119**  
 September 01, 2021 To September 30, 2021

## Portfolio Statement ( Continued )

Quantity	Description	Market Value	Cost Basis
<b>Taxable</b>			
100,000.000	3133EMHE5 FEDERAL FARM CREDIT BANK DTD 11/30/2020 CALL .17% 11/30/2022-2021	99,945.00	99,978.00
100,000.000	3133EMU91 FEDERAL FARM CREDIT BANK DTD 7/21/21 CALL .74% 07/21/2025-2021	99,784.00	100,000.00
100,000.000	3134GWMY9 FREDDIE MAC DTD 08/19/2020 CALL .625% 08/19/2025-2021	99,214.00	100,000.00
100,000.000	3134GWVJ2 FREDDIE MAC DTD 9/30/2020 CALL .4% 09/30/2024-2021	99,711.00	100,000.00
100,000.000	3134GWVN3 FREDDIE MAC DTD 09/30/2020 CALL .6% 09/30/2025-2021	99,273.00	100,000.00
200,000.000	3135G06A6 FANNIE MAE DTD 10/20/2020 CALL .58% 10/20/2025-2021	198,038.00	200,000.00
100,000.000	3135G06M0 FANNIE MAE DTD 12/16/2020 CALL .5% 12/16/2024-2021	99,677.00	100,000.00
100,000.000	3135GA3W9 FANNIE MAE .6% 11/25/2025-2022	99,350.00	100,000.00
200,000.000	3136G46A6 FANNIE MAE DTD 10/27/2020 CALL .3% 10/27/2023-2021	199,856.00	200,000.00
100,000.000	3138L34N2 FANNIE MAE POOL FN AM3528 2.69% 10/01/2023	103,390.00	104,531.25
200,000.000	880591ER9 TENN VALLEY AUTHORITY DTD 09/29/14 2.875% 09/15/2024	213,614.00	206,712.00
Total	<b>Taxable</b>	2,501,951.27	2,504,443.69
<b>Total</b>	<b>Fixed Income</b>	2,501,951.27	2,504,443.69
<b>Miscellaneous</b>			
Corp Bond-sma			
Taxable Bonds			
150,000.000	24422ERT8 JOHN DEERE CAPITAL CORP DTD 06/26/12 2.8% 01/27/2023	154,983.00	158,469.00
	Total Taxable Bonds	154,983.00	158,469.00
Total	Corp Bond-sma	154,983.00	158,469.00

### Portfolio Statement ( Continued )

Quantity	Description	Market Value	Cost Basis
<b>Miscellaneous Sundry Assets</b>			
<b>Documents</b>			
1.000	DOC199647 INVESTMENT MANAGEMENT AGREEMENT CITY OF CANYON LAKE A/C# 1035003119	0.00	0.00
<b>Total Documents</b>		0.00	0.00
<b>Total</b>	<b>Miscellaneous Sundry Assets</b>	0.00	0.00
<b>Total</b>	<b>Miscellaneous</b>	154,983.00	158,469.00
<b>Grand Total Assets</b>		<b>2,783,333.80</b>	<b>2,789,312.22</b>

### Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
<b>Balances Beginning Of Period</b>	380.24-	2,787,067.55	2,793,812.56
Prior Accruals			8,761.87-
Unrealized Depreciation This Period			2,097.13-
Current Accruals			5,796.38
Asset Activity	100,000.00	100,000.00-	100,000.00
Cash Management	104,276.03-	104,276.03	104,276.03-
Fees	473.38-	0.00	473.38-
Income	5,129.65	2,031.36-	5,129.65
Realized Gain/loss			0.00
Non Cash Asset Changes			
<b>Balances End Of Period</b>	0.00	2,789,312.22	2,789,130.18

### Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
09/01/21		<b>Beginning Balance</b>		380.24-	2,787,067.55
<b>Income</b>					
<b>Interest</b>					
09/01/21		09248U700 BLACKROCK BLF LIQUIDITY FEDFUND 3133EEG79	INTEREST RCVD	6.76	
09/07/21		FEDERAL FARM CREDIT BANK DTD 05/07/2015 2.15% 09/07/2023 880591ER9	INTEREST RCVD	1,128.75	
09/15/21		TENN VALLEY AUTHORITY DTD 09/29/14 2.875% 09/15/2024 3133EMAM4	INTEREST RCVD	2,875.00	
09/21/21		FEDERAL FARM BANK DTD 09/21/2020 .25% 09/21/2023-2022 3138L34N2	INTEREST RCVD	125.00	
09/27/21		FANNIE MAE POOL FN AM3528 2.69% 10/01/2023	INTEREST RCVD	231.64	





# Account Statement

Account Number: **1035003119**  
September 01, 2021 To September 30, 2021

## Transaction Statement ( Continued )

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
09/30/21		3134GWVJ2 FREDDIE MAC DTD 9/30/2020 CALL .4% 09/30/2024-2021	INTEREST RCVD	200.00	
09/30/21		3134GWVN3 FREDDIE MAC DTD 09/30/2020 CALL .6% 09/30/2025-2021	INTEREST RCVD	300.00	
09/30/21		3130AN3L2 FEDERAL HOME LOAN BANK DTD 6/30/2021 CALL 1.05% 06/30/2026-2021	INTEREST RCVD	262.50	
<b>Total Interest</b>				<b>5,129.65</b>	<b>0.00</b>
<b>Total Income</b>				<b>5,129.65</b>	<b>0.00</b>
<b>Asset Activity</b>					
<b>Assets Sold</b>					
09/30/21	100,000.000-	3130AN3L2 FEDERAL HOME LOAN BANK DTD 6/30/2021 CALL 1.05% 06/30/2026-2021	REDEEMED	100,000.00	100,000.00-
<b>Total Assets Sold</b>				<b>100,000.00</b>	<b>100,000.00-</b>
<b>Total Asset Activity</b>				<b>100,000.00</b>	<b>100,000.00-</b>
<b>Fees</b>					
09/27/21		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 09/20/2021	DISBURSEMENT	473.38-	
<b>Total Fees</b>				<b>473.38-</b>	<b>0.00</b>
<b>Cash Management</b>					
09/30/21	104,276.030	09248U700 NET CASH MANAGEMENT	NET CASH MGMT	104,276.03-	104,276.03
<b>Total Cash Management</b>				<b>104,276.03-</b>	<b>104,276.03</b>
<b>Miscellaneous</b>					
09/07/21		3133EEG79 AMORTIZATION ON 105,000 UNITS FEDERAL FARM CREDIT BANK DTD 05/07/2015 2.15% 09/07/2023 TO ADJUST TAX LOT, AMORTIZATION = 938.48-	AMORTIZATION		938.48-
09/15/21		880591ER9 AMORTIZATION ON 200,000 UNITS TENN VALLEY AUTHORITY DTD 09/29/14 2.875% 09/15/2024 TO ADJUST TAX LOT, AMORTIZATION = 1,092.88-	AMORTIZATION		1,092.88-
<b>Total Miscellaneous</b>				<b>0.00</b>	<b>2,031.36-</b>
09/30/21		<b>Ending Balance</b>		<b>0.00</b>	<b>2,789,312.22</b>

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### 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.

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### 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](http://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.



## Investment Reports



City of Canyon Lake  
 Utility Taxed Summary by Service Period  
 FY 2021/2022

	July	August	September	October	November	December	January	February	March	April	May	June
<b>Electric</b>												
Calpine Energy Solutions	20.72	29.56										
Constellation New Energy, Inc												
Just Energy Solutions, Inc.												
Southern California Edison	49,873.57	59,324.19	59,324.14									
<b>Water</b>												
EWAWD	2,473.83	2,410.91										
EVAWD	27,032.02	29,175.24	26,344.32									
<b>Solid Waste</b>												
CS&S												
CS&S Tax Roll												
<b>Sewer</b>												
<b>Gas</b>												
The Gas Company	181.62	201.35										
Xcel Energy, LLC												
<b>Telecom</b>												
AT&T Corp.	0.27	0.64										
Assurance Wireless USA, LP	0.35	4.23										
CenturyLink Communications Company, LLC	0.64	0.64	0.58									
Compliance Solutions, Inc. - ACN Communication Services, LLC	2.58	2.58	2.58									
Compliance Solutions, Inc. - AccrisLine Comm. Corp.	11.86	9.37										
Compliance Solutions, Inc. - Best Buy Health, Inc.	32.15	38.25										
Compliance Solutions, Inc. - Boomerang Wireless LLC	0.01											
Compliance Solutions, Inc. - Clear Rate Communications, Inc.												
Compliance Solutions, Inc. - EBB Connect, LLC												
Compliance Solutions, Inc. - Encartele, Inc.												
Compliance Solutions, Inc. - Intermedia.net, Inc.	0.19	0.15										
Compliance Solutions, Inc. - International Telecom, LLC	12.83	12.94										
Compliance Solutions, Inc. - Nexiva, Inc.	0.82	0.28										
Compliance Solutions, Inc. - Matrix Telecom, Inc.		13.39										
Compliance Solutions, Inc. - Phone.com, Inc.												
Compliance Solutions, Inc. - Republic Wireless, Inc.												
Compliance Solutions, Inc. - Google North America dba Google Fi												
Compliance Solutions, Inc. - Google North America dba Google Fi												
Compliance Solutions, Inc. - Zoom Video Communications, Inc.	159.62	166.35										
Compliance Solutions, Inc. - Zoom Voice Communications, Inc.												
Consumer Cellular, Inc.	121.72	118.58	128.83									
Crocket Wireless LLC	4.64	4.56										
Flash Wireless, LLC c/o Avalara, Inc. (FKA Extra Services)												
Frontier California Inc. (FCC)	917.85	914.53										
Frontier Communications of America	136.89	134.95										
Fusion Communications LLC												
Gabb Wireless, Inc.	3.65	25.16	1.91									
Garmin Services, Inc. - Avalara, Inc.		3.75	3.88									
Granite Telecommunications LLC												
ITalk Global Communications												
Just Energy, Inc. Utility												
Level 3 Communications LLC	35.39	35.31	35.12									
Logmein USA, Inc.	0.20	0.20	0.20									
Los Angeles SMSA Limited Partnership	1,602.77	1,678.08										
MCI Communications Services, Inc.	1.72	0.11										
MCI Metro Access Transmission Services Corp												
Metro PCS California, LLC	18.35	13.55	14.11									
Mitel Cloud Services, Inc.		8.65										
Mitel Cloud Communications												
New Circular Wireless PCS LLC	1,235.05	1,146.11										
Nusq, LLC	1.94	1.91	1.91									
OnStar, Inc.		26.80										
OnStar LLC		0.79	0.79									
Open Communications, Inc.												
Pacific Bell Telephone Company - AT&T	4.68	4.72										
PNG Telecommunications Inc. c/o Avalara, Inc. (FKA Extra Services)												
Ready Wireless LLC												
Republic Wireless, Inc.												
Spectrum Mobile, LLC	36.21	36.54										
Sprint, Inc.	2.97	2.21										
SprintCom, Inc.												
Sprint Communications	273.91	259.41										
Sprint Spectrum LP												
Spectrum Mobile	13.16											
Spectrum West LLC	319.07	304.97	273.18									
State Office, Inc. - Avalara, Inc.	3.54	3.54	3.54									
Utopia Specific Corp.	76.28	75.81	75.96									
Utility Telecom Group, LLC												
Veeva Long Distance, LLC												
Vonage American c/o Avalara, Inc.	25.77	25.37	25.13									
Vonage Business Solutions, Inc. c/o Avalara, Inc.	38.33	39.66	40.47									
<b>Video Users</b>												
Frontier California Inc. (FCC)	1,594.18	1,531.11										
Verizon California, Inc.												
Time Warner Cable Info Services (CA) LLC	919.62	919.49										
Time Warner Cable Business LLC												
DirectTV LLC	682.68	631.65										
<b>Total</b>	\$ 87,860.49	\$ 99,341.21	\$ 86,276.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2022 City of Canyon Lake



**MINUTES  
SPECIAL MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Monday, September 13, 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 special 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](http://www.canyonlakeca.gov), the City's Facebook page, Time Warner/Spectrum Channel 29, or on FIOS/Frontier Channel 39.

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

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](mailto:asauseda@canyonlakeca.gov).

**OPEN SESSION 5:00 PM**

**CALL OPEN SESSION TO ORDER**

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

**FLAG SALUTE**

The Flag Salute was led by Tim Cook.

**INVOCATION**

Mayor Pro Tem Smith gave the invocation.

**ROLL CALL**

Present: Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo.

**APPROVAL OF THE CITY COUNCIL AGENDA**

**Motion and second by Mayor Pro Tem Smith/Councilmember Greene to approve the agenda.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

**DRAFT**

## **BUSINESS ITEMS**

- (1) Resolution - Adoption of Resolution No. 2021-46, Awarding a Contract to Arithane Foam Products Inc. for the Roof Rehabilitation Project Bid No. 2021-02

Presentation by Administration Services Manager Mike Borja.

There were no comments from the public.

**Motion and second by Councilmember Greene/Mayor Pro Tem Smith to adopt Resolution No. 2021-46.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

- (2) Resolutions – Agreements with the State of California, Department of Forestry and Fire Protection (Cal Fire)

- Adoption of Resolution No. 2021-47, Authorizing the City Manager to execute an Agreement with the State of California, Department of Forestry and Fire Protection (Cal Fire), to become a participant in the Firefighter Property (FFP) Program in accordance with Title 10 United States Code §2576b
- Resolution No. 2021-48, Authorizing the City Manager to execute an Agreement with the State of California, Department of Forestry and Fire Protection (Cal Fire), to become a participant in the Federal Excess Personal Property (FEPP) Program in accordance with the United States Service Cooperative Forestry Assistance Act (CFAA) of 1978

Presentation by Consultant/Interim Fire Chief Jeff La Tendresse.

There were no comments from the public.

**Motion and second by Mayor Pro Tem Smith/Councilmember Greene to adopt Resolution No. 2021-47 & Resolution No. 2021-48.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

- (3) Ordinance – Introduction and First Reading of Ordinance No. 215, Repealing Chapter 9.03 of the Canyon Lake Municipal Code and Adding Chapter 4.20 Regarding Commercial Cannabis Businesses

**DRAFT**



Presentation by City Manager Chris Mann, Adam Probolsky of Probolsky Research, Lieutenant James Rayls from the Riverside County Sheriff's Department, City Attorney Steven Graham, & David McPherson from HDL.

The following members of the public submitted comments electronically:

- Tracy McClelland
- William Van Vleet
- Leilani Hongola
- Christy Lester
- Eric Karsgor
- Dawn Haggerty
- Jenn Segaar
- Valerie Norris
- Brian Snedeker

The following members of the public spoke in person:

- Jim Randle
- Chris Poland
- Gary Bradford
- Rich Moline
- Jack Wamsley
- Anonymous
- Kim Cousins
- Marvin Wehster
- Madelyn Clinkaberry

Mayor Castillo called for a recess at 7:04 p.m.  
The meeting resumed at 7:12 p.m.

Public Comment resumed with the following members of the comment speaking in person:

- Sharon
- W.J. Lockman
- Jeff Bill
- Tim Cook

At the suggestion of Mayor Pro Tem Smith, Mayor Castillo called for a roll call vote to determine whether the Council should proceed with the topic.

City Clerk Sauseda advised the Council that she would call each of their names and they should respond with yes or no.

**DRAFT**

The following was the vote as to whether or not to proceed:

- Councilmember Dain - yes
- Councilmember Greene - yes
- Mayor Pro Tem Smith - no
- Councilmember Welty - no
- Mayor Castillo - yes

With a 3-2 vote, the Council voted to proceed with the review of Ordinance No. 215.

Discussion regarding amendment to the Ordinance ensued.

After lengthy discussion, the City Attorney was given direction to make amendments to the Ordinance.

Attorney Graham stated that the following amendments would be made:

- Section 4.20.250(a)(2) to increase the distance of sensitive uses from the adjacent to 50 ft. as measured from parcel to parcel in a direct line without regard for intervening structures and to add to the sensitive uses both religious facilities and public libraries
- Section 4.20.330(d) to require at least 2 security personnel be on duty during operating hours of the retail facility.

**Motion and second by Councilmembers Greene/Dain to approve the Introduction and First Reading of Ordinance No. 215 as amended.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

### **CITY MANAGER COMMENTS**

City Manager Mann announced that this would be the last meeting before the Brown Act would go back to the way it was prior to COVID-19.

### **ANNOUNCEMENTS**

Mayor Castillo announced that the next regular City Council meeting would be on Wednesday, October 6, 2021, at 5:00 p.m. for closed session and 6:30 p.m. for open session.

**ADJOURNMENT**

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

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Ana V. Sauseda, CMC  
City Clerk



**MINUTES  
REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Wednesday, October 6, 2021**

**Closed Session – 5:30 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 5:29 p.m.

**CITY COUNCIL ROLL CALL**

Present: Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith,  
Councilmember Welty, and Mayor Castillo

Absent:

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION**

- A. 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
  
- B. 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 5:29 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 6:30 p.m.

**DRAFT**

## **INVOCATION**

Invocation was led by Mayor Pro Tem Smith.

## **FLAG SALUTE**

Flag Salute was led by Councilmember Greene.

## **ROLL CALL**

Present: Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo

Absent:

## **CLOSED SESSION REPORT**

Attorney Steven Graham stated that the City Council voted 5-0 to add a 2<sup>nd</sup> case to Closed Session Agenda Item B and there was no reportable action.

## **APPROVAL OF THE CITY COUNCIL AGENDA**

City Manager Mann announced that there was an addition to the agenda. An urgency item adopting Resolution No. 2021-60, authorizing the City Manager to award a contract to the second lowest bidder for the roof rehabilitation project bid no. 2021-02. He recommended that the item be added as the first business item after the public hearings.

**Motion and second by Councilmember Greene/Mayor Pro Tem Smith to approve the agenda with the addition of the urgency item.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

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

- Citizen of the Month – Oleg Zabugorsky  
Mayor Castillo recognized Oleg Zabugorsky as the October Citizen of the Month and presented him with a Certificate of Recognition .

## **COMMUNITY REPORTS**

- Elsinore Valley Municipal Water District Update  
Vice President Darcy Burke gave an update on behalf of the Elsinore Valley Municipal Water District.
- Canyon Lake Property Owners Association Update from President Joe Kamashian  
President Joe Kamashian gave an update on behalf of the Canyon Lake Property Owners Association.

**DRAFT**

- Chamber of Commerce Update by President Jeanne O'Dell  
President O'Dell was unable to attend the meeting.

## **PUBLIC SAFETY UPDATE**

### ❖ Sheriff

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

### ❖ Fire

Captain Brent Carter gave an update on the statistics and answered questions from the Council.

### ❖ 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:

- Jack Wamsley

## **CONSENT CALENDAR**

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Resolution - Adoption of Resolution No. 2021-49 Approving Claims and Demands of the City
- (3) Minutes – Approval of City Council Minutes
  - September 1, 2021 – Regular City Council Meeting
- (4) Second Reading of Ordinance No. 210 – An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 6.02 to the Canyon Lake Municipal Code Regarding Organic Waste Disposal Reduction
- (5) Second Reading of Ordinance No. 211 – An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 14.40 Related to Obstruction of Right-of-Way and 14.50 Related to Solicitation
- (6) Second Reading of Ordinance No. 212 – An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 2.34 of the Canyon Lake Municipal Code to Create a Canyon Lake Fire Department
- (7) Second Reading of Ordinance No. 214 – An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 11.03 of the Canyon Lake Municipal Code Prohibiting Personal Fireworks

**DRAFT**

- (8) Second Reading of Ordinance No. 215 – An Ordinance of the City Council of the City of Canyon Lake, California, Repealing Chapter 9.03 of the Canyon Lake Municipal Code and Adding Chapter 4.20 Regarding Commercial Cannabis Businesses

Councilmember Greene had a question on Item 8. He requested that the City Attorney explain why there isn't 30 days between the first reading and the second reading.

Attorney Graham explained that the Government Code requires 5 days between first reading and second reading. The ordinance takes effect 30 days after the second reading.

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

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

#### **PULLED CONSENT CALENDAR ITEMS**

No items were pulled.

#### **PUBLIC HEARING**

- (9) Ordinance – Introduction and First Reading of Ordinance No. 216, An Ordinance of the City Council of the City of Canyon Lake, California, Approving an Amendment to the Canyon Lake Municipal Code, Title 9: Planning and Zoning, Section 9.25.030 (A) and (B) Related to Eliminating Window Signage Area Requirements

- Public Hearing Opened

Mayor Castillo opened the Public Hearing at 7:09 p.m.

- Staff Presentation

City Attorney Graham presented the item.

- Questions to Staff by City Council

There were no questions.

- Testimony by Proponents

There were none.

- Testimony by Opponents

There were none.

**DRAFT**



- Response by Proponents

There were none.

- Public Hearing Closed

Mayor Castillo closed the Public Hearing at 7:11 p.m.

- Discussion by City Council

No further discussion.

- Action by City Council

**Motion and second by Councilmember Greene/Mayor Pro Tem Smith to approve the Introduction and First Reading of Ordinance No. 216.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

- (10) Second Reading of Ordinance No. 213 – An Ordinance of the City Council of the City of Canyon Lake, California, Readopting the 2019 California Fire Code amending Chapter 8.12 of the Canyon Lake Municipal Code

- Public Hearing Opened

Mayor Castillo opened the Public Hearing at 7:12 p.m.

- Staff Presentation

Consultant/Interim Fire Chief presented the item.

- Questions to Staff by City Council

There were no questions.

- Testimony by Proponents

There were none.

- Testimony by Opponents

There were none.

- Response by Proponents

There were none.

- Public Hearing Closed

Mayor Castillo closed the Public Hearing at 7:14 p.m.

- Discussion by City Council

No further discussion.

- Action by City Council

**Motion and second by Mayor Pro Tem Smith/Councilmember Greene to approve the Second Reading of Ordinance No. 213.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

### **BUSINESS ITEM**

Urgency Item – Adoption of Resolution No. 2021-60, Authorizing the City Manager to Award a Contract to the Second Lowest Bidder for the Roof Rehabilitation Project BID No. 2021-02

Presentation by City Manager Mann.

There were no public comments.

**Motion and second by Mayor Pro Tem Smith/Councilmember Greene to adopt Resolution No. 2021-60.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

- (11) Resolution – Adoption of Resolution No. 2021-50, Authorizing Execution of an Agreement with the CPS HR Consulting to Provide Human Resources Services on an As-Needed Basis

Presentation by Finance Director Terry Shea.

There were no public comments.

**Motion and second by Councilmember Greene/Mayor Pro Tem Smith to adopt Resolution No. 2021-50.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

- (12) Resolution – Adoption of Resolution No. 2021-51, Authorizing Execution of an Agreement with CBIZ Human Capital Management (CBIZ) to Provide Payroll Services for the City

Presentation by Finance Director Terry Shea.

There were no public comments.

**Motion and second by Councilmember Greene/Mayor Pro Tem Smith to adopt Resolution No. 2021-51.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

- (13) Resolutions – Adoption of Resolutions to Join the Public Entity Risk Management Authority and Approve Pooling of Self-Insurance Through their Workers’ Compensation Program
- Adopt Resolution No. 2021-52, Authorizing and Approving Pooling of Self-Insurance Through the Workers’ Compensation Program of Public Entity Risk Management Authority
  - Adopt Resolution No. 2021-53, Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers’ Compensation Liabilities.
  - Adopt Resolution No. 2021-54, Providing Workers’ Compensation Coverage for Certain City Volunteers Pursuant to the Provisions of Section 3363.5 of the Labor Code
  - Adopt Resolution No. 2021-55, Approving Coverage of all Officers and Employees Under one Master Faithful Performance Bond

Presentation by Finance Director Terry Shea.

There following members of the public spoke:

- Jack Wamsley

**Motion and second by Councilmembers Greene/Dain to adopt Resolution No. 2021-52, Resolution No. 2021-53, Resolution No. 2021-54, Resolution No. 2021-55.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

- (14) Resolution – Adoption of Resolution No. 2021-56, Authorizing Execution of an Agreement with the Shuster Advisory Group, LLC (Shuster) for Plan Consulting, Investment Advisory and Investment Fiduciary Services to the Defined Contribution Retirement Plan

Presentation by Finance Director Terry Shea.

There were no public comments.

**Motion and second by Mayor Pro Tem Smith/Councilmember Greene to adopt Resolution No. 2021-56.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

- (15) Discussion & Possible Action – Authorizing an Application to California Bank & Trust for City Cash Back Credit Cards

Presentation by Finance Director Terry Shea.

There were no public comments.

**Motion and second by Mayor Pro Tem Smith/Councilmember Greene to approve Item 15.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

- (16) Discussion & Possible Action – American Rescue Plan Act Funding

Presentation by City Manager Mann & Barry Foster of HDL.

Councilmember Greene left the dais at 7:55 p.m. and returned at 7:57 p.m.

Mayor Pro Tem Smith left the dais at 8:01 p.m. and returned at 8:03 p.m.

There following members of the public spoke:

- Jack Wamsley

**Motion and second by Mayor Pro Tem Smith/Councilmember Greene to approve the proposed direction of Item 16.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

- (17) Resolutions – Adoption of Resolutions Establishing the Maximum Number of Cannabis Retailers, Application Fees, and Application Review Criteria
- Adopt Resolution No. 2021-57, Establishing the Maximum Number of Commercial Cannabis Retailers that May Operate in the City of Canyon Lake
  - Adopt Resolution No. 2021-58 Establishing Application and Other Related Fees for Commercial Cannabis Business Permits
  - Adopt Resolution No. 2021-59 Establishing Review Criteria for Commercial Cannabis Businesses

**DRAFT**

Presentation by City Attorney Graham.

There following members of the public spoke:

- Rich Moline

**Motion and second by Councilmembers Greene/Dain to adopt Resolution No. 2021-57, Resolution No. 2021-58, Resolution No. 2021-59.**

**Motion carried 5-0, with Councilmember Dain, Councilmember Greene, Mayor Pro Tem Smith, Councilmember Welty, and Mayor Castillo voting aye.**

(18) Fire Department Startup Update –

Presentation by Fire Consultant/Interim Fire Chief LaTendresse.

There were no public comments.

### **CITY MANAGER COMMENTS**

There were no comments.

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

- **COUNCILMEMBER DAIN**

Councilmember Dain expressed how proud she is to be a part of the Council and how impressed she was with all that the City was doing.

- **COUNCILMEMBER GREENE**

Councilmember Greene discussed the meeting he attended since the previous Council meeting. He also discussed the Canyon Lake Golf Tournament and stated that the City won the trophy again for the 2<sup>nd</sup> year in a row.

- **MAYOR PRO TEM SMITH**

Mayor Pro Tem Smith discussed attending the Annual League of California Cities Conference in Sacramento. He gave an update on property values in Canyon Lake and also gave updates from RCTC, RTA, & SCAG.

- **COUNCILMEMBER WELTY**

Councilmember Welty discussed the upcoming alum treatment and urged parents of teenagers to watch The Cannabis Question.

- **MAYOR CASTILLO**

Mayor Castillo expressed her appreciation to the residents of the community who continue to express interest in the City's new Fire Department. She discussed attending the Annual League of California Cities Conference in Sacramento. She discussed attending a discussion on cannabis and the dispensaries she has visited as part of her research. She discussed the first meeting of the Veterans Day Committee. She

**DRAFT**

announced the next Veterans Day Committee meeting would take place on October 18<sup>th</sup> at 5:00 p.m. in the Council Chamber.

**ANNOUNCEMENTS**

Mayor Castillo announced that the next City Council meeting would take place on Wednesday, November 3<sup>rd</sup> at 5:00 p.m. for closed session and 6:30 p.m. for open session.

**ADJOURNMENT**

Mayor Castillo adjourned the meeting at 8:59 p.m.

Respectfully submitted,

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Ana V. Sauseda, CMC  
City Clerk

## ORDINANCE NO. 216

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING AN AMENDMENT TO THE CANYON LAKE MUNICIPAL CODE, TITLE 9: PLANNING AND ZONING, SECTION 9.25.030 (A) AND (B) RELATED TO ELIMINATING WINDOW SIGNAGE AREA REQUIREMENTS**

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

**SECTION 1. Environmental Determination and Findings.** The proposed amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

**SECTION 2. Municipal Code Amendments.**

Title 9, Planning and Zoning; Section 18.25 of the Canyon Lake Municipal Code is hereby amended as provided below, which is incorporated herein by this reference as though set forth in full.

**9.25.030 Exempt signs.**

The following signs shall be exempt from the sign permit requirements and procedures of this Chapter:

(a) Window signs which are in keeping with the purpose and intent of this Chapter that are painted or similarly applied directly to the window with non-washable or washable material are permitted ~~so long as the total sign area does not exceed 25% of the total frontage glass area~~ with no restriction as to the amount of window area covered.

~~(b) Temporary holiday window signs/decorations so long as they do not exceed 25% of the total window area, and are removed within 20 days after the holiday.~~

**SECTION 3. Concluding Facts and Reasons.** Based on the substantial evidence presented to the City Council during the public hearing on the Ordinance, and the specific findings set forth in the Recitals, and Sections (a) and (b), above, the City Council hereby concludes that the proposed Amendment to the City of Canyon Lake Municipal Code is consistent with the goals, policies, plans, and exhibits of the General Plan. Staff has thoroughly reviewed the proposed Municipal Code Amendment and the conditions under which it will be implemented and determined the proposed Municipal Code provisions to be consistent with the applicable goals, policies, plans, and exhibits of the General Plan. Additionally the City Council finds that the proposed Amendment to the City of Canyon Lake Municipal Code would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

**SECTION 4. Severability.** If any section, sentence, clause or phrase of this Ordinance or the application thereof to any entity, person or circumstance is held for any reason to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby

declares that it would have adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**SECTION 5. Effective Date.** This Ordinance shall become effective thirty (30) days following its adoption.

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

**PASSED APPROVED AND ADOPTED** this 3rd day of November, 2021.

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Kasey Castillo, Mayor

ATTEST:

APPROVED AS TO FORM:

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Ana V. Sauseda, CMC  
City Clerk

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Steven Graham, City Attorney





## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**BY:** Terry Shea, Finance Director

**DATE:** November 3, 2021

**SUBJECT:** Adoption of Resolution No. 2021-62, Ratifying the Services Agreement with CBIZ Human Capital Management (CBIZ) to Provide Payroll Services for the City

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### Recommendation

That the City Council adopt Resolution No. 2021-62, ratifying the services agreement with CBIZ Human Capital Management (CBIZ) to provide payroll services for the City.

### Background

The City currently uses CBIZ payroll services for all our employees. The employees are paid semimonthly, which is twice a month. With the City Council approving the formation of the City's Municipal Fire Department which will begin operations on January 1, 2022, and the hiring of Fire Department personnel which are set to begin working in December of 2021, the City Staff reached out to several payroll companies for a proposal due to the increased number of employees and the additional costs associated with it.

City Staff contacted the following payroll service firms and solicited proposals for providing payroll services:

Paychex  
ADP – Payroll & HD  
Regional Government Services (RGS)  
CBIZ HR and Employee Benefit Support Services

### Discussion

On October 6, 2021, the City Council adopted Resolution No. 2021-51, authorizing and approving a services agreement with CBIZ for payroll services. The service agreement attached to Resolution No. 2021-51 as Exhibit A was a sample as the final service agreement had not been received from CBIZ at the time the agenda was published.

Upon review of the final service agreement received from CBIZ, staff noticed changes in the language to the ACH terms. There were no changes however to the dollar amounts approved by Council on October 6th. The final agreement is attached to Resolution No. 2021-62 as Exhibit A.

As the City Council meets once per month, there was an immediate need by the City Manager to execute the agreement before the November 3, 2021, City Council meeting in order to effectively begin the transition to the new payroll system. It is staff's recommendation that the City Council adopt the resolution ratifying the agreement between the City of Canyon Lake and CBIZ Human Capital Management.

**Fiscal Impact**

No fiscal impact with the ratifying of the Services Agreement, the fiscal impact was included with the Staff Report for the October 3, 2021, meeting and there are no changes.

**Attachments**

1. Resolution No. 2021-62

# **ATTACHMENT 1**



**RESOLUTION NO. 2021-62**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, RATIFYING THE SERVICES AGREEMENT WITH CBIZ HUMAN CAPITAL MANAGEMENT (CBIZ) TO PROVIDE PAYROLL SERVICES FOR THE CITY**

**WHEREAS** the City has evaluated the cost associated with employee payroll processing; and

**WHEREAS** in accordance with the City’s purchasing procedures, City staff solicited proposals and received four (4) proposals, CBIZ, ADP, Paychex and RGS; and

**WHEREAS** on October 6, 2021, the City Council adopted Resolution No. 2021-51, Authorizing Execution of an Agreement with CBIZ Human Capital Management (CBIZ) to Provide Payroll Services for the City; and

**WHEREAS** after the approval from the City Council on October 6, 2021, staff received the final version of the agreement and noticed changes to the ACH terms; and

**WHEREAS** the City Council only meets once per month and there was an immediate need by the City Manager to execute the agreement before the November 3, 2021, City Council Meeting in order to effectively begin the transition to the new payroll system.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE RESOLVES AND ORDERS AS FOLLOWS:**

**Section 1.** The service agreement with CBIZ Human Capital Management signed by the City Manager on October 18, 2021 is hereby ratified.

**Section 2.** The City Council hereby authorizes the City Manager, to sign and execute the service agreement with CBIZ.

**Section 3.** The signed agreement is hereby attached as Exhibit A.

**PASSED, APPROVED AND ADOPTED** this 3rd day of November, 2021.

\_\_\_\_\_  
Kasey Castillo, Mayor

ATTEST:

\_\_\_\_\_  
Ana V. Sauseda, CMC  
City Clerk



Exhibit A







## CBIZ SERVICES PROPOSAL



10/12/2021

City of Canyon Lake  
31516 Railroad Canyon Rd  
Canyon Lake, CA 92587-9400

Attention: Chris Mann  
*Note: CBIZ Proposal # Q-11858*

CBIZ Human Capital Management  
Proposal for Services created for:

City of Canyon Lake

The following Proposal details Services, Fees and Terms.



**Services**

Items	Billed Per	Per Fee	Base Fee/ Minimum	Count	Total	Annual Fees
Payroll Processing	Bi-Weekly	\$3.00	\$0.00	26	\$78.00	\$2,028.00
Payroll Processing	Semi-Monthly	\$3.00	\$50.00	14	\$50.00	\$1,200.00
Payroll Processing	Monthly	\$3.00	\$100.00	5	\$100.00	\$1,200.00
Time and Attendance Module	Monthly	\$4.50	\$0.00	45	\$202.50	\$2,430.00

**Additional Services**

Items	Billed Per	Per Fee	Base Fee/ Minimum	Count	Total	Annual Fees
Form W2/1099 Processing	Annual	\$6.95	\$65.00	45	\$377.75	\$377.75

**Implementation**

Items	Billed Per	Per Fee	Base Fee/ Minimum	Count	Total	Annual Fees
Payroll Module Setup	One Time	\$10.00	\$500.00	45	\$500.00	\$500.00
Time and Attendance Module Setup	One Time	\$7.50	\$500.00	45	\$500.00	\$500.00

**Miscellaneous Fees**

Items	Billed Per	Per Fee	Base Fee/ Minimum	Count	Total	Annual Fees
Applied for Tax ID	Per Occurrence	\$50.00	\$0.00			\$0.00
Payroll Delivery	Per Occurrence	\$21.00	\$0.00			\$0.00
Garnishments	Per Occurrence	\$1.00	\$0.00			\$0.00
Tax Filing Per State - 1 state included	Per Occurrence	\$7.50	\$0.00			\$0.00
Tax Filing Per Local	Per Occurrence	\$5.00	\$5.00			\$0.00

**Annual Amount: \$7,235.75**

**Setup Totals: \$1,000.00**



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We thank you for taking the time to consider our proposal. Please do not hesitate to call me if you have any questions or need any additional information.

Sincerely,

Christie Havens  
Phone: (760) 216-3459  
Email: chavens@cbiz.com



The parties agree that the Effective Date of the Agreement will be 1/14/2022.

The Terms of Agreement and all applicable documents are attached hereto. City of Canyon Lake ("Employer") and CBIZ Benefits & Insurance Services, Inc. ("CBIZ") have read the Proposal, Services Agreement and all related attachments (including but not limited to Billing Terms and Conditions, Scope of Services and License Terms) and agree to be bound by their terms.

**Employer**  
City of Canyon Lake  
By:

Title:  
Date:

**CBIZ Benefits & Insurance Services, Inc.**

By:

Title:  
Date:





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SERVICES AGREEMENT

Revised: 2/2021

This Agreement is made by and between City of Canyon Lake ("Employer") and CBIZ Benefits & Insurance Services, Inc. ("CBIZ"), who will provide for Employer one or more of the services more fully described herein and as indicated below.

WHEREAS, in accordance with the terms set forth below, CBIZ will perform the services described herein in accordance with the provisions of the Internal Revenue Code, as amended ("IRC") and the Public Health Services Act, as amended ("PHS"), without assuming any responsibility as a plan administrator or plan sponsor under the Plan, and without assuming any responsibility for continuation or extension of coverage laws unless specifically agreed to elsewhere in this Agreement.

The Terms of Agreement and all applicable scopes of services are attached hereto. Employer and CBIZ have read the Terms of Agreement and all attachments and agree to be bound by their terms.

TERMS OF AGREEMENT

I. Services Provided.

- CBIZ will perform the services selected by Employer and pursuant to the Scope of Services attached hereto and made a part hereof. Employer agrees to be responsible for the items outlined on the Scope of Services attached that are selected by Employer. Employer agrees to pay CBIZ the fees for the services performed hereunder as outlined on the Billing Terms and Conditions and defined in the Services Proposal, each attached hereto and made a part of the Agreement. CBIZ reserves the right to modify the fees for the future services by notifying Employer in writing at least thirty (30) days prior to the effective date of any such fee modification.

2. Relationship of the Parties.

- It is understood and agreed that this Agreement does not create any employer/employee, partner or joint venture relationship between the parties. The parties agree that the relationship between CBIZ and Employer shall be that of independent contractors. As an independent contractor, CBIZ shall have the right to determine the means and methods to be used in accomplishing and providing the services to be rendered hereunder, including but not limited to outsourcing one or more services contemplated herein. Each party shall be responsible for all expenses involved in the execution of any services to be performed hereunder and shall also be responsible for all federal, state and local taxes that may be required to be paid by either party. The parties shall not have any express or implied rights or authority to assume or create any obligation or responsibility on behalf of or in the name of the other, except as may otherwise be set forth in this Agreement.
- From time to time in the course of providing the services hereunder, CBIZ has and will continue to provide Employer with independent industry data and information for Employer and its management to materially utilize in making decisions related to Employer's payroll and related services. Employer will be responsible for management decisions and functions, and for designating an individual who possesses suitable skill, knowledge, and/or experience, preferably within senior management, to oversee any services CBIZ may provide. Employer is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services, provided, however, the aforesaid shall in no way waive, release, obviate or mitigate the obligations, covenants, responsibilities and liabilities of CBIZ under this Agreement.

3. Employer Provided Information.

- Employer acknowledges the importance of providing complete and accurate information to CBIZ prior to the effective date of any and all services provided hereunder. CBIZ, from time to time, will request certain information from the Employer, which is necessary to enable CBIZ to adequately perform its duties hereunder. The Employer shall, within thirty (30) days of the receipt of such request, or within such other time as may be outlined on the applicable service description, furnish CBIZ with all information requested in writing or in such electronic media as is acceptable to the parties and such information shall be true and correct to the best of the Employer's knowledge and belief. CBIZ may rely on any such information furnished by authorized individual(s) of the Employer and shall have no responsibility to inquire into its correctness or accuracy. CBIZ, its officers, employees and agents shall not be liable for any damages, taxes, interest, penalties or fines incurred by Employer if all the requested information is not furnished within the time period set forth in this paragraph. CBIZ shall incur no liability for reliance on the information provided. If the information supplied proves to be incorrect, the Employer will, if applicable, pay CBIZ based upon then current hourly rates for the costs of all work to correct such information. The Employer shall use reasonable efforts to retain duplicate copies of information or material sent to CBIZ and for taking other precautions as it deems necessary in case such information or materials are lost or destroyed, regardless of cause, or in case information reprocessing is needed for any reason.

4. Transfer of Information.

- Both parties agree that any confidential data or information, as defined below in Section 9, that is provided electronically or by any other means to the other party or a designated third party shall be protected in such a manner as to prevent theft or loss of the data. The sending party will have no liability to the receiving party if upon receipt of the data the receiving party provides the data to a third party and that third party takes any action that could result in the loss or theft of the data.

5. Plan Administration and Fiduciary Responsibilities.

- Employer sponsors a group employee benefits plan (the "Plan"). For services related to the Plan, Employer is the Plan's fiduciary, whether named or otherwise, and plan administrator, not CBIZ. Nothing contained in this Agreement shall be deemed to make CBIZ a fiduciary to the Plan. The Employer is solely responsible for all administrative duties incidental to the maintenance of the aforementioned Plan, including general compliance with the IRC, PHS, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99-272 ("COBRA") or any other federal, state or local laws or regulations that may have bearing on this Plan.
- CBIZ, its officers, employees and agents are not Plan fiduciaries and shall not perform any functions which might, in the opinion of CBIZ, result in the classification of CBIZ, or any of its officers, employees or agents as a "fiduciary". The Employer acknowledges that CBIZ has no discretionary authority, control or responsibility over the Plan or over the administration of Plan assets. CBIZ will execute





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requested transactions involving the Plan only after receiving the appropriate authority from the Employer, named representative(s) or other properly identified fiduciary (ies).

**6. Limitation of Liability.**

- CBIZ's services under this Agreement shall be limited to the services outlined on each service description attached hereto. Neither CBIZ, nor its officers, employees and agents shall have any liability whatsoever for the payment of any damages, interest, taxes, fines or penalties which arise out of or are in connection with any acts or omissions of a Plan trustee, sponsor, fiduciary, administrator or party-in-interest to the Plan.
- CBIZ's liability regarding processing and recordkeeping errors shall be limited only to substantiated and proven direct damages and the correction of such errors that are reported to CBIZ within sixty (60) days of receipt of said erroneous reports, records or information by the Employer. CBIZ shall not be liable for indirect, special or consequential damages arising out of any breach of this Agreement.
- CBIZ, its officers, employees and agents will not furnish any legal, tax, or accounting advice for which its officers, employees or agents are not licensed to furnish, but will direct such questions either directly to, or through the Employer. The Employer bears responsibility to direct such questions to its legal counsel and accountant.

**7. Prior Acts or Omissions.**

- CBIZ shall not be liable for any acts or omissions with respect to the services provided hereunder which were committed before the effective date of this Agreement by another third party provider. CBIZ shall also not be liable for any acts or omissions with respect to the services provided hereunder for the Plan which occur after this Agreement's termination, except for acts or omissions in connection with the transfer of records upon termination of this Agreement as provided in Section 13 of this Agreement.

**8. Indemnification.**

- Subject to the limitations stated in Section 6 above and notwithstanding any other provision to the contrary, each party to this Agreement (the "Indemnifying Party") agrees to indemnify and hold harmless the other party (the "Indemnified Party") and its officers, directors, employees, agents and affiliates from and against any and all loss, liabilities, demands, claims, actions and expenses (including, without limitation, any attorneys' fees and taxes) arising out of, or in connection with, any breach of the Indemnifying Party's responsibilities under this Agreement which are found to constitute gross negligence or willful misconduct. The provisions of this Section shall survive termination of this Agreement for a period not to exceed three (3) years from the date of termination of this Agreement, and shall be binding on the parties' successors and assigns.

**9. Confidentiality.**

- CBIZ agrees not to disclose or use during or subsequent to termination of this Agreement, any confidential information relating to Employer's business unless such use is required in the performance of this Agreement. The parties agree and understand that confidential information is any information that is treated as confidential by either party and/or has not been made generally available to the public. Such information shall include, but not be limited to, employee information, client and customer lists, data, records, computer programs, manuals, processes and methods that each party may have become privileged to during the course of this Agreement. The parties acknowledge that Employer may disclose confidential and important Protected Health Information ("PHI") to CBIZ as defined under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). If applicable, execution of this Agreement indicates each party's acceptance to the terms of the Business Associate Agreement, attached hereto and made a part hereof. All records and other materials related in any way to each party's business shall be and remain the respective party's property during and after the termination of this Agreement. The parties further agree and acknowledge that they will disclose the confidential information only to those directors, officers or employees that have an absolute need to know for the purposes of the Agreement. The provisions of this Section 9 shall survive the termination of this Agreement.

**10. Authorized to Disclose Employer Information.**

- Employer authorizes CBIZ to share Employer information with other CBIZ affiliated companies for the limited purpose of proposing other services for Employer by a CBIZ affiliated company. Employer further authorizes CBIZ to provide Employer information to approved third party vendors who are providing services for Employer. Employer's execution of this Agreement authorizes CBIZ to transfer information only to those third parties required for the services provided hereunder as selected by Employer. Transfer of information to any additional third parties unrelated to CBIZ will require Employer's written authorization. Employer agrees to indemnify and hold harmless CBIZ, its officers, directors, employees and agents against any loss, liabilities, demands, claims, actions and expenses arising out of or in connection with CBIZ providing information to any third party as authorized by Employer and provided for in this Section and Section 4 above.

**11. Ownership of CBIZ Intellectual Property.**

- CBIZ shall retain all rights, title to and interest in any and all intellectual property developed in connection with the provision of services and relationship contemplated by this Agreement. For purposes of this Agreement, intellectual property shall include, but not be limited to, computer software, source code and written processes and procedures.

**12. Non-Solicitation of Employees.**

- Employer agrees that it will not solicit, directly or indirectly, any employee of CBIZ with whom it has direct contact or who provides services for Employer regarding this Agreement during the term of this Agreement and for a period of twelve (12) months after termination of this Agreement. In the event of a breach of this provision, in addition to any other right CBIZ may have in law or in equity, Employer shall make a one-time payment to CBIZ equal to one hundred percent (100%) of the employee's annual salary for the most recent year. Notwithstanding the foregoing, this provision shall not apply to any individual who responds to a general advertisement or solicitation that is not directly targeted at such individual.



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13. Term and Termination.

- This Agreement is effective for each service selected as of the date written on the attached Proposal. The Agreement will remain in effect for the services outlined herein unless terminated at any time by either party with written notice thirty (30) days prior to the first of any month. Notwithstanding anything stated herein to the contrary, either party may terminate this Agreement at any time upon an event of default by the other party. Each party shall be given prompt notice of such breach or default by the other party and shall have thirty (30) days from the date of receipt of such notice to remedy and cure such default or breach. Notwithstanding the foregoing, in the event an account is in default, Employer agrees to immediately wire-transfer the funds directly to CBIZ. Failure to do so may result in the suspension of the services and applicable hardware until full payment is received. In the event of an insufficient funds occurrence, CBIZ has the ability to charge a fee, per the then current fee schedule, based on the total outstanding balance due. If, after such thirty (30) day cure period, the default or breach has not been remedied or cured, the Agreement will terminate as it relates to that service. Set-up fees agreed upon will be drafted in the event of a "no start". Termination of any one service selected does not terminate this Agreement for all selected services. Upon termination, CBIZ shall have a reasonable amount of time to transfer account records information as agreed to by the parties. CBIZ shall be entitled to receive all of the fees due through the termination date of the Agreement plus reasonable costs, if any, related to termination, including without limitation costs of generating termination related reports and accounting. Upon the completion of a final audit of Employer's payroll account, any funds still due and owing to CBIZ for payroll expenses, taxes, direct deposits or service fees will be immediately due and owing to CBIZ by Employer. CBIZ shall have no responsibility to release any records, plan data, electronic files or other information to the Employer until payment of Trust funds are made in full and CBIZ has received payment in full for any undisputed fees and expenses due and owing to CBIZ pursuant to this Section and Section 1 above for services provided prior to the termination date of this Agreement.

14. Successor and Assigns.

- This Agreement and all attached services descriptions shall inure to the benefit of and be binding upon the parties hereto, their successors and assigns. However, this Agreement shall not be assigned to any other party without the other party's written consent. Notwithstanding the foregoing, CBIZ may assign this Agreement to a parent, subsidiary or affiliate, or to an entity acquiring substantially all of the assets of CBIZ or any division, without the consent of Employer.

15. Governing Law.

- This Agreement shall be governed by and construed under the laws of the State of Ohio, without regards to principles of conflicts of laws. Both parties to this Agreement hereby irrevocably submit to the jurisdiction of the courts of the state of Ohio (state or federal), with venue in Cuyahoga County, over any dispute arising out of this Agreement and agree that all claims in respect of such dispute shall be determined in such court.

16. Customer Calls.

- From time to time and in compliance with federal and state laws, CBIZ may monitor and/or record calls which are made to and from the customer service line for quality assurance and training purposes, and/or to ensure that CBIZ services fully comply with the terms of the Agreement.

17. Entire Agreement and Amendment.

- This Agreement and all attached service description(s) contain the entire understanding between the parties with respect to the subject matter herein and supersedes any prior or contemporaneous written or oral agreement between them related to the subject matter hereof. There are no representations, agreements, arrangements or understandings, oral or written, between the parties relating to the subject matter of this Agreement, which are not fully expressed herein. The terms and provisions of this Agreement and the attached service descriptions may be modified or amended only by written agreement executed by the parties hereto.

[Remainder of page intentionally blank]





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Centrally HR Scope of Services

Subject to the terms and conditions of the Agreement, CBIZ hereby grants Employer during the Term a limited, revocable, non-exclusive, non-transferable, non-assignable license to use for internal business purposes only: a) the Centrally HR application(s) and related services, including applicable Services description documentation and training materials (the "Documentation"); and, b) any embedded third party software, libraries, or other components, which collectively comprise the Services. The Services contain proprietary trade secret technology of Kronos, Inc. and CBIZ. Unauthorized use and/or copying of such Services are prohibited by law, including United States and foreign copyright law. Employer agrees to comply with the License Terms attached hereto and made a part of the Agreement, and required to use the Services. Employer may use the software included in the Services in object code form only, and shall not reverse compile, disassemble or otherwise convert such software into uncompiled or unassembled code. Employer acknowledges and agrees that the license to use the Services is limited based upon authorized usage and the amount of the monthly service fees to be paid by Employer. Employer agrees to use only the modules and/or features described on the executed proposal. Employer agrees not to use any other modules or features unless Employer has licensed such additional modules or features. Employer may not relicense or sublicense the Services, or otherwise permit use of the Services (including timesharing or networking use) by any third party. Employer may not provide service bureau or other data processing services that make use of the Services without the express prior written consent of CBIZ. No license, right, or interest in any Kronos or CBIZ trademark, trade name, or service mark, or those of Kronos' or CBIZ's third party suppliers ("Suppliers"), is granted hereunder. Software is provided "as-is" without any warranty whatsoever. CBIZ makes no warranty that the software will be error free or free from interruption or failure, or that it is compatible with any particular hardware or software.

Payroll Administration

- Provide payroll processing services, which include, but are not limited, calculating, processing and distributing employee paychecks.
• Provide various paycheck payment methods, such as paper check, direct deposit and/or payroll debit card.
• Payroll management reporting capabilities.
• Year-end processing and reporting of W-2 and 1099 information.
• Employer and employee secure online management capabilities.
• Employee Portal – single access to payroll information, timekeeping, and HR functions.
• Provide Full Payroll Tax Filing Service, which includes:
- Calculation of all federal, state, and local tax withholding and unemployment liabilities.
- Preparation of all applicable federal, state, and local tax returns and forms.
• Depositing of all applicable federal, state, and local tax monies as required.
• Provide Child Support Processing services, which include:
- Payments to child support agencies that are collected through payroll deduction.
- Reports available in the system listing processed child support information and agency payment details.
• Provide Garnishment / Third Party Payment services, which include:
- Payments to courts, collection agencies or other third parties that are collected through payroll deduction.
- Reports available in the system listing processed garnishment and third party payments and payment details.
• Provide, upon request as noted on the Services Proposal, any additional ancillary payroll related services.

Time and Labor Management Module

- Timekeeping includes time and attendance, accrual management and basic scheduling.
• Provide software services for the purposes of electronic time and attendance record keeping.
• Provide Employer, supervisors and employees secure online access to the management capabilities of time and attendance record keeping.
• A minimum fee will apply for the TLM monthly participant services fee. If applicable at the time of quoting, the minimum will appear on the Services Proposal.
• Physical clocks have a limited 1-year warranty.
• Employer agrees to the terms outlined in the Time Clock Rental Agreement, attached hereto and made a part of the Agreement.(if applicable).

Human Resources Module

- Provide Employer, supervisors and employees secure online access to a human resources management module that provides various HR functions as needed by Employer.
• Employer recognizes that the HR management system contains confidential information and shall use reasonable care to prevent unauthorized disclosure, use, reproduction or distribution of the information except as may be authorized in writing by CBIZ.
• The HR module includes:
- Onboarding & Offboarding
- Position Management
- Compliance & Reporting
- Asset Management
- Learning Management
- Incident Tracking
- Workflows & Notifications
- Benefits Administration & Enrollment

CBIZ ACA Module





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- The purpose of the ACA Module is to provide tools, training, and support to assist the Employer in complying with the Employer Shared Responsibility Provisions of the Affordable Care Act. This includes classifying and tracking of employees for ACA requirements, assistance with researching notices, and providing 1094-C and 1095-C forms at year end.
- CBIZ ACA Module includes:
  - Initial setup of Employer general ACA information, lowest cost insurance plan, employee ACA status and insurance enrollment
  - Reports and software provided for the Employer to review for accuracy of the initial information loaded.
  - Training on ongoing maintenance of employee status and insurance information
  - Training of tools to track hours during the initial and ongoing measurement periods for employees
- Deliverables:
  - Population of Forms 1094-C and 1095-C.
  - 1095-C forms mailed to employees.
  - Electronic copies of 1095-C forms provided to Employer.
  - Electronic transmittal of the 1094-C form with the accompanying 1095-C forms to the IRS.
- The ACA Services package should not be construed as Legal, Financial, Tax or other professional advice. Employer should always consult with a legal and trusted advisor when making decisions regarding ACA compliance and reporting.
- CBIZ is not liable for any taxes, penalties or related fees associated with employer shared responsibility obligations.
- The services outlined herein are subject to change based on any modifications that may be made to the applicable government regulations.

### Employer Responsibilities

- Verify and furnish accurate employee information and payroll data to CBIZ.
- Notify CBIZ of any changes to company contacts, demographics, shipping, bank account information, etc., at least three (3) days prior to processing payroll.
- Transmit payroll information data by 2:00 PM EST at least two (2) business days prior to applicable check date. Failure to process in the established timelines may result in late processing fees.
- Forward all federal, state and local payroll tax agency communications to CBIZ immediately upon receipt from the agency.
- Provide current and accurate employee and employer federal, state and local payroll tax information upon establishment of new accounts or change to existing accounts.
  - CBIZ will not take responsibility for incorrect tax calculations, deposits or filings due to incorrect information supplied to CBIZ by Employer.
  - When tax accounts are established with CBIZ or when a new tax account is created at a later date, CBIZ will assess an "applied for" fee per account per month until Employer furnishes proper documentation with the newly created account number. All new accounts will be granted a thirty (30) day grace period from the initial communication date to CBIZ during which no fees will be assessed in order to provide Employer sufficient time to acquire and furnish proper documentation.
- Input and/or verify all information regarding employee child support obligations.
  - Employer has full responsibility for the accuracy of the payroll deduction data sent via EFT by CBIZ to the child support agencies.
  - Employer has full responsibility to manage the funds, including overpayments, adjustments and refunds.
  - CBIZ will have no responsibility to attempt to reclaim funds or alter child support payments in any way.
- Input and/or verify all information regarding employee garnishment/third party payment obligations.
  - Employer has full responsibility for the accuracy of the garnishment/third party payment data sent via check by CBIZ to the court, collection agency, or other third party
  - Employer has full responsibility to manage the funds, including overpayments, adjustments and refunds.
  - CBIZ will have no responsibility to attempt to reclaim funds or alter payments in any way.
- Payroll processing fees and fiduciary funds will be debited directly from Employer's designated bank account based on the schedule below, or as otherwise agreed on by the parties:
  - Processing fees will be drafted one (1) business day prior to related check date.
  - Tax liabilities (if applicable) will be drafted one (1) business day prior to check date.
  - Direct deposit funds (if applicable) will be drafted two (2) business days prior to related check date.
  - Payroll tax funds will be drafted one (1) business day prior to related check date.
  - If using CBIZ Trust Paycheck service, then paycheck funds will be drafted two (2) business days prior to related check date.
- In the event an account is in default, Employer agrees to immediately wire-transfer funds directly to CBIZ. Failure to do so may result in the non-funding of employee direct deposits or the nonpayment of pending tax liabilities to the appropriate agencies or any other agency payments. CBIZ will not accept responsibility for penalties or interest associated with the nonpayment of tax liabilities related to an account being in default.
- In the event of an ACH draft return occurrence, CBIZ has the ability to charge a fee, per the then current fee schedule, based on the total outstanding balance due.
- Employer is solely responsible for the integrity of the data provided for the CBIZ initial upload of the employer and employee ACA information. The reporting will only be as good as the data provided.
- Employer is solely responsible for providing CBIZ changes in ACA or insurance plan information.
- Employer is solely responsible for the ongoing maintenance of employee ACA status and insurance census information.
- Employer is solely responsible to review and understand the applicable laws and apply them to the Employer's company to remain in compliance with the legislation and enable correct reporting. Without limiting the foregoing, this specifically includes proper application of regulations regarding variable hour employees, rehires, breaks in service, and affordability safe harbors. While CBIZ will prepare the 1094-C and 1095-C required employer and employee forms, it will be Employer's responsibility to check for accuracy and completeness, and approve the forms for distribution to the employees. CBIZ will file the forms with the IRS.





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- Employer assumes all risks and responsibilities for selection of the software to achieve the intended results, and for the installation of, use of, and results obtained from the software.
- Employer assumes the entire cost of any damage resulting from its use of the software and the information contained in or compiled by the software, and the interaction (or failure to interact properly) with any other hardware or software.
- Employer will purchase any time clock(s) desired for the services.

#### **Fees**

Employer agrees to the fees outlined in the Proposal presented to Employer by CBIZ and will acknowledge its agreement to payment of said fees by executing the document provided to Employer for signature. There will be no pro rate refund of any fees in the event the Agreement is terminated prior to the end of any term. There will be no refund of fees should the Employer Shared Responsibility Provisions of the ACA be revoked or modified such that these services are no longer required. Any open balance on hardware purchases will become immediately due and payable upon termination and the remaining balance will be automatically debited. All fees will be paid as outlined in the Terms of Agreement.

#### **Implementation**

CBIZ will configure the Services utilizing scheduled remote resources. Software module configuration will be based on information and work flows obtained from Employer during the discovery portion of the implementation. Employer shall provide CBIZ with necessary configuration-related information in a timely manner to ensure that mutually agreed implementation schedules are met.



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**BILLING TERMS AND CONDITIONS**

Revised: 2/2021

**Timing of Invoice**

- Invoices are generated with each payroll processing. All items described below are billed per payroll processing, monthly or annually. Each of those frequencies will bill according to the definitions and terms listed below and be placed on an invoice with the next payroll. Monthly items will be billed on the first payroll occurring on or after the 5th of the following month. In some situations annual items may be aligned with an anniversary date or other date, otherwise annual items will be billed on the first pay date in January. For annual items where the pay date falls within the first 5 days of the month, the item will be billed on the next payroll processing invoice. Instances where one time fees are applied may be billed outside of a normal payroll processing invoice. Those situations will either be outlined below or reviewed with you by a CBIZ associate.
- Once a module has been configured and activated, that module will be billed on the next appropriate invoice. Activation of a module includes configuration and testing, but does not require usage.
- Setup fees for each module will be billed once the module has been activated. Carrier file setup charges are billed once the first successful file is sent to the carrier. This will not necessarily be the same date for each carrier.
- All hardware purchases are subject to sales or use tax. Hardware orders are billed upon the order being initiated. Hardware orders will be reviewed by both client and CBIZ prior to final order being submitted, upon which time an invoice shall be generated.
- All invoices are drafted via ACH debit on the day prior to the pay date or date of invoice for non-pay date invoices.

**Definition of Terms**

- "In Payroll" is a term used often in billing and is a field in the system that determines the status of an employee. This is a required field available to all admin users within the system.
- "Employees" as used below includes all accounts, whether W2, 1099 or other individuals set up in the system.
- Payroll Module: This module is billed per employee per processing and counts the number of finalized pay statements. One state is included for tax filing and payment purposes. Any additional state active for tax filing will incur an additional monthly fee. Garnishments and Child Support payments are billed per vendor payment made, either via ACH or a check, at a frequency of each pay period. If a package is shipped, a delivery fee will be billed, otherwise, there is no charge for receiving electronic packages. The "applied for" tax fee is charged monthly for any taxing agency that CBIZ has not received a valid account number (EIN) for by the last day of the previous month.
- Talent Acquisition Module: The Talent Acquisition Module is based on the number of active employees during the previous month. An active employee is defined as an employee that has either logged into the system at least once or has a status equal to "In Payroll". Recruiting is billed for each open job in the previous month. If a job is open at any point during the month, this will be included in the invoice. The premium job board service is billed for any posting of a job or renewal posting in the previous month. This feature is optional per job, and only billed for those jobs that are posted using this feature.
- HR Module: The HR module is based on the number of active employees during the previous month. An active employee is defined as an employee that has either logged in to the system at least once or has a status equal to "In Payroll". The compensation, performance management, and succession planning modules, if purchased, are each billed as described herein.
- Time and Attendance Module: Time and Attendance is based on the number of active employees during the previous month. An active employee for time and attendance shall be an employee that a) has logged into the system at least once; or b) has time in a time card record; or c) has had activity or a change to an accrual balance; or d) is included in Payroll Prep. All hardware will be billed upon the shipment of each unit.
- Leave of Absence Module: Leave management is billed based on the number of employees that have a leave of absence profile assigned at any point during the previous month.
- Advanced Scheduler Module: The advanced scheduler module is billed based on the number of employees with a scheduled shift assignment (aka Planner) at any point during the previous month.
- Carrier Files: Carrier files are billed based on the number of active employees during the previous month. An active employee is defined as an employee that has either logged into the system at least once or has a status equal to "In Payroll". In addition, new plans within the same carrier may result in additional carrier setup fees if the carrier requires additional mapping and structural changes to the existing file. This will be determined by the carrier and CBIZ will communicate any fees that may exist. A change in carriers will result in a new carrier file setup fee.
- ACA: The ACA module is based on all non-terminated employees.

\*Note. Many items may be included in a package. The above items pertain to non-packaged purchases. For packaged items such as Payroll, HR or Time and Attendance, the above terms of counting for those 3 would apply to the entire package.

\*\*Note: In some cases there are monthly minimum amounts that are required.





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#### LICENSE TERMS

Employer agrees to comply, in all material respects, with the following terms and conditions for use of the Software:

- to operate and process the Software and use the Service for its own internal business purposes only, without the right to further sublicense;
- not to decompile, disassemble or reverse engineer the Software;
- that the license to use the Software and the Service is limited based upon authorized Usage;
- not permit use of the Software or the Service (including timesharing or networking use) by any third party (other than Employer itself);
- not remove the Equipment from the place of original installation without CBIZ's prior written consent nor sell or encumber the Equipment;
- to grant permission to combine Employer's business data with that of other customers in a manner that does not identify the Employer or any individual in order to evaluate and improve the services offered to customers;
- that the sublicense agreement inures to the benefit of the licensors of software and other applications, and that such licensors may directly enforce the terms of the sublicense agreement in order to protect their interests in the Software and the Service.
- to take all reasonable steps to ensure that no unauthorized persons have access to the Service, and to ensure that no persons authorized to have such access shall take any action that would be in violation of this Agreement;
- to ensure that the Employer has the right to publish and disclose the data and other content Employer includes in the Service, and that the Content will not (i) infringe or violate any third-party right, including (but not limited to) intellectual property, privacy, or publicity rights; (ii) be abusive, profane, or offensive to a reasonable person; or (iii) be hateful or threatening;
- that Employer shall not (i) use, or allow the use of, the Service or the Content in contravention of any federal, state, local, foreign or other applicable law, or rules or regulations of regulatory or administrative organizations; (ii) introduce into the Service any virus or other code or routine intended to disrupt or damage the Service, or alter, damage, delete, retrieve, or record information about the Service or its users; (iii) excessively overload the systems used to provide the Service; (iv) perform any security integrity review, penetration test, load test, denial of service simulation or vulnerability scan (including without limitation the use any tool designed to automatically emulate the actions of a human user in connection with such testing); or (v) otherwise act in a fraudulent, malicious or negligent manner when using the Service;
- to comply with the minimum security requirements for using the Service as reasonably determined by CBIZ;
- that when using and applying the information generated by the Services, Employer is responsible for ensuring that Employer complies with the applicable requirements of federal and state law;
- that if Employer is using any payroll service hereunder: (i) Employer is solely responsible for the content and accuracy of all reports and documents prepared in whole or in part by using such Service, (ii) using such Service does not release Employer of any professional obligation concerning the preparation and review of such reports and documents, (iii) Employer does not rely upon the Service provider or its third party licensor(s) for any advice or guidance regarding compliance with federal and state laws or the appropriate tax treatment of items reflected on such reports or documents, and (iv) Employer will review any calculations made by using such Service to satisfy itself that those calculations are correct.
- that Employer will acknowledge and agree that no person nor entity not a party to this Agreement will be a third party beneficiary of any provision of this Agreement and, by way of further clarification, none of its employees or other personnel is an intended beneficiary with respect to the payroll or other services provided in connection with the Service or Software; and
- that use of the Service includes the ability to enter into agreements and/or to make transactions electronically. Employer acknowledges that when it indicates acceptance of an agreement and/or transaction electronically, that acceptance will constitute its legal agreement and intent to be bound by and to pay for such agreements and transactions. This acknowledgement that Employer intends to be bound by such electronic acceptance applies to all agreements and transactions Employer enters into through the service, such as orders, contracts, statements of work, and notices of cancellation.
- Employer hereby acknowledges that the software may not be or become available due to any number of factors including without limitation: periodic system maintenance both scheduled and unscheduled, acts of God, technical failure of the software, telecommunications infrastructure, or delay or disruption attributable to viruses, denial of service attacks, increased or fluctuating demand, and actions and omissions of third parties.





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ACH SERVICE AGREEMENT

Revised: 2/2021

This ACH Agreement ("Agreement") is made and entered into by and between City of Canyon Lake ("Company") and CBIZ Benefits & Insurance Services, Inc. ("Processor"). The Company and the Processor shall collectively be known as the "Parties," and each a "Party." This Agreement is effective on the last date any Party has signed the Agreement ("Effective Date").

This Agreement is for use of Automated Clearing House (ACH) services to be utilized by the Company which has deposit accounts with financial institutions that participate in the National Automated Clearing House Association (NACHA) ("Participating Institutions"). ACH transactions will be the agreed upon method of debiting and crediting accounts between the Company and the Processor.

In consideration of the promises, mutual covenants, and undertakings contained herein and incorporated into this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following terms and conditions:

1. Services using ACH transfers shall be provided in accordance with the NACHA Operating Rules ("NACHA Rules"), as well as all other applicable laws and regulations pertaining to ACH transactions. The Company agrees to comply with and be subject to the NACHA Rules and applicable laws in each case as in effect as of the date of the applicable transaction.
2. The Company shall be considered the "Originator" participant under all applicable NACHA Rules in connection with any ACH entries or transactions submitted by the Processor on its behalf. As the Originator, the Company must comply with and is bound by the NACHA Rules. The Company shall be liable to the Participating Institutions with respect to the warranties, liabilities, and/or obligations relating to ACH entries. The Company agrees to maintain a U.S. bank account for all ACH drafts.
3. The Company authorizes the Processor to initiate ACH transactions to pay, on the Company's behalf, the Company's employees, vendors and paying agencies and draft the Company for total direct deposits, billing, taxes and/or any other type of payment service provided by the Processor that the Company has elected. The Processor may debit the Company's employees' accounts or the Company's accounts for corrections as needed.
4. The Company acknowledges that each debit and credit transaction it submits is, to its knowledge, authorized, accurate, timely, and in compliance with the NACHA Rules and federal and state laws and regulations governing electronic funds transfer.
5. The Processor will only originate ACH PPD (Prearranged Payment or Deposit), ACH CCD (Corporate Credit or Debit) and/or CTX (Corporate Trade Exchange) transactions on behalf of the Company.
6. The Company is solely responsible for executing appropriate contracts with its employees and obtaining authorization from its employees. The Company will retain the original, or a copy, of each employee's direct deposit authorization ("Authorization Agreement") for such period of time as may be required by the NACHA Rules or applicable law. The Company warrants that the Authorization Agreement for each employee is valid according to the NACHA Rules, and such authorization has not been revoked. Upon request, the Company shall furnish the Authorization Agreement to the Processor or any affected Participating Institution.
7. The Company agrees to submit payroll data prior to the deadline established by Processor. The current deadline is set forth in the applicable Service Agreement between the Company and Processor.
8. The Processor reserves the right to require a wire transfer or reverse wire transfer to fund the payroll amounts processed prior to releasing direct deposits, checks drawn on the Processor's account, taxes, and/or any other payment made by Processor on behalf of the Company (including, without limitation, child support, garnishments or workers compensation premium payments).
9. The Company warrants that all of its actions contemplated by this Agreement, including the preparation, transmittal, and settlement of entries and payment orders, comply in all material respects with U.S. laws and regulations. The Company agrees to not originate or initiate ACH entries or transactions that violate federal or state laws or regulations, or otherwise use the Processor's services for any illegal purpose or activity. The Processor will charge the Company with any fines or penalties imposed by NACHA or any regulatory agency or organization, which are incurred because of non-compliance by or actions of the Company. The Company agrees to fully reimburse and/or indemnify the Processor for such charges or fines. For the avoidance of doubt, the Company agrees that its obligations under this section shall survive the termination of the relationship between the Company and the Processor.
10. The Company agrees: (i) that the Processor is acting as the Company's agent in the delivery of files to the Participating Institutions; and (ii) to assume full responsibility and liability for compliance with U.S. law or NACHA Rules. The Processor will not be liable for any losses or additional costs incurred by the Company as a result of any error by the Processor or a malfunction of equipment provided by the Processor (other than losses or costs arising from the gross negligence or willful misconduct of the Processor). The Processor's sole responsibility shall be to enter transactions into the ACH operator.
11. The Company agrees that the Processor has no obligation to accept ACH entries and may reject any entry or transaction requested by the Company. The Processor has no obligation to notify the Company of the rejection of an entry, but the Processor may do so at its option. The Processor shall have no liability to the Company for rejection of an entry and shall not be liable to pay interest to the Company, even if the amount of the Company's payment order is fully covered by a withdrawable credit balance in an authorized account of the Company or the Processor has otherwise received full payment from the Company.
12. The company agrees that in no event will the processor or its affiliates or any of the processor's or its affiliates respective directors, officers, employees, agents, or subcontractors be liable under any theory of tort, contract, strict liability or other legal theory for any direct, indirect, punitive, incidental, special, consequential, or exemplary damages, including without limitation damages for loss of profits, fines, penalties, goodwill, use, data, or other intangible losses, that result from the use of, inability to use, or unavailability of the processor's services, each of which is excluded by agreement of the parties, regardless of whether such damages were foreseeable or whether any person has been advised of the possibility of such damages.
13. The company further agrees to indemnify, defend, and hold the processor harmless from and against any and all claims, costs, losses, damages, fines, judgments, tax assessments, penalties, interest, and expenses (including without limitation reasonable attorneys' fees) arising out of any claim, action, audit, investigation, inquiry, or other proceeding instituted by a person or entity that arises out of or relates to the processor's services.
14. The Processor and its agents reserve the right to examine and audit the Company's compliance with this Agreement and the NACHA Rules at any time.
15. The Processor reserves the right to terminate the processing of ACH transactions if the Company is in violation of the NACHA Rules or applicable laws, or if the Processor, in its sole discretion, determines that the Company has become fiscally unstable.



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Company  
City of Canyon Lake

By: *Chris Moran*

Title: ~~CHIEF OF POLICE~~ CITY MANAGER

Date: 10-18-21

CBIZ Benefits & Insurance Services, Inc.

By:

Title:

Date:







## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**DATE:** November 3, 2021

**SUBJECT:** Adoption of Resolution No. 2021-63, Approving Budget Adjustments Resulting from the Termination of the Agreement for Fire Consulting Services and the Hiring of a Fire Chief

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### Recommendation

That the City Council adopt Resolution No. 2021-63, approving budget adjustments resulting from the termination of the Agreement for Fire Consulting Services and the hiring of a Fire Chief.

### Background

On February 1, 2021, the City entered into a Professional Services Agreement with Jeff LaTendresse to provide fire consulting services related to the startup of the City's new Fire Department, with the working title of Interim Fire Chief.

In the role of Interim Fire Chief, Jeff LaTendresse has truly exceeded all expectations. His experience, work ethic, judgement, and attitude have all been exceptional. In addition, he has proven himself to be a team player and has been a great fit within the organization. Given this, along with his familiarity with the department he is assembling, the City sees no reason to look elsewhere to fill the Fire Chief position. The City has extended, and Chief LaTendresse has accepted, an offer of employment to serve as the first Fire Chief of the Canyon Lake Fire Department.

Although it was originally anticipated that the Professional Services Agreement for fire consulting services would terminate on December 31, 2021, with the Canyon Lake Fire Department scheduled to go live on January 1, 2022, it has become apparent that it will be important to have the Fire Chief in place prior to other Fire Department personnel coming on-board, which is scheduled to happen in late November/early December. Therefore, Chief LaTendresse's first official day as Fire Chief was November 1, 2021, and the Professional Services Agreement was terminated effective October 31, 2021.

Consistent with the salary schedule and budget adopted by the City Council for Fiscal Year 2021-2022, the Chief has been brought in at "Step D" of the Fire Chief range, with a base annual salary of \$113,857.12, and a benefits package equivalent to that of other City staff and Fire Department employees.

As a result of terminating the Professional Services Agreement and activating the Fire Chief position two months earlier than anticipated when the budget was adopted, budget adjustments are necessary to reflect these changes.

Staff recommends that the City Council adopt Resolution No. 2021-63, approving the following budget adjustments:

Account 10-421-6010	Salaries	Increase by \$19,000.00
Account 10-421-6080	Benefits	Increase by \$4,900.00
Account 10-310-6610	Prof/Spec Ser	Decrease by \$14,900.00

**Fiscal Impact**

Adoption of Resolution No. 2021-63 will result in increased expenditures in the General Fund for salaries and benefits totaling \$23,900, and decreased expenditures in the General Fund for Professional/Specialized Services in the amount of \$14,900.

**Attachments**

1. Resolution No. 2021-63



# ATTACHMENT 1



**RESOLUTION NO. 2021-63**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING BUDGET ADJUSTMENTS RESULTING FROM THE TERMINATION OF THE AGREEMENT FOR FIRE CONSULTING SERVICES AND THE HIRING OF A FIRE CHIEF**

**WHEREAS**, the City of Canyon Lake hired Jeffrey LaTendresse as the City’s Fire Startup Consultant / Interim Fire Chief on February 1, 2021; and

**WHEREAS**, Chief LaTendresse performed exceptionally well and exceeded the expectations of City staff and the City Council in his duties as Interim Fire Chief; and

**WHEREAS**, the City’s new Fire Department staff begin their training in late November, and having the permanent Fire Chief in place greatly benefits their training; and

**WHEREAS**, hiring the Fire Chief would be consistent with the staffing structure and salary schedule and budget adopted for Fiscal Year 2021-2022 for the new department.

**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 account number 10-421-6010, in the amount of \$19,000 for salaries & wages.

**SECTION 2.** The City Council authorizes a budget adjustment in account number 10-421-6080, in the amount of \$4,900 for benefits.

**SECTION 3.** The City Council authorizes a budget adjustment in account number 10-310-6610, in the amount of \$14,900 to decrease Professional/Special Services.

**SECTION 4.** This Resolution takes effect immediately.

**PASSED, APPROVED, AND ADOPTED** this 3<sup>rd</sup> Day of November, 2021.

\_\_\_\_\_  
Kasey Castillo, Mayor

ATTEST:

\_\_\_\_\_  
Ana V. Sauseda, CMC  
City Clerk





## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**BY:** Ken King, Deputy Fire Marshal

**DATE:** November 3, 2021

**SUBJECT:** Adoption of Resolution No. 2021-64, Acknowledging Receipt of a Report made by the Fire Chief of the Riverside County Fire Department Regarding Compliance with the Annual Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code

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### Recommendation

That the City Council adopt Resolution No. 2021-64 acknowledging receipt of a report made by the Fire Chief of the Riverside County Fire Department regarding compliance with the annual inspection of certain occupancies pursuant to section 13146.2 and 13146.3 of the California Health and Safety Code.

### Background

In 2018, California Health and Safety Code Section 13146.4 was added and became effective January 1, 2019. Section 13146.4 requires all fire departments, that provide fire protection services, to report annually to their administering authority on their compliance with Health and Safety Code Sections 13146.2 and 13146.3. Sections 13146.2 and 13146.3 require annual inspections of every building used as a public or private school, hotel, motel, lodging house, apartment house and certain residential care facilities for compliance with building standards.

### Fiscal Impact

There is no fiscal impact.

### Attachments

1. Resolution No. 2021-64
2. California Health and Safety Code Section 13146.2 to Section 13146.4



# **ATTACHMENT 1**





**RESOLUTION NO. 2021-64**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE RIVERSIDE COUNTY FIRE DEPARTMENT REGARDING COMPLIANCE WITH THE ANNUAL INSPECTION OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE**

**WHEREAS**, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on January 1, 2019; and

**WHEREAS**, California Health & Safety Code Section 13146.4 requires all fire departments, including the Riverside County Fire Department, that provide fire protection services to report annually to its administering authority on its compliance with Health & Safety Code sections 13146.2 and 13146.3; and

**WHEREAS**, California Health & Safety Code Section 13146.2 and 13146.3 requires all fire departments, including the Riverside County Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

**WHEREAS**, the City Council of the City of Canyon Lake intends this Resolution to fulfill the requirements of the California Health & Safety Code 13146.4 regarding acknowledgment of the Riverside County Fire Department’s compliance with California Health and Safety Code Sections 13146.2 and 13146.3.

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

**Section 1.** Educational Group E occupancies, for the purposes of this Resolution, are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. The Riverside County Fire Department completed 100% of the annual inspections of the identified Group E occupancies, buildings, structures and/or facilities in the City of Canyon Lake.

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**Section 2.** Residential Group R occupancies, for the purposes of this Resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. The Riverside County Fire Department completed 100% of the annual inspections of the identified Group R occupancies, buildings, structures and/or facilities in the City of Canyon Lake.

**PASSED, APPROVED AND ADOPTED** this 3rd day of November, 2021.

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Kasey Castillo, Mayor

ATTEST:

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Ana V. Sauseda, CMC  
City Clerk

## **ATTACHMENT 2**





## Senate Bill No. 1205

### CHAPTER 854

An act to add Section 13146.4 to the Health and Safety Code, relating to fire protection.

[Approved by Governor September 27, 2018. Filed with Secretary of State September 27, 2018.]

#### LEGISLATIVE COUNSEL'S DIGEST

SB 1205, Hill. Fire protection services: inspections: compliance reporting.

Existing law requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

This bill would require every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill would require the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this bill would expand the responsibility of a local agency, the bill would create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

*The people of the State of California do enact as follows:*

SECTION 1. Section 13146.4 is added to the Health and Safety Code, to read:

13146.4. (a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant

to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.

(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

(d) For purposes of this section, “administering authority” means a city council, county board of supervisors, or district board, as the case may be.

SEC. 2. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

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## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**DATE:** November 3, 2021

**SUBJECT:** Discussion and Possible Action on Additional Traffic Enforcement Measures and Adoption of Resolution No. 2021-65, Approving a Budget Adjustment in the Amount of \$40,000 for a Local Road Safety Plan for Railroad Canyon Road

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### Recommendation

That the City Council consider additional traffic enforcement measures and adopt Resolution No. 2021-65, authorizing a budget adjustment in the amount of \$40,000 for a Local Road Safety Plan (LRSP) for Railroad Canyon Road.

### Background

In recent months, the City has experienced a spike in vehicular accidents on Railroad Canyon Road. Excessive speed seems to be the main issue, with racing and substance abuse being contributing factors. In response to these incidents, as well as concerns voiced by residents, in August of this year staff discussed with the Riverside County Sheriff's Department options for increased traffic enforcement measures. Those options were presented at the September 1, 2021, City Council meeting for discussion and possible action.

At that time, Lieutenant Jim Rayls stated that he would direct the Deputies on-duty in Canyon Lake to patrol Railroad Canyon Road more frequently when not on other calls.

In addition, Lt. Rayls and City staff recommended that the council consider one or both of the following options:

1. Purchase and place speed trailers along Railroad Canyon Road. These would be similar to the ones used by the Canyon Lake Property Owners Association, with the exception that speeding tickets could not be issued from them. Still, they are proven to act as a deterrent to speeding. Using the same vendor as the Sheriff's Department (RU2 Systems, Inc.), the cost would be approximately \$9,000 per trailer, depending on the exact model of trailer chosen. The City would purchase, own, maintain and place the trailers.

2. Pay for additional Sheriff's Department patrols on Railroad Canyon Road. For a cost of approximately \$95.59 per hour, which is significantly less than the \$197.90 hourly rate for our regular Deputies that patrol the City, the City could pay for additional traffic enforcement on Railroad Canyon Road. If, for example, the Council is interested in allocating \$10,000 for this purpose, this would provide for approximately 104 hours of patrol time. These additional patrols would take place primarily during times of the day when we have historically experienced significant traffic incidents.

At the September 1st meeting, the Council gave direction to proceed with having our existing Deputy patrol Railroad Canyon Rd. with increased frequency, but not to proceed with either of the other two options presented.

Over the past two months, traffic incidents involving serious injuries and death have continued to take place on Railroad Canyon Road, both within the boundaries of the City of Canyon Lake and just outside our borders.

In order to address this growing public safety issue, staff recommends that the Council consider, in the short term, implementing one or both of the additional traffic enforcement measures identified by the Sheriff's Department. In addition, in order to formulate effective long-term solutions, staff recommends that the Council adopt Resolution No. 2021-64, giving direction to the City Manager to negotiate and enter into an agreement for a Local Road Safety Plan (LRSP). Developing such a plan will also make the City eligible to apply for Highway Safety Improvement Program (HSIP) grant funds. The estimated cost for the LRSP is \$30,000, which can be paid for with Gas Tax funds. Staff recommends a budget adjustment in the Gas Tax Fund of \$40,000, to leave room for unexpected expenses that may arise.

### **Fiscal Impact**

Added expenses to the Law Enforcement budget within the general fund in the amounts authorized by the City Council. A resolution authorizing a budget adjustment would need to be brought at a future City Council meeting. Additional expenses in Gas Tax Fund 20-520-6721 not to exceed \$40,000.

### **Attachments**

1. Resolution No. 2021-65
2. Scope of Work from Tri-Lake/Interwest for Local Road Safety Plan (LRSP)



# **ATTACHMENT 1**



**RESOLUTION NO. 2021-65**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING A BUDGET ADJUSTMENT IN THE AMOUNT OF \$40,000 FOR A LOCAL ROAD SAFETY PLAN FOR RAILROAD CANYON ROAD**

**WHEREAS**, the City of Canyon Lake’s budget for Fiscal Year 2021/22 was approved on June 2, 2021; and

**WHEREAS**, the City of Canyon Lake has received many concerns from residents regarding the increase of vehicular accidents on Railroad Canyon Road; and

**WHEREAS**, the City of Canyon Lake is responsible for enforcing traffic laws and speed limits along Railroad Canyon Road within the City’s boundaries; and

**WHEREAS**, the City of Canyon Lake has identified a need to make changes to Railroad Canyon Road to increase public safety; and

**WHEREAS**, in order to craft a plan to increase vehicular safety on Railroad Canyon Road, City Council approval is needed for a budget adjustment authorizing spending for a Local Road Safety Plan (LRSP).

**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 account number 20-520-6721, in the amount of \$40,000 for the Local Road Safety Plan (LRSP).

**SECTION 2.** This Resolution takes effect immediately.

**PASSED, APPROVED, AND ADOPTED** this 3<sup>rd</sup> day of November, 2021.

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Kasey Castillo, Mayor

ATTEST:

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Ana V. Sauseda, CMC  
City Clerk



## **ATTACHMENT 2**



## Task 1 – Identify Working Group

### *Task 1.1 – Develop Working Group*

Work with City staff to identify members of a working group that will participate in project decision making and will provide input into priority areas that the Local Road Safety Plan (LRSP) should focus on. Working group members will cover a variety of interests and knowledge areas to help in the development of a balanced and representative plan that addresses roadway safety from each of the primary 4 E's of safety: Engineering, enforcement, education, and emergency services.

### *Task 1.2 – Identify City Best Practice Opportunity Areas*

Meet with selected City staff and working group members in an interview setting to ask a series of questions regarding the City's planning process, safety-related programs and policies, and funding strategies to create a checklist of City activities against best practices. Best practice standards will be gathered from resources such as FHWA's Systematic Safety Project Selection Tool, the Highway Safety Manual, and NACTO's Bicycle Design Guidelines and Complete Streets Design Guidelines. This information will be used to identify the areas that the City is currently excelling in, areas that could be strengthened through minor modifications to the City's current approach, and opportunities to establish new non-infrastructure safety focused initiatives.

#### ***Deliverables:***

- **Working group roster and contact list**
- **Best Practices checklist**

## Task 2 – Analyze Safety Data

### *Task 2.1 – Data Collection*

Acquire the most recent 10-years of crash data from the City's Crossroads system. Available roadway data, traffic counts, and resident complaints will be collected from the City to establish a baseline data set. Additional information will be collected at high crash locations if needed to determine probable contributing factors to crash patterns, and aid in mitigation selection. Where possible, data requests will be coordinated with the Systemic Safety Analysis Report (SSAR) to minimize redundant labor.

Additional data may be acquired from the regional travel demand model to estimate traffic levels in areas where counts are not available.

Review the City's Capital Improvement Plan (CIP), Active Transportation Plan, Road Standards, and Planning Document, as well as Metro's Transportation Improvement Program (TIP), SCAG's Federal Transportation Improvement Program (FTIP) to identify any programmed projects within the City that might have safety impacts or might impact mitigation options at specific locations. Once the project list is compiled, Kimley-Horn will meet with City staff to discuss any additional anticipated projects that must be accounted for. This list of planned and programmed project will be taken into consideration when the recommended projects and measures are developed.

### *Task 2.2 – Collision Pattern Analysis*

Identify city-wide collision factors to identify driving characteristics that contribute most to crashes within the City.. We will synthesize the data into collision rates that indicate whether the incidence of collision types and severity have a correlation with:

- Roadway characteristics such as the intersection type, pavement conditions, and geometrics
- Temporal characteristics such as the day of week, time of day, and seasonality
- Behavioral characteristics such as forms of impairment, distraction, traffic violation factors, vehicular operations, and pedestrian movements
- Proximity to transit, active transportation facilities and activity centers
- Socioeconomic indicators stratified by population levels, income, age, and access to an automobile
- Any additional factors that have been identified by Caltrans as Challenge Areas for the Strategic Highway Safety Plan (SHSP)

The evaluation will culminate in location profile for each of the sites that summarizes its crash activity, rates, behavioral factors, and road conditions.

***Deliverables:***

- **Inventory of collected data**
- **Safety Performance Metrics**
- **Table of Intersection and Segment Crash Characteristics**

Task 3 – Develop Countermeasures

*Task 3.1 – Safety Issues Identification*

Work with City staff to select focus areas based on citywide crash patterns that are most likely to provide a diverse set of mitigation opportunities with high benefit-cost ratios. Up to five primary focus areas will be identified.

*Task 3.2 – Working Group Workshop*

Lead a stakeholder workshop to share findings and initial countermeasure opportunities. The workshop will provide information on the analysis tasks completed up to this point and will solicit feedback from stakeholders on both localized and citywide countermeasures that should be explored.

*Task 3.3 – Countermeasure Development*

Identify countermeasures starting with those in the Local Roadway Safety Manual that have proven impacts to address safety issues seen at the selected sites. The team will consider the use of temporary measures and technological implementations, such as crash avoidance technology and connected vehicles. These countermeasures will focus on the three non-engineering E's, including enforcement, education, and emergency response. A particular-focus will be paid to enforcement and education measures that build a culture of safety and awareness in the roadway users. Measures that support safe



and efficient active transportation use will also be strongly considered. Engineering measures will be addressed in the SSAR.

#### *Task 3.4 – Evaluation and Implementation*

Projects will be analyzed on their potential to reduce crash activity. Projects with the greatest and most cost-efficient crash reduction potential will be prioritized.

Work with the City to develop an action plan, and provide guidance for securing funding to address recommendations and achieve the goals and objectives identified for the local road safety plan.

#### ***Deliverables:***

- **Site visit notes**
- **Draft and Final Five Project Sheets**
- **Draft and Final Citywide Countermeasure List**
- **Technical Memorandum: Benefit / Cost Analysis and Recommended Project List**

#### Task 4. Final LRSP

##### *Task 4.1 – Administrative Draft LRSP*

The results of prior tasks will be incorporated into an Administrative Draft LRSP for review by the City, then a draft report for review by the City's Public Works Department. The Administrative Draft will include the objectives and goals of the Plan, an outline of the process for developing the Plan, including analysis findings, recommended safety measures and their prioritization, potential funding sources, evaluation criteria, and planned future updates. The plan will also include goals and objectives and a report on how the City is performing relative to best practices. Maps, charts, and photos will be included in the Administrative Draft where applicable.

City staff from the Project Team, other City departments, and working group members will review and comment on the Administrative Draft Plan.

##### *Task 4.2 – Final LRSP*

Revise and update the Plan based upon the comments to compile a Final LRSP. The City will receive two hard copies of the Administrative Draft plan, six copies of the Draft, and three hard copies of the Final Plan.

#### ***Deliverables:***

- **Administrative Draft Local Road Safety Plan**
- **Final Local Road Safety Plan**

#### Task 5. Project Management

##### *Task 5.1 – Project Kick-Off Meeting*

***Consultant will develop an agenda for a kick-off meeting with City staff to discuss the goals of the project, the role of the Consultant team and stakeholders, communication protocol, meeting frequency, progress reporting, scheduling and invoicing, key milestones, and what defines success for this project. A summary of the meeting will be provided with key action items identified.***

*Task 5.2 – Project Team (PT) Meetings*

PT status meetings will be conducted to maintain a regular and consistent communication on upcoming tasks, identifying potential risks and challenges to success. Participation in PT meetings is anticipated to include the City Project Manager, the Kimley-Horn team Project Manager, and Task Leads as needed. In addition, we have budgeted up to three face-to-face meetings with the project team to help support the project.

***Deliverables:***

- **Kick-off Meeting Attendance and Notes**
- **PT Status Meeting Attendance and Meeting Notes (3 Meetings)**



ITEM NO. 9

## STAFF REPORT

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

**FROM:** Chris Mann, City Manager *CM*

**BY:** Jim Morrissey, City Planner

**DATE:** November 3, 2021

**SUBJECT:** Discussion and Possible Action Regarding Inflated Devices, as Referenced in the City of Canyon Lake Municipal Code, Sign Regulations

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### Recommendation

That the City Council provide direction to staff for future action, if necessary.

### Background

Mayor Pro Tem Smith requested this item be placed on the agenda for a discussion on the prohibition of inflated devices. The Municipal Code references the prohibition of inflated devices in the Sign Regulations Section of the Planning and Zoning Regulations. Applicable sections of the City's Sign Regulations are provided below for reference.

### Discussion

#### **9.25.070 Prohibited Signs.**

The following signs are inconsistent with the sign standards set forth in this Chapter, and are therefore prohibited and their abatement shall be required when such sign shall be found to exist:

Section (b) Animated, moving, flashing, blinking, reflecting, revolving, chasing, or any other similar sign, except properly permitted on-site digital advertising signs and time and temperature signs as permitted by this Chapter. This does not prohibit end of the year holiday lights/decorations which are not intended to be signage.

Section (k) Balloons and other inflated devices or signs designed to attract attention, except as permitted by Section 9.25.060.



**THIS ITEM WILL BE AVAILABLE AT THE MEETING**



**THIS ITEM WILL BE AVAILABLE AT THE MEETING**