



CITY OF CANYON LAKE

City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
www.canyonlakeca.gov

Chair Kasey Castillo
Member Jeremy Smith

AGENDA

Regular Meeting of the Finance & Planning Committee
Wednesday, April 7, 2021
3:00 P.M.

ADMINISTRATION OFFICE CONFERENCE ROOM
31526 Railroad Canyon Road, Suite 5, Canyon Lake CA 92587

SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020, as a response to mitigating the spread of Coronavirus (COVID-19), this regular meeting of the Finance & Planning Committee will allow Committee Members to attend the meeting telephonically from remote locations without requiring notice of or public access to those locations. The Administration Office will be closed to the public. Those who wish to listen to the meeting, are asked to contact the City Clerk prior to the start of the meeting, to receive a phone number and access code to call-in.

In a further effort to allow for social distancing, members of the public may comment electronically by sending an email with their comment to PublicComment@canyonlakeca.gov. The City Clerk will read these **public comment submissions into the record during the "Public Comments" portion of the agenda**, provided that such comments (A) include their name and agenda item number; (B) are no longer than 250 words.

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.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

ROUTINE ITEMS

- (1) Update by Interwest
- (2) Minutes - Approval of Finance & Planning Committee Minutes
 - March 3, 2021
- (3) Claims & Demands - Review of April 7, 2021 City Council Meeting Claims

- (4) February Financial Statement
- (5) Resolution – Adoption of Resolution No. 2021-21, Authorizing the City Manager to Execute a Purchase Agreement with National Auto Fleet Group of Watsonville, California, for the Purchase of **Two (2) Dodge Durango SUV's to be Used by the New Fire** Department as Command Vehicles, with AQMD Funds
- (6) Resolutions – City Policies
- Resolution No. 2021-18 – **Adopting the City of Canyon Lake's Social Media Policy for City Business**
 - Resolution No. 2021-19 – Adopting the City of **Canyon Lake's Vehicle Use** Policy
 - Resolution No. 2021-20 – Adopting the Employee Handbook & Personnel Policy Manual

STAFF COMMENTS

COMMITTEE MEMBER COMMENTS

ADJOURNMENT

Next Meeting Date: May 5, 2021

**MINUTES
REGULAR MEETING OF THE CANYON LAKE
FINANCE & PLANNING COMMITTEE
Wednesday, March 3, 2021
4:00 p.m.**

**City Hall Administration
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020, as a response to mitigating the spread of Coronavirus (COVID-19), this regular meeting of the Finance & Planning Committee will allow Committee Members to attend the meeting telephonically from remote locations without requiring notice of or public access to those locations. The Administration Office will be closed to the public. Those who wish to listen to the meeting, are asked to contact the City Clerk prior to the start of the meeting, to receive a phone number and access code to call-in.

In a further effort to allow for social distancing, members of the public may comment electronically by sending an email with their comment to PublicComment@canyonlakeca.gov. The City Clerk will read these public comment submissions into the record during the “Public Comments” portion of the agenda, provided that such comments (A) are submitted and received no later than 4:00 P.M. on April 1, 2020; (B) are no longer than 250 words; (C) include their name and agenda item number.

CALL TO ORDER

Committee Chair Castillo called the meeting to order at 4:00 p.m.

ROLL CALL

Present: Committee Chair Castillo
Committee Member Smith

The following staff members were also present:

- Mike Borja, Administrative Services Manager
- Ana Sauseda, City Clerk
- Chris Mann, City Manager

The following staff joined the meeting via teleconference:

- Gil Petris, Building Official

PUBLIC COMMENTS

There were no public comments.

DRAFT

ROUTINE ITEMS

(1) Update by Interwest

Gil Petris, Building Official, presented the statistics from the Building Department and answered questions from the Committee.

(2) Minutes - Approval of Finance & Planning Committee Minutes
• February 03, 2021

The minutes were approved as is.

(3) Claims & Demands - Review of March 03, 2021 City Council Meeting Claims and Demands and Demands

There was discussion regarding the claims and demands.

Staff addressed specific questions from the Committee.

(4) Discussion – COVID-19 Related Expenses and Reimbursements

City Manager Mann discussed the expenses and reimbursements related to COVID-19.

Staff addressed specific questions from the Committee.

STAFF COMMENTS

Staff provided updates since the last Finance & Planning Committee meeting and answered specific questions from the committee.

COMMITTEE MEMBER COMMENTS

Mayor Castillo expressed her excitement over the progress on Railroad Canyon Road.

ADJOURNMENT

The meeting was adjourned at 4:53 p.m.

Respectfully Submitted,

Ana V. Sauseda, CMC
City Clerk

DRAFT



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Kayla Lozano, Accountant

DATE: April 7, 2021

SUBJECT: Adoption of Resolution No. 2021-14, Allowing Certain Claims and Demands as Set Forth in Exhibit A

Recommendation

That the City Council adopt Resolution No. 2021-14, 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 March 3, 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. 2021-14

ATTACHMENT 1

RESOLUTION NO. 2021-14

**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 April 7, 2021; and

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

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

Demands are approved as shown on the Demand\Warrant Register of April 7th, in the amount of \$893,588.25 as follows:

Payroll Earnings (Gross)	\$	61,597.73	(2nd Half of February & 1st Half of March)
Payroll Taxes - Employer		1,342.84	(2nd Half of February & 1st Half of March)
On-line Retirement		7,907.44	(2nd Half of February & 1st Half of March)
On-line Health		3,407.98	(For the Month of March)
Nationwide Deferred Comp.		437.67	(For the Month of February)
General		818,894.59	
TOTAL	\$	<u>893,588.25</u>	

PASSED, APPROVED AND ADOPTED this 7th day of April, 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 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26483	3/10/2021	Abila	Monthly Accounting Software Subscription, 3/8/21	122.75	10	GENERAL
Total 26483	3/10/2021			122.75		
26484	3/10/2021	Affordable Auto Repair	Oil Change, Transmission Flush, New Wiper Blades&Tires,2/23	2,581.15	10	GENERAL
Total 26484	3/10/2021			2,581.15		
26485	3/10/2021	Albert A. Webb Associates	Professional Services for State SB2 Planning, 2/20/2021	3,563.75	10	GENERAL
Total 26485	3/10/2021			3,563.75		
26486	3/10/2021	AMERICAN FORENSIC NURSES INC	Sheriff's Blood Draw, 1/15/2021	110.00	10	GENERAL
Total 26486	3/10/2021			110.00		
26487	3/10/2021	American Legal Publishing	Municipal Code Update, 2/28/21	142.88	10	GENERAL
Total 26487	3/10/2021			142.88		
26488	3/10/2021	AMP GLOBAL LLC	Utilities, HOA Fees, Ins.&Maint. Admin Bldg. 1/27/20-1/31/21	4,086.81	10	GENERAL
Total 26488	3/10/2021			4,086.81		
26489	3/10/2021	AMP GLOBAL LLC	Utilities, HOA Fees, Ins. & Maint. Admin Ste4 7/1/20-1/31/21	309.28	10	GENERAL
Total 26489	3/10/2021			309.28		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26490	3/10/2021	AMP GLOBAL LLC	Rent for Admin Bldg. for the month of April 2021	2,834.00	10	GENERAL
Total 26490	3/10/2021			2,834.00		
26491	3/10/2021	AMP GLOBAL LLC	Rent for 31526 Railroad Cyn. Rd. Ste#4 April 2021	412.00	10	GENERAL
Total 26491	3/10/2021			412.00		
26492	3/10/2021	Appliance Quick Service	Diswasher Maintenance and Repair at Fire Station, 2/17/2021	362.49	10	GENERAL
Total 26492	3/10/2021			362.49		
26493	3/10/2021	Bill Blankenship	Economic Development Consulting February 2021	2,500.00	10	GENERAL
Total 26493	3/10/2021			2,500.00		
26494	3/10/2021	BIO-TOX LABORATORIES	Sheriff's Blood Draws, 1/14/21 & 1/21/21	92.00	10	GENERAL
Total 26494	3/10/2021			92.00		
26495	3/10/2021	California State Fire Protection	5lb. Extinguisher Service Call - Admin Office, 2/25	47.00	10	GENERAL
26495	3/10/2021	California State Fire Protection	5lb. Extinguisher Service Call - City Hall, 2/25	52.83	10	GENERAL
26495	3/10/2021	California State Fire Protection	5lb. Extinguisher Service Call - Library, 2/25	49.00	10	GENERAL
26495	3/10/2021	California State Fire Protection	5lb. Extinguisher Service Call - 31520 Railroad Cyn Rd, 2/25	97.83	60	ENTERPR... FUND
Total 26495	3/10/2021			246.66		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26496	3/10/2021	Castaneda & Associates	Housing Element Program October 2020 - February 2021	15,797.50	10	GENERAL
Total 26496	3/10/2021			15,797.50		
26497	3/10/2021	Dong Chau	Refund on Residential Rental Business Licenses, 3/4/21	126.00	10	GENERAL
Total 26497	3/10/2021			126.00		
26498	3/10/2021	C.L.CHAMBER OF COMMERCE	Annual Membership February 1, 2021 - January 31, 2022	400.00	10	GENERAL
Total 26498	3/10/2021			400.00		
26499	3/10/2021	CANYON LAKE PEST CONTROL, Steven E. Young	City Hall Admin General Pest, 2/18/21	55.00	10	GENERAL
Total 26499	3/10/2021			55.00		
26500	3/10/2021	Corelogic Information Solutions, INC.	Database for Code Enforcement Reports, February 2021	26.50	10	GENERAL
26500	3/10/2021	Corelogic Information Solutions, INC.	Database for Code Enforcement, February 2021	128.75	10	GENERAL
Total 26500	3/10/2021			155.25		
26501	3/10/2021	CR&R	Refuse FY 20-21 PY Sec SP1	16,960.38	50	AGENCY
Total 26501	3/10/2021			16,960.38		
26502	3/10/2021	CTAI Pacific Greenscape	Landscape Maintenance for Fire Station 60 February 2021	250.00	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26502	3/10/2021	CTAI Pacific Greenscape	Landscape Maintenance for Median & Highways February 2021	4,500.00	20	GAS TAX
Total 26502	3/10/2021			4,750.00		
26503	3/10/2021	DATA TICKET	Citation Processing, Code Enforcement January 2021	212.00	10	GENERAL
26503	3/10/2021	DATA TICKET	Monthly EMS Response Fee, January 2021	100.00	10	GENERAL
26503	3/10/2021	DATA TICKET	Parking Citations, January 2021	100.00	10	GENERAL
Total 26503	3/10/2021			412.00		
26504	3/10/2021	Delgado Janitorial Services	Janitorial Services for the month of February 2021	1,124.50	10	GENERAL
Total 26504	3/10/2021			1,124.50		
26505	3/10/2021	DIRECTV	Satellite for Fire Station, 2/12/21 to 3/11/21	116.54	10	GENERAL
Total 26505	3/10/2021			116.54		
26506	3/10/2021	Jordan Ehrenkranz	Auto Allowance for the month of March 2021 - Ehrenkranz	100.00	10	GENERAL
Total 26506	3/10/2021			100.00		
26507	3/10/2021	Jason Evans	Refund for Residential Rental Inspection Fee, 2/24/21	71.00	10	GENERAL
Total 26507	3/10/2021			71.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26508	3/10/2021	Firefighters Bookstore	Fire/Emergency Services Orientation and Terminology Book 3/4	72.14	10	GENERAL
Total 26508	3/10/2021			72.14		
26509	3/10/2021	FRIDAY FLYER	Ordinance No. 205-Competitive Bidding, 3/12/21	25.20	10	GENERAL
Total 26509	3/10/2021			25.20		
26510	3/10/2021	Frontier Communications	Phones for Fire Station, 2/13/21 to 3/12/21	395.40	10	GENERAL
Total 26510	3/10/2021			395.40		
26511	3/10/2021	iWorQ	Code Database Annual Fee April 2021 - March 2022	9,000.00	10	GENERAL
Total 26511	3/10/2021			9,000.00		
26512	3/10/2021	JARCO ROOFING AND SOLAR	Roof Maintenance at Rental Bldg. 2/18/2021	3,600.00	60	ENTERPR... FUND
Total 26512	3/10/2021			3,600.00		
26513	3/10/2021	Jeremy Smith	Auto Allowance for the month of March 2021 - Smith	100.00	10	GENERAL
Total 26513	3/10/2021			100.00		
26514	3/10/2021	Joe's Hardware	Exchange Tank for Fire Station, 3/7/21	30.28	10	GENERAL
Total 26514	3/10/2021			30.28		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26515	3/10/2021	Kasey Castillo	Auto Allowance for the month of March 2021 - Castillo	100.00	10	GENERAL
Total 26515	3/10/2021			100.00		
26516	3/10/2021	Kansas City Life Group Benefits	Life Insurance for Employee's 3/15/21 to 4/14/21	115.74	10	GENERAL
Total 26516	3/10/2021			115.74		
26517	3/10/2021	Larry Greene	Auto Allowance for the month of March 2021 -Greene	100.00	10	GENERAL
Total 26517	3/10/2021			100.00		
26518	3/10/2021	Jeff LaTendresse	Monthly Contracted Services for Interim Fire Chief, March 21	7,272.72	10	GENERAL
Total 26518	3/10/2021			7,272.72		
26519	3/10/2021	Nate Volk	Video Broadcast Mtg. for 2/3/20 & 2/17/20	700.00	10	GENERAL
26519	3/10/2021	Nate Volk	Video Broadcast Mtg. for 3/3/21	425.00	10	GENERAL
Total 26519	3/10/2021			1,125.00		
26520	3/10/2021	Onsolve	CodeRED Extension for 3/24/21 to 3/23/22	7,500.00	10	GENERAL
Total 26520	3/10/2021			7,500.00		
26521	3/10/2021	Rogers, Anderson, Malody & Scott, LLP	Accounting services for the month of January 2021	3,297.50	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26521	3/10/2021			3,297.50		
26522	3/10/2021	Regional Conservation Authority	MSHCP Fees collected for February 2021	2,234.00	50	AGENCY
Total 26522	3/10/2021			2,234.00		
26523	3/10/2021	RIVERSIDE COUNTY FIRE DEPT	Fire Protection Services for 2nd Qtr. (Oct.-Dec.) FY 20-21	502,285.74	10	GENERAL
Total 26523	3/10/2021			502,285.74		
26524	3/10/2021	Riverside County Sheriff Dept. Lake Elsinore	Sheriff's Contract Law 12/17/20 to 1/13/21	130,826.40	10	GENERAL
Total 26524	3/10/2021			130,826.40		
26525	3/10/2021	STAPLES	General Office Supplies, 2/25/2021	666.43	10	GENERAL
Total 26525	3/10/2021			666.43		
26526	3/10/2021	Sturgeon Electric California, LLC	Refund for Overpayment on Business License Renewal, 2/25/21	2.00	10	GENERAL
Total 26526	3/10/2021			2.00		
26527	3/10/2021	Syntech Group	IT Services for February 2021	2,000.00	10	GENERAL
Total 26527	3/10/2021			2,000.00		
26528	3/10/2021	The Gas Company	Gas Charges 1/29/21 to 3/2/21	230.50	10	GENERAL
26528	3/10/2021	The Gas Company	Gas Charges for 31520 Railroad Cyn. Rd. 1/29/21 to 3/2/21	105.37	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total 26528	3/10/2021			335.87		
26529	3/10/2021	Time Warner Cable	Digital Converter for City Hall 2/22/21 to 3/21/21	5.52	10	GENERAL
Total 26529	3/10/2021			5.52		
26530	3/10/2021	TJW Engineering, Inc.	Striping Review on Railroad Cyn. Rd., 2/18/21	1,200.00	20	GAS TAX
Total 26530	3/10/2021			1,200.00		
26531	3/10/2021	Toshiba Financial Services	Monthly Copier Lease for Admin & City Hall, 3/10/21	799.32	10	GENERAL
Total 26531	3/10/2021			799.32		
26532	3/10/2021	Toshiba America Business Solutions	Color & Black/White Monthly Copy Costs 1/26/21 to 2/25/21	379.56	10	GENERAL
Total 26532	3/10/2021			379.56		
26533	3/10/2021	TRI LAKE CONSULTANTS, INC.	Engineering Srves for January 2021(Measure A, SB-1 & Misc.)	1,540.00	20	GAS TAX
26533	3/10/2021	TRI LAKE CONSULTANTS, INC.	Engineering Srves for January 2021(Measure A, SB-1 & Misc.)	280.00	21	MEASURE A
Total 26533	3/10/2021			1,820.00		
26534	3/10/2021	Tricom Networks Inc.	Refund for Overpayment on Business License Renewal, 2/25/21	2.00	10	GENERAL
Total 26534	3/10/2021			2.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26535	3/10/2021	Dale Welty	Auto Allowance for the month of March 2021 - Welty	100.00	10	GENERAL
Total 26535	3/10/2021			100.00		
26536	3/24/2021	Abila	Additional Accounting Software Subscription, 3/15/2021	50.00	10	GENERAL
Total 26536	3/24/2021			50.00		
26537	3/24/2021	Aflac	Supplemental Insurance for March 2021	346.24	10	GENERAL
Total 26537	3/24/2021			346.24		
26538	3/24/2021	American Legal Publishing	2021 S-12 Supplement Pages for City Clerk, 2/22/2021	1,689.75	10	GENERAL
Total 26538	3/24/2021			1,689.75		
26539	3/24/2021	CBABR, Inc.	Refund for Resid. Rental Insp. 30774 Early Round Dr. 7/1/20	71.00	10	GENERAL
Total 26539	3/24/2021			71.00		
26540	3/24/2021	CANYON LAKE MERCHANT-S ASSOC.	2021 Assessments for Lots 40, 41, 42, 51 & 52	6,186.00	10	GENERAL
26540	3/24/2021	CANYON LAKE MERCHANT-S ASSOC.	2021 Assessments for Lots 40, 41, 42, 51 & 52	9,279.00	60	ENTERPR... FUND
Total 26540	3/24/2021			15,465.00		
26541	3/24/2021	CANYON LAKE PEST CONTROL, Steven E. Young	Monthly Pest Control for Fire Station, February 2021	40.00	10	GENERAL

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26541	3/24/2021	CANYON LAKE PEST CONTROL, Steven E. Young	Quarterly Pest Control P.O. #10-016, 2/25/2021	90.00	10	GENERAL
Total 26541	3/24/2021			130.00		
26542	3/24/2021	CMS Transport, Inc.	Refund for Overcharged Business License, 3/15/2021	4.00	10	GENERAL
Total 26542	3/24/2021			4.00		
26543	3/24/2021	CR&R	Trash Services for Rental Bldg. March 2021	164.80	60	ENTERPR... FUND
Total 26543	3/24/2021			164.80		
26544	3/24/2021	CTAI Pacific Greenscape	Landscape for Fire Station 60 March 2021	250.00	10	GENERAL
26544	3/24/2021	CTAI Pacific Greenscape	Landscape Maintenance for Median & Parkways March 2021	4,500.00	20	GAS TAX
26544	3/24/2021	CTAI Pacific Greenscape	Repair Landscape & Irrigation on Railroad Cyn (ACCID1) 3/17	1,155.28	20	GAS TAX
26544	3/24/2021	CTAI Pacific Greenscape	Repair Landscape & Irrigation on Railroad Cyn (ACCID2) 3/17	3,583.75	20	GAS TAX
Total 26544	3/24/2021			9,489.03		
26545	3/24/2021	DATA TICKET	Citation Processing (1035), Code Enforcement February 2021	100.00	10	GENERAL
26545	3/24/2021	DATA TICKET	Monthly EMS Response Fee (1241), February 2021	100.00	10	GENERAL
26545	3/24/2021	DATA TICKET	Parking Citations (0506), February 2021	300.00	10	GENERAL
Total 26545	3/24/2021			500.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26546	3/24/2021	Delgado Janitorial Services	Janitorial Services for the Month of March 2021	1,124.50	10	GENERAL
Total 26546	3/24/2021			1,124.50		
26547	3/24/2021	DIRECTV	Satellite for Fire Station, 3/12/21 to 4/11/21	122.79	10	GENERAL
Total 26547	3/24/2021			122.79		
26548	3/24/2021	STATE OF CA DEPT. OF JUSTICE	Sheriff's Blood Analysis, February 2021	35.00	10	GENERAL
Total 26548	3/24/2021			35.00		
26549	3/24/2021	Embroidery & More	Black Jacket w/Left Chest Logo for Johnson, 3/10/2021	52.13	10	GENERAL
Total 26549	3/24/2021			52.13		
26550	3/24/2021	Frontier Communications	Internet for City Hall & Admin, 3/10/21 to 4/9/21	202.14	10	GENERAL
26550	3/24/2021	Frontier Communications	Phones for Fire Station, 3/13/21 to 4/12/21	396.55	10	GENERAL
Total 26550	3/24/2021			598.69		
26551	3/24/2021	NANCY GREENHALGH	Retiree Health Insurance for April 2021	168.56	10	GENERAL
Total 26551	3/24/2021			168.56		
26552	3/24/2021	Interwest Consulting Group	Building & Safety Services for January 2021	31,233.55	10	GENERAL
Total 26552	3/24/2021			31,233.55		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26553	3/24/2021	Johnson Controls Security Solutions	Security System for Admin Office Ste. 5, 4/1/21 to 6/30/21	215.86	10	GENERAL
26553	3/24/2021	Johnson Controls Security Solutions	Security System for City Hall April - June 2021	143.75	10	GENERAL
Total 26553	3/24/2021			359.61		
26554	3/24/2021	Kansas City Life Group Benefits	Life Insurance for Employee's 4/15/21 to 5/14/21	151.74	10	GENERAL
Total 26554	3/24/2021			151.74		
26555	3/24/2021	Kings III of America, LLC	Elevator Phone Line 3/8/2021 to 3/31/2021 & Setup	436.80	10	GENERAL
26555	3/24/2021	Kings III of America, LLC	Elevator Phone Line 4/1/21 to 6/30/21	138.00	10	GENERAL
Total 26555	3/24/2021			574.80		
26556	3/24/2021	MR. WINDOW CLEANING	Window Cleaning Inside & Out - City Hall & Admin (3/8/21)	170.00	10	GENERAL
Total 26556	3/24/2021			170.00		
26557	3/24/2021	Fadi Nasr	Refund for Resid. Rental Insp. 30436 White Cove Ct. 3/5/20	71.00	10	GENERAL
Total 26557	3/24/2021			71.00		
26558	3/24/2021	PZL, Inc.	Planning Services for February 2021	3,400.00	10	GENERAL
Total 26558	3/24/2021			3,400.00		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26559	3/24/2021	Red Helmet Training	Course for Fire Inspection Training - Johnson 3/23/21	360.00	10	GENERAL
26559	3/24/2021	Red Helmet Training	IFSTA Fire Inspection & Code Enf. Book for Training, 3/23	80.04	10	GENERAL
Total 26559	3/24/2021			440.04		
26560	3/24/2021	COUNTY OF RIVERSIDE-TLMA	SLF Costs for February 2021	1,118.17	20	GAS TAX
Total 26560	3/24/2021			1,118.17		
26561	3/24/2021	Special District Risk Management Authority	Dental & Vision Insurance April 2021	591.32	10	GENERAL
Total 26561	3/24/2021			591.32		
26562	3/24/2021	STATE COMP. INS. FUND	Workers Comp Insurance for April 2021	1,373.25	10	GENERAL
Total 26562	3/24/2021			1,373.25		
26563	3/24/2021	Syntech Group	IT Services for March 2021	1,875.00	10	GENERAL
Total 26563	3/24/2021			1,875.00		
26564	3/24/2021	Time Warner Cable	Internet for Fire Station, 3/10/21 to 4/9/21	104.98	10	GENERAL
Total 26564	3/24/2021			104.98		
26565	3/24/2021	Toshiba Financial Services	Monthly Copier Lease for Admin & City Hall, 4/10/21	799.32	10	GENERAL
Total 26565	3/24/2021			799.32		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
26566	3/24/2021	TRI LAKE CONSULTANTS, INC.	Engineering Srvcs for February 2021 (SB-1 Gas Tax)	2,380.00	20	GAS TAX
Total 26566	3/24/2021			2,380.00		
26567	3/24/2021	U. S. Bank	See Credit Card Review Page 41-43	7,291.46	10	GENERAL
Total 26567	3/24/2021			7,291.46		
26568	3/24/2021	Verizon Wireless	Cell Phones, 2/4/21 to 3/3/21	204.80	10	GENERAL
26568	3/24/2021	Verizon Wireless	Ipads & SIM Card Device, 2/4/21 to 3/3/21	34.47	10	GENERAL
Total 26568	3/24/2021			239.27		
EFT293		SOUTHERN CALIFORNIA EDISON	Electricity for City Hall Admin 1/22/21 to 2/22/21	140.78	10	GENERAL
Total EFT293				140.78		
EFT294		SOUTHERN CALIFORNIA EDISON	Electricity for City Hall 1/15/21 to 2/16/21	648.06	10	GENERAL
Total EFT294				648.06		
EFT295		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 1/15/21 to 2/16/21	221.33	20	GAS TAX
Total EFT295				221.33		
EFT296		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 1/22/21 to 2/22/21	9.09	20	GAS TAX
Total EFT296				9.09		
EFT297		SOUTHERN CALIFORNIA EDISON	Electricity for Pump Station 1/11/21 to 2/9/21	150.58	20	GAS TAX

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
Total EFT297				150.58		
EFT298		SOUTHERN CALIFORNIA EDISON	Electricity for Fire Station 1/15/21 to 2/16/21	361.80	10	GENERAL
Total EFT298				361.80		
EFT299		SOUTHERN CALIFORNIA EDISON	Electricity for Rental Bldg. Ste. 2 & 3 1/15/21 to 2/16/21	537.65	60	ENTERPR... FUND
Total EFT299				537.65		
EFT300		SOUTHERN CALIFORNIA EDISON	Electricity 31526 Railroad Cyn Rd Ste. 3 1/22/21 to 2/22/21	38.61	10	GENERAL
Total EFT300				38.61		
EFT301		SOUTHERN CALIFORNIA EDISON	Electricity for 31520 Railroad Cyn Rd 1/27/21 to 2/22/21	51.84	60	ENTERPR... FUND
Total EFT301				51.84		
EFT302		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 1/29/21 to 3/2/21	362.79	20	GAS TAX
Total EFT302				362.79		
EFT303		Sparkletts	Drinking Water for City Hall & Admin February 2021	132.10	10	GENERAL
Total EFT303				132.10		
EFT304		ELSINORE VALLEY MUNI WATER DIS	Water for Irrigation 1/26/2021 to 2/26/2021	665.85	20	GAS TAX
Total EFT304				665.85		

City of Canyon Lake
 Check/Voucher Register - Council Report - Expenditures
 From 3/1/2021 Through 3/31/2021

Check Number	Matching Document Date	Vendor Name	Transaction Description	Check Amount	Fund Code	Fund Short Title
EFT305		ELSINORE VALLEY MUNI WATER DIS	Water for Fire Station 1/26/2021 to 2/26/2021	266.59	10	GENERAL
Total EFT305				266.59		
EFT306		ELSINORE VALLEY MUNI WATER DIS	Water for Rental Bldg. (31542 Railroad Cyn Rd) 1/23-2/23/21	80.15	60	ENTERPR... FUND
Total EFT306				80.15		
EFT307		ELSINORE VALLEY MUNI WATER DIS	Water for City Hall 1/23/2021 to 2/23/2021	94.84	10	GENERAL
Total EFT307				94.84		
EFT308		ELSINORE VALLEY MUNI WATER DIS	Water for 31520 Railroad Cyn Rd 1/27/21 to 2/23/21	67.02	60	ENTERPR... FUND
Total EFT308				67.02		
EFT309		SOUTHERN CALIFORNIA EDISON	Electricity for Traffic Signals 1/23/21 to 2/23/21	57.75	20	GAS TAX
Total EFT309				57.75		
Report Total				818,894.59		

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

Vendor ID	Invoice Description	Cash Required
ABILA	Monthly Accounting Software Subscription, 3/8/21	122.75
Affordable Auto Repair	Oil Change, Transmission Flush, New Wiper Blades&Tires,2/23	2,581.15
Albert A. Webb Associates	Professional Services for State SB2 Planning, 2/20/2021	3,563.75
AMERICAN FORENSIC	Sheriff's Blood Draw, 1/15/2021	110.00
American Legal	Municipal Code Update, 2/28/21	142.88
AMP	Utilities, HOA Fees, Ins.&Maint. Admin Bldg. 1/27/20-1/31/21	4,086.81
	Utilities, HOA Fees, Ins. & Maint. Admin Ste4 7/1/20-1/31/21	309.28
	Rent for Admin Bldg. for the month of April 2021	2,834.00
	Rent for 31526 Railroad Cyn. Rd. Ste#4 April 2021	412.00
Appliance Q	Diswasher Maintenance and Repair at Fire Station, 2/17/2021	362.49
Bill Blankenship	Economic Development Consulting February 2021	2,500.00
BIO-TOX	Sheriff's Blood Draws, 1/14/21 & 1/21/21	92.00
California State Fire Protection	5lb. Extinguisher Service Call - 31520 Railroad Cyn Rd, 2/25	97.83
	5lb. Extinguisher Service Call - City Hall, 2/25	52.83
	5lb. Extinguisher Service Call - Library, 2/25	49.00
	5lb. Extinguisher Service Call - Admin Office, 2/25	47.00
Castaneda & Associates	Housing Element Program October 2020 - February 2021	15,797.50
Chau	Refund on Residential Rental Business Licenses, 3/4/21	126.00
CL CHAMBER	Annual Membership February 1, 2021 - January 31, 2022	400.00
CL PEST	City Hall Admin General Pest, 2/18/21	55.00
Corelogic	Database for Code Enforcement, February 2021	128.75
	Database for Code Enforcement Reports, February 2021	26.50
CR&R	Refuse FY 20-21 PY Sec SP1	16,960.38
CTAI	Landscape Maintnenance for Fire Station 60 February 2021	250.00
	Landscape Maintenance for Median & Highways February 2021	4,500.00
DATA TICKET	Parking Citations, January 2021	100.00
	Citation Processing, Code Enforcement January 2021	212.00
	Monthly EMS Response Fee, January 2021	100.00
Delgado	Janitorial Services for the month of February 2021	1,124.50
DIRECTV	Satellite for Fire Station, 2/12/21 to 3/11/21	116.54
Ehrenkranz	Auto Allowance for the month of March 2021 - Ehrenkranz	100.00

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

Vendor ID	Invoice Description	Cash Required
Evans	Refund for Residential Rental Inspection Fee, 2/24/21	71.00
Firefighters Bookstore	Fire/Emergency Services Orientation and Terminology Book 3/4	72.14
FRIDAY FLYER	Ordinance No. 205-Competitive Bidding, 3/12/21	25.20
Frontier	Phones for Fire Station, 2/13/21 to 3/12/21	395.40
iWorQ	Code Database Annual Fee April 2021 - March 2022	9,000.00
JARCO	Roof Maintenance at Rental Bldg. 2/18/2021	3,600.00
Jeremy Smith	Auto Allowance for the month of March 2021 - Smith	100.00
Joe's	Exchange Tank for Fire Station, 3/7/21	30.28
Kasey Castillo	Auto Allowance for the month of March 2021 - Castillo	100.00
KCL Group Benefits	Life Insurance for Employee's 3/15/21 to 4/14/21	115.74
Larry Greene	Auto Allowance for the month of March 2021 -Greene	100.00
LaTendresse	Monthly Contracted Services for Interim Fire Chief, March 21	7,272.72
Nate Volk	Video Broadcast Mtg. for 3/3/21	425.00
	Video Broadcast Mtg. for 2/3/20 & 2/17/20	700.00
Onsolve	CodeRED Extension for 3/24/21 to 3/23/22	7,500.00
RAMS	Accounting services for the month of January 2021	3,297.50
RCA	MSHCP Fees collected for February 2021	2,234.00
Riv Co Fire	Fire Protection Services for 2nd Qtr. (Oct.-Dec.) FY 20-21	502,285.74
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 12/17/20 to 1/13/21	130,826.40
STAPLES	General Office Supplies, 2/25/2021	666.43
Sturgeon	Refund for Overpayment on Business License Renewal, 2/25/21	2.00
Syntech	IT Services for February 2021	2,000.00
The Gas Co	Gas Charges for 31520 Railroad Cyn. Rd. 1/29/21 to 3/2/21	105.37
	Gas Charges 1/29/21 to 3/2/21	230.50
Time Warner	Digital Converter for City Hall 2/22/21 to 3/21/21	5.52
TJW	Striping Review on Railroad Cyn. Rd., 2/18/21	1,200.00
Toshiba	Monthly Copier Lease for Admin & City Hall, 3/10/21	799.32
Toshiba Business Solutions, USA	Color & Black/White Monthly Copy Costs 1/26/21 to 2/25/21	379.56
TRI LAKE	Engineering Srvcs for January 2021(Measure A, SB-1 & Misc.)	280.00
	Engineering Srvcs for January 2021(Measure A, SB-1 & Misc.)	1,540.00
Tricom Networks Inc.	Refund for Overpayment on Business License Renewal, 2/25/21	2.00

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

Vendor ID	Invoice Description	Cash Required
ABILA	Additional Accounting Software Subscription, 3/15/2021	50.00
Aflac	Supplemental Insurance for March 2021	346.24
American Legal	2021 S-12 Supplement Pages for City Clerk, 2/22/2021	1,689.75
CBABR, Inc.	Refund for Resid. Rental Insp. 30774 Early Round Dr. 7/1/20	71.00
CL MERCHANTS	2021 Assessments for Lots 40, 41, 42, 51 & 52	6,186.00
	2021 Assessments for Lots 40, 41, 42, 51 & 52	9,279.00
CL PEST	Quarterly Pest Control P.O. #10-016, 2/25/2021	90.00
	Monthly Pest Control for Fire Station, February 2021	40.00
CMS Transport, Inc.	Refund for Overcharged Business License, 3/15/2021	4.00
CR&R	Trash Services for Rental Bldg. March 2021	164.80
CTAI	Landscape Maintenance for Median & Parkways March 2021	4,500.00
	Landscape for Fire Station 60 March 2021	250.00
	Repair Landscape & Irrigation on Railroad Cyn (ACCID1) 3/17	1,155.28
	Repair Landscape & Irrigation on Railroad Cyn (ACCID2) 3/17	3,583.75
DATA TICKET	Parking Citations (0506), February 2021	300.00
	Citation Processing (1035), Code Enforcement February 2021	100.00
	Monthly EMS Response Fee (1241), February 2021	100.00
Delgado	Janitorial Services for the Month of March 2021	1,124.50
DIRECTV	Satellite for Fire Station, 3/12/21 to 4/11/21	122.79
DOJ	Sheriff's Blood Analysis, February 2021	35.00
Embroidery	Black Jacket w/Left Chest Logo for Johnson, 3/10/2021	52.13
Frontier	Internet for City Hall & Admin, 3/10/21 to 4/9/21	202.14
	Phones for Fire Station, 3/13/21 to 4/12/21	396.55
GREENHALGH	Retiree Health Insurance for April 2021	168.56
ICG	Building & Safety Services for January 2021	31,233.55
Johnson Controls	Security System for Admin Office Ste. 5, 4/1/21 to 6/30/21	215.86
	Security System for City Hall April - June 2021	143.75
KCL Group Benefits	Life Insurance for Employee's 4/15/21 to 5/14/21	151.74
Kings III of America, LLC	Elevator Phone Line 3/8/2021 to 3/31/2021 & Setup	436.80
	Elevator Phone Line 4/1/21 to 6/30/21	138.00
MR. WINDOW	Window Cleaning Inside & Out - City Hall & Admin (3/8/21)	170.00
Nasr	Refund for Resid. Rental Insp. 30436 White Cove Ct. 3/5/20	71.00

Date: 3/24/21

05:35:12 PM 04/07/2021 Finance & Planning Committee Agenda

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

Vendor ID	Invoice Description	Cash Required
PZL, Inc.	Planning Services for February 2021	3,400.00
Red Helmet Training	Course for Fire Inspection Training - Johnson 3/23/21	360.00
	IFSTA Fire Inspection & Code Enf. Book for Training, 3/23	80.04
Riv Co TLMA	SLF Costs for February 2021	1,118.17
SDRMA	Dental & Vision Insurance April 2021	591.32
STATE FUND	Workers Comp Insurance for April 2021	1,373.25
Syntech	IT Services for March 2021	1,875.00
Time Warner	Internet for Fire Station, 3/10/21 to 4/9/21	104.98
Toshiba	Monthly Copier Lease for Admin & City Hall, 4/10/21	799.32
TRI LAKE	Engineering Srvcs for February 2021 (SB-1 Gas Tax)	2,380.00
US Bank	See Credit Card Review	7,291.46
VerizonW	Ipads & SIM Card Device, 2/4/21 to 3/3/21	34.47
	Cell Phones, 2/4/21 to 3/3/21	204.80
Report Total		82,185.00

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 02/26/2021
Process: 2021022601
Period: 02/16/2021 to 02/28/2021

Department: (20)City Employees

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		472.54	PTAXF Pre-Tax P.	CA	299.66	California SI	4453.71	CAETT	CA Edu & T	181.72	0.00	0.00	0.00	CAETT	CA Edu & T	0.00	0.00
Reg	Regular		4280.83		CASDJ	CA SDI - Eir	4753.37	CASUI	California SI	57.04	0.00	0.00	0.00	0.00	CASUI	California SI	0.00	0.00
Emp Id	102				FITW	Federal Inco	4453.71	MED-R	Medicare - E	513.69	68.93	4753.37	68.93	4753.37	MED-R	Medicare - E	68.93	68.93
Salary	4280.83				MED	Medicare	4753.37			68.93								68.93
Total Earnings			4753.37	Total Deductions		299.66		Total Employer Taxes		821.38		68.93						68.93
Emp Earning	Regular	35.00	697.20	Code Deduction	457B	457B EE:	52.29	CA	California SI	644.91	CAETT	CA Edu & T	697.20	0.70	CAETT	CA Edu & T	697.20	0.70
Emp Id	114			AflacP, Aflac Post	CASDJ	CA SDI - Eir	13.65	CASUI	California SI	697.20	California SI	8.37	697.20	27.89	CASUI	California SI	697.20	27.89
Rate	19.9200				FITW	Federal Inco	644.91	MED-R	Medicare - E	697.20	10.11	697.20	10.11	697.20	MED-R	Medicare - E	10.11	10.11
Total Earnings			697.20	Total Deductions		65.94		Total Employer Taxes		38.02		38.70						38.70

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		183.21	PTXPE Pre-Tax P.	CA	143.72	California SI	2168.66	CAETT	CA Edu & T	71.62	62.86	62.86	0.06	CAETT	CA Edu & T	0.06	0.06
Reg	Regular		2129.17		CASDJ	CA SDI - Eir	2312.38	CASUI	California SI	27.74	2.51	2312.38	2.51	2312.38	CASUI	California SI	2.51	2.51
Emp Id	115				FITW	Federal Inco	2168.66	MED-R	Medicare - E	189.20	33.53	2312.38	33.53	2312.38	MED-R	Medicare - E	33.53	33.53
Salary	2129.17				MED	Medicare	2312.38			33.53								33.53
Total Earnings			2312.38	Total Deductions		143.72		Total Employer Taxes		322.09		36.10						36.10

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		162.50	PTXPE Pre-Tax P.	CA	175.78	California SI	2590.89	CAETT	CA Edu & T	114.46	0.00	0.00	0.00	CAETT	CA Edu & T	0.00	0.00
Reg	Regular		2604.17		CASDJ	CA SDI - Eir	2766.67	CASUI	California SI	33.20	0.00	2766.67	0.00	0.00	CASUI	California SI	0.00	0.00
Emp Id	117				FITW	Federal Inco	2590.89	MED-R	Medicare - E	277.81	40.12	2766.67	40.12	2766.67	MED-R	Medicare - E	40.12	40.12
Salary	2604.17				MED	Medicare	2766.67			40.12								40.12
Total Earnings			2766.67	Total Deductions		175.78		Total Employer Taxes		465.59		40.12						40.12

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		157.02	PTXPE Pre-Tax P.	CA	464.06	California SI	6642.96	CAETT	CA Edu & T	522.68	0.00	0.00	0.00	CAETT	CA Edu & T	0.00	0.00
ELECT Reimburs			75.00		CASDJ	CA SDI - Eir	7107.02	CASUI	California SI	85.29	0.00	7107.02	0.00	0.00	CASUI	California SI	0.00	0.00
Reg	Regular		6875.00		FITW	Federal Inco	6642.96	MED-R	Medicare - E	1262.69	103.05	7107.02	103.05	7107.02	MED-R	Medicare - E	103.05	103.05
Salary	6875.00				MED	Medicare	7107.02			103.05								103.05
Total Earnings			7107.02	Total Deductions		464.06		Total Employer Taxes		1973.71		103.05						103.05

Code	Earning	Hours	Amount	Deduction	Code	Amount	Tax	Code	Amount	Tax	Code	Amount	Taxable	Tax	Code	Amount	Taxable	Amount
125CO	125 Cash		526.83	457B EE:	CA	66.00	California SI	3553.08	CAETT	CA Edu & T	83.87	0.00	0.00	0.00	CAETT	CA Edu & T	0.00	0.00
Reg	Regular		3325.00	PTAXF Pre-Tax P.	CASDJ	CA SDI - Eir	3851.83	CASUI	California SI	46.22	0.00	3851.83	0.00	0.00	CASUI	California SI	0.00	0.00
Emp Id	108				FITW	Federal Inco	3553.08	MED-R	Medicare - E	284.29	55.85	3851.83	55.85	3851.83	MED-R	Medicare - E	55.85	55.85
Salary	3325.00	9.50	0.00		MED	Medicare	3851.83			55.85								55.85
Total Earnings			3851.83	Total Deductions		298.75		Total Employer Taxes		470.24		55.85						55.85

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 02/26/2021
Process: 2021022601
Period: 02/16/2021 to 02/28/2021

Department: (20) City Employees Total

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Code	Amount	Taxable	Amount
7	Code												
4	125CO 125 Cash		1502.10	457B EE	CA	California SI	161.45	20586.45	CAETT	CA Edu & T	980.23	1335.46	1.33
3	ELECT Reimburs		75.00	Aflac Post	CASD	CA SDI - Eir	13.65	22063.87	CASUI	California SI	264.77	1335.46	53.42
	Reg Regular	70.00	20486.77	PTAXI Pre-Tax P.	FITW	Federal Incon	532.41	20586.45	MED-R	Medicare - E	2541.34	22063.87	319.93
	Sick	9.50	0.00	PTXPE Pre-Tax P.	MED	Medicare	783.56	22063.87			319.94		16466.52
	Total Earnings	79.50	22063.87	Total Deductions			1491.07		Total Employer Taxes		4106.28		374.68

Department: (30) Code Enforcement Team

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Code	Amount	Taxable	Amount
Reg	Regular	66.50	1792.18	457B EE	CA	California SI	50.00	1459.22	CAETT	CA Edu & T	32.27	1085.35	1.08
				MED: Health Ins	CASD	CA SDI - Eir	161.99	1630.19	CASUI	California SI	19.56	1085.35	43.41
				PTXPE Pre-Tax P.	FITW	Federal Incon	120.97	1459.22	MED-R	Medicare - E	97.52	1630.19	23.64
	Total Earnings	66.50	1792.18	Total Deductions			332.96		Total Employer Taxes		172.99		68.13

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Code	Amount	Taxable	Amount
125CO 125 Cash			181.09	PTXPE Pre-Tax P.	CA	California SI	116.30	1787.81	CAETT	CA Edu & T	45.52	1904.11	1.90
Reg Regular	66.50	1723.02			CASD	CA SDI - Eir	22.85	1904.11	CASUI	California SI	22.85	1904.11	76.16
					FITW	Federal Incon	143.50	1787.81	MED-R	Medicare - E	143.50	1904.11	27.61
	Total Earnings	66.50	1904.11	Total Deductions			116.30		Total Employer Taxes		239.48		105.67

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Code	Amount	Taxable	Amount
Reg Regular	12.00	349.92			CA	California SI	0.00	349.92	CAETT	CA Edu & T	0.00	349.92	0.35
					CASD	CA SDI - Eir	4.20	349.92	CASUI	California SI	4.20	349.92	14.00
					FITW	Federal Incon	18.53	349.92	MED-R	Medicare - E	18.53	349.92	5.07
	Total Earnings	12.00	349.92	Total Deductions			0.00		Total Employer Taxes		27.81		19.42

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Code	Amount	Taxable	Amount
125CO 125 Cash			499.58	PTXPE Pre-Tax P.	CA	California SI	147.23	2533.55	CAETT	CA Edu & T	56.03	0.00	0.00
Reg Regular	38.00	1246.40			CASD	CA SDI - Eir	32.17	2680.78	CASUI	California SI	32.17	0.00	0.00
Sick	28.50	934.80			FITW	Federal Incon	226.44	2533.55	MED-R	Medicare - E	226.44	2680.78	38.87
	Total Earnings	66.50	2680.78	Total Deductions			147.23		Total Employer Taxes		353.51		38.87

Department: (30) Code Enforcement Team Total

Code	Earning	Hours	Amount	Deduction	Code	Code	Amount	Taxable	Code	Code	Amount	Taxable	Amount
125CO 125 Cash			680.67	457B EE	CA	California SI	50.00	6130.50	CAETT	CA Edu & T	133.82	3339.38	3.33
Reg Regular	183.00	5111.52		MED: Health Ins	CASD	CA SDI - Eir	161.99	6565.00	CASUI	California SI	78.78	3339.38	133.57
Sick	28.50	934.80		PTXPE Pre-Tax P.	FITW	Federal Incon	384.50	6130.50	MED-R	Medicare - E	485.99	6565.00	95.19
	Total Earnings	211.50	6726.99	Total Deductions			596.49		Total Employer Taxes		793.79		232.09

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 02/26/2021
Process: 2021022601
Period: 02/16/2021 to 02/28/2021

Report Total

Employees	Code	Earning	Hours	Amount	Deduction	Code	Amount	Code	Tax	Taxable	Amount	Code	Tax	Taxable	Amount
Female	7	125CO 125 Cash		2182.77	457B EE	211.45	CA	California SI	28216.95	28216.95	1114.05	CAETT	CA Edu & T	6174.84	6.17
Male	9	ELECT Reimburs		75.00	Aflac Post	13.65	CASDJ	CA SDI - Eir	28628.87	28628.87	343.55	CASUI	California SI	6174.84	246.99
		Reg Regular	253.00	27098.29	MED1: Health Ins	161.99	FTIW	Federal Incon	28216.95	28216.95	3057.33	MED-R	Medicare - E	30128.87	436.87
		Sick	38.00	934.80	PTAXI Pre-Tax P	532.41	MED	Medicare	30128.87	30128.87	436.89				207.00
					PTXPE Pre-Tax P	1168.06									
		Total Earnings	291.00	30290.86	Total Deductions	2087.56			Total Employee Taxes	4951.82				Total Employer Taxes	690.03

Chris Mann
Chris Mann, City Manager

2-26-21
Date

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 03/15/2021
Process: 2021031501
Period: 03/01/2021 to 03/15/2021

Department: (20)City Employees Total

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
7	Code													
4	125CO 125 Cash		1502.10	457B	457B EE	188.72	CA	California SI	20922.78	CAEIT	CA Edu & T	985.34	1636.20	1.63
3	ELECT Reimburs		75.00	AflacP	Aflac Post	13.65	CASD	CA SDI - Err	22427.47	CASUI	California SI	269.12	1636.20	65.45
	Reg Regular	90.00	20850.37	PTAXI	Pre-Tax P.	532.41	FITW	Federal Inco	20922.78	MED-R	Medicare - E	2572.96	22427.47	325.20
	Vac Vacation	1.00	0.00	PTXPE	Pre-Tax P.	783.56	MED	Medicare	22427.47			325.18		Net Amt
	Total Earnings	91.00	22427.47	Total Deductions		1518.34	Total Employee Taxes		4152.60	Total Employer Taxes		392.28		22427.47

Department: (30)Code Enforcement Team

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
Reg	Regular	85.50	2304.23	457B	457B EE	50.00	CA	California SI	1936.70	CAEIT	CA Edu & T	61.03	0.00	0.00
				MEDI	Health Ins	161.99	CASD	CA SDI - Err	2142.24	CASUI	California SI	25.70	0.00	0.00
				PTXPE	Pre-Tax P.	153.54	FITW	Federal Inco	1936.70	MED-R	Medicare - E	154.82	2142.24	31.06
	Total Earnings	85.50	2304.23	Total Deductions		367.53	Total Employee Taxes		272.61	Total Employer Taxes		31.06		2304.23

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
125CO 125 Cash			181.09	CS	Child Sup	120.50	CA	California SI	2246.86	CAEIT	CA Edu & T	78.50	2396.39	2.40
Reg Regular		85.50	2215.30	PTXPE	Pre-Tax P.	149.53	CASD	CA SDI - Err	2396.39	CASUI	California SI	28.76	2396.39	95.86
				FITW	Federal Inco	2246.86	MED-R	Medicare - E	2396.39			202.12	2396.39	34.75
	Total Earnings	85.50	2396.39	Total Deductions		270.03	Total Employee Taxes		344.13	Total Employer Taxes		133.01		2396.39

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
Reg Regular		30.00	874.80				CA	California SI	874.80	CAEIT	CA Edu & T	10.93	874.80	0.88
							CASD	CA SDI - Err	874.80	CASUI	California SI	10.50	874.80	34.99
							FITW	Federal Inco	874.80	MED-R	Medicare - E	76.93	874.80	12.68
	Total Earnings	30.00	874.80	Total Deductions		0.00	Total Employee Taxes		111.04	Total Employer Taxes		48.55		874.80

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
125CO 125 Cash			499.58	PTXPE	Pre-Tax P.	189.30	CA	California SI	3114.68	CAEIT	CA Edu & T	84.64	0.00	0.00
Reg Regular		85.50	2804.40				CASD	CA SDI - Err	3303.98	CASUI	California SI	39.65	0.00	0.00
							FITW	Federal Inco	3114.68	MED-R	Medicare - E	296.18	3303.98	47.91
	Total Earnings	85.50	3303.98	Total Deductions		189.30	Total Employee Taxes		468.38	Total Employer Taxes		47.91		3303.98

Department: (30)Code Enforcement Team Total

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
4	Code													
2	125CO 125 Cash		680.67	457B	457B EE	50.00	CA	California SI	8173.04	CAEIT	CA Edu & T	235.10	3271.19	3.28
2	Reg Regular	286.50	8198.73	CS	Child Sup	120.50	CASD	CA SDI - Err	8171.41	CASUI	California SI	104.61	3271.19	130.85
				MEDI	Health Ins	161.99	FITW	Federal Inco	8173.04	MED-R	Medicare - E	730.05	8171.41	126.40
	Total Earnings	286.50	8879.40	Total Deductions		826.86	Total Employee Taxes		1196.16	Total Employer Taxes		260.53		8879.40

Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Taxable	Amount
Reg Regular		29.1600	874.80				CA	California SI	874.80	CAEIT	CA Edu & T	10.93	874.80	0.88
							CASD	CA SDI - Err	874.80	CASUI	California SI	10.50	874.80	34.99
							FITW	Federal Inco	874.80	MED-R	Medicare - E	76.93	874.80	12.68
	Total Earnings	29.1600	874.80	Total Deductions		0.00	Total Employee Taxes		111.04	Total Employer Taxes		48.55		874.80

Labor Distribution

City of Canyon Lake
Company (10756)

Check Date: 03/15/2021
Process: 2021031501
Period: 03/01/2021 to 03/15/2021

Report Total

Employees	II	Code	Earning	Hours	Amount	Code	Deduction	Amount	Code	Tax	Amount	Code	Tax	Amount	Code	Taxable	Tax	Amount	Code	Taxable	Amount	
Female	6	125CO	125 Cash		2182.77	457B	457B EE	238.72	CA	California SI	29095.82	CAETT	CA, Edu & T	4.91		4907.39		4.91				
Male	5	ELECT	Reimburs		75.00	AflacP	Aflac Post	13.65	CASD	CA SDI - Err	31144.88	CASUI	California SI	196.30		4907.39		196.30				31306.87
		Reg	Regular	376.50	29049.10	CS	Child Sup	120.50	FITW	Federal Inco	29095.82	MED-R	Medicare - E	451.60		31144.88		451.60				31959.68
		Vac	Vacation	1.00	0.00	MEDI	Health Ins	161.99	MED	Medicare	31144.88											23612.91
						PTAXI	Pre-Tax P.	532.41														
						PTXPE	Pre-Tax P.	1277.93														
Total Earnings				377.50	31306.87	Total Deductions				2345.20	Total Employer Taxes				5348.76	Total Employee Taxes						652.81

Chris Mann
Chris Mann, City Manager

3-16-21
Date

Credit Card Review

U S BANK Statement dated 3/8/21

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Graphics and Printing Network	Premium Business Cards, Letterhead & Envelopes	\$ 1,705.14	10-310-6210
2	Microsoft	Microsoft 365 Monthly Fee - Business Premium for iCloud	\$ 380.00	10-310-6210
3	Amazon Prime	Monthly Prime Membership Fee	\$ 14.00	10-310-6210
4	Amazon	3 Year Electronics Protection Plan w/Tech Support	\$ 33.99	10-310-6210
5	CDW Government	Microsoft Surface Pro 7 Laptop - Sauseda	\$ 1,266.78	10-320-6210
6	Microsoft	Emergency Preparedness Monthly Emails	\$ 44.00	10-310-6210
7	Amazon	Wireless Bluetooth Speaker for Softphones and Mobile Phones	\$ 292.34	10-310-6210
8	Microsoft	Microsoft 365 Monthly Fee - Business Standard Emails	\$ 231.45	10-310-6210
9	CACEO	Johnson - 2021 Annual Membership Dues	\$ 95.00	10-520-6520
10	Arlo Technologies	Monthly Subscription for Virtual Meetings	\$ 9.99	10-550-6610
11	Apple.com	Ehrenkranz - iPhone Upgrade Cost for Additional Storage	\$ 0.99	10-100-6220
12	Arlo Technologies	Monthly Subscription for Virtual Meetings	\$ 14.99	10-550-6610
13	Galls/Quarter Master	Bullet Proof Vest for Johnson	\$ 1,166.95	10-520-6220
14	The UPS Store	Returned Broken Radar Sign	\$ 168.73	10-310-6210
15	CACEO	Webinar for Johnson	\$ 25.00	10-520-6710
16	Graphics and Printing Network	Business Cards	\$ 137.06	10-310-6210
17	Buffalo Wild Wings	Working Lunch Mann, Borja & Sauseda	\$ 45.83	10-310-6510
18	Amazon	Face Masks for City Manager	\$ 43.08	10-310-6210
19	Adobe	Monthly Subscription - Mann	\$ 14.99	10-310-6210
20	Zoom.US	Monthly Subscription for Virtual Meetings	\$ 15.58	10-310-6210
21	Canyon Lake Country Club Restaurant	Working Lunch reg. Communications - Mann & Powers	\$ 42.02	10-310-6510
22	Buffalo Wild Wings	Working Lunch - Mann, Borja, Sauseda & Lozano	\$ 70.50	10-310-6510
23	Embroidery and More	Digital Print for City Mask - Mann	\$ 19.40	10-310-6210
24	Covid Clinic	Covid-19 Test for Employee	\$ 150.00	10-310-6210
25	Tactical Gear	Cargo Pants for Code Enforcement - Ecclefield	\$ 255.34	10-520-6220
26	Costco	Microsoft Surface Pro 7 Laptop - Sauseda	\$ 1,243.11	10-320-6210
27	Chipotle	Working Lunch - Borja, Sauseda, Enriquez & Ward	\$ 60.00	10-320-6510
28	PNG Tree Manchester	Annual Subscription for Images - Sauseda	\$ 199.00	10-320-6220
29	Costco	Refund Microsoft Surface Pro 7 Laptop - Sauseda	\$ (1,243.11)	10-320-6210
30	Best Buy	Microsoft Surface Pro Laptop Cover	\$ 96.96	10-320-6210
31	Ca Cities Registration	Harassment Prevention Training for Welty	\$ 50.00	10-100-6510
32	Ca Cities Registration	Harassment Prevention Training for Ehrenkranz	\$ 50.00	10-100-6510
33	Target.com	Snacks, Water & Cups for Office	\$ 37.24	10-310-6210
34	Target.com	Discounts from Target for Snacks, Water & Cups for Office	\$ (0.20)	10-310-6210
35	Tommy's Express	Car Wash for City Vehicles	\$ 102.95	10-520-6415
36	Covid Clinic	Covid-19 Test for Employee	\$ 150.00	10-310-6210
37	Red Robin	Working Lunch - Mann, Borja, Sauseda, Lozano & Ferrari	\$ 63.00	10-310-6510
38	Amazon	Three Stapler's for Office	\$ 32.28	10-310-6210
39	Café Rio Online	Council Meeting Dinner 3/3/2021	\$ 114.05	10-100-6225
40	Nothing Bundt Cakes	Birthday Bundt Cake for Council Member	\$ 7.00	10-100-6225
41	Stater Brothers	Diet Coke for Office	\$ 86.03	10-310-6210

Late Fee	\$ -	10-310-6965
	\$ 7,291.46	

CM

Account Breakdown

City Council Dept. Expense	10-100-6220	\$ 0.99
City Council Meeting Expense	10-100-6225	\$ 121.05
Council Meeting/Travel Expense	10-100-6510	\$ 100.00
Council Special Dept. Expense	10-100-6520	
Promotion and Advertising	10-100-6830	
City Manager Office Expense	10-310-6210	\$ 3,555.11
Conference/Meeting/Travel Expense	10-310-6510	\$ 221.35
City Manager Software	10-310-6530	
City Manager Dept. Expense	10-310-6220	
City Manager Membership	10-310-6520	
Professional/Specialized Services	10-310-6610	
	10-320-6210	\$ 1,363.74
City Clerk Departmental Expense	10-320-6220	
City Clerk Conference/Meeting/Travel Expense	10-320-6510	\$ 60.00
City Clerk Dues	10-320-6520	
Professional/Specialized Services	10-320-6610	
City Clerk Training and Education	10-320-6710	
City Clerk Military Banner Program	10-320-6511	
Finance Office Expense and Supplies	10-330-6210	
Building & Safety Departmental Expense	10-360-6220	\$ 199.00
Law Enforcement Specialized Services	10-410-6610	
Fire & Medical Department Expense	10-420-6220	
Emergency Preparedness Office Supplies	10-425-6210	
Emergency Preparedness Departmental Expense	10-425-6220	
Code Enforcement Supplies	10-520-6210	
Special Enforcement Misc. Expense	10-520-6220	\$ 1,422.29
Code Enforcement Vehicle Equipment	10-520-6410	
Vehicle Maintenance	10-520-6415	\$ 102.95
Code Enforcement Membership Dues	10-520-6520	\$ 95.00
Code Enforcement Training	10-520-6710	\$ 25.00
Building & Facilities Maintenance	10-550-6610	\$ 24.98
Building & Facilities Maint. Capital Outlay	10-550-8000	
Building & Facilities Maint. Furniture & Equip.	10-550-8007	
Gas Tax Landscape Maintenance	20-520-6720	
Rental Office Expense	60-560-6210	

\$ 7,291.46

Check Figure \$ -

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

Reporting

Manage Reports

Payroll Schedule

Out-of-Class Validation

Member Requests

Health Reconciliation

Retirement Appointr

Name: City of Canyon Lake

CalPERS ID: 3813045770

Payment Request Acceptance

Your request for payment has been accepted

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

Payment Setup Total

Total Payment Amount: \$3,835.86

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001797631	03/03/2021	100000016294121	Employer Contribution, PEPR, 26189, CalPERS, 02/16/2021 - 02/28/2021	EFT - Debit	Citizens Business Bank -5402	\$2,506.06
1001797632	03/03/2021	100000016294092	Employer Contribution, Classic, 1684, CalPERS, 02/16/2021 - 02/28/2021	EFT - Debit	Citizens Business Bank -5402	\$1,329.80

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Build: v9.2.0.a Baseline: 210127_125143_v9.2_Int.1867 UID: 318

CM

Reporting

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

Name: City of Canyon Lake CalPERS ID: 3813045770

Payment Request Acknowledges

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 Total

Total Payment Amount: \$4,071.58

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001807296	03/17/2021	100000016333522	Employer Contribution, PEPR, 26189, CalPERS, 03/01/2021 - 03/15/2021	EFT - Debit	Citizens Business Bank -5402	\$2,741.78
1001807297	03/17/2021	100000016333482	Employer Contribution, Classic, 1684, CalPERS, 03/01/2021 - 03/15/2021	EFT - Debit	Citizens Business Bank -5402	\$1,329.80

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Build: v9.3 Baseline: 210304_171505_v9.3_int.6070 UID: 318

CM

Reporting

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

Name: City of Canyon Lake CalPERS ID: 3813045770

Payment Request Acknowledgment

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: \$3,407.98

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001795429	03/01/2021	100000016339169	Health PA Billing - PERS	EFT - Debit	Citizens Business Bank -5402	\$3,407.98

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Build: v9.2.0.a Baseline: 210127_125143_v9.2_Int.1867 UID: 318

Handwritten initials

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: **03/03/2021**

Submission time: **12:05 PM**

Pay period end date: **02/28/2021**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$205.67**

Contributions count: **2**

Draft date: **03/04/2021**

CM

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

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

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

CITY OF CANYON LAKE
PLAN SPONSOR: 0035273

Acknowledgment

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

You can print this acknowledgment for your records.

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

Plan Number: **0035273001**

Payroll Center: **CITY OF CANYON LAKE**

Payroll Center Number: **001**

Payroll Received for Salary Reduction

Submission date: **03/03/2021**

Submission time: **12:07 PM**

Pay period end date: **02/28/2021**

Payment method: **Debit ACH**

Bank routing number: **122234149**

Bank account number: **245125402**

Contributions payment amount: **\$232.00**

Contributions count: **2**

Draft date: **03/04/2021**

CM

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

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

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

Investment Reports

CITIZENSTRUST

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

RECEIVED

MAR 22 2021

000000037 MCB1000031021872360 01 000000 37 004



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

BY: _____

STATEMENT FOR THE PERIOD FROM 02/01/2021 TO 02/28/2021
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.

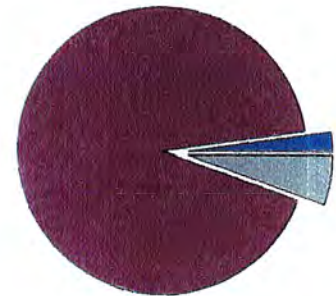


CITY OF CANYON LAKE
 31516 RAILROAD CANYON RD
 CANYON LAKE, CA 92587

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	02/01/2021	02/28/2021	% Of Account
 CASH & CASH EQUIVALENTS	208,033.70	58,678.24	2.1%
 FIXED INCOME	2,419,273.34	2,558,134.71	92.2%
 MISCELLANEOUS	157,380.00	157,075.89	5.7%
Total	2,784,687.04	2,773,888.84	100.0%



Activity Summary

	This Period	Year To Date	Realized Capital Gains / Losses	
			This Period	Year To Date
Beginning Market Value	2,784,687.04	2,848,656.23		
Income	965.42	59,856.57-	Short Term	100.00
Asset Activity	149,888.00-	15,389.78	Total Gains / Losses	100.00
Fees	472.99-	946.01-		116.00
Cash Management	149,355.46	45,372.69		
Change In Market Value	10,758.09-	74,727.28-		
Ending Market Value	2,773,888.84	2,773,888.84		



Account Statement

Account Number: **1035003119**
 February 01, 2021 To February 28, 2021

Portfolio Statement

Quantity	Description	Market Value	Cost Basis
Cash & Cash Equivalents			
Cash Equivalents			
Unclassified			
58,678.240	31607A703 FIDELITY GOVERNMENT PORTFOLIO	58,678.24	58,678.24
	Total Unclassified	58,678.24	58,678.24
Total	Cash Equivalents	58,678.24	58,678.24
Total	Cash & Cash Equivalents	58,678.24	58,678.24
Fixed Income			
Taxable			
100,000.000	24422ERE1 JOHN DEERE CAPITAL CORP SERIES MTN DTD 07/12/2011 3.9% 07/12/2021	101,326.00	101,045.62
34,722.220	3130AJRE1 FEDERAL HOME LOAN BANK DTD 6/24/2020 CALL .75% 06/24/2025-2020	34,191.66	34,722.22
100,000.000	3130AKDM5 FEDERAL HOME LOAN BANK DTD 10/28/2020 CALL .18% 10/28/2022-2021	99,947.00	100,000.00
100,000.000	3130AKMR4 FEDERAL HOME LOAN BANK DTD 01/15/21 CALL .33% 01/15/2025-2021	98,613.00	99,910.00
150,000.000	3130AL5X8 FEDERAL HOME LOAN DTD 2/24/2021 CALL .65% 02/24/2026-2021	148,449.00	150,000.00
150,000.000	3130ALEK6 FEDERAL HOME LOAN BANK DTD 02/26/21 CALL .78% 02/26/2026-2021	149,307.00	150,000.00
105,000.000	3133EEG79 FEDERAL FARM CREDIT BANK DTD 05/07/2015 2.15% 09/07/2023	110,001.15	110,600.22
100,000.000	3133ELH56 FEDERAL FARM CREDIT BANK DTD 06/09/2020 CALL .27% 06/09/2022-2020	99,912.00	99,875.00
100,000.000	3133EMHE5 FEDERAL FARM CREDIT BANK DTD 11/30/2020 CALL .17% 11/30/2022-2021	100,003.00	99,978.00
100,000.000	3134GWCZ7 FREDDIE MAC DTD 7/28/20 CALL .3% 10/28/2022-2021	100,046.00	99,985.00

Portfolio Statement (Continued)

Quantity	Description	Market Value	Cost Basis
Taxable			
100,000.000	3134GWMY9 FREDDIE MAC DTD 08/19/2020 CALL .625% 08/19/2025-2021	99,462.00	100,000.00
100,000.000	3134GWVJ2 FREDDIE MAC DTD 9/30/2020 CALL .4% 09/30/2024-2021	99,552.00	100,000.00
100,000.000	3134GWVN3 FREDDIE MAC DTD 09/30/2020 CALL .6% 09/30/2025-2021	99,001.00	100,000.00
200,000.000	3135G06A6 FANNIE MAE DTD 10/20/2020 CALL .58% 10/20/2025-2021	197,678.00	200,000.00
100,000.000	3135G06M0 FANNIE MAE DTD 12/16/2020 CALL .5% 12/16/2024-2021	99,684.00	100,000.00
100,000.000	3135GA3W9 FANNIE MAE .6% 11/25/2025-2022	99,048.00	100,000.00
200,000.000	3136G46A6 FANNIE MAE DTD 10/27/2020 CALL .3% 10/27/2023-2021	200,066.00	200,000.00
205,000.000	3136G4A29 FANNIE MAE DTD 7/30/2020 CALL .55% 07/30/2024-2021	205,159.90	205,000.00
200,000.000	69353REW4 PNC BANK NA DTD 04/29/16 CALL 2.15% 04/29/2021-2021	200,306.00	200,414.72
200,000.000	880591ER9 TENN VALLEY AUTHORITY DTD 09/29/14 2.875% 09/15/2024	216,382.00	208,870.67
Total	Taxable	2,558,134.71	2,560,401.45
Total	Fixed Income	2,558,134.71	2,560,401.45
Miscellaneous			
Corp Bond-sma Taxable Bonds			
150,000.000	24422ERT8 JOHN DEERE CAPITAL CORP DTD 06/26/12 2.8% 01/27/2023	157,116.00	158,469.00
Total	Taxable Bonds	157,116.00	158,469.00
Total	Corp Bond-sma	157,116.00	158,469.00
Miscellaneous Sundry Assets			
Documents			
1.000	DOC199647 INVESTMENT MANAGEMENT AGREEMENT CITY OF CANYON LAKE A/C# 1035003119	0.00	0.00
Total	Documents	0.00	0.00



Account Statement

Account Number: **1035003119**
 February 01, 2021 To February 28, 2021

Portfolio Statement (Continued)

Quantity	Description	Market Value	Cost Basis
Miscellaneous Sundry Assets			
Total	Miscellaneous Sundry Assets	0.00	0.00
	CASH	40.11-	40.11-
Total	Miscellaneous	157,075.89	158,428.89
Grand Total Assets		2,773,888.84	2,777,508.58

Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
Balances Beginning Of Period	0.00	2,776,916.15	2,791,846.34
Prior Accruals			7,159.30-
Unrealized Depreciation This Period			10,858.09-
Current Accruals			9,168.82
Asset Activity	149,888.00-	149,988.00	149,888.00-
Cash Management	149,355.46	149,355.46-	149,355.46
Fees	472.99-	0.00	472.99-
Income	965.42	0.00	965.42
Realized Gain/loss			100.00
Non Cash Asset Changes			
Balances End Of Period	40.11-	2,777,548.69	2,783,057.66

Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
02/01/21		Beginning Balance		0.00	2,776,916.15
Income					
Interest					
02/01/21		3136G4A29 FANNIE MAE DTD 7/30/2020 CALL .55% 07/30/2024-2021	INTEREST RCVD	563.75	
02/01/21		31607A703 FIDELITY GOVERNMENT PORTFOLIO	INTEREST RCVD	1.10	
02/03/21		3130AKMR4 FEDERAL HOME LOAN BANK DTD 01/15/21 CALL .33% 01/15/2025-2021	ACCRUED INT	16.50-	
02/03/21		3133ELD76 FEDERAL FARM CREDIT BANK DTD 06/02/2020 CALL .34% 12/02/2022-2020	INTEREST RCVD	86.41	
02/09/21		3133ELN75 FEDERAL FARM CREDIT BANK DTD 6/23/20 CALL .23% 12/23/2021-2020	INTEREST RCVD	58.77	
02/19/21		3134GWMY9 FREDDIE MAC DTD 08/19/2020 CALL .625% 08/19/2025-2021	INTEREST RCVD	312.50	

Transaction Statement (Continued)

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
02/26/21		3133EMHE5 FEDERAL FARM CREDIT BANK DTD 11/30/2020 CALL .17% 11/30/2022-2021	ACCRUED INT	40.61-	
Total Interest				965.42	0.00
Total Income				965.42	0.00
Asset Activity					
Assets Purchased					
02/03/21	100,000.000	3130AKMR4 FEDERAL HOME LOAN BANK DTD 01/15/21 CALL .33% 01/15/2025-2021	BUY	99,910.00-	99,910.00
02/24/21	150,000.000	3130AL5X8 FEDERAL HOME LOAN DTD 2/24/2021 CALL .65% 02/24/2026-2021	BUY	150,000.00-	150,000.00
02/26/21	150,000.000	3130ALEK6 FEDERAL HOME LOAN BANK DTD 02/26/21 CALL .78% 02/26/2026-2021	BUY	150,000.00-	150,000.00
02/26/21	100,000.000	3133EMHE5 FEDERAL FARM CREDIT BANK DTD 11/30/2020 CALL .17% 11/30/2022-2021	BUY	99,978.00-	99,978.00
Total Assets Purchased				499,888.00-	499,888.00
Assets Sold					
02/03/21	150,000.000-	3133ELD76 FEDERAL FARM CREDIT BANK DTD 06/02/2020 CALL .34% 12/02/2022-2020	REDEEMED	150,000.00	150,000.00-
02/09/21	200,000.000-	3133ELN75 FEDERAL FARM CREDIT BANK DTD 6/23/20 CALL .23% 12/23/2021-2020	REDEEMED	200,000.00	199,900.00-
Total Assets Sold				350,000.00	349,900.00-
Total Asset Activity				149,888.00-	149,988.00
Fees					
02/26/21		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 02/20/2021	DISBURSEMENT	472.99-	
Total Fees				472.99-	0.00
Cash Management					
02/28/21	149,355.460-	31607A703 NET CASH MANAGEMENT	NET CASH MGMT	149,355.46	149,355.46-
Total Cash Management				149,355.46	149,355.46-
02/28/21		Ending Balance		40.11-	2,777,548.69

Account Number: 1035003119

February 01, 2021 To February 28, 2021

Disclosure

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

Market Perspective

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

Tax Disclosure

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

CITY OF CANYON LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND
FOR THE ONE MONTH AND EIGHT MONTHS ENDING FEBRUARY 28, 2021

	Current Period Actual	Year-to-Date Actual	Total Budget	% Total of Budget Used
REVENUES				
Taxes	\$ 656,112.77	\$ 2,625,387.90	\$ 4,544,100	57.78
Licenses and Permits	58,661.82	381,605.58	481,500	79.25
Fines	1,621.97	24,075.92	15,000	160.51
Franchise Fees	115,597.30	233,058.71	572,700	40.69
Fees and Subscriptions	2,357.00	446,918.03	875,000	51.08
Investment earnings	4,673.59	39,808.11	54,000	73.72
Intergovernmental	-	139,694	199,618	69.98
Other Income	10,121.63	32,193.10	29,000	111.01
Total Revenues	<u>849,146.08</u>	<u>3,922,741.61</u>	<u>6,770,918</u>	<u>57.94</u>
EXPENDITURES				
DEPARTMENTS				
City Council	3,881.77	40,803.00	137,873	29.59
City Attorney	13,574.26	66,101.84	77,700	85.07
City Manager	51,618.25	419,644.81	576,037	72.85
City Clerk	11,792.02	129,773.20	248,053	52.32
Finance	7,717.50	106,104.83	162,411	65.33
Planning	3,830.00	24,118.75	190,000	12.69
Building & Safety	21,778.88	173,271.62	320,100	54.13
Law Enforcement	138,527.74	697,393.63	1,722,660	40.48
Fire & Medical	10,250.17	472,493.31	2,287,114	20.66
Emergency Preparedness	-	5,511.85	26,000	21.20
Animal Control	7,000.00	106,822.00	163,530	65.32
Public Works Administration	-	1,120.00	12,000	9.33
NPDES	406.25	72,529.00	84,300	86.04
Special Enforcement	19,195.36	209,943.07	311,962	67.30
Building & Facility	5,464.76	93,476.31	202,250	46.22
Total Expenditures	<u>295,036.96</u>	<u>2,619,107.22</u>	<u>6,521,990</u>	<u>40.16</u>
Excess (Deficit)	<u>\$ 554,109.12</u>	<u>\$ 1,303,634.39</u>	<u>\$ 248,928</u>	
Fund Balance - Beginning of Year		<u>4,061,424.00</u>		
Fund Balance - February 28, 2021 (before closing)		<u>\$ 5,365,058.39</u> *		

* Fund Balance is based on modified accrual basis as no closing procedures are performed until year end.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Jeff LaTendresse, Interim Fire Chief

DATE: April 7, 2021

SUBJECT: Adoption of Resolution No. 2021-21, Authorizing the City Manager to Execute a Purchase Agreement with National Auto Fleet Group of Watsonville, California, for the Purchase of Two (2) Dodge Durango SUV's to be Used by the New Fire Department as Command Vehicles, with AQMD Funds.

Recommendation

That the City Council adopt Resolution No. 2021-21 authorizing the City Manager to purchase two (2) Dodge Durango's from the National Auto Fleet Group of Watsonville, California, in an amount not to exceed \$99,759.44 and authorizing the City Manager to approve purchase orders in support of purchase.

Background

At the November 4, 2020 City Council meeting, the City Council authorized the City Manager to take such actions as necessary to prepare the City of Canyon Lake to begin Fire Department operations on January 1, 2022. A feasibility analysis, prepared by Emergency Services Consulting International (ESCI), was presented at the July 13, 2020 City Council meeting. In the analysis prepared by ESCI, it was recommended that the City of Canyon Lake should purchase two (2) staff vehicles for use by the Fire Chief and the Administrative Captain. ESCI identified that \$120,000 should be allocated for this purpose and that the vehicles would be leased for a period of five years.

Most fire departments in the area utilize full-size pickup trucks or large SUV's for their command vehicles. While the proposed vehicles are smaller, it is believed that they will perform as desired and be more economical to purchase, equip and maintain. The vehicles will also have all-wheel drive and upgraded all-terrain tires so that if the need arises for off-road travel, the vehicles will be able to perform adequately. Once the City takes

delivery of the vehicles, they will be sent to a third-party vendor for installation of emergency warning lights, sirens, radios, computers, and graphics. These additional items will be identified and addressed in the FY 2021/22 budget.

The City receives approximately \$13,000 each year from the South Coast Air Quality Management District (AQMD) to develop clean transportation programs and reduce vehicle emissions. Currently, the City’s account (Fund 25) has approximately \$115,000 that can be used for the purchase of vehicles and projects that meet the AQMD requirements. The City has received a letter (see Attachment 2) from the AQMD that validates this purchase as being in line with AQMD objectives.

City staff contacted several dealers to obtain quotes for the competitive bid process. Quotes were Lake Elsinore Chrysler Dodge Jeep Ram, Tuttle-Click Automotive Group, and National Auto Fleet Group. Of the three quotes received, National Auto Fleet Group of Watsonville was the lowest. If approved by the City Council, the vehicles will be ordered, and delivery is expected to take between two to three months, with an additional month for the outfitting by the third-party vendor. This timeline will ensure the vehicles are ready for the new Fire Department prior to January 1, 2022.

Dealer	Base Price	Paint/ Tires	Discount/ Rebates	Tax	License/ Fees	Total Each
National Auto Fleet Group	\$43,162.00	\$1,973.23	-\$1,000	\$3,497.98	\$508.75	\$48,141.96
Tuttle-Click Automotive Group	\$44,862.00	\$4,300.00	-\$2,950	\$3,715.89	\$730.75	\$50,658.64
Lake Elsinore Dodge	\$46,785.00	\$2,954.00	-\$2,950	\$4,101.13	\$178.75	\$51,068.88

As stated previously, these vehicles are smaller than typical command vehicles used by fire departments. To enhance their off-road capability, it was decided to add a lift kit to each vehicle and taller all-terrain tires. This lift will add approximately two- and one-half inches to the ground clearance of the vehicle and thus enhance their off-road capability. The cost for the lift kit and upgraded tires is an additional \$1,612.77 per vehicle (not show in the above chart) or \$3,225.54 in total. The lift kit and tires will be part of the vehicle purchase through National Auto Fleet Group who was the lowest bidder.

Fiscal Impact

In the ESCI Feasibility Analysis it was recommended that the two command vehicles be lease purchased for a term of five years. City staff determined that the use of these AQMD funds (Fund 25) would eliminate the need for a five-year lease and remove this on-going cost from the Fire Department budget. The City has no current need identified for the AQMD funds so there is no impact to other projects or needs. Fund 25 will continue to

receive annual installments from AQMD and will build up the account again over time. Outfitting of the two (2) command vehicles will be addressed in the FY 2021/22 budget.

Attachments

1. Resolution No. 2021-21
2. Letter of Support from AQMD
3. Bid from National Auto Fleet Group
4. Bid from Tuttle-Click Automotive Group
5. Bid from Lake Elsinore Chrysler Dodge Jeep RAM

ATTACHMENT 1

RESOLUTION NO. 2021-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE PURCHASE AGREEMENT WITH NATIONAL AUTO FLEET GROUP OF WATSONVILLE, CALIFORNIA, FOR THE PURCHASE OF TWO (2) DODGE DURANGO SUV'S TO BE USED BY THE NEW FIRE DEPARTMENT AS COMMAND VEHICLES WITH AQMD FUNDS

WHEREAS, on November 4, 2020, the City Council adopted Resolution No. 2020-48, declaring the City of Canyon Lake's intent to establish a municipal fire department, and authorizing the City Manager to take such actions as necessary to prepare the City of Canyon Lake to begin fire department operations on January 1, 2022; and

WHEREAS, on July 13, 2020, the City Council was presented with a feasibility analysis from Emergency Services Consulting International (ESCI) which identified the need for the new fire department to acquire two (2) command vehicles and have them placed in service prior to the date of transition; and

WHEREAS, City staff determined that by utilizing the AQMD (Fund 25) account that the vehicles could be purchased instead of leasing which would decrease the liability on the Fire Department budget for the next five years; and

WHEREAS, City staff identified the Dodge Durango as an accepted vehicle by AQMD for use of the funds and this vehicle would serve the needs of the Fire Department; and

WHEREAS, National Auto Fleet Group of Watsonville, California was the low bidder and staff recommends awarding the bid to the low bidder.

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

Section 1. Each of the above recitals is true and correct and is adopted by the City Council of the City of Canyon Lake.

Section 2. That included in the purchase price shall be the vehicle costs, paint and tires upgrades, tax, license, and all fees.

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Section 3. The City Council authorizes the City Manager, to enter into a purchase agreement for two (2) Dodge Durango's from the National Auto Fleet group for an amount not to exceed \$99,759.44.

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

Kasey Castillo, Mayor

ATTEST:

Ana V. Sauseda, CMC
City Clerk

ATTACHMENT 2

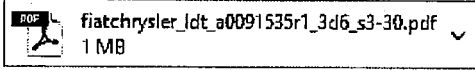
RE: City of Canyon Lake



Laurence Brown <lbrown1@aqmd.gov>
To Jeff LaTendresse

Reply Reply All Forward ...

Thu 3/18/2021 7:33 AM



Good morning Jeff,

Here is the official CARB Certification that shows the Dodge Durango meets the SULEV specification. And yes, this is not a hybrid or alternative fuel vehicle, but my superior and his superior have both stated directly to me that meeting the SULEV emissions rating is all that is necessary for AB2766 eligibility under category 1 of the AB7266 Resource Guide.

Laurence



Pursuant to the authority vested in California Air Resources Board by Health and Safety Code (HSC), Division 26, Part 5, Chapter 2; and pursuant to the authority vested in the undersigned by HSC Sections 39515 and 39516 and Executive Order G-19-095;

IT IS ORDERED AND RESOLVED: That the following exhaust and evaporative emission control systems produced by the manufacturer are certified as described below. Production vehicles shall be in all material respects the same as those for which certification is granted.

TEST GROUP INFORMATION						
MODEL YEAR	TEST GROUP	VEHICLE CLASS(ES)		FUEL CATEGORY	FUEL TYPE	
2021	MCRXT03.65P5	LDT2, LDT3, LDT4		DEDICATED SINGLE FUEL VEHICLE	GASOLINE	
USEFUL LIFE (miles)		VEHICLE EMISSION CATEGORY			INTERIM / INTERMEDIATE IN-USE STD	
EXH/ORVR	EVAP	FTP	SFTP	FTP	SFTP	
150000	150000	LEV3 SULEV30	LEV 3 COMPOSITE	*	PM	
SPECIAL FEATURES & EXHAUST EMISSION CONTROL SYSTEMS			OBD STATUS		ENGINE DISPLACEMENT (L)	
1	2HO2S (2), SFI, 2TWC, EGR, EGRC		FULL	*	3.6	
*	*		PARTIAL	ALL MODELS		
*	*		PARTIAL WITH FINES	*		
EVAPORATIVE & REFUELING (EVAP/ORVR) FAMILY INFORMATION						
EVAP / ORVR FAMILY	EVAPORATIVE STD CATEGORY		EVAP EMISSION STD VEHICLE CLASS		SPECIAL FEATURES	
MCRXR0136PP0	LEV 3 OPTION2 WITH FEL		LDT2		*	
MCRXR0140RP0	LEV 3 OPTION2 WITH FEL		LDT3		*	
MCRXR0166PP0	LEV 3 OPTION2 WITH FEL		LDT2		*	
MCRXR0166RP1	LEV 3 OPTION2 WITH FEL		LDT3		*	
MCRXR0172PP0	LEV 3 OPTION2 WITH FEL		LDT2		*	
MCRXR0204RP0	LEV 3 OPTION2 WITH FEL		LDT3		*	
EMISSION CREDIT INFORMATION						
NMOG+NOX FLEET AVE. CREDIT FOR EXTENDED WARRANTY		NMOG CREDIT FOR NON-PZEV ZERO-EVAP		NMOG CREDIT FOR DOR		OPTIONAL EXH. STD FOR WORK TRUCKS
N		N		N		N
NMOG AND FLEET AVERAGE INFORMATION						
NMOG RAF	CH4 RAF	FTP NMOG/NMHC RATIO	HCHO/NMHC RATIO	NMOG+NOX FLEET STD PC+LDT (0-3750 LVW) (g/mi)	NMOG+NOX FLEET STD LDT (3751 LVW-8500 GVWR) + MDPV (g/mi)	NMOG+NOX FLEET STD MDV (10,001-14,000 GVWR) (g/mi)
*	*	1.10	*	0.058	0.065	*

See the Attachment for Vehicle Models, Evaporative Family, Engine Displacement, Emission Control Systems, Phase-In Standards, OBD Compliance, Emission Standards and Certification Levels, and Abbreviations. (As applicable, heavy-duty vehicles (HDV) over 14,000 pounds in GVWR listed in this Executive Order are certified to the requirements in 13 CCR Section 1961.2 applicable to MDV pursuant to 13 CCR Section 1956.8(c)(3) or 13 CCR Section 1956.8(h)(5), as applicable.)



BE IT FURTHER RESOLVED:

The exhaust and evaporative emission standards and the certification emission levels for the listed vehicles are as listed on the Attachment. Compliance with the 50° Fahrenheit testing requirement may have been met based on the manufacturer's submitted compliance plan in lieu of testing. Any debit in the manufacturer's fleet average compliance requirement for NMOG+NOx or Vehicle Equivalent Credit (13 CCR Sections 1961.2(b)(1), 1961.2(b)(3), or 1961.2(c)(3), and the incorporated test procedures, as applicable), or Greenhouse Gas Emissions (13 CCR Section 1961.3, or 17 CCR Section 95663, and the incorporated test procedures, as applicable), for PC, LDT, MDPV or MDV shall be equalized as required.

BE IT FURTHER RESOLVED:

For the listed vehicle models, the manufacturer has attested to compliance with Title 13, California Code of Regulations, (13 CCR) Sections 1965 [emission control labels], 1968.2 [on-board diagnostic, full or partial compliance], 2035 et seq. [emission control warranty], 2235 [fuel tank fill pipes and openings] (gasoline and alcohol fueled vehicles only), and "High-Altitude Requirements" and "Inspection and Maintenance Emission Standards" (California 2015 and Subsequent Model Criteria Pollutant Exhaust Emission Standards and Test Procedures and 2017 and Subsequent Model Greenhouse Gas Exhaust Emission Standards and Test Procedures for PC, LDT and MDV).

This Executive Order hereby supersedes Executive Order A-009-1535 dated June 22, 2020.

Vehicles certified under this Executive Order shall conform to all applicable California emission regulations.

The Bureau of Automotive Repair will be notified by copy of this Executive Order.

Executed on this 28th day of August 2020.

Allen Lyons, Chief

Emissions Certification and Compliance Division

ATTACHMENT
EXHAUST AND EVAPORATIVE EMISSION STANDARDS AND CERTIFICATION LEVELS
EXHAUST EMISSION STANDARDS AND CERTIFICATION LEVELS (FTP, HWFET, 50°F, 20°F)

FUEL TYPE	CH4: methane; NMOG: non-CH4 organic gas; HC: hydrocarbon; NMHC: non-CH4 HC; CO: carbon monoxide; NOx: oxides of nitrogen; HCHO: formaldehyde; PM: particulate matter; RAF: reactivity adjustment factor; 2DHS/3DHS [g HC/test]: 2/3 days diurnal+hot-soak; RL [g HC/mi]: running loss; ORVR [g HC/gallon dispensed]: on-board refueling vapor recovery; g: gram; mg: milligram; mi: mile; K: 1000 miles; F: degrees Fahrenheit; FTP: federal test procedure; SFTP: supplemental FTP										
	NMOG+NOx (g/mi)		CO (g/mi)		NOx (g/mi)		HCHO (mg/mi)		PM (g/mi)		
	CERT	STD	CERT	STD	CERT	STD	CERT	STD	CERT	STD	
FTP@50K	*	*	*	*	*	*	*	*	*	*	*
FTP@UL	GASOLINE-LEV3 E10	0.0216	0.030	0.46	1.0	*	*	*	4	0.0004	0.003
50°F @4K	*	*	*	*	*	*	*	*	*	*	*

	FUEL TYPE	NMOG+NOx (g/mi)		CO (g/mi)	
		CERT	STD	CERT	STD
HWFET @ 50K	*	*	*		
HWFET @ UL	GASOLINE-LEV3 E10	0.0018	0.030		
20°F @ 50K	GASOLINE-COLD CO LOW OCTANE			0.96	12.5

SFTP EXHAUST EMISSION STANDARDS AND CERTIFICATION LEVELS

FUEL TYPE		US06			SC03		COMPOSITE			
		NMOG+NOx (g/mi)	CO (g/mi)	PM (mg/mi)	NMOG+NOx (g/mi)	CO (g/mi)	NMOG+NOx (g/mi)	CO (g/mi)	PM (mg/mi)	
@ 4K	*	CERT	*	*	*	*				
		STD	*	*	*	*				
@ UL	GASOLINE-LEV3 E10	CERT	*	*	1.2	*	*	0.0231	0.60	*
		STD	*	*	6	*	*	0.077	4.2	*
		BIN						0.040		

WHOLE VEHICLE EVAPORATIVE EMISSION STANDARDS AND CERTIFICATION LEVELS

EVAPORATIVE FAMILY	FUEL TYPE	WHOLE VEHICLE EVAPORATIVE TESTING						RL (g/mi) @ UL	
		3DHS (g/test) @ UL			2DHS (g/test) @ UL			CERT	STD
		CERT	STD	FEL	CERT	STD	FEL		
MCRXR0136PP0	GASOLINE-LEV3 E10	0.3012	0.400	0.375	0.2276	0.400	0.375	0.000	0.05
MCRXR0140RP0	GASOLINE-LEV3 E10	0.3521	0.500	0.450	0.3527	0.500	0.450	0.000	0.05
MCRXR0166PP0	GASOLINE-LEV3 E10	0.3012	0.400	0.375	0.2276	0.400	0.375	0.000	0.05
MCRXR0166RP1	GASOLINE-LEV3 E10	0.3012	0.500	0.375	0.2276	0.500	0.375	0.000	0.05
MCRXR0172PP0	GASOLINE-LEV3 E10	0.3012	0.400	0.375	0.2276	0.400	0.375	0.000	0.05
MCRXR0204RP0	GASOLINE-LEV3 E10	0.3387	0.500	0.500	0.3612	0.500	0.500	0.002	0.05



FCA US LLC.

Executive Order: A-009-1535-1
 New Passenger Cars, Light-Duty Trucks and
 Medium-Duty Vehicles
 Page 4 of 5

ORVR / FUEL ONLY / CANISTER BLEED EVAPORATIVE EMISSION STANDARDS AND CERTIFICATION LEVELS

EVAPORATIVE FAMILY	ORVR (g/gallon) @ UL			FUEL ONLY EVAP & CANISTER BLEED						
				FUEL TYPE	3DHS RIG TEST (g/test) @ UL		2DHS RIG TEST (g/test) @ UL		BLEED CANISTER TEST (g/test) @ 4K	
	FUEL TYPE	CERT	STD		CERT	STD	CERT	STD	CERT	STD
MCRXR0136PP0	GASOLINE-LEV3 E10	0.038	0.20	GASOLINE-LEV3 E10	*	*	*	*	0.0150	0.020
MCRXR0140RP0	GASOLINE-LEV3 E10	0.045	0.20	GASOLINE-LEV3 E10	*	*	*	*	0.0074	0.020
MCRXR0166PP0	GASOLINE-LEV3 E10	0.038	0.20	GASOLINE-LEV3 E10	*	*	*	*	0.0150	0.020
MCRXR0166RP1	GASOLINE-LEV3 E10	0.038	0.20	GASOLINE-LEV3 E10	*	*	*	*	0.0150	0.020
MCRXR0172PP0	GASOLINE-LEV3 E10	0.038	0.20	GASOLINE-LEV3 E10	*	*	*	*	0.0150	0.020
MCRXR0204RP0	GASOLINE-LEV3 E10	0.023	0.20	GASOLINE-LEV3 E10	*	*	*	*	0.0129	0.020

EFFECTIVE LEAK DIAMETER STANDARD AND CERTIFICATION LEVEL (INCHES)

EVAPORATIVE FAMILY	LEAK FAMILY	CERT	STD
MCRXR0136PP0	MCRXR0136PP0-LF1	*	0.02
MCRXR0140RP0	MCRXR0140RP0-LF1	*	0.02
MCRXR0166PP0	MCRXR0166PP0-LF1	*	0.02
MCRXR0166RP1	MCRXR0166RP1-LF1	*	0.02
MCRXR0172PP0	MCRXR0172PP0-LF1	*	0.02
MCRXR0204RP0	MCRXR0204RP0-LF1	*	0.02

*: not applicable; #: pounds; UL: useful life; PC: passenger car; LDT: light-duty truck; LDT1: LDT<6000#GVWR,0-3750#LVW; LDT2: LDT<6000#GVWR,3751-5750#LVW; LDT3: LDT 6001-8500#GVWR,3751-5750#ALVW; LDT4: LDT 6001-8500#GVWR,5751-8500#ALVW; MDV: medium-duty vehicle; MDV4: MDV 8501-10000#GVWR; MDV5: MDV 10001-14000#GVWR; MDPV: medium-duty passenger vehicle; HDV: heavy-duty vehicle; ECS: emission control system; CERT: certification; STD: standard; FEL: family emission limit; GVWR: gross vehicle weight rating; LVW: loaded vehicle weight; ALVW: adjusted LVW; LEV: low emission vehicle; ULEV: ultra LEV; SULEV: super ULEV; ZEV: zero-emission vehicle; TZEV: transitional ZEV; TWC/OC: 3-way/oxidizing catalyst; ADSTWC: adsorbing TWC; HAC: HC adsorbing catalyst; WU: warm-up catalyst; NAC: NOx adsorption catalyst; SCR-U or SCRC/SCR-N or SCRC-NH3: selective catalytic reduction-urea/ammonia; NH3OC: ammonia oxidation catalyst; CTOX/PTOX: continuous/periodic trap oxidizer; DPF: diesel particulate filter (active); GPF: PM filter for spark-ignited engine; HO2S/O2S: heated/oxygen sensor; WR-HO2S or AFS: wide range/linear/heated air-fuel ratio sensor; NOXS: NOx sensor; PMS: PM sensor; RDQS: reductant quality sensor; NH3S: ammonia sensor; EGR: exhaust gas recirculation; HP/LP EGR: High/Low Pressure EGR; EGRC: EGR cooler; AIR/AIRE: secondary air injection (belt driven)/(electric driven); PAIR: pulsed AIR; SFI/MFI: sequential/multiport fuel injection; DFI/IFI: direct/indirect fuel injection; TC/SC: turbo/super charger; CAC: charge air cooler; FFH: fuel fired heater; F/P/\$: full/partial/partial with fines on-board diagnostic; DOR: direct ozone reducing; HCT: hydrocarbon trap; BCAN: bleed carbon canister; prefix 2: parallel; (2) suffix: series; a hyphen (-) between after treatment ECS indicates multiple functionalities of the after treatment device (ex. DPF-SCRC: SCR coated DPF); CNG/LNG: compressed/liquefied natural gas; LPG: liquefied petroleum gas; E85: "85%" ethanol ("15%" gasoline) fuel; E10: "10%" ethanol ("90%" gasoline) fuel; A: automatic (with lockup); M: manual transmission; SA: semi-automatic transmission; CV: continuously variable transmission; SCV: selectable continuously variable transmission; AM: automated manual transmission; AMS: automated manual-selectable transmission; OT: other transmission; AER: all-electric range; EAER: equivalent AER; PHEV: plug-in hybrid electric vehicle; NMOG + NOx Fleet Ave. Credit for Extended Warranty: N = no credits, Y = credits, S = credits for some/select models

2021 MODEL YEAR: VEHICLE MODELS INFORMATION

MAKE	MODEL	VEH CLASS	ENGINE (L)	TRANS TYPE	EVAPORATIVE FAMILY	EXH ECS	OBD
CHRYSLER	GRAND CARAVAN	LDT3	3.6	A9	MCRXR0140RP0	1	P
CHRYSLER	PACIFICA	LDT3	3.6	A9	MCRXR0140RP0	1	P
CHRYSLER	PACIFICA AWD	LDT3	3.6	A9	MCRXR0140RP0	1	P
CHRYSLER	VOYAGER	LDT3	3.6	A9	MCRXR0140RP0	1	P



2021 MODEL YEAR: VEHICLE MODELS INFORMATION

MAKE	MODEL	VEH CLASS	ENGINE (L)	TRANS TYPE	EVAPORATIVE FAMILY	EXH ECS	OBD
DODGE	DURANGO AWD	LDT4	3.6	A8	MCRXR0204RP0	1	P
DODGE	DURANGO RWD	LDT3	3.6	A8	MCRXR0204RP0	1	P
JEEP	GLADIATOR 4X4	LDT2	3.6	A8	MCRXR0166PP0	1	P
JEEP	GLADIATOR 4X4	LDT2	3.6	M6	MCRXR0166PP0	1	P
JEEP	GLADIATOR 4X4	LDT3	3.6	A8	MCRXR0166RP1	1	P
JEEP	GLADIATOR 4X4	LDT3	3.6	M6	MCRXR0166RP1	1	P
JEEP	GRAND CHEROKEE 4X2	LDT3	3.6	A8	MCRXR0204RP0	1	P
JEEP	GRAND CHEROKEE 4X4	LDT3	3.6	A8	MCRXR0204RP0	1	P
JEEP	WRANGLER 4X4	LDT2	3.6	M6	MCRXR0136PP0	1	P
JEEP	WRANGLER UNLIMITED 4X4	LDT2	3.6	M6	MCRXR0172PP0	1	P

ATTACHMENT 3



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

03/24/2021

Quote ID#16068 R5

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

Dear Jeff Tendresse,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration. **Two (2) New/Unused (2021 Dodge Durango (WDEH75) GT AWD with Painted Black Roof, and Bridgestone Tire Package REVO 3 265/50R20)** delivered to your department yard, each for

	(1) Contract Price	(2) Two Unit's
Price	\$ 43,162.00	\$ 86,324.00
Paint Black Roof	\$ 995.00	\$ 1,990.00
Bridgestone Tire Package	\$ 978.23	\$ 1,956.46
Tax (7.750%)	\$ 3,497.98	\$ 6,995.96
Tire Fee	\$ 8.75	\$ 17.50
Transportation to 2 Installers & Canyon Lake FD	\$ 500.00	\$ 1,000.00
Total	\$ 49,141.96	\$ 98,283.92
Courtesy Discount	\$ -1,000.00	\$ -2,000.00
New Total	\$ 48,141.96	\$ 96,283.92

-per your attached specifications:

This vehicle(s) is available under the Sourcewell (Formerly known as NJPA) 120716-NAF.

Please reference this Contract Number on all Purchase Orders to National Auto Fleet Group.

Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
National Fleet Manager



Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

QUOTE
3410947

FIRESTONE COMPLETE AUTO CARE
1110 E COLORADO BLVD
PASADENA, CA. 91108-1403

SERVICE ADVISOR:
03 JOSH
626.578.0351

Emailed on 03/16/2021
Emailed to neil@nationalautofleetgroup.com

CARROLL, NEIL

2021 DODGE DURANGO GT
3.6L V6 FI GAS VIN G DOHC

LIC # VIN #
IN

MILEAGE 0

855.289.6572

Store # 011576

QUOTE

REG#ARD222850, EPA#CAL000365597

Description	Article		Qty	Part	Labor	Extended Price	Job Total
	Number	T#					
BRIDGESTONE TIRE PACKAGE							
004282 DUELER A/T REVO 3 P-METRI BL 265/50R20 107T 60,000 Mile Limited Warranty	004282		4	256.99		1,027.96	978.23
TIRE-DISC DISCOUNT DUELER A/T REVO 3 P-METRI BL 265/50R20 107T 60,000 Mile Limited Warranty	7088798		-4	25.70		-102.80	
CA STATE TIRE MANAGEMENT FEE	7046655		4		1.75	7.00	
NEW TIRE WHEEL BALANCE LABOR	7013632		4		12.99	51.96	
LOW PROFILE TIRE INSTALLATION	7006472		4		N/C	N/C	
LBR-DISC 10% off Any Set of Four Tires	7009202		-1		5.89	-5.89	



THIS IS NOT AN INVOICE- DO NOT PAY

Vehicle Configuration Options

ENGINE	
Code	Description
ERC	ENGINE: 3.6L V6 24V VVT UPG I W/ESS, (STD)
TRANSMISSION	
Code	Description
DFT	TRANSMISSION: 8-SPEED AUTOMATIC (850RE), (STD)
WHEELS	
Code	Description
WH4	WHEELS: 20" X 8.0" BLACK NOISE ALUMINUM
PRIMARY PAINT	
Code	Description
PRM	REDLINE 2 COAT PEARL
PAINT SCHEME	
Code	Description
---	STANDARD PAINT
SEAT TYPE	
Code	Description
CLX9	BLACK, LEATHER TRIMMED BUCKET SEATS, -inc: #2 Seat Foam Cushion
CPOS PKG	
Code	Description
2BD	QUICK ORDER PACKAGE 2BD GT, -inc: Engine: 3.6L V6 24V VVT UPG I w/ESS, Transmission: 8-Speed Automatic (850RE)
ADDITIONAL EQUIPMENT	
Code	Description
ADX	BLACKTOP PACKAGE, -inc: GT Gloss Black Badging, Wheels: 20" x 8.0" Black Noise Aluminum, Satin Black Dodge Tail Lamp Badge, Gloss Black Badges, Gloss Black Exterior Mirrors
AHX	TRAILER TOW GROUP IV, -inc: Rear Load Leveling Suspension, Trailer Brake Control, Full Size Spare Tire, Heavy Duty Engine Cooling, Class IV Receiver Hitch, Steel Spare Wheel
UBN	RADIO: UCONNECT 5 NAV W/10.1" DISPLAY, -inc: 10.1" Touchscreen Display, Disassociated Touchscreen Display, HD Radio, For Details Visit DriveUconnect.com, 1-Year Trial (Registration Required), GPS Navigation, 4G LTE Wi-Fi Hot Spot, SiriusXM

	Guardian - Included Trial (B), SiriusXM w/360L, Global Telematics Box Module (TBM), Connected Travel & Traffic Services
CD4	TUNGSTEN INTERIOR ACCENT STITCH
XAN	BLIND SPOT & CROSS PATH DETECTION
CFU	2ND ROW FOLD/TUMBLE CAPTAIN CHAIRS, -inc: 2nd Row Mini Console w/Cupholders, 2nd Row Seat Mounted Inboard Armrests, 6 Passenger Seating, 3rd Row Floor Mat & Mini Console

2021 Fleet/Non-Retail Dodge Durango GT AWD

WINDOW STICKER

2021 Dodge Durango GT AWD

CODE	MODEL	MSRP
WDEH75	2021 Dodge Durango GT AWD	\$38,945.00
OPTIONS		
ERC	ENGINE: 3.6L V6 24V VVT UPG I W/ESS, (STD)	\$0.00
DFT	TRANSMISSION: 8-SPEED AUTOMATIC (850RE), (STD)	\$0.00
WH4	WHEELS: 20" X 8.0" BLACK NOISE ALUMINUM	INC
PRM	REDLINE 2 COAT PEARL	\$0.00
—	STANDARD PAINT	\$0.00
CLX9	BLACK, LEATHER TRIMMED BUCKET SEATS, -inc: #2 Seat Foam Cushion	\$995.00
2BD	QUICK ORDER PACKAGE 2BD GT, -inc: Engine: 3.6L V6 24V VVT UPG I w/ESS, Transmission: 8-Speed Automatic (850RE)	\$0.00
ADX	BLACKTOP PACKAGE, -inc: GT Gloss Black Badging, Wheels: 20" x 8.0" Black Noise Aluminum, Satin Black Dodge Tail Lamp Badge, Gloss Black Badges, Gloss Black Exterior Mirrors	\$1,295.00
AHX	TRAILER TOW GROUP IV, -inc: Rear Load Leveling Suspension, Trailer Brake Control, Full Size Spare Tire, Heavy Duty Engine Cooling, Class IV Receiver Hitch, Steel Spare Wheel	\$1,195.00
UBN	RADIO: UCONNECT 5 NAV W/10.1" DISPLAY, -inc: 10.1" Touchscreen Display, Disassociated Touchscreen Display, HD Radio, For Details Visit DriveUconnect.com, 1-Year Trial (Registration Required), GPS Navigation, 4G LTE Wi-Fi Hot Spot, SiriusXM Guardian - Included Trial (B), SiriusXM w/360L, Global Telematics Box Module (TBM), Connected Travel & Traffic Services	\$995.00
CD4	TUNGSTEN INTERIOR ACCENT STITCH	\$0.00
XAN	BLIND SPOT & CROSS PATH DETECTION	\$495.00
CFU	2ND ROW FOLD/TUMBLE CAPTAIN CHAIRS, -inc: 2nd Row Mini Console w/Cupholders, 2nd Row Seat Mounted Inboard Armrests, 6 Passenger Seating, 3rd Row Floor Mat & Mini Console	\$1,275.00

Please note selected options override standard equipment

SUBTOTAL	\$45,195.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,495.00
TOTAL PRICE	\$46,690.00

Est City: N/A MPG
 Est Highway: N/A MPG
 Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Standard Equipment

MECHANICAL

Engine: 3.6L V6 24V VVT UPG I w/ESS
Transmission: 8-Speed Automatic (850RE)
3.45 Rear Axle Ratio
GVWR: 6,500 lbs
50 State Emissions
Transmission w/Driver Selectable Mode and Sequential Shift Control w/Steering Wheel Controls
Full-Time All-Wheel
Engine Oil Cooler
650CCA Maintenance-Free Battery w/Run Down Protection
160 Amp Alternator
Towing Equipment -inc; Trailer Sway Control
1350# Maximum Payload
Gas-Pressurized Shock Absorbers
Front And Rear Anti-Roll Bars
Electric Power-Assist Speed-Sensing Steering
24.6 Gal. Fuel Tank
Dual Stainless Steel Exhaust w/Chrome Tailpipe Finisher
Permanent Locking Hubs
Short And Long Arm Front Suspension w/Coil Springs
Multi-Link Rear Suspension w/Coil Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

EXTERIOR

Wheels: 20" x 8.0" Fine Silver
Tires: 265/50R20 BSW AS LRR
Steel Spare Wheel
Compact Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Body-Colored Rear Step Bumper
Body Color Lower Fascia
Body-Colored Wheel Well Trim
Black Side Windows Trim
Body-Colored Door Handles
Body-Colored Power Heated Side Mirrors w/Manual Folding
Fixed Rear Window w/Fixed Interval Wiper and Defroster
Deep Tinted Glass

Speed Sensitive Variable Intermittent Wipers
Galvanized Steel/Aluminum Panels
Lip Spoiler
Black Grille
Front License Plate Bracket
Liftgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Front Fog Lamps
Perimeter/Approach Lights
LED Brake Lights
Auto On/Off Projector Beam Led Low/High Beam Daytime Running Headlamps w/Delay-Off
Laminated Glass

ENTERTAINMENT

Radio: Uconnect 4 w/8.4" Display
Radio w/Seek-Scan, Clock, Speed Compensated Volume Control, Aux Audio Input Jack, Steering Wheel Controls and Radio Data System
Streaming Audio
6 Speakers
GPS Antenna Input
SiriusXM Satellite Radio
Integrated Center Stack Radio
Integrated Voice Command w/Bluetooth
2 LCD Monitors In The Front

INTERIOR

Front Seats w/Power 4-Way Driver Lumbar
12-Way Power Driver Seat -inc: Power Recline, Height Adjustment, Fore/Aft Movement, Cushion Tilt and Power 4-Way Lumbar Support
4-Way Passenger Seat -inc: Manual Recline, Fore/Aft Movement and Fold Flat
60-40 Folding Split-Bench Front Facing Tumble Forward Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows and Fixed 3rd Row Windows
Fixed 50-50 Split-Bench Cloth 3rd Row Seat Front, Manual Fold Into Floor, 2 Power and Adjustable Head Restraints
Leather/Metal-Look Steering Wheel
Illuminated Front Cupholder
Rear Cupholder

3 12V DC Power Outlets
Compass
Proximity Key For Doors And Push Button Start
Valet Function
Remote Keyless Entry w/Integrated Key Transmitter, 2 Door Curb/Courtesy, Illuminated Entry and Panic Button
Remote Releases -Inc: Power Fuel
Cruise Control w/Steering Wheel Controls
Dual Zone Front Automatic Air Conditioning
Rear HVAC w/Separate Controls
HVAC -inc: Auxiliary Rear Heater, Headliner/Pillar Ducts and Console Ducts
Illuminated Locking Glove Box
Driver Foot Rest
Interior Trim -inc: Leatherette Instrument Panel Insert, Metal-Look Door Panel Insert and Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
Cloth Bucket Seats w/Shift Insert
Day-Night Auto-Dimming Rearview Mirror
Driver And Passenger Visor Vanity Mirrors
Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage and 3 12V DC Power Outlets
Front And Rear Map Lights
Fade-To-Off Interior Lighting
Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats
Carpet Floor Trim
Cargo Area Concealed Storage
Cargo Space Lights
FOB Controls -inc: Cargo Access and Windows
Google Android Auto
USB Host Flip
Apple CarPlay
Driver / Passenger And Rear Door Bins
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks w/Autolock Feature
Systems Monitor
Redundant Digital Speedometer
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance

Manual Anti-Whiplash w/Tilt Front Head Restraints and Fixed Rear Head Restraints
Front Center Armrest w/Storage and Rear Center Armrest
2 Seatback Storage Pockets
Sentry Key Engine Immobilizer
Air Filtration

SAFETY

Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
ParkSense with Stop Rear Parking Sensors
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Curtain 1st, 2nd And 3rd Row Airbags
Airbag Occupancy Sensor
Driver Knee Airbag
Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
ParkView Back-Up Camera

ATTACHMENT 4



Tuttle-Click Automotive Group
 40 Auto Center Drive
 Irvine, CA 92618

QUOTATION	
CITY OF CANYON LAKE	DATE 3/18/2021
JEFF LATEDRESSE	
QUOTE VALID THROUGH	3/31/2021

DESCRIPTION	AMOUNT
DODGE DURANGO GT 2 EACH	\$89,724.00
BLACK ROOF AND PILARS PAINTED 2 EACH	\$6,000.00
BRIDGESTONE 265/50R20 DUELER A/T REVO 3 MOUNTED AND BALANCED	\$2,600.00
CURRENT REBATES AVAILABLE	\$5,900.00
DOCUMENTATION FEE	\$170.00
LICENSE FEES	\$1,291.50
SALES TAX FOR CANYON LAKE	\$7,431.78
YOUR DELIVERY PRICE FOR 2 DURANGO GTS INCLUDING TAX, TITLE AND LICENSE FEES	\$101,317.28

TUTTLE-CLICK CHRYSLER JEEP DODGE
40 AUTO CENTER DRIVE
IRVINE, CA 926182802

Configuration Preview

Date Printed: 2021-03-18 8:10 PM **VIN:** **Quantity:** 1
Estimated Ship Date: **VON:** **Status:** BA - Pending order

Sold to: TUTTLE-CLICK CHRYSLER JEEP DODGE (24097)
40 AUTO CENTER DRIVE
IRVINE, CA 926182802

Ship to: TUTTLE-CLICK CHRYSLER JEEP DODGE (24097)
40 AUTO CENTER DRIVE
IRVINE, CA 926182802

Vehicle: 2021 DURANGO GT AWD (WDEH75)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	WDEH75	DURANGO GT AWD	38,945	37,722
Package:	2BD	Customer Preferred Package 2BD	0	0
	ERC	3.6L V6 24V VVT Engine Upg I w/ESS	0	0
	DFT	8-Spd Auto 850RE Trans (Make)	0	0
Paint/Seat/Trim:	PRM	Redline 2 Coat Pearl	0	0
	APA	Monotone Paint	0	0
	*CL	Leather Trimmed Bucket Seats	995	896
	-X9	Black	0	0
Options:	UBN	Uconnect 5 Nav w 10.1" Display (USA)	995	896
	MDA	Front License Plate Bracket	0	0
	CFU	2nd Row Fold/Tumble Captain Chairs	1,275	1,148
	XAN	Blind Spot and Cross Path Detection	495	446
	AHX	Trailer Tow Group IV	1,195	1,076
	ADX	Blacktop Package	1,295	1,166
	YEP	Manuf Statement of Origin	0	0
	5N6	Easy Order	0	0
	171	Zone 71-Los Angeles	0	0
	4EA	Sold Vehicle	0	0
Discounts:	YG1	7.5 Additional Gallons of Gas	0	17
Destination Fees:			1,495	1,495
			= Restriction	

HB: 1,356 **Total Price:** 46,690 44,862
FFP: 44,488
EP: 42,819

Order Type: Retail **PSP Month/Week:**
Scheduling Priority: 1-Sold Order **Build Priority:** 99
Salesperson:
Customer Name:
Customer Address:

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

ATTACHMENT 5

BUYER

CO-BUYER

CITY OF CAYNON LAKE
 31516 RAILROAD CANYON RD
 MENIFEE, CA 92587
 Cell #: (949) 922-8752
 Email: JLATENDRESSE@CANYONLAKECA.GOV

Deal #: 28779
 Deal Type: Retail
 Deal Date: 03/23/2021
 Print Time: 10:31am

Salesperson: HANS TERKELSEN

VEHICLE

New
 Used
 Demo

Stock #:

Description:

VIN:

Mileage:

TRADE

2 Durangos

MSRP: \$ 0.00

PAYMENTS

Sale Price: \$ 43,831.00
 Total Financed Aftermarkets: \$ 2,954.00
 Total Trade Allowance: \$ 0.00
Trade Difference: \$ 46,785.00

Option 1: (retail)

Cash \$0.00
 1 mth @ 0 w/\$2,950.00 rebate \$ 48,114.88

Doc Fee: \$ 85.00
 State & Local Taxes: \$ 4,101.13
 Total License and Fees: \$ 93.75
Total Cash Price: \$ 51,064.88

Tires 1754.00
 Paint 1200.00

 2954.00


Total Trade Payoff: \$ 0.00
Delivered Price: \$ 51,064.88

Rebates subject to change when delivered.

Cash Down Payment + Deposit: \$ 0.00
 Total Rebates: \$ 2,950.00
Sub Total: \$ 48,114.88

Service Agreement: \$ 0.00
 Maintenance Agreement: \$ 0.00
 GAP Insurance: \$ 0.00
 Credit Life, Accident & Health: \$ 0.00
 Other: \$ 0.00

LAKE ELSINORE
 HANS CHRISTIAN TERKELSEN
 Internet Sales Consultant
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STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

DATE: April 7, 2021

SUBJECT: Adoption of Resolution 2021-18, Establishing a Social Media Policy; Resolution 2021-19, Establishing a Vehicle Use Policy; and Resolution 2021-20, Repealing the City's Personnel Policies and Procedures and the Cafeteria Plan Benefit Policy, and Establishing the Employee Handbook and Personnel Policy Manual

Recommendation:

That the City Council adopt Resolution 2021-18, establishing a Social Media Policy; Resolution 2021-19, establishing a Vehicle Use Policy; and Resolution 2021-20, repealing the City's Personnel Policies and Procedures and the Cafeteria Plan Benefit Policy, and establishing the Employee Handbook and Personnel Policy Manual.

Background:

The City's "Personnel Policies and Procedures" document was last updated November 5, 2014. Not only is the document out of date, but it fails to address a number of areas that are important for the effective management of City employees. For instance, job classifications, grievance procedures, how compensation is handled when traveling on City business, and standards of conduct (including code of ethics), are completely absent from the current policy document.

Resolution No. 2021-20 does more than simply update the existing document. City staff, in conjunction with the City Attorney and Finance Director, have worked over the past few weeks to develop an entirely new document, the "Employee Handbook and Personnel Policy Manual" (Manual), to replace the old Personnel Policies and Procedures.

In addition to the policies mentioned within the Manual, the Manual also references a number of stand-alone companion policies which will need to be adopted separately. Two of those policies, the Social Media Policy and the Vehicle Use Policy, are before the Council tonight. Two more, an Injury and Illness Policy and a Technology Resources Policy, are still in development and will be coming to the Council at a future date.

Key changes from the current Personnel Policies and Procedures to the new Employee Handbook and Personnel Policy Manual:

- Includes a more robust opening section that better introduces employees to the City of Canyon Lake and explains the purpose of the document.
- Clarifies that all employment at the City is “at-will” and removes references to probation period.
- Expands and updates definitions of terms.
- Establishes job classifications.
- Moves away from cafeteria plan for health, dental and vision insurance benefits. Establishes a new approach that increases coverage while reducing cash outs.
- Establishes a City match for employees participating in the 457 deferred compensation plan. Percentage of salary eligible to be matched is based on years of service.
- Increases vacation accrual for full-time employees continuously employed by the City between 5 and 10 years. Vacation accrual for 0-5 years of service and over 10 years of service remains the same.
- Adds the ability of employees to cash out up to 80 hours of accrued vacation per year, as long as they have used at least 40 hours of vacation during the calendar year.
- Puts in place grievance procedures.
- Updates employee discipline guidelines.
- References new Vehicle Use Policy.
- References new Social Media Policy.
- Updates travel guidelines.
- Establishes reimbursement for employee training and tuition.
- Establishes employee standards of conduct, including a code of ethics.
- Requires employees to sign a form acknowledging receipt of the Manual.

If adopted, the Employee Handbook and Personnel Policy Manual, the Social Media Policy and the Vehicle Use Policy will go into effect July 1, 2021.

It is anticipated that Chapter VI, Section 2 of the Manual will not be implemented until January 1, 2022, in order to allow employees to make benefit plan changes during open enrollment in the fall, which won't go into effect until January 1st.

Fiscal Impact

The updated Employee Handbook and Personnel Policy Manual makes a number of changes to employee benefits, increasing some and decreasing others. While specific projections will be provided as part of the Fiscal Year 2021/2022 draft budget review, it is anticipated that the new policies will result a net increase in the cost of employee benefits as follows:

Health Insurance

While actual costs will depend on benefit selections made by employees, it is anticipated that the changes to health insurance benefits will be cost neutral in FY 2021/2022. However, if every City employee chose a plan that maxed out the allowable contribution from the City, including coverage for 2+ dependents, based on current plan rates the City's costs would increase by approximately \$35,000. This scenario is exceedingly unlikely.

Tuition Reimbursement

If every eligible employee took full advantage of this benefit, the annual cost to the City would be \$20,000.

Deferred Compensation Match

If every eligible employee took full advantage of this benefit, the annual cost to the City would be approximately \$6,000 in FY 2021/2022 and \$12,000 in FY 2022/2023.

Vacation Payout

Based on the current number of eligible employees and their current hourly rates, the total potential payout amount in FY 2021/2022 is \$26,000. However, this will save the City money in the long run as salaries increase annually.

In addition, if followed appropriately, the policies and guidelines within the Manual should protect both the City and its employees, reducing future costs related to turnover and litigation.

Attachments

1. Resolution No. 2021-18 – Social Media Policy
2. Resolution No. 2021-19 – Vehicle Use Policy
3. Resolution No. 2021-20 – Employee Handbook and Personnel Policy Manual
4. Current Personnel Policies and Procedures (Adopted Nov. 5, 2014)

ATTACHMENT 1

RESOLUTION NO. 2021-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A SOCIAL MEDIA POLICY

WHEREAS, the City of Canyon Lake recognizes the need for use of social media to promote public awareness and boost participation of the City's programs, policies, and services; and

WHEREAS, the City recognizes the inexpensive and effective method and popularity of the use of various social media platforms, including (but not limited to) Facebook, YouTube, LinkedIn, Instagram, Flickr, and NextDoor (collectively "Social Media") by and amongst City elected officials and officers, City employees, and the public; and

WHEREAS, the City has determined that a Social Media Policy provides greater efficiency in government by outlining the procedure and expectations of the City's use and presence on Social Media; and

WHEREAS, this policy may be updated from time-to-time as deemed necessary by the City Manager; and

WHEREAS, the City Council has determined that adopting a Social Media Policy serves a municipal and public purpose.

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

Section 1. The City Council hereby adopts the City's Social Media Policy, attached hereto as Exhibit "A". The City Manager is authorized to amend the Social Media Policy from time to time with changes approved as to form by the City Attorney.

Section 2. This Resolution shall become effective July 1, 2021.

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

Kasey Castillo, Mayor

ATTEST:

Ana V. Sauseda, CMC
City Clerk

Exhibit “A”



SOCIAL MEDIA POLICY

Date of Adoption / Update: _____ City Manager Approval _____

Effective Date: _____

Section 1. Purpose: This Social Media Policy ("Policy") establishes guidelines for the establishment and use by the City of Canyon Lake ("City") of social media sites as a means of conveying information to members of the public. The intended purpose of City social media sites is to disseminate information from the City about meetings, activities and current issues to members of the public. The City has an overriding interest and expectation in protecting the integrity of the information on its social media sites and the content that is attributed to the City and its officials.

Section 2. Scope: This policy applies to City of Canyon Lake employees that create, post, moderate or maintain City social media sites on behalf of the City. This policy covers current and future forms of social media. This policy also addresses personal and private use of social media by City employees.

Section 3. Definition of Terms:

Social Media: Forms of electronic communication, such as Facebook, Twitter, blogs, YouTube, and similar sites, through which users create online communities to share information, ideas, personal messages, and other content.

City Social Media Sites: Social media sites which the City establishes and posts information on. City social media sites shall supplement, and not replace, the City's required notices and standard methods of communication.

Posts: Content shared on social media or the act of publishing content.

Site Account Administrator: A City employee who has the ultimate responsibility for a City social media site.

Authorized User: An employee who has been authorized to post social media content on behalf of the City.

Section 4. Procedures:

Creating City Social Media Sites: City employees who want to create and maintain a social media site on the City's behalf must complete and submit an application to the City Manager with a recommendation on the utility and appropriateness of each proposed social media site. The City Manager or their designee will manage and oversee all content on each City social media site to ensure adherence to the social media policy, including appropriate use, messaging and branding that is consistent with the goals and objectives of the City.

- (a) Employees must obtain approval from the City Manager or their designee prior to creating a social media site. The City Manager or their designee has the sole authority to establish or terminate City accounts and pages. The City Manager or their designee retains

the sole authority to post and remove information from social media sites.

- (b) Prior to creating a social media site, employees should consider the need and value of a department or program-dedicated site versus relying on the City-wide site or City website to disperse department or program information. Since social media sites lose the interest of their audiences when not updated regularly, staff should calculate the time and effort it will take to maintain a site so that visitors continue to find value over time. As a rule of thumb, social media sites should be updated at least once per week.
- (c) All City social media sites shall utilize authorized City contact information for account set-up, monitoring, and access, which shall be provided by the City Manager or their designee. The use of personal email accounts or phone numbers by any City employee is not allowed for the purpose of setting-up, monitoring, or accessing a City social media site.
- (d) Once approval is received from the City Manager or their designee, the department must use the common social media site's format and guidelines to create the social media page in order to ensure appropriate information is posted and to maintain consistency with other City social media sites. Any variation from common format requires prior approval from the City Manager or their designee.
- (e) Specific staff member(s) shall be appointed to maintain and monitor the social media sites. Supervisors are responsible for ensuring their staff follows the procedures set forth in this social media policy. If a staff member assigned to maintain and monitor a social media site ceases to be an employee of the City, the supervisor shall immediately contact the City Manager or their designee to ensure that password(s) are revised, and other appropriate actions are taken.
- (f) Those designated and authorized to utilize social media are responsible for regularly posting information, monitoring comments, removing any prohibited content as set forth in this policy, and saving content required under the Public Records Act as described herein.
- (g) The City Manager or their designee shall maintain a list of all City social media sites, including login and password information, to allow for the immediate alteration or removal of content that is inappropriate or inconsistent with this social media policy.

- (h) The City Manager or their designee will monitor the City's social media sites and their content to ensure adherence to the City's social media policy and any and all City policies.
- (i) The City shall not create a City social media site on any social media website that does not provide a mechanism for a designated employee to remove posts that violate City policy.
- (j) The City reserves the right to terminate any City social media site at any time without notice.

Section 5. Personal Social Media Use:

The City acknowledges that, away from their City job and in their personal lives, employees use social media sites for their own personal use. While employees share with their fellow citizens the right to voice their opinions on public issues, employees may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties. Employees should be careful not to make statements on social media that could reflect negatively on the City or give the appearance of negative bias toward established City policy or City management.

Conveying personal views through social media on behalf of the City is prohibited. Outside the workplace, an employee's right to privacy and free speech protects online activity conducted on their own personal social networks when they use their own (non-City) e-mail address. However, what an employee publishes on such personal online sites should never appear to be attributed to the City and should not appear to be endorsed by or originated from the City.

If employees choose to list their work affiliation on a social network, then they should regard all communication on that network as they would in a professional network. As a result, the following guidelines apply to City employees' personal use of social media sites:

- (a) Employees could be legally and financially responsible for their own personal postings on social media sites.
- (b) Employees should express only personal opinions. Employees shall not represent themselves as spokespersons for the City. When the City is the subject of the content being creating, an employee must be clear and open about the fact that they are a City employee, and it must be made clear that their views do not represent those of the City, fellow employees, customers, suppliers, or people working on behalf of the City.

- (c) If an employee publishes a blog or post online related to the work they do, or any subject related to the City, they must be clear that they are not speaking on behalf of the City. It is best to include a disclaimer, such as "The postings on this site are my own and do not reflect the views of the City of Canyon Lake." Employees may not post anything to the Internet in the name of the City or in a manner that could reasonable be attributed to the City without prior written authorization from the City Manager or his/her designee.
- (d) Employees discussing City-related issues on their own personal blog or social networking sites need to be cognizant of confidentiality obligations and compliance with all applicable laws and City policies. Harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on a personal computer.
- (e) The City may discipline employees for social networking conduct that undermines its mission, purpose or credibility with the public. This may include harassment, bullying, retaliation, or other conduct that affects the City and its operations. Employees may also be disciplined for social media conduct that violates City rules or policies or that discloses proprietary or confidential information.
- (f) Employees are not to engage in personal social media activities during worktime unless it is within the scope of their job duties. Employees are not to use City email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Section 6. Engaging with the Public:

When engaging with the public, employees should follow the following guidelines.

- (a) Social media posts made on behalf of the City shall not include any form of profanity, obscenity, or copyright violations.
- (b) Authorized users should not engage in arguments with members of the public who may be critical of the City.
- (c) Authorized users should consult with their supervisor if there is any question regarding the content of a comment or post.
- (d) Questions received through social media should responded to in a timely manner, in most cases within 24 hours, on the City social media site in which it was originally published.

Section 7. Information Posted by Outside Individuals:

Posted content (including comments, photos, and links) must be related to the topic posted by the City to be considered appropriate.

Comments containing any of the following inappropriate forms of content may not be permitted on City of Canyon Lake social media sites and may be removed by the City Manager or their designee:

- (a) Comments unrelated to the original topic or article.
- (b) Comments in support of, or in opposition to, any political campaigns or ballot measures.
- (c) Profane, obscene, or pornographic language or content, or links to such language or content.
- (d) Solicitations of commerce, including but not limited to advertising of any business or product for sale.
- (e) Content that conducts or encourages illegal activity.
- (f) Any information that is illegal or that might compromise the safety or security of the public or public systems.
- (g) Content that violates a legal ownership interest, such as a copyright, of another party.
- (h) Defamatory statements.
- (i) Threats to any person or organization.
- (j) Content that violates any federal, state, or local law.
- (k) Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, parentage, marital status, medical condition, sexual identity, sexual orientation, as well as any other category protected by federal, state, or local laws.
- (l) Comments on topics or issues not within the jurisdictional purview of the City of Canyon Lake.

If comments do not otherwise violate this policy and are positive or negative and within the context of the topic at hand, then the content should be allowed to remain, regardless of whether it is favorable or unfavorable to the City.

A comment posted by a member of the public on any City social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City, nor do such comments necessarily reflect the opinions or policies of the City.

The City reserves the right to remove any content that is deemed to be in violation of this social media policy or any applicable law.

Section 8. Terms of Service:

Each type of social media used by the City maintains a "Terms of Service" agreement ("Terms"). All comments posted to any City social media site are bound by these "Terms," and the City reserves the right to report any user violation.

TERMS OF SERVICE

Welcome to the official [SOCIAL MEDIA/WEBSITE] page for the City of Canyon Lake ("City "). Engage with us! The City uses social media to engage, inform and interact with its citizens and to provide enhanced transparency. The City can be found on social media websites such as, but not limited to, Facebook, Twitter, Instagram and YouTube.

If you are looking for more information about the City, please visit our website at www.CanyonLakeCA.gov. This page complies with the City of Canyon Lake's Social Media Policy.

SOCIAL MEDIA COMMENT GUIDELINES

It is our intent to encourage dialogue between members of the public and the City. We will do our best to reply to questions presented by members of the public via comments as soon as possible during normal business hours. If you don't receive a response to your question(s) within 24-48 hours, during the Monday - Thursday work week, please contact the City directly at 951-244-2955. In some instances, members of the public may be directed to contact specific departments or staff members, and/or web pages, for the best, most accurate information.

This page is subject to comment restrictions inherent with [SOCIAL MEDIA] pages. The City does not discriminate against any views. However, in accordance with our Social Media Policy, the following comments may be removed:

- a) Comments not related to matters of City business or that do not relate to the original topic, including random or unintelligible comments.

- b) Profane, obscene, violent, or pornographic content and/or language.
- c) Content that promotes, fosters or perpetuates discrimination of protected classes.
- d) Defamatory or personal attacks.
- e) Violent or threatening content.
- f) Promotion or endorsement of political issues, groups or individuals.
- g) Solicitation of commerce or advertisements, including promotion or endorsement.
- h) Conduct or encouragement of illegal activity.
- i) Information that may tend to compromise the safety or security of the public or public systems.
- j) Content that violates a legal ownership interest of any other party, such as a trademark or copyright infringement.
- k) Content that contains personally identifiable information such as social security numbers, addresses and telephone numbers.

The City may follow companies, organizations and/or individuals and share information from these third parties. This does not constitute any endorsement of the third party or its posts or activities. All citizen posted comments reflect the views of the author and not necessarily the views or the position of the City.

View our Social Media Policy: [Include Link]

Section 9. Acknowledgement:

Upon receipt, each employee shall sign a form acknowledging that they are aware of this policy, including the legal issues arising out of the use of privately-owned vehicle on City business.

Employee Acknowledgement of Social Media Policy

By signing below, I acknowledge that I have been provided a copy of the City of Canyon Lake's **Social Media Policy**. I further acknowledge that it is my responsibility to read and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights, and obligations, and does not create a contract of employment. Regardless of what the Policy states or provides, the City retains the right to add, change or delete provisions of the Policy and all other working terms and conditions without obtaining another person's consent or agreement.

Employee/Operator Signature	
Printed Name	Date

ATTACHMENT 2

RESOLUTION NO. 2021-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A VEHICLE USE POLICY

WHEREAS, the purpose of the City's Vehicle Use Policy is to ensure that vehicles under the control of the City of Canyon Lake are acquired, assigned, utilized, replaced, and maintained in the most efficient manner for the effective conducting of City business; and

WHEREAS, the term "vehicle" refers to both automobiles and boats; and

WHEREAS, this policy may be updated from time-to-time as deemed necessary by the City Manager; and

WHEREAS, the City Council has determined that adopting a Vehicle Use Policy serves a municipal and public purpose.

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

Section 1. The City Council hereby adopts the City's Vehicle Use Policy, attached hereto as Exhibit "A". The City Manager is authorized to amend the Vehicle Use Policy from time to time with changes approved as to form by the City Attorney.

Section 2. This Resolution shall become effective July 1, 2021.

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

Kasey Castillo, Mayor

ATTEST:

Ana V. Sauseda, City Clerk

Exhibit “A”



VEHICLE USE POLICY

Date of Adoption / Update _____ City Manager Approval: _____

Effective Date: _____

Section 1. Purpose: The purpose of the City's Vehicle Use Policy is to ensure that vehicles under the control of the City of Canyon Lake are acquired, assigned, utilized, replaced, and maintained in the most efficient manner for the effective conducting of City business. For the purposes of this Policy, the term "vehicle" refers to both automobiles and boats. City vehicles shall be used for official business only, in accordance with appropriate City codes. The City Vehicle Use Policy shall further govern the usage of City vehicles. Departments may adopt additional policies provided they do not conflict with the provisions of this policy. By signing this policy, you acknowledge the rules set forth herein and will be held responsible if damage or loss results from the violation of this policy.

Section 2. Review and Approval: This policy may be updated from time-to-time as deemed necessary by the City Manager or by a majority vote of the City Council.

Section 3. Responsibility: The City Manager's Department is responsible for the management of all vehicles in the City fleet. As such, any situations, policies and/or procedures that are not covered specifically in this policy should be brought to the attention of the City Manager or his/her designee.

Section 4. Policy and Procedure:

(a) **Vehicle Assignment** With the exception of Fire Department command vehicles, the City does not permanently assign vehicles to employees. All non-Fire Department City vehicles are considered "pool," and are available as needed to employees based on job functions.

(b) **Vehicle Maintenance** The Code Enforcement Department will schedule and perform Preventive Maintenance (PM) services on all vehicles in order to comply with warranty requirements, safety issues, and operational needs. To the extent that it is possible, maintenance and minor repairs should be performed prior to the development of major problems.

Section 5. Commuting in City Vehicles: City vehicles generally may not be used in a commuting capacity.

City vehicles generally may not be used in a commuting capacity.

(a) Commuting in a City vehicle may be allowed if:

1. The employee works from his/her home and the City Manager has determined that it is unreasonable for the employee to pick up and drop off the vehicle each day.

2. The employee is subject to 24-hour call and must operate a qualified non-personal use vehicle.
 3. It occurs in conjunction with approved, official travel and is considered occasional and de minimis.
- (b) In all cases, commuting in a City vehicle shall require prior approval by the City Manager.

Section 6. Vehicle Usage:

- (a) City vehicles shall be operated only for the performance of City business.
- (b) The operator of a City vehicle must be a City employee, elected official, appointee or other individual as provided by law, who possesses a valid driver's license for the type of vehicle to be operated.
- (c) Only authorized passengers are permitted to ride in City vehicles. Non-City individuals such as volunteers, spouses, and children should not be passengers in a City vehicle, unless they are involved in the conduct of business or providing a public service.
- (d) City vehicles are highly visible to the public and their use is scrutinized. Thus, poor driving manners and inappropriate use reflect on all City employees. Operators must exercise the highest degree of prudence and courtesy. The following are responsibilities of the operator while driving City vehicles or private vehicles on City business:
 1. All occupants shall use safety restraints where equipped.
 2. Established speed limits and all other traffic regulations must be followed.
 3. Parking and moving violation citations are the personal responsibility of the individual operating the vehicle at the time of the violation.
 4. Consumption of alcohol or use of illegal drugs is prohibited. Further, operators must not drive while under the influence of alcohol, illegal drugs or any other substance that impairs their ability to drive. Transportation of alcohol in City vehicles is prohibited. In the event of an accident or collision involving a City vehicle, the operator may be required to immediately undertake alcohol and/or drug testing. A positive test result may trigger disciplinary action up to and including termination.

5. Use of tobacco products is prohibited in City vehicles. This includes smokeless tobacco products, (i.e. chewing tobacco, etc.).
- (e) City vehicles shall be used for City business only. Examples of unauthorized uses are:
1. Travel to entertainment facilities.
 2. Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.
 3. Transporting family members, dependents or friends to school, daycare, medical appointments, social events, or other personal activities.
 4. Conducting other personal business.

However, it is permissible to use a City vehicle for travel to meals or to attend to other necessities of the operator or authorized passenger when away from their official domicile on City business.

- (f) Supervisors shall review the circumstances and notify the City Manager of complaints for alleged improper operation or use of a City vehicle. The operator may be subject to disciplinary action if a complaint is verified.
- (g) Liability to other persons (bodily injury and property damage) due to employee negligence in the operation of a City vehicle will be covered by the City provided the employee was operating the vehicle while conducting City business. The operator assumes full responsibility for bodily injury and damages to the vehicle and/or third-party damages if an accident occurs during any unauthorized use of a City vehicle.
- (h) Personal property in City vehicles is not insured for loss or damage by the City. Coverage for these items may be provided by the employee's personal insurance.
- (i) Supervisors should review the circumstances and notify the City Manager of accidents involving City vehicles in an effort to avoid reoccurrence. Employees found to have operated a vehicle in a careless manner, or in violation of the law or City policies or procedures may be subject to disciplinary action.

- (j) City vehicles should not be used for travel beyond 10 miles of City boundaries, unless specifically authorized by the City Manager.
- (k) The transport of animals is not allowed in City vehicles unless they are transported in the conduct of City business or are required by a passenger's disability.
- (l) Any employee involved in an accident in a City vehicle should notify their supervisor and the local law enforcement agency for a written report.

Section 7. Use of Privately-Owned Vehicles:

There are times in which the use of an employee's personal vehicle is preferable because either a City-owned pool vehicle is not available or because the use of a privately-owned vehicle is deemed more efficient. When such is the case, the following shall apply:

- (a) An employee may use his/her privately-owned vehicle when he/she has a transportation need for City business and upon authorization by his/her supervisor.
- (b) Employees who regularly use their privately-owned vehicles on City business must notify their insurance company of such use.
- (c) Proof of insurance is required before any privately-owned vehicle can be authorized for City business and shall be provided to the Human Resources Specialist annually thereafter, no later than January 31, of each year.
- (d) If insurance coverage is canceled, terminated, lapsed, or for any other reason curtailed, the immediate supervisor must be notified by the employee and the vehicle shall not be used for City business. In the event of an accident, the employee is responsible for paying any deductibles the insurance company may require.

Section 8. Rental Vehicles:

When it is necessary for a City employee to use a rental vehicle for City business, optional loss damage coverage should be purchased from the rental company at the time the vehicle is rented.

Section 9. Safety:

(a) Vehicle Operations:

1. Operators of City vehicles or private vehicles on City business must adhere to applicable traffic laws and should operate the vehicle in a safe and attentive manner. The operator should avoid activity that may hinder safe operations, such as inappropriate use of a cell phone and any other activity that may hinder the driver's attentiveness.
2. Vehicle operators should not drive **while** operating a cellular phone unless a hands-free device is used; per SB 1613, effective 07/01/2008.

Section 10. Driver or Operator Qualifications:

Each driver or operator must be **properly** licensed with the State of California if operating on City, State, or County roads. Employees shall obey all Federal, State, and local laws while **operating** either City owned or privately owned vehicles on official City business.

- (a) The City shall enroll **employees** that operate City owned pool or privately owned vehicles on City **business** in the Department of Motor Vehicles (DMV) Pull Notice Program. When a vehicle operator has **received a violation**, the DMV assigns points according to the type of violation, and automatically sends notification to the City.
- (b) In **compliance with** Vehicle Code Section 1808.47, all information **received** from the DMV shall be used solely for the intended purpose and kept in locked storage. Under no circumstances shall addresses or other information be given to a third party.
- (c) **Employees** who have an accumulation of four or more points in a 12-month period or six in a 24-month period or eight in a 36-month period may have City driving privileges suspended at the discretion of the City Manager. The Human Resources Specialist shall notify the City Manager and the employee's supervisor when a driving record meets this threshold.
- (d) Employees involved in additional preventable accidents, or who have a disqualifying action taken against their driver's license, shall be subject to disciplinary action, the severity of which will be determined by the nature of the offense and the employee's past driving and disciplinary action records.

- (e) An employee who has been determined to be involved in two or more preventable accidents within a 36-month period while operating a City-owned pool or privately-owned vehicle in the performance of official City business shall be subject to disciplinary action up to and including suspension of City driving privileges.
- (f) Any conviction resulting from driving while under the influence of drugs or alcohol (DUI), or refusal to submit to a lawful roadside sobriety test, shall result in disciplinary action up to and including suspension of City driving privileges.
- (g) Intentional abuse, moving violations, reckless operation, or negligent actions while operating any vehicle may result in the suspension of the employee's driving privileges, and is grounds for further disciplinary action.
- (h) Temporary or permanent suspension of City driving privileges for an employee whose position requires operation of a vehicle shall be considered a loss of the ability to perform an essential job function.
- (i) If an employee has City driving privileges suspended, the City shall attempt to arrange for the employee to perform the essential functions of the job. If such accommodation is not possible or creates an unreasonable hardship for the City or coworkers, loss of City driving privileges shall be considered just cause for reassignment to a position that does not require operation of a vehicle at a pay rate commensurate with that position. If no such position is open, the employee may be terminated.

Section 11. Driver Training:

Employees who drive City-owned vehicles and who regularly use privately-owned vehicles as part of their essential job functions are required to complete a defensive driver training course.

- (a) New employees shall complete a defensive driver training at the first available course date after the commencement of employment. Instruction shall also be provided to make certain that such employees are familiar with this policy.
- (b) Current employees who change assignments to include driving a City-owned vehicle are similarly required to complete the provisions as stated in this section.
- (c) All employees who are required to participate in defensive driver training shall be required to repeat such training at least once every three years. Employees shall complete remedial driver training if

there is a pattern of substandard driving performance. Citizen complaints, moving violations, vehicle neglect, or vehicle collision may be caused to require such training.

Section 12. In the Event of an Accident:

The operator is responsible for documenting the details of any accident on the appropriate forms located in each vehicle. The forms include the collection of data such as:

- Name, address, phone number and insurance information of the any and all parties involved in the accident.
 - Date, time, and precise location of the accident.
 - Description of any visual damage to the City Vehicle, (including pictures, where applicable).
 - Cause of the accident.
 - A copy of a police report should be submitted, if available.
- (a) The vehicle operator shall notify their direct supervisor. The Human Resources Specialist shall be responsible for initiating an investigation of the accident, completing all required City reports, and recommending action to the City Manager.
- (b) The Human Resources Specialist shall notify PERMA of the accident and provide any needed documentation.
- (c) Time is of the essence. Failure to gather the appropriate information at the time of the incident may impair the City's ability to conduct an appropriate investigation.
- (d) The vehicle operator must report the accident to the California Department of Motor Vehicles if more than \$750 in property damage or if anyone was injured (no matter how slightly). The report must be filed, whether the vehicle operator caused the accident or not, and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report (Form SR1) and must be made within ten (10) days of the accident. If the report is not filed with DMV, the vehicle operator's driving privileges will be suspended.

Section 13. Acknowledgement:

Upon receipt, each employee shall sign a form acknowledging that they are aware of this policy, including the legal issues arising out of the use of privately-owned vehicle on City business.

Employee Acknowledgement of Vehicle Use Policy

By signing below, I **acknowledge** that I have been provided a copy of the City of Canyon Lake's **Vehicle Use Policy**. I **further** acknowledge that it is my responsibility to read and **understand** my rights and obligations under the Policy.

I **understand** that this **Policy** represents only current policies, procedures, rights, and obligations, **and does not** create a contract of employment. Regardless of what the Policy states or provides, the City retains the right to add, change or delete provisions of the Policy and all other working terms and conditions without obtaining another person's consent or agreement.

Employee/Operator Signature	
Printed Name	Date

ATTACHMENT 3

RESOLUTION NO. 2021-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING THE EMPLOYEE HANDBOOK AND PERSONNEL POLICY MANUAL

WHEREAS, the City Council finds it necessary to adopt an Employee Handbook and Personnel Policy Manual that serves to provide employees an efficient and comprehensive guide to the policies of the City of Canyon Lake with regard to employment; and

WHEREAS, the Employee Handbook and Personnel Policy Manual will provide a guide in the provision of compensation, benefits, discipline, and attendance, among other issues; and

WHEREAS, the Employee Handbook and Personnel Policy Manual will assure compliance with State and Federal requirements; and

WHEREAS, the City's current Personnel Policies and Procedures was last adopted on November 5, 2014; and

WHEREAS, a periodic review and amendment of such policies is necessary; and

WHEREAS, the City Manager, who serves as the administrative head of the government of the City as outlined in section 2.04.060 of the Canyon Lake Municipal Code, has completed the review and amendment process; and

WHEREAS, this policy may be updated from time-to-time as deemed necessary by the City Manager; and

WHEREAS, the City Council wishes to adopt the Employee Handbook and Personnel Policy Manual.

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

Section 1. The City Council hereby adopts the Employee Handbook and Personnel Policy Manual, attached hereto as Exhibit "A". The City Manager is authorized to amend the Employee Handbook and Personnel Policy Manual from time to time with changes approved as to form by the City Attorney.

Section 2. The Personnel Policies and Procedures Manual adopted on November 5, 2014, is hereby rescinded.

Section 3. The Cafeteria Plan Benefit Policy adopted on June 1, 2017, is hereby rescinded.

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Section 4. This Resolution shall become effective July 1, 2021.

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

Kasey Castillo, Mayor

ATTEST:

Ana V. Sauseda, CMC
City Clerk

Exhibit “A”

CITY OF CANYON LAKE



EMPLOYEE HANDBOOK AND PERSONNEL POLICY MANUAL

Draft: April 7, 2021

INTRODUCTION

Welcome to the City of Canyon Lake! We trust you will find working for the City professionally challenging, an excellent career opportunity, a positive experience and an environment that strives to provide a work/life balance. The City prides itself on exceptional customer service and the highest level of professionalism. City staff are committed to public service, excellence and efficiency in the provision of services, the ICMA Code of Ethics, and the principles of democracy and professional management afforded by the Council-Manager form of government. As a member of the City team, we look forward to your positive contributions in these areas.

This handbook has been developed to provide staff members with important information regarding the City's personnel benefits and policies on matters relevant to all employees. The City Manager is the Appointing Authority under this policy and shall exercise functional authority over the City personnel process for the purpose of implementing and enforcing these policies and procedures on a citywide basis. On subjects not included in this handbook, please inquire with the City Manager or the City's Human Resources Specialist. Personnel issues not covered in this manual, or not otherwise covered by applicable law or regulation, may be addressed by the City Manager by the adoption of administrative policy documents or interpretations, and applied on an individual basis. The City reserves the right to appropriately change, amend, revise or delete the provisions contained herein, including policies and procedures, when deemed necessary. Updates to the policies herein will be provided in separate announcements throughout your career with the City.

CITY ORGANIZATION

Canyon Lake is a "general law" city. As such, the City's authority and powers are expressly granted by the California State Legislature and the California Constitution. Therefore, the policies contained herein may be changed or superseded by Constitutional amendment, an act of the California State Legislature, or state regulatory authority applicable to general law cities, or, where applicable, by federal law or regulation. The City has an adopted Municipal Code that contains the ordinances of the City.

The City of Canyon Lake is a "contract city" that operates under the Council-Manager form of government. As a contract city, Canyon Lake provides a number of key municipal services through contracts with other government entities and private companies. Included are police, fire, building and safety, planning, engineering, public works, economic development, city attorney, and other services that may become necessary from time to time. Some services, such as water, electricity and natural gas, are the responsibilities of other non-City agencies.

Under the Council-Manager form of government, the City is governed by five City Council Members who are elected at-large in municipal elections held every two years. City Council terms are staggered such that three members are selected by the voters in one election and the remaining two members are selected in the next election two years

later. The City Council hires a City Manager who is responsible for implementing City Council policy and for the day-to-day operations of the City, including the hiring and management of all City staff, contractors and consultants. In addition to the City Manager, the City Council also directly hires a City Attorney (or contracts with a law firm), for legal counsel.

UNIQUE FEATURES OF THE CITY OF CANYON LAKE

Canyon Lake is one of only a few mostly gated cities in California. It also contains one of the very few drinking water reservoirs in California where body contact is permitted, allowing for recreational uses such as swimming, boating, water skiing, and fishing.

Areas of the City that are within the gates, along with a few areas that are not gated, fall within the boundaries of the Canyon Lake Property Owners Association (POA). The POA has authority and responsibility for the maintenance and operation of their private roads and numerous amenities, such as parks, beaches, tennis and pickleball courts, senior center, golf course, baseball fields, equestrian center, clubhouse, swimming pool, lodge, docks, etc. Guided by its Declaration of Covenants, Conditions and Restrictions (CC&R's), the POA controls access into their gates, conducts architectural reviews, provides amenities and recreational opportunities, and maintains private security throughout the community and marine patrol on the lake. While the lake itself is owned by Elsinore Valley Municipal Water District (EVMWD), the POA secures surface water rights for the purpose of recreation through a long-term lease agreement with EVMWD. The POA is governed by a five-member Board of Directors who are elected at-large by the members of the POA. The Board hires a General Manager who is responsible for implementing policy set by the Board and for the day-to-day operations of the POA.

The City of Canyon Lake, by contrast, is responsible for land use regulation, building and safety, compliance with stormwater runoff regulations, traffic safety (e.g., roadway striping and signage) and road maintenance of public streets, police protection, fire prevention and suppression, animal control, emergency preparedness, solid waste removal, municipal elections, and other functions typical of municipal government. City revenue sources include property tax, sales tax, utility users tax, franchise fees paid by utility providers, licenses, permits, fees, fines, grants, and lease payments from tenants of City-owned real property.

As a member of the City team, it is important to understand the distinction between the City and the POA, and to become familiar with their respective responsibilities and the services they each provide to the community.

PUBLIC SERVICE

Local government by its nature and purpose is a service-oriented and public profession. City employees directly connect with the public in many different ways. In Canyon Lake, it is an expectation that members of the City team maintain a pleasant, friendly and cooperative demeanor with each other and in all capacities when working and communicating with the public. Care should be taken to act in a professional, respectful

and courteous manner at all times. City staff must keep in mind that they are ambassadors of the City and represent the organization. As public service professionals, it is the responsibility of City staff to be responsive and helpful to residents, visitors, and those conducting business in Canyon Lake.

DRAFT

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CHAPTER I PURPOSE AND APPLICATION

Section 1. Purpose: The purpose of City of Canyon Lake Employee Handbook and Personnel Policy Manual is to establish lawful procedures for dealing with personnel matters.

This Employee Handbook and Personnel Policy Manual may be amended as deemed necessary by the City Manager or by a subsequent resolution of the City Council. The personnel provisions set forth herein constitute the personnel rules and regulations for the City of Canyon Lake. Employees are expected to read this Handbook carefully, and to know and understand its contents. The City reserves the right to make changes to this Handbook and to any employment policy, practice, work rule, or benefit, at any time without prior notice, except for any written arbitration agreement with an employee, which can only be changed in accordance with its express terms. Employees' at-will employment can only be changed as stated in the separate Employment At-Will Policy contained in this Handbook. Any other change to this Handbook or any employment policy, practice, work rule, or benefit is effective only if it is in writing and is signed or authorized by the City Manager. Except as otherwise provided in this Handbook, no one has the authority to make any promise or commitment contrary to what is in this Handbook. Employees are responsible for knowing about and understanding those changes once they have been disseminated. The City also reserves the right to interpret the provisions of this Handbook.

This Handbook replaces all earlier Handbooks and supersedes all prior inconsistent policies, practices, and procedures.

Section 2. Application: These rules apply to all employees of the City of Canyon Lake unless a specific rule or procedure indicates otherwise.

Section 3. No Contract Created: These rules do not create any contract of employment, express or implied, or any right in the nature for a contract.

Section 4. Handbook Acknowledgement: Employees are required to sign the acknowledgement form at the back of this Handbook and return it to the City Manager or Designee. This will provide the City with a record that each employee has received this Handbook.

CHAPTER II DEFINITION OF TERMS

DEFINITION OF TERMS

Unless the context indicates otherwise, the following terms, whenever used in this document, shall be defined as follows:

Advancement: A salary increase within the limits of the pay range established for the position.

At-Will: All employment at the City is "at-will." This means that both employees and the City have the right to terminate employment at any time, with or without advance notice, and with or without cause. Employees also may be demoted or disciplined, and the terms of their employment may be altered at any time, with or without cause, at the discretion of the City. Only the City Council has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this at-will status. Any such agreement must be in writing, must be signed by an agent of the City Council, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

Nothing contained in this Handbook or any other documents provided to employees is intended to be, nor should it be, construed as a guarantee that employment (or any benefit) will be continued for a specific time period. For example, any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience. They are not intended to create an employment contract for one or more months, for a year. Employees should ask the Human Resources Specialist if they have any questions about their status as an employee at-will.

City Manager's Designee: The person assigned to the Human Resources function (Human Resources Specialist).

Demotion: The movement of an employee from one class to another class having a lower maximum rate of pay. A demotion may be voluntary or involuntary.

Domestic Partner: A domestic partnership is legally established in California when all of the following requirements are met: both persons file a Declaration of Domestic Partnership with the Secretary of State; both persons have a common residence; neither person is married to someone else or is a member of another domestic partnership with someone else that has not been terminated, dissolved, or adjudged a nullity; two persons are not related by blood in a way that would prevent them from being married to each other in another state; both persons are at least 18 years

of age; either of the following: (a) both persons are members of the same sex; or (b) one or both of the persons are over the age of 62, and meet certain eligibility criteria pursuant to the Social Security Act; and both persons are capable of consenting to the domestic partnership.

Eligible: When used as a noun, means a person whose name is considered for appointment to a position.

Employment Eligibility List: A list of one or more names of persons who are being considered for a position vacancy generated from candidate resumes, the results of an examination or some other method of identifying eligible persons.

Examinations:

- (a) **Open-competitive Examination**: An examination for a particular position which is open to all persons meeting the qualifications for the class.
- (b) **Promotional Examination**: An examination for a particular position, admission to the examination being limited to employees identified by the City Manager or Designee.
- (c) **Continuous Examination**: An open competitive examination which is administered periodically and as a result of which names are placed on an employment list, in order of final scores, for a period of not more than one (1) year.

Exempt: An employee not entitled to overtime compensation under the Fair Labor Standards Act.

Job Classifications: For the purposes of the City's Personnel rules and regulations, each position title shall correspond to the City's list of classifications and salary range.

- (a) **Full-time Exempt**: Various executive, administrative, and professional positions exempt from overtime requirements.
- (b) **Full-time Non-Exempt**: Positions subject to overtime requirements and working 38-40 hours per week.
- (c) **Hourly Benefited**: Positions known as regular part-time working twelve (12) months per year and an average of twenty (20) or more hours per week on a year-round basis. Benefits are provided to regular part time employees on a pro-rated basis.

(d) Hourly Non-benefited: At-will positions also known as either seasonal part-time or part-time. These employees are sometimes referred to as “temporary.”

1. Seasonal Part-Time: A position utilized up to 40 hours per week on a seasonal or partial year basis, but not more than 1,000 hours per fiscal year. If an employee identified as seasonal part-time works more than 1,000 hours in a fiscal year, he or she does not acquire regular employee status.
2. Part-Time: A position with an average of 19.5 hours or less per week and no more than 1,000 hours per fiscal year. If an employee identified as part-time works more than 1,000 hours in a fiscal year, he or she does not acquire regular employee status.

Layoff: The involuntary separation of a regular status employee or reduction to a position in a lower classification because the position is no longer needed.

Promotion: The movement of an employee from one position to another position having a higher maximum rate of pay and different job duties from the previous position.

Provisional Appointment: A temporary appointment of a person who possesses the minimum qualifications established for a particular class, and who has been appointed to a position in the absence of available eligible. This is sometimes referred to as an “Interim Appointment.”

Reclassification: The change of a position from one position to another as a result of the gradual accretion or reduction of duties and/or responsibilities over time.

Regular Employee: An employee who has been retained on a full-time basis.

Regular Part-Time Employee: An employee who has been retained on a part-time basis.

Reinstatement: The re-employment, without examination, of a former regular employee.

Temporary Employee: An at-will employee who has been appointed to a full time or part time position of limited duration.

Transfer: A change of an employee from one position to another position in having the same maximum salary limits, involving the performance of similar duties and responsibilities and requiring the same qualifications.

Y Rate: When an employee is moved to a different position with a lower salary range, the employee will retain his/her current salary until the salary of the new position has a maximum salary rate that is equal to or higher than the current salary.

CHAPTER III GENERAL PROVISIONS

Section 1. Equal Employment Opportunity: It is the City's policy to provide equal employment opportunity for all applicants and employees. The City does not unlawfully discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, national origin, ancestry, citizenship, age (40 years and over), mental disability and physical disability (including HIV and AIDS), legally protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws. Consistent with the law, the City also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation [with the advice of their health care providers] for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

The City prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. The City also prohibits retaliation against a person who reports or assists in reporting suspected violations of this policy, cooperates in investigations or proceedings arising from a violation of this policy, or engages in other activities protected under this policy.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with the City Manager's Designee.

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- Section 2. Political Activity Prohibited: As a public agency, the City must be particularly sensitive to real, potential, or perceived conflicts of interest. City employees shall not engage in political activities in violation of Government Code Section 3201 *et seq.* No one employed by the City may engage in political activities on City premises, while engaged in official duties, using City equipment, displaying the City logo, or wearing an official City uniform. Employees should be careful not to engage in any political activity (including social media postings) that could reflect negatively on the City or give the appearance of negative bias toward established City policy or City management. Employees also share with their fellow citizens the right to voice their opinion on public issues. Employees may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.
- Section 3. Outside Employment: No employee may hold outside employment that is incompatible with his/her City employment. City employees are employed on the condition that employment with the City is their primary employment and that they shall not engage in any employment, activity, or enterprise for compensation that is inconsistent, incompatible or in conflict with their duties, functions, or responsibilities as a City employee. Each regular employee who holds any other position in addition to City employment shall submit a written request to the City Manager prior to accepting such employment. Other positions include employment, participation in an outside business on their own or with others, and involvement in any other outside activity where they receive compensation.
- Section 4. Employee Duties: Employees are required to carry out the primary duties and responsibilities of their employment.
- Section 5. Violation of Rules: Violation of the provisions of these rules shall be grounds for disciplinary action up to and including termination.
- Section 6. Amendment and Revision of Rules: Amendments and revisions to these rules must be approved by the City Manager.
- Section 7. Employee Standards of Conduct and ICMA Code of Ethics: Employees are requested to be mindful of the ICMA Code of Ethics and uphold the intent of the tenets and guidelines of the Code. Employees are required to adhere to the Employee Standards of Conduct (Chapter XXIII).
- Section 8. Federal Taxes: Completion of appropriate IRS forms will be required of all personnel at the time of employment. The number of exemptions claimed will determine the amount of federal tax deductions.
- Section 9. Social Security: The City does not participate in Social Security, so no deductions will be taken from employees' salaries for this purpose.

However, all employees, full and part-time, will be required to have a Social Security number and or meet other legal requirements including proof of citizenship or permanent residency status at the time of employment.



**CHAPTER IV
CLASSIFICATION**

Section 1. Classification Plan: The City of Canyon Lake has an established list of classifications as follows:

Full-time Exempt

Administrative Services Manager
City Accountant/Human Resources Specialist
City Clerk
City Manager
Fire Chief
Management Analyst I
Management Analyst II
Senior Management Analyst

Full-time Non-Exempt

Administrative Assistant
Administrative Assistant/Analyst
Code Enforcement Officer
Code Enforcement Supervisor
Deputy City Clerk
Deputy City Clerk/Executive Assistant
Senior Code Enforcement Officer

Hourly Benefited (Part-Time and Seasonal Part-Time)

Hourly Non-Benefited (Part-Time and Seasonal Part-Time)

Senior Office Specialist
Office Specialist

Each position in the City service is defined by specifications, including title, definition of the position, supervision received and exercised, a description of the duties and responsibilities of positions in each class, and the training, experience, and other qualifications to be required of applicants for positions in each class.

Section 2. Adoption, Amendment, and Revision of Plan: The list of classifications may be amended from time to time by resolution of the City Council.

Section 3. New Positions: When a new position is created, an employment eligibility list will be established before an appointment is made, unless the position is filled by a promotional appointment.

Section 4. Classification Studies: Classification studies shall be conducted from time to time to determine if the duties and responsibilities of a position have substantively changed, have become inequitably aligned in relation to

other classifications within the City service, and/or are otherwise incorrectly designated. The City Manager or Designee shall conduct the classification study and, as a result, a position may be reclassified to a more appropriate classification, whether new or already authorized, at a higher or lower maximum salary level.

After conducting a classification study of the position(s), the City Manager will recommend classification changes, if any, to the City Council for approval.

Section 5. Qualifying Examination: A reclassification with a title change that results in a salary increase above the old classification may require of the incumbent a qualifying examination to determine whether or not the incumbent possesses the minimum qualifications for the new class. The method for the qualifying examination shall be determined by the City Manager or Designee. It may be an interview, demonstration of skills and abilities or a written examination. An incumbent proposed for a reclassification who does not pass the qualifying examination shall retain his or her original title until such time as he or she does pass the qualifying examination.

An employee whose position is being reclassified upward and who has demonstrated competency for the position, need not take a qualifying examination.

Section 6. Y-Rate: When a reclassification results in a lower maximum rate of pay for the incumbent, the incumbent shall be "Y-Rated" at the salary level he/she has earned up to that time.

CHAPTER V COMPENSATION

- Section 1. Compensation Plan: The City has established salary ranges covering all positions in the City service with minimum and maximum rates of pay. Rates of pay for all positions are updated annually and can be found on the City's website at www.canyonlakeca.gov/hr.
- Section 2. Amendment of Plan: The compensation plan may be amended from time to time by action of the City Council.
- Section 3. Comprehensive Compensation Survey: A Comprehensive Compensation Survey will be conducted as needed to assure that the City's jobs are paid equitably against the labor market. The Survey will include each position and include labor market comparisons to other cities selected by the City Manager or Designee.
- Section 4. Salary Upon Initial Hire: The City Manager shall have the discretion to place the employee at a salary level within the salary range of the position into which the employee is hired.
- Section 5. Merit Advancement: The City Manager has the authority and discretion to adjust all regular and part-time employee salaries within their range at any time. The City Manager shall justify a salary change within the range with documentation and based on the performance and skill-level of the employee.
- Section 6. Evaluation: Each employee will be formally evaluated annually in regard to the employee's performance of his or her work responsibilities. In the evaluation, the City will consider and evaluate the employee's salary for a potential merit advancement. Performance evaluations will be tracked by the City Manager or Designee.
- Section 7. Salary on Promotion: An employee promoted to a position having a greater maximum salary will be placed at a salary that results in not less than a three and one-half percent (3.5%) increase above the employee's current regular salary. The City Manager may establish the salary at a higher level within the range.
- Section 8. Salary on Demotion: An employee who is demoted will be placed within the salary range for the position into which demoted. The salary will be set at a level that is lower and closest to the salary the employee was receiving before the demotion.
- Section 9. Salary on Reclassification: An employee whose position title is changed but will be performing similar duties will receive the salary set forth below.

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- (a) If the new position title maintains the same salary range, the salary will not change.
 - (b) If the new position title has a higher salary range, the salary adjustment will be determined at the discretion of the City Manager.
 - (c) If the new position title has a lower salary range, the employee will be Y-rated.

Section 10. Pay Periods: Employees shall be compensated by paycheck or electronic transfer semi-monthly. Checks or electronic transfers in payment for compensation will be made available by the City to employees.

Section 11. Bilingual Pay: The City does not provide a bilingual premium pay differential in addition to regular pay for employees who are requested by the City to use bilingual skills during their scheduled work hours on a recurring basis.

Section 12. Overtime:

- (a) As a matter of general policy, the City does not permit employees to work overtime and will provide adequate staff to handle normal operations. However, non-exempt employees may be required to work overtime at the discretion of the City Manager.
- (b) Overtime for non-exempt employees is defined as hours assigned to be worked and actually worked in excess of forty (40) hours in the designated work week.
- (c) Non-exempt employees working overtime when not expressly authorized to do so shall be subject to discipline.
- (d) Overtime assigned and worked by non-exempt employees shall be compensated at time and one half their regular rate of pay. The employee may request, and the City Manager shall have the unrestricted discretion to approve or not approve, compensation in the form of accrued compensatory time at time and one-half pay, except an employee may not accrue more than forty (40) hours compensatory time at any time.
- (e) Employees who are exempt from the Fair Labor Standards Act (FLSA) are compensated on a salary basis and are not eligible for overtime.

Section 13. Call-Back Pay: In the event of an emergency or disaster, all City employees may be required to report to work.

Section 14. Acting Pay: An employee who is provisionally appointed to an acting or interim position that is in a higher salary range than that of the position title in which the employee is normally assigned shall receive acting compensation.

- (a) Acting pay shall be provided only for appointments with duration greater than twenty-one (21) consecutive calendar days and shall be retroactive to the effective date of the acting appointment and continue until completion of appointment.
- (b) Such acting appointments shall be made in writing by the City Manager.
- (c) Compensation shall be at the entrance of the salary range of acting position, or a minimum of three and one-half percent (3.5%) higher than the employee receives, whichever is greater.

Section 15. Cost of Living Adjustment (COLA): Annually, employees will receive a COLA in their salary or hourly rate based on the month of March, Riverside/San Bernardino/Ontario Consumer Price Index (CPI) for all items. The COLA will be applied to employee salaries or hourly rates automatically, not to exceed 3.5%, on July 1 of every year based on the March CPI.

On July 1 of every year, position salary ranges will also adjust automatically. The salary range will adjust based on the month of March, Riverside/San Bernardino/Ontario CPI for all items not to exceed 3.5%.

CHAPTER VI BENEFITS

Section 1. Retirement Plan:

- (a) The City is a member of the Public Employees Retirement System (PERS). Eligible Regular employees of the City hired prior to December 31, 2012 are enrolled in the 2%@55 retirement program. Under PERS Regulations, employees hired on or after January 1, 2013 and who are considered "Classic" employees will be enrolled in the 2%@55 retirement program. Eligible Regular employees of the City hired on or after January 1, 2013 are enrolled in the 2%@62 and 2.5%@67 retirement program consistent with State Assembly Bills 340 and 197 enacted September 12, 2012 and City Resolution No. 1136. All conditions of PERS apply to all eligible Regular employees of the City of Canyon Lake.
- (b) The pensionable compensation used to calculate the defined benefits paid to employees hired after December 31, 2012 will not exceed the maximum amount specified in the federal retirement system (United States Code Title 42 § 430(b), as may be amended from time to time); as adjusted annually based on changes to the Consumer Price Index for all Urban Consumers.
- (c) Regular employees hired after December 31, 2012 pay 100% of the employee portion of the retirement program or 50% of the "normal cost," defined as that portion of the present value of projected benefits under the defined benefit plan that are attributable to the current year of service (also known as the "Member Contribution Rate as a percentage of payroll"), whichever is higher. Exercising its authority to implement the provisions of section 414(h)(2) of the Internal Revenue Code (IRC), all employee's payments for the retirement program are tax deferred. For employees hired after December 31, 2012, the City is prohibited from making contributions greater than the amount specified in the federal retirement system.
- (d) The final compensation is the average full-time monthly pay rate for the highest 36 consecutive months. "Compensation" is defined as the normal monthly rate of pay or base pay for the employee for services rendered on a full-time basis during normal working hours, pursuant to the City's pay schedule. It does not include pay for unused sick leave or time off or overtime pay.
- (e) Employees are permitted to replenish their Public Employees Retirement Account (PERS) out of their own funds, if they have

chosen to remove those funds from PERS following termination of previous employment.

- (f) The City does not participate in the Social Security System.
- (g) Newly retired former employees, or employees of another PERS member, are required to sit out for at least 180 days before returning to work for the City to avoid forfeiture of their retired status. Such employees also cannot serve more than 960 hours in a fiscal year. This subsection shall not apply to employees hired to fill a critically needed position, where the appointment has been approved by City Council in a public meeting.
- (h) Any public official or employee who is convicted of a felony related to performance of his or her official duties, related to seeking an elected office or appointment, in connection with obtaining benefits, or committed against a child who the official or employee has contact with as part of his or her official duties, forfeits all pension benefits earned or accrued after the date of the conviction.

Section 2. Health and Life Insurance:

At the discretion of the City Manager, the implementation of this section or any portion thereof may be delayed until January 1, 2022. If implementation is delayed by the City Manager, then those portions of the previous Personnel Policies and Procedures and Cafeteria Benefit Plan related to health and life insurance shall continue to be in effect.

- (a) All employees of the City are covered with basic benefits as required by law, including State Disability Insurance (SDI), Unemployment Insurance, and Worker's Compensation Insurance.
- (b) All regular full-time employees, and all part-time employees that work at least 30 hours per week or 130 hours in a month, are eligible for coverage under the City's medical, dental, vision, and life insurance policies. These benefits may be increased or decreased from time to time at the discretion of the City Council. The City reserves the right to change carriers and/or eliminate any type of coverage at its absolute discretion. No employee has any vested right to any type of insurance coverage or benefits.
- (c) Employees may choose to contribute pre-tax dollars to the City's authorized optional benefit plans through a written authorization for payroll deductions.
- (d) The City of Canyon Lake provides each regular full-time employee 100% of the single-party premium for health, dental and vision insurance, inclusive of prescription drug coverages within the health

plans, up to a maximum monthly contribution equal to the "Subscriber" rate for the Anthem Blue Cross Select plan plus the cost of City dental and vision plans.

- (e) The City will pay 80% of the premium for health, dental and vision insurance for eligible dependents of regular full-time employees. Total City monthly contribution toward these premiums for an employee and their dependents shall not exceed a monthly cost equal to the "Subscriber & 2+ Dependents" rate for the Anthem Blue Cross Select plan plus the cost of City dental and vision plans.
- (f) Part-time employees that work at least 30 hours per week or 130 hours in a month are eligible for half of the approved monthly contribution amount.
- (g) All benefit selections made by an eligible employee are effective for the entire calendar year, January 1 to December 31, unless the employee experiences an eligible change in status or other event as listed in this policy.
 - 1. Open enrollment. All eligible employees will be notified annually of the open enrollment period. Typically, the open enrollment period will occur from the third Monday in September to the second Friday in October. Benefit options may be selected and/or changed during this period. Benefits selected during open enrollment will become effective January 1.
 - 2. Change in status. All eligible employees may change their benefit selections during the plan year if they experience a change in status, and the change in benefits is consistent with the change in status. A selection change is consistent if that change is "on account of" and "corresponds with" a change in status event that affects eligibility for coverage. Change in status includes:
 - Change in marriage status
 - Change in number of dependents
 - Change in employment status
 - Change in the eligibility of dependents
 - Change in residence that directly affects coverage
 - 3. Family and Medical Leave Act (FMLA). Eligible employees who take unpaid FMLA leave may revoke their benefit selections during their unpaid leave. The eligible employee

may reinstate their benefit selections on the same terms and conditions upon return from unpaid leave.

4. Judgment, decree or order. Eligible employees may revoke or change their benefit selections if a judgment, decree or order resulting from a divorce, legal separation, annulment, or change in legal custody requires health coverage for an eligible employee's child.
 5. Entitlement to Medicare or Medicaid. Eligible employees may revoke or change their benefit selections if the eligible employee, spouse, or other dependent becomes entitled to Medicare or Medicaid.
 6. Significant cost or coverage changes. If the cost of an eligible employee's selected Health, Dental or Vision plan increases or decreases during the plan year by more than 20%, the eligible employee may change their selection, or make a corresponding change to any pre-tax contribution they are making.
 7. Coverage changes. If the plan coverage that an eligible employee has selected ceases or is significantly curtailed, the eligible employee may revoke their corresponding selection, and/or enroll in a similar plan. Significantly curtailed means that there is an overall reduction in coverage provided by the plan. Loss of coverage means that there is a complete loss of coverage provided by the plan, such as an HMO ceasing to be available in the area that the eligible employee resides.
- (h) **Health Benefits.** The City offers Health Maintenance Organization (HMO) Basic Health Plans, Preferred Provider Organization (PPO) Basic Health Plans, and Exclusive Provider Organization (EPO) Health Plans through the California Public Employee Retirement System (CalPERS) organization. Specific providers and rates may change from time to time. All employees will be notified of providers and rates each year during open enrollment.
- (i) **Dental Benefits.** The City offers Dental Insurance benefits. Specific providers and rates may change from time to time. All employees will be notified of providers and rates each year during open enrollment.
- (j) **Vision Benefits.** The City offers Vision Insurance benefits. Specific providers and rates may change from time to time. All employees

will be notified of providers and rates each year during open enrollment.

- (k) Life Insurance Benefits. The City offers Life Insurance benefits for the employee only. Spouses and dependents are not eligible for Life Insurance coverage by the City under this policy. However, eligible employees may purchase Life Insurance coverage for their dependents. Specific providers and rates may change from time to time. All employees will be notified of providers and rates each year during open enrollment. Life Insurance coverage may not exceed \$50,000 to be eligible under this policy for pre-tax contributions.
- (l) Supplemental Insurance Benefits. The City offers Supplemental Insurance benefits for the employee, spouse, and dependents, under this policy. Specific providers and rates may change from time to time. All employees will be notified of providers and rates each year during open enrollment.
- (m) Cash Out. If an eligible employee receives health insurance coverage through a source outside of the City's benefit plan, they may elect to receive a monthly payment of \$250 per month as taxable income in lieu of receiving City health insurance coverage. In order to take advantage of this cash out option, the eligible employee must provide proof of health insurance coverage acceptable to the City. Eligible employees who become ineligible under other group health plan coverage, due to no fault of their own, are eligible for reinstatement under the City's plan, provided the City is notified within thirty (30) days of the loss of coverage.
 - 1. An eligible employee employed full-time with the City of Canyon Lake on or before April 7, 2021, is "grandfathered in" at their existing monthly payment in lieu of health insurance coverage amount. The dollar amount of the monthly cash out payment shall not exceed the amount the employee was receiving as of April 7, 2021.
 - i. If at any time a grandfathered employee moves to a higher/more expensive health plan, that employee shall no longer be "grandfathered," and from that point forward may no longer receive a cash out, excepting that they shall retain their ability to receive a monthly payment of \$250 in lieu of receiving City health insurance coverage.
 - ii. If at any time a grandfathered employee eliminates or reduces their cash out amount,

the lower amount becomes the new maximum cash out that they cannot ever exceed, excepting that they shall retain their ability to receive a monthly payment of \$250 in lieu of receiving City health insurance coverage.

Section 3. Deferred Compensation and Employment Longevity Plan:

- (a) The City of Canyon Lake offers an employee funded deferred compensation program. Information and applications can be obtained from the Human Resources Specialist.
- (b) According to the following schedule, **effective July 1, 2021**, the City of Canyon Lake will match employee contributions up to the IRS limit.

Years of Service	City Match of Employee's Contribution (Up to ___% of Salary)
0 – 1.99	0%
2 – 2.99	1%
3 – 5.99	2%
6 – 8.99	3%
9 – 11.99	4%
12 – 14.99	5%
15+	6%

Section 4. Other benefits:

- (a) The City provides single-party health coverage for its Regular employee retirees through PERS. Health plan options and terms of the program are governed through the City's contract with PERS. Regular employees hired after December 31, 2012 will be qualified to receive single-party retiree health coverage from the City providing 1) the Regular employee retires from the City of Canyon Lake and 2) the Regular employee has been in the employment of the City of Canyon Lake for a minimum of 5 consecutive, uninterrupted years.
- (b) A surviving beneficiary of a current or former employee hired before January 1, 2013 will receive benefits through PERS, as appropriate

to individual circumstances. The terms of these benefits are specified in the City's contract with PERS.

Information describing benefits, including plan choices, can be obtained from the Human Resources Specialist.



**CHAPTER VII
HOURS OF WORK**

Full-Time employees work thirty-eight (38) hours in a four (4) day period.

Section 1. Work Schedule: Full-Time employees work 38 hours over a 4-day workweek, exclusive of meal periods, as follows:

Monday through Thursday 7:30 a.m. to 5:30 p.m.

Section 2. Alternate Work Schedule: Full-Time employees may be assigned to work days or hours other than those set forth in **Section 1**.

Section 3. Work Week Defined: The work period or work week will begin at 12:00 a.m. on Sunday and end the following Saturday at 11:59 p.m.

Section 4. Work Week Schedule Change: The City may change the work week when public necessity or convenience so requires.

Section 5. Request to Change Schedule: Employees for whom personal necessity requires a different schedule than above may make a request for an alternate schedule to the City Manager.

Section 6. Meal Period: Because City employees are public employees the sections of the California Labor Code regarding mandatory meal and rest periods are not applicable. Meal periods are non-paid and nonworking time and shall be one half hour for all full-time employees. Every effort will be made to schedule such meal period during the middle of the shift.

CHAPTER VIII APPLICATIONS AND APPLICANTS

- Section 1. Announcement: All recruitments for positions shall be publicized by means as the City deems advisable. The announcements shall specify the title and pay of the position, duties and responsibilities of the work to be performed, minimum requirements established, the manner of making application, and other pertinent information.
- Section 2. Application: Applications shall be made as prescribed on the announcement. Application forms shall require information covering training, experience, and other pertinent information. All applications must be signed by the person applying.
- Section 3. Disqualification: The City Manager or Designee may reject any application which indicates on its face that the applicant does not possess the minimum qualifications required for the position or for any material cause which, in the judgment of the City Manager or Designee, would render the applicant unsuitable for the position. Falsification of any information presented on the employment application shall be grounds for rejection/disqualification from the recruitment and/or termination from employment, if applicant is appointed to the position.
- Section 4. Prohibition Against Nepotism: It is the policy of the City to seek the best possible candidates through appropriate search procedures. The City seeks to eliminate or limit even the appearance of impropriety where possible. As such, the City has adopted the following policy regarding application and/or hiring of employee relatives.

For purpose of this policy, "relative" shall mean a spouse, domestic partner, parent, parent-in-law, step-parent, legal guardian, sibling, step-sibling, sibling-in-law, child, step-child, child-in-law, legal ward, grandchild, or grandparent.

Each applicant is required to disclose the identity of any relative who is a current employee. An applicant's failure to disclose a relative who is a current employee may result in the rejection of the applicant or future disciplinary action against the applicant after employment, up to and including termination.

Relatives of current employees shall not be hired into positions in which one relative may supervise, directly or indirectly, any other relative. One or more of the following roles, undertaken on a regular, acting, overtime, or other basis shall constitute direct or indirect supervision:

- (a) Occupying a position in an employee's direct line of supervision.

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- (b) Functional supervision, such as a lead worker, crew leader, or shift supervisor.
 - (c) Participating in personnel actions including, but not limited to, appointment, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments.

Relatives of current employees shall not be hired into positions in which one relative may work in a capacity which would allow a current employee to evaluate or control the terms, conditions and/or performance circumstances of employment of a relative. Relatives of current employees shall not be hired into any position in which the employment of such relative has the potential for adversely impacting the supervision, safety, security, or morale of other employees. The City shall review each applicant who is a relative of a current employee to determine whether hiring the applicant would result in any of the prohibited situations. If the City Manager or Designee finds that any of those situations exists, then the applicant may be rejected, or may be considered for employment in a position that does not present the above situations.

Current employees shall not participate, directly or indirectly, in the recruitment or selection process for a position for which a relative is an applicant. Current employees having hiring powers or authority to recommend hires shall not, either directly or indirectly, seek to influence or assist in the hiring of any relative to any position within the City. Current employees shall not participate or interfere in, or otherwise attempt to influence, any personnel actions affecting his or her relative including, but not limited to, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments.

Prohibited Job Assignments. Relatives of current employees shall not be promoted, assigned or transferred into positions in which one relative may supervise, directly or indirectly, any other relative. One or more of the following roles, undertaken on a regular, acting, overtime, or other basis shall constitute direct or indirect supervision:

- (a) Occupying a position in an employee's direct line of supervision.
- (b) Functional supervision, such as a lead worker, crew leader, or shift supervisor.
- (c) Participating in personnel actions including, but not limited to, appointment, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments.

Relatives of current employees shall not be promoted, assigned or transferred into positions in which one relative may work in a capacity which would allow a current employee to evaluate or control the terms, conditions and/or performance circumstances of employment of a relative. Relatives of current employees shall not be promoted, assigned or transferred into any position where the employment of such relative has the potential for adversely impacting the supervision, safety, security, or morale of other employees.

Change In Status. Current employees must report a change of status to the City Manager or Designee in advance of the effective date where feasible, but in no event later than a reasonable time after the effective date of the change of status. For purposes of this policy, a "change in status" is the change in the legal status or personnel status of one or more current employees.

- (a) Changes in legal status include but are not limited to marriage, divorce, separation, or any such change through which a current employee becomes a relative or ceases to be a relative of another current employee.
- (b) Changes in personnel status include but are not limited to promotion, demotion, transfer, re-assignment, resignation, retirement or termination of a current employee who is a relative of another current employee.

Within thirty (30) days from receipt of notice, the City shall undertake a case-by-case consideration and individualized assessment of the particular work situation to determine whether the change of status has the potential for creating an adverse impact on supervision, safety, security, or morale. The City Manager or Designee shall make a good faith effort to regulate, transfer, condition or assign duties in such a way as to minimize problems of supervision, safety, security, or morale. Notwithstanding this, the City retains the right to exercise its discretion to refuse to implement a change in personnel status due to its potential for creating an adverse impact on supervision, safety, security, or morale.

The City shall reasonably monitor and regulate both relatives' conduct and performance for a period of one (1) year from the date of the determination. If the City determines that a change of status has caused potential for creating an adverse impact on supervision, safety, security, or morale, the City shall re-visit the prior determination.

Depending on the nature and severity of the situation, the City may transfer one of the relatives to a similar position that would not be in violation of this policy. The transfer will be granted provided the relative qualifies and there is an opening to be filled. There can be no guarantee

that the new position will be within the same classification or at the same salary level. If the situation cannot be resolved by transfer or by good faith efforts to regulate, transfer, condition or assign duties in such a reasonable way that would not be in violation of this policy, one of the relatives must separate from City employment.

Pre-Existing Relationships. Where situations exist prior to the effective date of this policy that may be in conflict with these rules, reasonable efforts shall be made to address the situation so as to minimize potential problems of supervision, safety, security or morale and to avoid future conflict.

CHAPTER IX EXAMINATIONS

Section 1. Types of Examinations: The selection techniques used in the examination process shall measure the knowledge and abilities of the applicants to execute the duties and responsibilities of the position to which they seek to be appointed.

Examinations shall consist of selection techniques which will test fairly the qualifications of candidates. The City Manager or Designee may select the appropriate examination(s) to be utilized in the selection process.

Section 2. Promotional Examinations: All candidates for promotion must meet the minimum qualifications identified by the City Manager or Designee.

The City Manager or Designee will determine whether the examination is open competitive or a promotional appointment.

Section 3. Continuous Examinations: Open-competitive examinations may be administered periodically for a single position as the needs of the service require. Names shall be placed on employment lists, in order of final scores, for a period of not more than one (1) year, unless extended by the City Manager or Designee.

Section 4. Conduct of Examinations: The City Manager or Designee will determine the manner and methods and by whom examinations shall be prepared and administered.

Section 5. Reasonable Accommodation in Testing: Should an otherwise qualified applicant who is disabled request a reasonable accommodation for any part of the testing process the City may modify the process to reduce or eliminate the testing barrier.

Section 6. Background Investigations: Following a conditional offer of employment, each prospective employee shall submit to a criminal background check. The City does not consider distribute or disseminate information about any of the following while conducting a criminal background check in connection with a job application: an arrest not followed by a conviction, except when the applicant is out on bail or his/her own recognizance pending trial; a referral to or participation in a pre-trial or post-trial diversion program; and a conviction that has been sealed, dismissed, expunged or statutorily eradicated pursuant to law.

If the City's criminal background check reveals an applicant's prior conviction, the City shall conduct an individualized assessment to determine whether the conviction has a direct and adverse relationship with the specific job duties that may justify denying employment. The

following factors shall be considered as part of the individualized assessment: the nature and gravity of the offense or conduct; the time that has passed since the offense or conduct and completion of the of the sentence; and the nature of the job held or sought.

If the results of the City's individualized assessment justify denying employment the applicant shall be provided with notice and an opportunity to respond within five business days. Written notice of the preliminary decision to deny employment shall be provided to the applicant. The written notice shall contain the identity of the disqualifying conviction, a copy of the conviction history report, an explanation of the applicant's right to respond to the notice before a final decision is made, notice of the deadline to respond within five business days, and an explanation informing the applicant that the response can include evidence challenging the accuracy of the conviction history report and/or evidence of rehabilitation or mitigating circumstances.

If the City makes a final decision not to hire the applicant based on the conviction history after considering the applicant's response the City shall provide a final determination notice that includes notice of the final denial, any existing procedure the City has for the applicant to challenge the final decision, and the applicant's right to file a complaint with the Department of Fair Employment and Housing.

Section 7. Immigration Reform and Control Act of 1986: In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

Section 8. Notification of Selection Process Results: Each person competing in an employment selection process shall be given notice of the results from the examination.

**CHAPTER X
EMPLOYMENT ELIGIBILITY LISTS**

- Section 1. Employment Eligibility Lists: As soon as possible after the completion of a continuous examination, the City Manager or Designee will prepare and keep available, an employment eligibility list consisting of the names of applicants who qualified in the examination, arranged alphabetically.
- Section 2. Removal of Applicants from Lists: The name of any person appearing on an employment eligibility list shall be removed by the City Manager or Designee if the person eligible requests in writing that his or her name be removed, fails to respond to a notice mailed to his or her last known address, or has been certified for appointment and has not been appointed.
- Section 3. Use of Employment Eligibility Lists: A vacant position may be filled by the appointment of a person whose name is on an employment eligibility list for the position.

CHAPTER XI
METHOD OF FILLING VACANCIES

- Section 1. Types of Appointment: All vacancies shall be filled by re-employment, transfer, voluntary demotion, promotion or from eligible applicants by a process deemed appropriate by the City Manager or Designee.
- Section 2. Appointment: After interview(s) and an examination if deemed necessary for the selection of a candidate, the City Manager or Designee shall thereupon notify the person of the conditional offer of appointment, subject to passing a required medical examination and all background investigations.
- Section 3. Temporary Assignments: Employees may be temporarily assigned higher or lower duties without a change in pay. Such action shall not be deemed as a transfer, demotion, promotion, or reclassification. In all cases where periodic or regular variations in assignments occur because of seasonal needs, the temporary change of duties or a change of the work schedule, of such variations shall be considered as incidental to the position.
- Section 4. Extended Assignment to Vacant Higher Position: Employees assigned to perform duties in a vacant higher level regular position in excess of twenty-one (21) consecutive calendar days as authorized by the City Manager shall be entitled to a salary rate increase to the higher level for the time actually worked in the assignment. (See CHAPTER V, Section 14, Acting Pay.) The duration of such assignment to a vacant higher position shall not exceed one (1) year. It is the responsibility of the City Manager to adjust the salary rate increase.

**CHAPTER XII
ATTENDANCE AND LEAVES**

Section 1. Attendance: Full time employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leave. Absence of any employee without leave may result in disciplinary action, including discharge.

Section 2. Vacation Leave: Vacation is a right, earned as a condition of employment, to a leave of absence with pay for the recreation and well-being of the employee. If an employee has exhausted sick leave, vacation may be used for sick leave upon request of the employee and with approval of the City Manager.

- (a) Employees shall accrue, on a pro-rata basis, vacation leave for completed pay periods. Such vacation allowance shall be available for use on the first day following the pay period in which it is earned.
- (b) All Full-Time employees accrue vacation time as defined below.

Continuous Years of Service Completed	Vacation Hours Accrual
0 - 4.99	80 hours per year
5 - 9.99	100 hours per year
10 +	120 hours per year

- (c) **Maximum Accrual.** Employees shall be permitted to accumulate a maximum of 400 hours of vacation leave. Employees who have accumulated the maximum amount of vacation leave shall accrue no further vacation leave until they use sufficient leave to fall below the maximum that may be accumulated.
- (d) **Waiver of Maximum Accrual.** A waiver must be requested by the employee and approved by the City Manager, for a period not to exceed thirteen (12) pay periods per fiscal year. If, at the end of the waiver period the maximum accrual amount is exceeded, vacation accrual for the affected employee will stop. No further vacation time will be accrued until the employee's vacation leave balance is below the maximum accrual amount. In the event that the failure to utilize vacation past the twelve pay period waiver is due to the City's inability to allow an employee to take vacation (as opposed to an employee's delay and/or failure to request vacation time off), the employee may, with City Manager authorization, continue to accrue vacation.

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- (e) Vacation Leave Cash Out Option. In December of each year, if an employee has over eighty (80) hours of accrued vacation, after using accrued vacation leave of at least forty (40) hours during the calendar year, he or she may "cash out" up to 80 hours of the accrued vacation at his or her base rate of pay.
 - (f) The minimum charge against accumulated vacation leave shall be fifteen (15) minutes or multiples thereof. Vacation leave shall be compensated at the employee's base rate of pay.
 - (g) The time during a calendar year at which an employee may take his or her vacation shall be determined by the employee's supervisor, with due regard for the wishes of the employee and with particular regard for the needs of the City.
 - (h) All vacation leave requests shall be made with as much advance notice as possible, and prior approval must be given by the employee's supervisor. When circumstances warrant, and advance notice is impractical, the employee's supervisor may approve the use of vacation leave for emergency absences. If an employee does not request time off in advance and simply does not show up for work, the employee's supervisor or the City Manager may deny the use of vacation time or any leave accruals, and said employee may be subject to disciplinary action.
 - (i) When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.
 - (j) Employees who terminate or retire shall be paid for all accrued vacation leave earned at their base rate of pay at the time of their separation of employment.
 - (k) Employees on Unpaid Leave. Employees on Unpaid Leave do not accrue Vacation Leave.
 - (l) Employees not Eligible for Vacation. All Part-Time employees, including temporary, emergency, seasonal part-time, and part-time, do not accrue Vacation Leave.

Section 3. Paid Sick Leave: All regular employees will accrue sick time as defined below. The purpose of sick leave is to provide time for the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's immediate family members as defined below and by the California Family Leave Act.

- (a) Full-Time Employees

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1. Full-time employees shall accrue sick leave at the rate of ninety-six (96) hours per year, and any such leave accrued but unused in any year shall be accumulated for the employee to use in succeeding years, up to a maximum of five hundred seventy (570) hours.
 2. Sick leave is accrued in equal increments per pay period worked.
 3. Upon termination of employment for any cause other than retirement, sick leave is forfeited. If an employee retires from City service, sick leave may be converted to years of service as regulated by the CalPERS retirement system.
 4. Use of sick leave. An employee eligible for sick leave with pay shall be granted such leave for the following reasons or as otherwise provided by applicable laws and regulations:
 - i. Illness or physical incapacity of an employee or employee's immediate family.
 - ii. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's immediate family.
 - iii. To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking.
 - iv. Enforced quarantine of the employee in accordance with community health regulations.
 - v. For these purposes, "immediate family" is limited to any relative of blood or marriage who is a member of the employee's household, under the same roof; and any domestic partner, parent, grandparent, spouse, child, brother, sister, father-in-law, brother-in-law, mother-in-law, or sister-in-law of the employee's, regardless of residence.
 5. Eligibility for paid sick leave shall commence when accrued.
 6. Observed holidays occurring during sick leave shall not be counted as days of sick leave.

(b) Part-Time Employees:

1. Part-time employees who are hired to work at least thirty days are eligible for California Paid Sick Leave. Eligible employees accrue California Paid Sick Leave on the first day of employment but do not become eligible to use accrued California Paid Sick Leave until the 90th day of employment.
2. California Paid Sick Leave may be taken for below prescribed purposes:
 - i. The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
 - ii. To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking.
 - iii. A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling. Additionally, California Paid Sick Leave may be used for an employee who is a victim of domestic violence, sexual assault or stalking.
3. Accrual. Eligible employees accrue California Paid Sick Leave at a rate of one hour for every 30 hours worked. Employees may only use a maximum of three days or 24 hours, whichever is greater, of California Paid Sick Leave per year. Additionally, accrued but unused California Paid Sick Leave carries over into the following year, except that there is a cap on the maximum amount of accrued California Paid Sick Leave allowed. Part time employees' total accrued amount of California Paid Sick Leave cannot exceed 48 hours, or 6 days, whichever is greater.
4. Separation of Employment. Upon separation of employment (voluntary termination, involuntary termination, etc.)

employees are not entitled to be compensated for unused California Paid Sick Leave. However, previously unused paid sick days must be reinstated if an employee separates from employment and then is rehired within one year.

5. To the extent possible, employees must provide reasonable advance notice of their need for California Paid Sick Leave under this policy. If the need is not foreseeable, the employee must provide notice as soon as practicable. California Paid Sick Leave under this policy will not constitute a break in service for the purpose of City benefits or seniority.

(c) Minimum Use. The minimum charge against accumulated sick leave shall be fifteen (15) minutes or multiples thereof. Approved sick leave with pay shall be compensated at the employee's base rate of pay.

(d) Notification. Sick leave is not a benefit in which an employee may use at their discretion; therefore, sick leave will be authorized only in cases where the request for sick leave is reported promptly and used for an authorized reason. An employee may be required to substantiate any request for the use of sick leave.

The City Manager, or Designee, may investigate any request for sick leave whenever doubt exists as to the validity of a sick leave request. Sick leave may be disallowed if: (1) it is not taken for authorized reasons, and/or (2) the employee fails to provide adequate notice.

Section 4. Occupational Injury or Illness Leave: Whenever a person is compelled to be absent from employment with the City on account of injury or illness arising out of or in the course of that employee's employment as determined by the Workers' Compensation Act, the employee may elect to apply pro-rated accrued sick leave, if any, to such absence to receive compensation of an amount of the difference between the compensation received under the Workers' Compensation Act and that of the employee's regular pay, not to exceed the amount of the employee's earned sick leave. An employee, in such instance, may also elect to use any earned vacation time in like manner after sick leave is exhausted. An employee, in such instance, may also elect to use any earned Floating Holiday hours in like manner after sick leave and earned vacation time is exhausted. Employees shall receive full salary in lieu of Workers' Compensation benefits and paid sick leave for the first twenty-four (24) hours following an occupational injury or illness, if authorized absence is by order of an accepted physician under the Workers' Compensation sections of the California Labor Code.

Section 5. Bereavement Leave: When circumstances are such and the City Manager determines that conditions warrant, Full-Time employees may be granted up to three (3) days (28.5 hours) of paid bereavement leave per occurrence, following completion of ninety (90) days of employment, in the event of the death of a spouse, domestic partner, child, brother, sister, parent, parents-in-laws, or grandparent. Accrued paid vacation may also be used for bereavement purposes

Section 6. Jury Duty and Witness Leave: If a regular full-time employee is required to serve as a juror, such employee shall receive regular pay, less amounts received while actually performing jury service, for a period not to exceed 10 days of jury service. The City will not pay mileage or other additional expenses incurred by jury duty. Employees will be required to provide a Jury Duty Certification form to their supervisor or to the City Manager's Designee, to be attached to their time sheet for that time period.

Employees shall be granted leave with pay when subpoenaed to testify as a witness other than as a party or an expert.

Employees absent from work due to jury duty or witness leave must daily notify their supervisor of the status of their leave.

Section 7. Family and Medical Leave:

(a) **Statement of Policy.** To the extent not already provided for under current leave policies and provisions, the City will provide family and medical care leave for eligible employees as required by state and federal law.

(b) **Definitions.**

1. **12-Month Period** means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

2. **Child** means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes, a biological, adopted, foster or step-child, legal ward, or a child of a person standing in loco parents.

3. **Parent** means the biological parent of an employee or an individual who stands or stood in loco parents (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.

4. Domestic Partner means a person as defined in the Family Code.

(c) Reasons for Leave. Leave is only permitted for the following reasons:

1. The birth of a child or to care for a newborn of an employee.
2. The placement of a child with an employee in connection with the adoption or foster care of a child.
3. Leave to care for a child, parent, or spouse who has a serious health condition.
4. Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.

(d) Employees Eligible for Leave.

An employee is eligible for leave if the employee:

1. Has been employed for at least 12 months; and
2. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

(e) Amount of Leave. Eligible employees are entitled to a total of 12 work weeks of leave during any 12-month period.

1. **Minimum Duration of Leave.** If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions.

If leave is requested to care for a child, parent, spouse, or the employee him/herself with a serious health condition, there is no minimum amount of leave that must be taken. However, the notice and medical certification provisions of this policy must be complied with.

2. **Spouses Both Employed by the City.** In any case in which a husband and wife both employed by the City are entitled to leave, the aggregate number of workweeks of leave to which

both may be entitled may be limited to 12 work weeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (i.e., bonding leave). This limitation does not apply to any other type of leave under this policy.

- (f) **Employee Benefits While on Leave.** Leave under this policy is unpaid. While on leave, employees will continue to be covered by the group health insurance to the same extent that coverage is provided while the employee is on the job.

If an employee fails to return to work **after** his/her leave entitlement has been exhausted or expires, the City **shall** have the right to recover its share of health plan premiums for the entire leave period, unless the employee **does not** return because of the continuation, recurrence, or **onset** of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or **because of** circumstances beyond the employee's control. The City **shall** have the right to recover premiums through deduction from any sums due the City.

- (g) **Substitution of Paid Accrued Leaves.** While on leave under this policy, as set forth herein, an employee may elect to concurrently use paid accrued leaves. Similarly, the City may require an employee to concurrently use paid accrued leaves after requesting Family Medical Leave (FMLA) and/or California Family Rights Act (CFRA) leave, and may also require an employee to use Family and Medical Care Leave concurrently with a non-FMLA/CFRA leave which is FMLA/CFRA-qualifying.

1. **Employee's Right to Use Paid Accrued Leaves Concurrently with Family Leave.** Where an employee has earned or accrued paid vacation, administrative leave, or compensatory time, that paid leave may be substituted for all or part of any otherwise unpaid leave under this policy.

As for sick leave, an employee is entitled to use sick leave as set forth in Section 3.

- (h) **Medical Certification.** Employees who request leave for their own serious health condition or to care for a child, parent or a spouse who has a serious health condition must provide written certification from the health care provider of the individual requiring care if requested by the City.

(i) Reinstatement Upon Return from Leave.

1. Right to Reinstatement. Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
2. Employee's Obligation to Periodically Report on His/Her Condition. Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.
3. As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition that made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

Section 8. California Paid Family Leave: California Paid Family Leave is a component of State Disability Insurance (SDI). Unlike SDI, which partially covers employee wage loss due to a personal disability, injury, or pregnancy, Paid Family Leave Insurance partially covers employee wage loss for individuals who need to care for a seriously ill family member or bond with a new child. Benefits are available for a maximum of six (6) weeks in a twelve (12) month period. Paid Family Leave and SDI are both administered by the Employment Development Division (EDD) and funded entirely by mandatory payroll deductions.

Section 9. Pregnancy Disability Leave: A full-time employee is eligible for up to four (4) months of unpaid leave for a normal pregnancy, childbirth or related medical condition

- (a) During the pregnancy disability leave time, paid leave may be charged to accrued benefit time such as vacation and floating holiday, at the employee's request. In addition, accrued sick leave may be used at the employee's request, in accordance with Section 3.
- (b) Health insurance benefits shall continue for the duration of the pregnancy disability leave under the same conditions as if the employee had continued employment. If the employee fails to return to work after the period of leave to which the employee is

entitled has expired, the City is entitled to recover the premiums paid on behalf of the employee for maintaining coverage.

- (c) The City Manager or Designee may require the employee to file a physician's certificate or personal affidavit and to provide reasonable notice of the date the leave will begin and the estimated duration of the leave.
- (d) Employees disabled by pregnancy may also take intermittent leave or be provided reasonable accommodation to continue work.
- (e) Employees returning from Pregnancy Disability Leave generally are entitled to be reinstated in the same position, subject to certain conditions, and consistent with applicable law.

Section 10. Election Leave: If a full-time employee does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time, which when added to the voting time available outside of working hours will enable the voter to vote. Regular part time employees are eligible for election leave based upon hours scheduled to work. No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular work shift, whichever allows for the greatest free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed upon. The employee shall give the City Manager at least two working days' notice that time off for voting is desired.

Section 11. Leave of Absence Without Pay: The City Manager may grant a regular employee a leave of absence without pay for a period not to exceed one (1) month. No such leave shall be granted except upon written request of the employee, setting forth the reason for the request. Approval will be in writing. Upon expiration of a regularly approved leave or within a reasonable period of time after notice to return to duty, the employee shall be reinstated in the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, or within a reasonable time after notice to return to duty shall be cause for discharge. Such leave of absence shall not be counted as a break in service for purposes of satisfying the continuous employment requirement for vacation allowance.

An employee on leave of absence without pay does not accrue sick leave, vacation time, or receive benefits while on leave. Such employee does not lose or forfeit any sick leave or unpaid vacation time that had been accumulated prior to the time being granted.

Section 12. Military Leave: Military leave shall be granted to City employees in accordance with the provisions of current federal and state law.

Section 13. Administrative Leave: The positions of Administrative Services Manager and City Clerk shall receive administrative leave.

- (a) Eligible employees shall accrue 80 hours of paid administrative leave time annually on the first day of each calendar year. Employees shall be eligible to use administrative leave as it is accrued, excepting that an employee must be employed full-time by the City continuously for a period of not less than 90 days in order to use administrative leave. Employees shall be permitted to accumulate a maximum of 160 hours of administrative leave.
- (b) Upon termination, employees shall be compensated for accrued unused administrative leave at their then current pay rate.
- (c) At the discretion of the City Manager, and in special circumstances, regular employees may be provided administrative leave without loss in pay or the deduction of other leave accrued.

CHAPTER XIII HOLIDAYS

Section 1. All regular full-time employees shall have the following holidays as vacation with pay:

January 1, known as "New Year's Day."

The third Monday in January, known as "Dr. Martin Luther King, Jr. Day."

The third Monday in February, known as "Presidents' Day."

The last Monday in May, known as "Memorial Day."

July 4, known as "Independence Day."

The first Monday in September, known as "Labor Day."

The second Monday in October, known as "Columbus Day."

November 11, known as "Veterans Day."

The Wednesday preceding Thanksgiving Day, known as the "Fall Closure."

The fourth Thursday in November, known as "Thanksgiving Day."

December 24, known as "Christmas Eve."

December 25, known as "Christmas Day."

The days between Christmas Day and New Year's Day (December 26 through December 31), known as the "Winter Closure."

One (1) Floating Holiday.

Section 2. Holidays which fall on a Friday or Saturday shall be observed the preceding workday. Holidays which fall on a Sunday shall be observed the following Monday. This applies to all holidays observed with the exception of Christmas Eve, Christmas Day and New Year's Day.

**CHAPTER XIV
CHANGES IN EMPLOYMENT STATUS**

- Section 1. Transfer: An employee may be transferred by the City Manager at any time from one position to another position. Transfer shall not be used to effectuate a promotion, demotion, advancement, or reduction, each of which may be accomplished only as provided in these rules. No person shall be transferred to a position for which he/she does not possess the minimum qualifications.
- Section 2. Promotion: When practicable and consistent with the best interests of the City, vacancies may be filled by promotion. All candidates for promotion must meet the minimum qualifications identified by the City Manager or Designee.
- If, in the opinion of the City Manager or Designee, a vacancy in the position could be filled better by an open, competitive recruitment instead of a promotional appointment, he/she shall arrange for an open competitive examination.
- Section 3. Demotion: The City Manager may demote an employee whose ability to perform his/her required duties falls below standard or a regular employee for disciplinary cause. No employee shall be demoted to a position for which he/she does not possess the minimum qualifications.
- Section 4. Suspension: The City Manager may suspend an employee at any time or a regular employee for cause.
- Section 5. Reclassification: The City Manager may reclassify a position from one position to another if there has been a gradual accretion or reduction of duties and/or responsibilities over time.

**CHAPTER XV
SEPARATION FROM EMPLOYMENT**

- Section 1. Job Abandonment: An employee is deemed to have resigned if the employee is absent for three (3) consecutive workdays without prior authorization and without notification during the period of absence. On the second working day of unauthorized absence, the City Manager shall send an overnight letter to the employee's last known address informing the employee that if the employee fails to report to work within one (1) workday, or receive authorization for such absence, the employee will be deemed to have resigned and extending to the employee an informal pre-disciplinary conference. Employees separated from employment for job abandonment will be reinstated with such charge removed from the employee's record upon presentation of justification for absence such as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. Employees have no right to appeal if deemed to have resigned as a result of job abandonment.
- Section 2. Discharge: An at-will employee may be discharged at any time. Any employee in the competitive service who has been discharged is entitled to rights provided in CHAPTER XIX.
- Section 3. Layoff: The City Manager may lay off an employee because of change in duties or organization or shortage of work or funds.
- (a) Notification. Employees to be laid off shall be given, whenever possible, at least ten (10) calendar days prior notice.
 - (b) Order of Layoff. Employees shall be laid off in the inverse order of their seniority and with regard to their responsibilities. Seniority shall be determined based upon date of hire in the position. A layoff out of the inverse order of seniority may be made if, in the City's judgment, retention of special job skills is required.
 - (c) Re-employment Rights for Laid-off Employees. Regular employees who have received a satisfactory or better evaluation for the twelve (12) months prior to layoff shall be automatically placed on a re-employment list for one year for the classification from which they were laid off.
- Section 4. Resignation: An employee wishing to leave City service in good standing shall file with the supervising official at least ten (10) working days before leaving the service, a written resignation stating the effective date and reasons for leaving. Failure to give such notice shall mean the employee did not terminate in good standing, unless the City Manager has waived the two-week notice requirement. Failure to comply with this Chapter shall be entered on the service record of the employee and be cause for

denying future employment by the City. A resignation becomes final when accepted by the City Manager and only at the City Manager's discretion can be withdrawn.

Section 5. Reinstatement: A regular employee who has resigned, or has otherwise been separated while in good standing, may be considered for reinstatement by the City Manager, to a position in the former employee's same or comparable position for a period of two (2) years after resignation or separation provided such a position is vacant and available. The employee shall be reinstated to the salary range and step held at the time of resignation or separation and shall receive a **new** anniversary date which shall be the first date of employment upon reinstatement.

**CHAPTER XVI
REPORTS AND RECORDS**

- Section 1. General: The City maintains a personnel file on each employee. An employee's personnel file shall contain only material that is necessary and relevant to the administration of the City's personnel program. Personnel files are the property of the City, and access to the information they contain is restricted.
- Section 2. Notifying City of Changes in Personal Information: Each employee is responsible to promptly notify the Human Resources Specialist of any changes in relevant personal information, including:
- Mailing Address
 - Telephone Number
 - Persons to Contact in Emergency
 - Number and Names of Dependents
- Section 3. Location of Personnel Files: The personnel files will be kept secure and confidential by the Human Resources Specialist.
- Section 4. Medical Information:
- (a) Separate Confidential Files. All medical information about an employee or applicant is kept separately and is treated as confidential, in accordance with federal and state law.
 - (b) Information in Medical Files. The City will not obtain medical information about an employee or applicant except in compliance with the California Confidentiality of Medical Information Act. To enable the City to obtain certain medical information, the employee or applicant may need to sign an authorization for release of employee medical information.
 - (c) Access to Medical Information. Access to employee or applicant medical information shall be strictly limited to only those with a legitimate need to have such information for City business reasons. In the case of an employee with a disability, managers and supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.
- Section 5. References and Release of Information in Personnel Files:
- (a) Public Information. Upon request, the City will release to the public information about its employees as required by the Public Records Act. The City will not disclose personnel information that it

considers would constitute an unwarranted invasion of personal privacy.

- (b) Reference Checks. All requests from outside the City for reference checks or verification of employment concerning any current or former employee must be referred to the Human Resources Specialist. Information will be released only if the employee signs an authorization for release of employment information, except that without such authorization, the following limited information will be provided: dates of employment and salary upon departure.

Section 6. Employee Access to Personnel File: An employee may inspect his or her own personnel file at reasonable times and at reasonable intervals. An employee who wishes to review his or her file should contact the Human Resources Specialist to arrange an appointment. The review must be done in the presence of the Human Resources Specialist.

Section 7. Destruction of Records: Personnel files, payroll records and records relating to personnel recruitment, including correspondence, applications, examinations, and reports will be destroyed according to the City's Records Retention Schedule.

CHAPTER XVII GRIEVANCE PROCEDURES

Section 1. Definition:

- (a) Grievance. Except as otherwise excluded, a “grievance” is a written allegation by an employee, submitted as herein specified, claiming violation(s) of the specific express terms of the Employee Handbook and Personnel Policy Manual and for which there is no other specific method of review provided by City law.
- (b) Grievant. A grievant is an employee or group of employees adversely affected by an act or omission of the City.
- (c) Day. A day is any day the agency is open to the public, that is any day except Fridays, Saturdays, Sundays, and legal holidays recognized by the City.
- (d) Exclusions:
 - 1. The procedure is not to be used for the purpose of resolving complaints, requests or changes in wages, hours and working conditions.
 - 2. The procedure is not to be used to challenge the content of employee evaluations or performance reviews.
 - 3. The procedure is not to be used to challenge the decision to reclassify, layoff, deny reinstatement, or deny a step or merit increase to an employee.
 - 4. This procedure is not to be used in cases of oral reprimand, written reprimand, reduction in pay, demotion, suspension, or termination.
 - 5. This procedure is not to be used to challenge violation of law or past practice.
 - 6. This procedure is not to be used to challenge examinations or appointment to positions.

Section 2. Procedure:

- (a) Step A: Informal Discussion. The grievant shall discuss the controversy with their supervisor on an informal basis in an effort to resolve the situation.

The issue will be considered resolved if not presented to their supervisor within ten (10) working days following the day the event occurred upon which the controversy is based. The supervisor shall respond within five (5) working days following the meeting with the grievant. Failure of the supervisor to respond within such time limit shall entitle the grievant to process the controversy to the next step.

- (b) Step B: First Level of Review. If the controversy is not settled at Step A, the grievant may submit the grievance in writing to their supervisor within five (5) working days of the receipt of the grievance response at Step A. Failure of the grievant to deliver the written grievance shall constitute a waiver of the grievance. The supervisor shall meet with the grievant and a written decision and statement of facts and issues shall be rendered to the grievant within ten (10) working days from the date of the written grievance. Failure of the supervisor to respond within such time limit shall entitle the grievant to process his/her grievance at the next level of review. If the supervisor is the subject of the grievance the grievance shall be submitted to the City Manager instead of the supervisor.
- (c) Step C: Second Level Review. If the grievance is not settled at Step B, the grievant may place the grievance in writing to and present it to the City Manager within five (5) working days of receipt of the Step B grievance response. Failure of the grievant to deliver such written notice shall constitute a waiver of the grievance. The City Manager shall hear the grievance, and a written decision and statement of facts and issues shall be rendered to the grievant. The decision of the City Manager shall be final and binding.

Section 3. Reprisals: Employees shall be ensured freedom from reprisal for using the grievance procedure.

CHAPTER XVIII DISCIPLINE

Nothing in this Guideline is intended to alter the at-will status of employment with the City. Consistent with our Employment At-Will policy, set forth separately in this Handbook, you and the City each have the right to terminate the employment relationship at any time with or without cause and with or without prior notice. As well, the City reserves the right to terminate any employment relationship, to demote, and to otherwise discipline an employee without resort to the disciplinary procedures outlined below.

Section 1. Types of Disciplinary Action:

- (a) **Oral Warning.** A formal discussion with an employee, by the employee's supervisor or the City Manager, about performance or conduct problems, the need for the employee to improve and what specific improvement is expected. The supervisor or City Manager shall make a written record of the warning.
- (b) **Written Reprimand.** A formal written notice to the employee regarding performance or conduct problems, the need for the employee to improve and what specific improvement is expected. The written reprimand goes in the employee's personnel file.
- (c) **Suspension.** Removal of an employee from duty without pay for a specified period.
- (d) **Reduction in Pay.** A reduction in pay from the employee's current salary to a lower salary.
- (e) **Demotion.** A reduction in position title and salary.
- (f) **Dismissal or Discharge.** Separation from employment of an employee for cause.

Section 2. Grounds for Disciplinary Action Involving Regular Employees: Grounds for discipline include, but are not limited to, the following:

- (a) **Fraud in securing employment or making a false statement on an application for employment.**
- (b) **Incompetency – the inability to comply with the minimum standard of an employee's position for a significant period of time.**
- (c) **Inefficiency or inexcusable neglect of duty – failure to perform duties required of an employee within his/her position.**

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- (d) Willful disobedience or insubordination – a willful failure to submit to duly appointed and acting supervision or to conform to duly established orders or directions of persons in a supervisory position or insulting or demeaning a any fellow employee.
 - (e) Dishonesty.
 - (f) Possession, distribution, sale, use, or being under the influence of alcohol or illegal drugs or narcotics while on duty or while operating a vehicle in the course of City business or potentially dangerous equipment leased or owned by the City.
 - (g) Excessive absenteeism.
 - (h) Inexcusable absence without leave.
 - (i) Abuse of sick leave – taking sick leave without a doctor's certificate when one is required, or misuse of sick leave.
 - (j) The conviction of either a misdemeanor or a felony related to the position held will constitute grounds for dismissal of any employee. The record of conviction will be conclusive evidence of the fact that the conviction occurred. The City Manager or Designee may inquire into the circumstances surrounding the commission of the crime in order to support the degree of discipline. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere is deemed to be a conviction within the meaning of this Section.
 - (k) Discourteous treatment of the public or other employees.
 - (l) Improper or unauthorized use of City property.
 - (m) Refusal to subscribe to any oath or affirmation which is required by law in connection with agency employment.
 - (n) Any willful act or conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the City.
 - (o) Inattention to duty or negligence in the care and handling of City property.
 - (p) Violation of the rules and regulations of the City.
 - (q) Mental or physical impairment which renders the employee unable to perform the essential functions of the job, with or without reasonable accommodation (if disabled), or without presenting a

significant current risk of substantial harm/threat to the health and/or safety of self or others.

- (r) Outside employment not specifically authorized.
- (s) Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his or her official duties.
- (t) The refusal of any officer or employee of the City to testify under oath before any Grand Jury having jurisdiction over any then pending cause of inquiry in which the investigation of government bribery or misconduct in agency office is involved shall constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- (u) Willful violation of any of the provisions of an ordinance, resolution, rule, regulation or policy prescribed by the City.
- (v) Improper political activity. Example: campaigning for or espousing the election or non-election of any candidate in national, state, county or municipal elections while on duty and/or during working hours, or in City uniform or displaying the City logo on or off duty; or the dissemination of political material of any kind while on duty and/or during working hours or in uniform.
- (w) Working overtime without authorization.
- (x) Possession of weapons on City owned or occupied property without authorization of the City Manager.
- (y) Making false or malicious statements concerning any employee, the City, City management, or the City's policies or practices.

CHAPTER XIX PERFORMANCE EVALUATIONS

- Section 1. General: Performance evaluation is the process of evaluating and recording the performance of each employee. The performance evaluation is best used:
- (a) To maintain a high level of efficiency or assist in raising efficiency by commending the employee.
 - (b) To indicate to the employee those points in which he/she shows weak performance, and suggest the proper means of raising his/her working performance to the standard level.
 - (c) To inform the employee of good performance.
 - (d) To encourage better working relationships and mutual understanding by letting the employee know where he/she stands with relation to City management's evaluation of his/her work.
 - (e) To establish annual goals and tasks to be accomplished.
- Section 2. Responsibility for Evaluation: The employee's supervisor is responsible for proper preparation of the performance evaluation for each employee. The supervisor should carefully review the complete position description, and the goals and objectives for the employee, if any, before beginning each evaluation, to remind himself/herself of what should be expected from the employee.
- Section 3. Discussion with Employee: The performance evaluation must be discussed with the employee. During the interview, as well as in the performance evaluation documentation, special attention should be given to discussing specific ways in which the employee can improve his/her performance. An opportunity should also be afforded the employee to comment and bring up any questions he or she may have.
- Section 4. Schedule: Performance evaluations should be done on an annual basis. Evaluations for new employees are to be presented at the end of the first six (6) months, and annually thereafter.
- Section 5. Appeal Procedure: It is the intent of the City to offer fair and equitable appeals procedures for employees' performance evaluations. Below are the official guidelines.
- (a) Employee and supervisor meet to review and discuss the employee's performance evaluation.

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- (b) The employee may respond in writing to the contents of the evaluation. The employee must submit this response to the supervisor within ten (10) working days immediately following receipt of the evaluation. The decision shall be rendered in writing within fifteen (15) working days by the supervisor.
 - (c) The decision of the supervisor may be appealed to the City Manager within ten (10) working days immediately following receipt of the decision. The City Manager shall respond within fifteen (15) working days, and the decision of the City Manager shall be final.

**CHAPTER XX
VEHICLE USE**

Section 1. The City of Canyon Lake has an adopted Vehicle Use Policy. This policy applies to all employees.



CHAPTER XXI TRAVEL

Section 1. Employees are expected to use good judgment in the use of City funds while on official travel to minimize the total cost to the City. All employees, with prior written approval of the City Manager, shall be eligible for a travel expense allowance/reimbursement as specified by the following:

- (a) Local Travel. Expense claims for use of private automobiles must be submitted to the City Manager for approval. Such use will be reimbursed at the standard mileage rate as set by the IRS for all business miles. Mileage will be calculated round-trip from City Hall to the location/s. If an employee drives his/her own vehicle, they must provide proof of adequate liability insurance.
- (b) Out of Town Travel. Employees will make reservations for travel covered by this policy, and will prepay transportation, registration, and lodging whenever possible. If an employee wishes to make his/her own arrangements, or prepaying for transportation, registration or lodging is not available, the employee will be reimbursed subject to the restrictions below. If, in the judgment of the City Manager, the estimated expense for contemplated travel out of the City is too high to expect the employee to finance the trip and be reimbursed upon their return, the City Manager may authorize advance payment of the estimated amount to the employee, to be reconciled upon his/her return. The staff member must immediately reimburse the City for any amount of such an advance for which there is no receipt, or which does not meet the requirements of this policy. The advance shall not exceed \$150/day of travel.
 1. Use of personal cars for trips out of town may be approved by the City Manager when use of commercial transportation is not practical. Compensation for mileage is not to exceed airfare cost.
 2. Employees shall use government or group rates for transportation whenever available. If such rates are not available, employees shall be prudent in booking travel to find the lowest rate possible to serve the purpose of traveling and all such travel must be in coach.
 3. Airport shuttles, public transit and/or ridesharing services should be used whenever available. Rental vehicles are only permitted when other transportation is unavailable or when it

is the most economical mode of transportation. Advance reservations should be made whenever possible.

4. When lodging to be reimbursed is for an organized conference, the reimbursement cannot be more than the group rate published by the conference, assuming it is available at the time the reservation is made. If the group rate is not available (or there is no group rate), then the employee should seek the government rate. If neither the group nor the government rate are available, the maximum which may be paid per night for lodging in California is \$300, or up to \$500 in higher cost areas.
 5. Expenses for meals will be reimbursed at actual cost; however, reimbursement shall not exceed the limits listed below. There will be no reimbursement for the cost of alcohol, or for spouse/guest meals.
 - Breakfast - \$25
 - Lunch - \$30
 - Dinner - \$50
 6. When an employee takes a spouse or other guest on an official trip, the employee will be personally responsible for all of the guest's expenses and will be reimbursed only for the expenses the employee would have incurred traveling alone. All reimbursements pursuant to this policy will be shown on a separate itemized receipt attached to the expense statement.
- (c) Pay for Travel. For non-exempt (hourly) travelers, required travel time to the event on workdays during normal working hours will be counted as time worked. Generally, travel time to the event on City business is limited to the actual dates of a function plus reasonable travel time not to exceed a maximum of twenty-four (24) hours before and/or after the function. No overtime will be provided for travel time to or from the event, other than that mandated by the Federal Fair Labor Standards Act ("FLSA") requirements. Supervisors and employees must be aware of the FLSA requirements when arranging for travel for all non-exempt (hourly) travelers. Travel-related overtime in connection with travel on City business requires authorization from the City Manager.
- (d) Extended Travel. For in-state, out-of-state, and international travel, upon prior approval by their supervisor, the employee may stay in advance or stay beyond the time required for business purposes. Such time must be charged to an available leave balance, such as

vacation, for the individual traveler. If the extended stay requires the use of the traveler's leave balances, the usage of these leave balances must be pre-approved by the employee's supervisor.

Section 2. Enforcement: Misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- Discipline up to and including termination.
- Loss of reimbursement privileges.
- Payment of restitution to the City.
- Civil penalties.
- Prosecution for misuse of public resources.

**CHAPTER XXII
PROFESSIONAL DEVELOPMENT**

- Section 1. Training: Employees of the City are eligible to request specialized training in the form of symposiums, special courses, forums, professional association meetings, etc., at the City's expense.
- Section 2. Tuition Reimbursement: Full-time employees are eligible to request reimbursement, up to \$2,500 per fiscal year, for coursework and related expenses (e.g. required textbooks, workbooks, software and other materials) in connection with a degree program or professional certification, provided that such courses reasonably contribute to the employee's professional development and pertain to a legitimate function of municipal government. To be eligible, an employee must have worked full-time for the City for at least six (6) months without interruption before enrolling in the course, and must be on payroll upon completion of the course.

CHAPTER XXIII
EMPLOYEE STANDARDS OF CONDUCT

Section 1. Code of Ethics:

- (a) Each officer, official, and employee has an obligation to the residents, to the people's elected representatives, and to fellow employees to meet the highest ethical and professional standards and to enhance the public's respect **and** trust for the City government and its operations.
- (b) Employees of the City have responsibilities unique from their counterparts in the private industry. Employment with the City carries an obligation of personal integrity and conduct that serves to establish public respect, confidence, and trust.
- (c) Employees represent the City of Canyon Lake and the quality of City service is judged through their performance and conduct. The residents of Canyon Lake have the right to expect that City employees will provide services in an efficient, thorough, and courteous manner.
- (d) The City, as a condition of employment, expects to receive from the employee:
 1. Initiative and a conscientious effort to perform productive work.
 2. Cooperative, positive, responsive, and courteous relations with fellow employees, supervisors, subordinates, and the public.
 3. A continuous effort to strive for greater knowledge and skill on the job in order to maintain performance at a high level.
 4. Compliance with all policies, regulations, rules of conduct, and ordinances established by the City.
 5. Responsible work habits demonstrated by:
 - Dependability, promptness, reliable attendance, and performing required duties competently.
 - Keeping informed of developments and matters affecting job performance.
 - Being flexible and adaptable to change.

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- Accepting constructive suggestions and criticism.
6. Neat and clean grooming and attire appropriate to the job assignment as referred to in Section 3 of this chapter.
 7. Support in principle of the ICMA (International City/County Management Association) Code of Ethics and related tenants.

No employee will accept a fee, compensation, gift, payment of expenses or any other thing of monetary value in any circumstances in which acceptance may result in or create the appearance of any one or more of the following:

- i. Use of public office and/or employment for personal or private gain.
- ii. Preferential treatment of any person.
- iii. Loss of complete independence or impartiality.
- iv. Making a City decision outside of official channels.
- v. Reduction of public confidence in the integrity of City government and/or its employees.
- vi. Impeding government efficiency or economy.

Section 2. Policy Against Harassment, Discrimination, and Retaliation:

The City strictly prohibits and has “zero tolerance” for discrimination and harassment in any phase of employment, including but not limited to recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. This includes sexual harassment (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race, color, religion, religious creed (including religious dress and religious grooming practices), sex, national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability (including HIV and AIDS), legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender

expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, state, or local laws.

Discrimination and Harassment Defined. Discrimination and harassment may consist of offensive verbal, physical, or **visual** conduct when such conduct is based on or related to an individual's sex or membership in one of the above-described protected classifications, and: (1) Submission to the offensive conduct is an explicit or implicit term or condition of employment; (2) Submission to or **rejection** of the offensive conduct forms the basis for an employment decision affecting the employee; or (3) The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of Sexual Harassment. For the purpose of clarification, examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

- **Making unsolicited** sexual advances written, verbal, physical, or **visual** contact with sexual overtones. (Written examples: suggestive or **obscene** letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, epithets. Physical examples: touching, assault blocking or impeding access, leering gestures, display of sexually suggestive objects or pictures, cartoons or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response (for example, implying or actually withholding support for an appointment, promotion, or change of assignment; or suggesting a poor performance report will be prepared).
- Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, or work environment of another employee.

-
- Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. (Similar conduct when applied to other protected classes such as race, color, creed, national origin, age, disability, medical condition, religion, sexual orientation, or marital status may constitute harassment and violation of this Policy. For example, racial jokes or degrading comments about age or ethnic background can constitute harassment under this policy). Accordingly, in order to avoid the risk of discipline, such acts should be avoided in all circumstances.

Internal Complaint Procedure. Any applicant or employee who believes that he or she has been the victim of sexual or other prohibited discrimination or harassment by co-workers, supervisors, clients or customers, visitors, vendors, corporate officers or others must immediately notify their supervisor of the alleged conduct. If the employee believes that, for any reason, their supervisor is the source of the conduct or is biased, the employee may submit the complaint to the City Manager or Designee.

Internal Investigation and Resolution. Following receipt of a harassment grievance, the City shall begin an immediate and thorough investigation to determine if sexual or other harassment has occurred. The investigation shall be conducted in an impartial manner and all information shall be maintained confidential to the extent possible. After full consideration of all relevant facts and circumstances involving the inquiry, a timely decision will be made by the City and appropriate disciplinary or other action will be taken, up to and including termination of employment.

Prohibition Against Retaliation. Retaliation against anyone for opposing conduct prohibited by the City's anti-harassment policies or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by the City, or any authorized governmental agency is strictly prohibited and may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

External Reporting. In addition to the City's internal complaint procedure, an employee may file a complaint with the California Department of Fair Employment and Housing (<https://www.dfeh.ca.gov>) or the U.S. Equal Employment Opportunity Commission (<https://www.eeoc.gov>). Under California law, the Fair Employment and Housing Commission (FEHC) may order an employer to hire or rehire a victim of sexual harassment with back pay, and to provide the victim with monetary damages. The FEHC may also provide affirmative or prospective relief to prevent the recurrence of unlawful practices, including awards for back pay, reimbursement of

out-of-pocket expenses, cease and desist orders, posting of notices, and other similar relief.

Harassment Training. The City is required to provide one (1) hour of sexual harassment and abusive conduct prevention training to nonsupervisory employees and two (2) hours of sexual harassment and abusive conduct prevention training to supervisors and managers once every two years.

Section 3. Dress Code:

The City of Canyon Lake desires to project a positive and professional image. Employees are expected to dress in a professional manner that is appropriate to their position and to observe good habits of grooming and personal hygiene. Presenting a professional image creates a favorable impression of the City, promotes confidence in the services the City provides, promotes respect among co-workers, and encourages higher working standards. Attire must always reflect a professional business attitude and presence.

An employee who is in doubt as to which dress standard applies should contact his or her supervisor.

- (a) **Business Casual Dress Policy.** Business casual is the standard for the City of Canyon Lake. It allows the employee to dress in a neat and professional manner, but is considered less formal than the formal business dress standard. Generally, staff who work indoors or in an office are required to wear business casual dress, unless more formal business dress is appropriate or an exemption is provided by management. Supervisors are responsible for ensuring that the business casual dress standard is adhered to in order to maintain acceptable dress and appearance.

The following standards apply to employees subject to the business casual dress policy:

1. Shirts must have sleeves and be tucked in at all times, unless the shirt is designed to be neatly and cleanly worn untucked. Ties are not required.
2. Appropriate footwear shall be worn with socks.
3. Skirts and dresses shall be worn no shorter than four (4) inches above the top of the knee when standing.
4. All employees shall refrain from wearing apparel that is provocative or revealing, low-cut, body-hugging, backless, see-through, tank top style, excessively tight, excessively

short, wrinkled, ripped, tattered, soiled, contains obscene messages or endorses alcohol, tobacco, drugs, pornography, or offensive materials of any kind.

5. Examples of appropriate business casual dress include: long sleeve shirts with banded collars, short sleeve sport shirts, golf shirts, polo shirts, button-down shirts, long or short sleeved blouses, sleeveless blouses with a jacket or sweater, turtlenecks, dress or khaki pants, skirts, dresses, ankle length dress pants, dress shoes, ankle length khaki pants, dressy sandals, dressy boots, heels, and loafers.
 6. Examples of inappropriate business casual dress include: sleeveless shirts, tank tops, strapless tops, halter tops, shorts, torn jeans, leggings, sweat suits, casual sandals and flip-flops.
- (b) **Formal Business Dress Policy.** Formal business attire shall be worn when there is a need to present a more formal professional appearance for meetings or special events. Suits, dress shirts and sometimes ties for men, and suits or dresses for women, are proper attire for instances where formal dress is required. Employees may be required to wear formal business attire when:
1. Duties involve frequent contact with the public.
 2. Representing the city during formal presentations, City Council meetings, Committee meetings, or attending community meetings.
 3. Representing the City outside of City offices.
 4. At professional association meetings, when appropriate.
- (c) **Uniformed Dress Policy.** Management shall determine which positions are required to wear uniforms and shall establish uniform standards for each position. Employees are expected to comply with the uniform standards as established by the department. The City shall provide uniform attire, or a uniform allowance, to the employees required to wear uniforms. The following standards apply to employees subject to the uniform dress policy:
1. Employees shall maintain each piece of the uniform in a clean and neat appearance, insofar as is practical.
 2. Each employee shall notify their supervisor of uniforms that have become worn, faded, ripped, torn, stained, or otherwise unfit for service.

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3. City-owned or authorized uniforms may not be used outside of work, for personal use or by any third party. No part of the uniform shall be worn when off duty, except to and from work and at City related events.
 4. With management approval, some positions may wear jeans as part of their standard uniform dress.
- (d) City Logo. An employee shall refrain from wearing attire that displays the City's logo except when on duty, representing the city, or en route to or from such duty. Further, wearing such attire while engaging in conduct or activity that by virtue of the association discredits the City or places either the employee or the City in disrepute or discredit is prohibited.
 - (e) Exceptions. The City's dress and grooming standards apply in normal work situations. However, there may be instances where exceptions may be made by management. For example, the supervisor may permit office staff to wear jeans for a special event, training, holiday, or team building.
 - (f) Enforcement and Compliance. It is the employee's responsibility to be in compliance with dress and grooming standards. Employees in violation of this policy may be sent home. Under such circumstances, non-exempt employees will not be paid for the work time missed. Failure to comply with established standards may result in appropriate corrective action. Management is responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.
 - (g) Return of Clothing upon Termination. When employment terminates, uniforms and any other City equipment which the employee possesses must be returned in good condition before final pay will be authorized. The cost of lost or damaged City property and unreturned uniforms shall be deducted from the employee's final paycheck or payroll deposit.

Section 4. Reserved

Section 5. Reserved

Section 6. Smoking Policy:

The City of Canyon Lake prohibits the use of tobacco products and vaping in City vehicles, including smokeless tobacco products (i.e. chewing tobacco, etc.). The City also prohibits the use of these products inside City-owned or occupied buildings, and within 20 feet of main entrances, main exits, and open windows of City-owned or occupied buildings.

Section 7. Drug and Alcohol Use Policy:

- (a) The City generally prohibits its employees from using alcohol or drugs in connection with their employment, as it constitutes a threat to the safe and efficient performance of employee's duties. Employees shall not be under the influence of any controlled substance or alcohol while on the job, including but not limited to marijuana (with or without prescription) or any other substance which could impair the employee's ability to safely and effectively perform the functions of their particular job. Please note that, while Proposition 64 (2016) legalized use of recreational marijuana in California, the City still will find a positive test for marijuana as a valid basis for discipline, up to and including termination of employment. (Employees who are taking lawful medications pursuant to a physician's prescription, except in the case of medical marijuana, who has also certified that they may efficiently perform their duties without jeopardizing the health or safety of others will not be considered to have violated this policy for taking such prescription medicine).
- (b) Prohibitions. The following conduct is prohibited and may result in discipline, up to and including termination:
1. Using or possessing alcohol or other controlled substances while on duty.
 2. Reporting for duty or remaining on duty when the employee used any controlled substances, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a vehicle or otherwise perform the employee's job.
 3. Reporting for duty or remaining on duty if the employee tests as having a blood alcohol concentration of 0.04 or greater.
 4. Reporting for duty or remaining on duty if the employee tests positive for controlled substances (including, but not limited to, marijuana, whether prescribed or not).
 5. Refusing to submit to any alcohol or controlled substances test required by this Policy. An employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who tested 0.04 or greater on a blood alcohol test or tested positively on a controlled substances test. A "refusal to submit" to an alcohol or

controlled substances test required by this policy includes, but is not limited to:

- A refusal to provide a urine sample for a drug test.
- An inability to provide a urine sample without a valid medical explanation.
- A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test.
- An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation.
- Tampering with or attempting to adulterate the urine specimen or collection procedure.
- Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested.
- Leaving the scene of an accident without a valid authorization.

(c) **Exceptions to Prohibitions.** The City Manager may authorize responsible alcohol consumption when deemed appropriate, such as during special events or diplomatic proceedings.

(d) **Reasonable Suspicion Testing.** All employees may be required to submit to an alcohol or drug test if a supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. Reasonable suspicion alcohol and drug testing will generally be administered within two hours of the observation. If not, the supervisor should provide written documentation as to why the test was not promptly conducted.

For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. A pattern of documented abnormal or erratic behavior.
2. Direct observation of drug or alcohol use, or information provided by a reliable and credible source that an employee has engaged in drug or alcohol use.

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3. Presence of the mental or physical symptoms of drug or alcohol use (e.g., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes).
 4. A work-related accident in conjunction with other facts which together support reasonable cause.
- (e) Consequences of Failing an Alcohol or Drug Test. A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination, even for a first offense. The City also reserves the right to discipline or terminate an employee convicted of an offense which involves the use, **distribution**, or possession of illegal drugs. If an employee is not terminated, the employee:
1. Must be removed from performing any **job** function and immediately placed in an unpaid status.
 2. Must submit to an examination by a substance abuse professional. Upon a **determination** by the substance abuse professional, the **employee** may be required to undergo treatment for his or her alcohol or drug abuse. The City is not required to pay for this treatment.
 3. Shall not be returned to his or her former position until the employee submits to a return-to-duty controlled substance and/or blood alcohol test (depending on which test the employee failed) which indicates and alcohol concentration level of less than 0.02 or a negative result on a controlled substance test.
 4. Will be required to submit to unannounced follow up testing **and**, possibly other conditions if he or she has been returned to his or her position.
- (f) Compliance with State or Federal Law. At all times, the City will comply with current applicable state or federal law concerning drug and alcohol testing. Issues or inconsistencies that are not addressed in this policy will be determined by referring to state or federal law and regulations governing drug and alcohol testing. The City reserves the right to make changes to this policy at any time, for the purpose of complying with state or federal law or regulation as it exists now or as it may be amended.
- (g) An employee is required to notify their supervisor when any medications or drug they are taking could create an unsafe and dangerous situation. In the event there are questions regarding an employee's ability to safely and effectively perform assigned duties when using such medications or drugs, clearance from a physician

designated by the City will be required. If an employee is prescribed medication or drugs in relation to a work-related injury or illness, the doctor treating the employee for the work-related injury or illness shall provide the required clearance.

Section 8. Use of Confidential Information

City employees shall not use confidential information acquired by or available to them in the course of their employment with the City for personal gain or for personal, non-City business related reasons. City employees and officials shall uphold the public's right to know, and in accordance with the Brown Act, uphold the public's right to know not only the decisions taken, but also the deliberations which shape public policies.

Section 9. Conflicts of Interest

City employees are prohibited from making, participation in making, or attempting in any way to use their official position to influence a City decision in which the employee knows or has reason to know they have a financial interest as defined by law. For example, City employees shall not make personal investments nor maintain any direct or indirect interest in enterprises, activities, or entities which they have or have reason to believe may be involved in decisions or recommendations to be made by them or persons under their supervision, or which may create a conflict between their private interests or may impair their independence of judgment in the accomplishment of their official duties. If, however, persons in the public service have financial interests in matters coming before them, or before the department in which they are employed, they shall remove themselves from making, participating in the making, or seeking to influence any decision regarding such matter. Employees who are designated in the City's Conflict of Interest Code, shall file the appropriate disclosure statements required under State Law.

EMPLOYEE HANDBOOK AND PERSONNEL POLICY MANUAL

ACKNOWLEDGEMENT

I acknowledge receipt of the City of Canyon Lake Employee Handbook and Personnel Policy Manual (Manual), and warrant and represent that I have read and understand the document. I had an opportunity to ask questions and receive clarification from the City regarding conditions of employment, policies, and rules contained in this Manual. I agree to observe and abide by the conditions of employment, policies, and rules contained in this Manual.

I understand and agree that my relationship with the City is “at-will,” which means that my employment is for no definite period and may be terminated by me or by the City at any time and for any reason with or without cause or advance notice. I understand that the City retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the City.

I understand and agree that nothing in the Manual creates or is intended to create a promise or representation of continued employment and that employment at the City is employment “at-will”; employment may be terminated at the will of either the City or myself with or without cause. I understand and agree that the terms of my at-will employment may not be modified or superseded except by a written agreement signed by me and the City Manager, that no other employee or representative of the City has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by me and the City Manager.

My signature below certifies that I understand that the foregoing agreement on “at-will” status is the sole and entire agreement between the City and me concerning my employment and the circumstances under which my employment may be terminated. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment. This Manual supersedes all prior agreements, understandings, and representations concerning my employment. I understand that if I have questions regarding the Manual that I can discuss them with the Human Resources Specialist.

Employee Signature

Date

Name (please print)

Title

ATTACHMENT 4

Personnel Policies and Procedures



Approved: November 5, 2014

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INTRODUCTION

Per the Canyon Lake Municipal Code, the City Manager, or designee, serves as the Appointing Authority and has the final authority to appoint a person to a position of employment. This policy is to set forth the manner in which the City Manager, or designee, will carry out the duty of appointing, managing, and disciplining employees.

CITY AUTHORITY

The City of Canyon Lake is incorporated as a California General Law city and its powers are those expressly granted by the California State Legislature and the California Constitution. Therefore, the policies set out here may be changed or superseded by Constitutional amendment, an act of the California State Legislature, or state regulatory authority applicable to general law cities, or, where applicable, by federal law or regulation.

PURPOSE

These Personnel Policies shall serve as a course of instruction to all units and agencies of the City of Canyon Lake and City Employees.

This policy supersedes all previous personnel manuals and procedures. Any issues regarding the City personnel process not covered in the policy, or not otherwise covered by applicable law or regulation may be addressed by the City Council or City Manager by the adoption of administrative policy documents or interpretations, and applied on an individual basis.

DISTRIBUTION

This policy shall be distributed to all current city employees, to new employees upon hiring as well as to City officers. Upon distribution to them, all employees must acknowledge receipt and review of this policy document.

IMPLEMENTATION

The City Manager is the Appointing Authority under this policy and shall exercise functional authority over the City personnel process for the purpose of implementing and enforcing these policies and procedures on a citywide basis.

REVISIONS

This policy provides enforceable City policies. As necessary, changes will be made to the policy based upon resolution from the City Council, changes in State or Federal Law, or to improve efficiencies. The City Clerk shall be responsible for accurately maintaining, and updating this policy. The City reserves the right to appropriately change, amend, revise or delete the provisions contained herein, including policies and procedures when deemed necessary.

CHAPTER 1 – BENEFITS AND PRACTICES

SECTION 1 – AUTHORIZED POSITIONS

Authorized full-time and part-time positions, with classification titles and pay ranges specified, shall be established from time to time upon adoption of a resolution by the City Council. Unless otherwise stated, the following definitions shall apply for purposes of Authorized Positions under these Personnel Rules and Regulations. Additional definitions are included in Chapter 6.

- a. Regular Full-Time Employee: A full-time, non-management employee who has successfully completed his/her probationary period in a position in the Competitive Service for a position established on a continuing basis, as distinguished from a part-time employee or one who is employed on a seasonal or intermittent basis.
- b. Management or Exempt Employee: An employee designated as such in the Salary and Wages Resolution and is not covered under the over-time provisions of the Fair Labor Standards Act (FLSA).
- c. Non-exempt Employee: An employee who is covered by the overtime provisions of the Fair Labor Standards Act (FLSA). “Non-exempt employees” also may be known as “hourly” employees.
- d. Part-time Employee: A position requiring the employee to work fewer than 30 hours per week.
- e. At-Will Employee: Any person who is not included in the Competitive Service. An At-Will Employee may be dismissed by the City Manager at any time for any reason and without prior notice or right of appeal.

- f. Volunteer: An individual who accepts an unpaid position with the City to perform specific tasks. A volunteer can be released at any time and for any reason without the right of appeal, are not covered by this policy except for harassment provisions. Volunteers are not employees and have no employment rights
- g. Temporary or Contract Employee: A full-time or part-time employee not part of the Competitive Service who serves at will for a limited period of time and/or for specific job duties or for emergency conditions.

SECTION 2 – WORKWEEK

Regular, full-time employees work a 38-hour work week. The City may adjust work hours to meet changing needs and requirements.

SECTION 3 – OVERTIME COMPENSATION

Overtime compensation is governed by the provisions of the Federal Labor Standards Act. In general, non-exempt employees who actually work more than 40 hours in a workweek shall be compensated at the rate of one and one-half times the employee's regular rate of pay, either as paid time at one and one-half rate of pay or as compensatory time accrued at the rate of one and one-half rate of pay for all hours worked in excess of 40 in any workweek. Work classified as standby, emergency response and disaster response may also be paid at one and one-half times the straight time rate. For the purposes of this resolution, holidays and pre-scheduled time off are not to be considered actual work time. The total amount of compensatory time an employee may accrue is 60 hours. When this maximum is reached, the employee will either take time off work or receive payment for all or a portion of the time at the discretion of the City Manager. *Overtime must be specifically authorized in advance by the employee's immediate supervisor or appointing authority.*

SECTION 4 - TIMEKEEPING

Accurately recording time worked is the responsibility of every hourly employee. Federal and State laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved by the City Manager before it is performed.

Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, up to and including termination.

SECTION 5 – NON-CITY FUNDED EMPLOYEES

Employees who are hired pursuant to Federal/State/County funding assisted programs are subject to termination when program funding terminates.

SECTION 6 – SALARY AND WAGE SCHEDULE

The salary and wage schedule for authorized full-time and part-time positions shall be established from time to time upon adoption of a resolution of the City Council.

SECTION 7 – RECRUITMENT

These steps establish a procedure for all phases of the employment process for full-time employees. The City Manager, or designee, will administer and coordinate the hiring process for all position vacancies to ensure compliance with contractual, legal, and equal employment opportunity requirements. All such hiring efforts are conducted in the spirit of equal opportunity and non-discrimination.

All full-time City appointments shall be based on merit and fitness, and will be determined by the result of any or all of the following testing procedures: written test, practical skills examination and/or oral interview.

The City Manager will determine the best method for seeking outside candidates through open recruitment, including, but not limited to any of the following procedures: individual selection directly by the City Manager, or job announcements advertised in newspapers and other appropriate publications.

a. Examination Process

Examinations shall be conducted to assist with the selection of qualified candidates and test selection techniques will examine the qualifications of the candidates. Tests may include, but are not limited to, achievement and aptitude tests, written tests, personal interviews, performance tests, physical agility tests, evaluation of daily work performance, work samples, or any combination of these. All examinations given will be job related and designed to determine a candidate's knowledge, skills, and abilities to perform job functions.

The City Manager, or designee, will ensure that all examination results remain confidential and that the examination process appropriately accommodates candidates with disabilities.

b. Interview Process

The employment interview is a significant part of the selection process. The interviewer's function is to discover a candidate's knowledge, skills, and abilities to perform the essential job functions. Certain guidelines must be observed to ensure compliance with State and Federal laws, and to maximize the reliability of the interview process, and include the following:

1. Interview questions must be job related and designed to measure a candidate's job knowledge, experience and education necessary to perform the essential job functions.
2. All interview panel members, if utilized by the City Manager, will be informed of the position responsibilities and requirements, and each panel member must independently rate candidates using an objective measurement scale developed by the City.
3. Only the most highly rated candidate(s) will be considered for final evaluation and review.

c. Reference Check/Screening

Before an offer of employment is extended, the City shall conduct a reference check on any candidate. The purpose of the reference check is to verify employment duties, performance record, attendance record, and any other pertinent information. Results of the reference check and background will help determine a candidate's fitness for the position.

Certain positions may require a thorough background check by the Sheriff's Department or other designated agency. However, no background investigations will be conducted without first notifying the candidate.

Post-offer, pre-employment physical, medical, psychological, drug and alcohol tests may be given as set out in Section 10, "Health Screening".

d. Candidate Notification

After references are verified and a final decision is reached, the City will notify the selected candidate, in writing, and make an employment offer. When the candidate accepts an employment offer, all other candidates, if any, will be notified in writing that they were not selected for the position.

SECTION 8 – HIRING OF IMMEDIATE FAMILY MEMBERS

The City shall not hire the “Immediate Family Member” (As defined in Chapter 1 Section 16) of a city official or employee, but the fact that a person shall become a city official shall not cause a change in the employment status of any employee or prevent the future advancement of such employee after the election or appointment of the city official.

SECTION 9 – ADVANCEMENT WITHIN THE SCHEDULE

The City Manager shall affect such advances as the City Manager may deem advisable based upon the employee’s ability, proficiency, and performance within the authorized salary range.

SECTION 10 – HEALTH SCREENING

All applicants being offered employment, or employees returning to work, may be required to undergo a health screening if in the discretion of the City Manager such screening is necessary. As used here, “health screening” includes medical, psychological, drug and alcohol tests.

SECTION 11 – INVESTIGATION

All applicants upon employment may be fingerprinted and shall successfully undergo any further investigation deemed necessary by the City Manager as a prerequisite for employment.

The City of Canyon Lake is committed to employing only United States citizens and aliens who are authorized to work in the United States in conformance with the Immigration Reform and Control Act of 1986. As a condition of employment, each new employee must provide specified identification, properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. The City will verify the documents and participates in the E-Verify program.

SECTION 12 – PROBATION

The probation period is a working test period in which an employee is required to demonstrate their fitness for the position assigned. The probationary period is an integral part of the employment process and provides the opportunity to observe the employee's work and assist the employee's adjustment to the new position. A regular full-time employee or reclassified non-management employee who is serving their probationary period is a probationary employee. During the initial probation period, the probationary employee will have no rights of tenure, and may be terminated without cause either during or at the end of the probation period

a. Duration

1. All newly hired regular employees (full-time or permanent part-time) are subject to a twelve-month probation period.
2. All reclassified employees are subject to a twelve-month probation period.
3. Employees reclassified to a position in accordance with a reevaluation of the minimum qualifications, duties, and responsibilities of the position in question and where the employee has assumed those duties and responsibilities shall not be subject to any probationary period.
4. The twelve-month probation period will begin on the first day of the promotion or hiring date.
5. Management employees are exempt from any probationary period.

b. Extensions

1. Prior to the end of any probation period, the probation period may be extended another twelve-months (or any portion thereof) with the approval of the City Manager, or designee.
2. The employee will be notified in writing of such an extension.

SECTION 13– HOLIDAYS

- a. All regular full-time employees and full-time employees who are in their probation period shall have the following holidays as vacation with pay:
 1. January 1st, known as “New Year’s Day”
 2. The third Monday in January, known as “Martin Luther King Day”
 3. The third Monday in February, known as “Presidents’ Day”
 4. The last Monday in May, known as “Memorial Day”
 5. July 4th, known as “Independence Day”
 6. The first Monday in September, known as “Labor Day”
 7. November 11th, known as “Veterans’ Day”
 8. The fourth Thursday in November, known as “Thanksgiving Day”
 9. The Friday following “Thanksgiving Day”
 10. Half the day of December 24th, known as “Christmas Eve”
 11. December 25th, known as “Christmas Day”
 12. Half the day of December 31st, known as “New Year’s Eve”
 13. One (1) Floating Holiday
- b. Full-time employees and full-time employees who are in their probation period shall receive 50% compensation for December 24th and December 31st.
- c. In the event a holiday falls upon a Friday or Saturday, the prior work day will be taken in lieu of the holiday; in the event the holiday falls on upon a Sunday, the following workday will be taken in lieu of the holiday.

SECTION 14 – VACATION

All regular full-time employees, and full-time employees who are in their probation period, will accrue vacation time as defined below. Employees shall be eligible for and accrue vacation with pay according to the following conditions:

a. Amount of Vacation

1. Fewer than ten (10) years of continuous service:

Each employee working in continuous service of less than ten (10) years shall earn 80 hours of paid vacation per year.

Vacation hours are accrued in equal increments per pay period worked. For employees hired prior to July 1, 2014, accrual per pay period will begin on July 1, 2015.

2. Ten (10) or more years of continuous service:

Upon completion of the tenth year of continuous employment, the employee shall then earn 120 hours of paid vacation per year.

Vacation hours are accrued in equal increments per pay period worked. For employees hired prior to July 1, 2014, accrual per pay period will begin on July 1, 2015.

b. Use of Vacation

1. Employees shall be eligible to use vacation as it is accrued.
2. Because Canyon Lake has limited staff, absent an emergency, employees shall make a request to use vacation a reasonable amount of time in advance of the proposed use of the vacation.
3. All requests for use of vacation must be approved by the employee's supervisor and the relevant department head.
4. Upon termination, employees shall be compensated for accrued unused vacation at their then current pay rate.
5. The City of Canyon Lake will not allow for accrual of vacation time in excess of 400 hours.

SECTION 15 – ADMINISTRATIVE LEAVE

The position of City Clerk/Administrative Services Manager shall receive administrative leave.

a. Amount of Administrative Leave

The City Clerk/Administrative Services Manager shall receive 80 hours of paid administrative leave time. Administrative leave shall accrue in equal increments per pay period worked. For employees hired prior to July 1, 2014, accrual per pay period will begin on July 1, 2015.

- b. Use of Administrative Leave
 - 1. Employee shall be eligible to use administrative leave as it is accrued.
 - 2. Upon termination, employees shall be compensated for accrued unused administrative leave at their then current pay rate.
 - 3. The City of Canyon Lake will not allow for accrual of Administrative Leave time in excess of 160 hours.

SECTION 16 – SICK LEAVE

All regular employees will accrue sick time as defined below. The purpose of sick leave is to the employee's illness or health care or that of immediate family members as defined below and by the California Family Leave Act.

- a. Full-time employees and full-time employees in their probation period shall accrue sick leave at the rate of ninety-six (96) hours per year, and any such leave accrued but unused in any year shall be accumulated for the employee to use in succeeding years, up to a maximum of five hundred seventy (570) hours.
- b. Part-time employees and part-time employees in their probation period shall accrue sick leave at the rate of one (1) hour per thirty (30) hours worked beginning on the 31st day after their date of hire, and any such leave accrued but unused in any year shall be accumulated for the employee to use in succeeding years, up to a maximum of one hundred twenty (120) hours.
- c. Sick leave is accrued in equal increments per pay period worked.
- d. Upon termination of employment for any cause other than retirement, sick leave is forfeited. If an employee retires from City service, sick leave may be converted to years of service as regulated by the CalPERS retirement system.
- e. Use of sick leave
 - 1. An employee eligible for sick leave with pay shall be granted such leave for the following reasons or as otherwise provided by applicable laws and regulations:
 - i. Illness or physical incapacity of employee or immediate family. "Immediate family" is limited to any relative of blood or marriage who is a member of the employee's household, under the same roof; and any domestic partner,

parent, grandparent, spouse, child, brother, sister, father-in-law, brother-in-law, mother-in-law, or sister-in-law of the employee's, regardless of residence.

- ii. Enforced quarantine of the employee in accordance with community health regulations.
- iii. Death of a member of the employee's immediate family. "Immediate family" has the same meaning as set out in (i) above. Accrued paid vacation may also be used for bereavement purposes for members of the immediate family.

2. Any employee on sick leave shall inform his/her supervisor of the fact and the reasons thereof within one-half hour of the beginning of his/her work shift of each sick day, unless otherwise agreed, and failure to do so may cause for denial of sick leave with pay for the period of absence and may cause for disciplinary action.

3. Eligibility for paid sick leave shall commence when accrued.

4. Observed holidays occurring during sick leave shall not be counted as days of sick leave.

f. The City shall observe all other applicable, required leave provisions of federal or state law.

SECTION 17 – LEAVE OF ABSENCE WITHOUT PAY

The City Manager may grant leaves of absence up to thirty (30) days without pay to any regular full-time employee if the circumstances of the particular case warrant such action. During all such leaves of absence the employee shall not be considered as being on active service and shall not accrue any service time, calculated benefits, or other benefits including vacation and sick time.

SECTION 18 – PREGNANCY

a. All regular full-time employees and full-time employees who are in his/her probation period may be granted all or any portion of accrued sick leave with pay, in accordance with the provisions of this rule, and otherwise as required by state law, for illness or disability resulting from pregnancy. In applying the policy regarding sick leave, any incapacity resulting from pregnancy or related complications shall be treated as a form of temporary disability.

- b. An employee may be granted a leave of absence without pay in accordance with the pertinent provisions of this section.

SECTION 19 – MILITARY LEAVE

Military leave shall be granted to any regular full-time employee or full-time employee who is in their probation period in accordance with the Military and Veteran’s Code of the State of California and as amended.

The Uniformed Services Employment and Re-employment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment to undertake military service or certain types of service in the National Disaster Medical System. USERRA prohibits employers from discriminating against past and present members of the uniformed services and applicants to the uniformed services. USERRA provides for re-employment rights, the right to be free from discrimination and retaliation, and health insurance protection. Employees are not required to, but may elect to, use available leave for military leaves of absence.

SECTION 20 – JURY DUTY

Any regular full-time employee, or full-time employee who is in his/her probation period who is required to serve as a juror or subpoenaed as a witness in any State or Federal court, or any administrative board or tribunal, shall be entitled to a leave of absence up to eight (8) working days with pay while performing services as a juror or a witness; provided that any such employee shall be required to pay over to the City any amount s/he received for jury fees, exclusive of the approved travel and subsistence. If court records indicate that the employee advised the court of this 8 working day limit, and the employee is nonetheless selected for a jury where the jury duty exceeds 8 working days, the excess days shall be paid by the City, if witness fees or juror fees, except mileage reimbursement, are submitted to the City. An employee that is called to report for jury duty and is excused before 12:00 p.m. (noon) must report for work for the remainder of the day. Proof of jury attendance must be submitted to the City Manager when the employee returns to work.

SECTION 21 – INSURANCE BENEFITS

All employees of the City are covered with basic benefits as required by law, to include State Disability Insurance (SDI), Unemployment Insurance, and Worker’s Compensation Insurance.

All regular full-time employees or full-time employees in their probation period, and their dependents, will be eligible for coverage under the City’s medical, dental, vision, and life insurance policies, or alternatively in a recognized cafeteria plan approved by the City Council. These benefits may be increased or decreased from time to time at the discretion of the City

Council. The City reserves the right to change carriers and/or eliminate any type of coverage at its absolute discretion. No employee has any vested right to any type of insurance coverage or benefits.

Employees may choose to contribute pre-tax dollars to the City's authorized optional benefit plans if the plans they have chosen exceed the City's monthly contribution, through a written authorization for payroll deductions.

SECTION 22 – RETIREMENT BENEFITS

The City currently is a member of CalPERS. All regular full-time employees or full-time employees in their probation period shall be members of the California Public Employees' Retirement System (CalPERS). Eligible employees are required to participate in accordance with the rules of CalPERS. CalPERS Retirement membership is required for any employee working at least 1,000 hours in a fiscal year. All other part-time, temporary and seasonal employees, as well as any other employees, are not eligible for membership. Retirement benefits provided are subject to CalPERS rules and regulations.

SECTION 23 – TRAVEL EXPENSE ALLOWANCE

Staff is expected to use good judgment in the use of City funds while on official travel to minimize the total cost to the City. All regular full-time, full-time employees who are in their probation period, and permanent part-time employees, with prior written approval of the City Manager, shall be eligible for a travel expense allowance as specified by the following:

a. Local Travel

Expense claims for use of private automobiles must be submitted to the City Manager for approval. Such use will be reimbursed at the standard mileage rate as set by the IRS for all business miles. Mileage will be calculated round-trip from City Hall to the location/s. If an employee drives his/her own vehicle, they must provide proof of adequate liability insurance.

b. Out Of Town Travel

City staff will make reservations for travel covered by this policy, and will prepay transportation, registration, and lodging whenever possible. If a staff member wishes to make his/her own arrangements, or prepaying for transportation, registration or lodging is not available, the staff member will be reimbursed subject to the restrictions below. If, in the judgment of the City Manager, the estimated expense for contemplated travel out of the City is too high to expect the employee to finance the trip and be reimbursed upon their return, the City Manager may authorize advance payment of the estimated amount to the

employee, to be reconciled upon his/her return. The staff member must immediately reimburse the City for any amount of such an advance for which there is no receipt, or which does not meet the requirements of this policy. The advance shall not exceed \$120/day of travel.

1. Use of personal cars for trips out of town may be approved by the City Manager when use of commercial transportation is not practical. Compensation for mileage is not to exceed air fare cost.
2. Staff shall use government or group rates for transportation whenever available. If such rates are not available, staff shall be prudent in booking travel to find the lowest rate possible to serve the purpose of travelling and all such travel must be in coach. Staff members should utilize long-term airport parking whenever possible.
3. Airport shuttles and public transit should be used whenever available. Rental vehicles are only permitted when other transportation is unavailable or when it is the most economical mode of transportation. Advance reservations should be made whenever possible and a compact or economy car should be requested.
4. When lodging is to be reimbursed is for an organized educational conference, the reimbursement cannot be more than the group rate published by the conference assuming it is available at the time the reservation is made. If the group rate is not available (or there is no group rate) then the City should seek the government rate. If neither the group nor the government rate is available, the maximum which may be paid per night for lodging in California is \$300 or up to \$500 in higher cost areas in California and outside California.
5. Expenses for meals will be reimbursed at actual cost; however, reimbursement shall not exceed the limits listed below. There will be no reimbursement for the cost of alcohol, or for spouse/guest meals.

Breakfast - \$18

Lunch - \$30

Dinner - \$45

- i. Reimbursement for breakfast will be provided for any full day of travel, on the first day of travel if departure is prior to 6:30 a.m., and on the last day of travel if arrival is after 10:00 a.m.

- ii. Reimbursement for lunch will be provided for any full day of travel, on the first day of travel if departure is prior to 11:00 a.m., and on the last day of travel if arrival is after 2:00 p.m.
 - iii. Reimbursement for dinner will be provided for any full day of travel, on the first day of travel if departure is prior to 5:00 p.m., and on the last day of travel if arrival is after 7:00 p.m.
 - iv. Reimbursement will not be provided for any meals that are included in registration at an event.
- 6. When an employee takes a spouse or other guest on an official trip, the employee will be personally responsible for all of the guest's expenses and will be reimbursed only for the expenses the employee would have incurred traveling alone. All reimbursements pursuant to this policy will be shown on a separate itemized receipt attached to the expense statement.
 - 7. Within thirty (30) days of return from attendance at a conference or other event at the City's expense, the employee shall provide a brief written statement to the City Manager regarding the conference or event.
- c. Enforcement

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- 1. Discipline up to, and including, termination;
- 2. Loss of reimbursement privileges;
- 3. Restitution to the City;
- 4. Civil penalties; and
- 5. Prosecution for misuse of public resources.

SECTION 24 – PERFORMANCE EVALUATION

The purpose of the performance evaluation is to accurately assess the employee's overall job performance, and to set goals with the employee that further job knowledge and enhance skills and abilities.

All new full-time regular employees, permanent part-time employees and reclassified employees will receive a comprehensive performance evaluation from their immediate supervisor approximately six months after their hire/reclassification date. In conjunction with their evaluation, the employee may be eligible for a step increase. All new full-time regular employees, permanent part-time employees, and reclassified employees will again be evaluated at the end of the first year of employment/reclassification. Thereafter, performance evaluations will be given annually. In the event more than one person supervises an employee, all supervisors are required to participate in the performance evaluation process.

Performance evaluations will be prepared on a City evaluation form, discussed with the employee, and placed in the employee's personnel file where they can be examined by the employee at reasonable times. An employee may receive additional performance appraisals from time to time whenever it is considered appropriate by the employee's supervisor(s).

Performance evaluations are required and necessary, and it is a supervisor's responsibility to give performance evaluations when they are due, even if a step or merit increase is not involved.

SECTION 25 – CONFLICT OF INTEREST; POLITICAL ACTIVITIES

These requirements are in addition to those provided under the Political Reform Act and required by employees covered by the City's conflict of interest code. As a public agency, the City must be particularly sensitive to real, potential, or perceived conflicts of interest. The City expects all employees to adhere to the highest ethical and professional standards. No City employee shall lend his/her name as an employee of the City to any commercial or business enterprise. No employee shall approve or utilize the name, uniform, logo, or prestige of the City, or any City department, for any such purpose.

Employees shall not accept money or other consideration or favors from anyone other than the City for an act that they would be required or expected to perform in the regular course of their duties. Individual employees may not accept gifts from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the City. Reasonable exceptions to this section are permitted on those occasions that are social in nature and not based upon the employee's ability to influence, directly or indirectly, any matter before the City. For example, employees may accept expressions of courtesy which can be displayed or consumed at the work place and are available to all personnel and members of the public.

City employees are permitted to take an active part in political activities and campaigns as long as such participation does not interfere with their performance as an employee of the City of Canyon Lake. Employees may not engage in political activity while on duty, use any City facilities or

equipment for political purposes, or use their official uniform, title or authority to solicit funds for or to interfere with any election or political decision.

SECTION 26 – DUAL EMPLOYMENT

City employees are employed on the condition that employment with the City is their primary employment and that they shall not engage in any employment, activity, or enterprise for compensation that is inconsistent, incompatible or in conflict with their duties, functions, or responsibilities as a City employee. The purpose of this policy is to establish guidelines for City employees regarding dual employment or outside activities that may conflict with City employment.

Because of their knowledge and expertise, outside employment or other income opportunities may become available to City employees. If an employee is considering such an opportunity, he or she must fully disclose the employment opportunity to the City and to have it carefully reviewed to avoid a conflict of interest. Failure to disclose potential business opportunities that create a conflict of interest is grounds for disciplinary action up to and including termination.

Employees shall notify the City Manager if they are considering the following:

- a. Simultaneous employment by any other employer;
- b. Participation in an outside business on their own or with others;
- c. Involvement in any other outside activity where they receive compensation.

The City Manager, or designee, shall determine if a conflict exists. If a conflict of interest or scheduling problem exists, the City may require an employee to resign from the other employment or outside activity.

An employee's outside employment, activity, or enterprise may be prohibited if it:

- a. Involves the use of City time, facilities, equipment and supplies, the badge, uniform, prestige, or influence of their City department, or employment, for private gain or advantage.
- b. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act which the employee would be required or expected to render in the regular course or hours of their employment, or as a part of their duties as a City employee.

- c. Involves the performance of an act in other than their capacity as a City employee which may later be subject directly or indirectly in the control, inspection, review or audit, or enforcement of any other employee to the department by which they are employed.
- d. Involves such time demands as would render performance of their duties as a City employee less efficient.

Procedure for obtaining approval:

- a. The employee shall request authorization of outside employment from the City Manager, or designee, by completing the Authorization for Outside Employment Form prior to entering into the requested outside employment.
- b. The City Manager shall authorize outside employment in accordance with this policy. In the event a request for outside employment is denied, written comments will be provided to the employee.
- c. The City Manager or designee shall furnish the requesting employee a copy of the Authorization for Outside Employment indicating approval/denial and forward a copy to the employee's personnel file.

SECTION 27 – PERSONNEL RECORDS

a. Establishment

An employee's official personnel file will contain all records concerning personnel actions taken, including, but not limited to, performance evaluations, benefit enrollment forms, educational courses taken, and all employment related documents that give a complete employment history. The City Manager, or designee, shall keep personnel records confidential to the extent permitted by law. Personnel files may be viewed by the employee upon request. Employee medical information shall be kept in files separate from the official personnel file. Likewise, any grievances filed by an employee, as well as documents reflecting a review of such grievances, shall be maintained in separate confidential files.

b. Maintenance

Employees are required to inform the City Manager, or designee, of any changes in name, address, telephone number, marital status, family status, beneficiary, or other information on file. This ensures that Federal withholding statements, insurances and retirement records

are correct. Employees may be liable for any costs incurred by the City as a result of inaccurate personnel information.

c. Release Of Information Concerning City Personnel

To ensure personnel information is appropriately and accurately disseminated, the City Manger, or designee, will initially screen all personnel reference checks and employment verifications, and confidentially handle all financial inquiries originating from banks, credit unions, etc. regarding current and part City employees. Responses to financial inquiries will be released only upon written employee authorization.

1. Procedures For Release Of Information

- i. All outside inquiries and reference checks shall be in writing and shall be forwarded to the City Manager, or designee, for response. The City Manager, or designee, may consult with the City Attorney as to the release of the requested information. All calls for reference checks should be referred to the City Manager, or designee, by responding to a caller by saying “Under our policy, only the City Manager, or designee, responds to call concerning employees; I will transfer you to that office.”
- ii. Financial information will be released only after an authorized written request has been submitted to the City Manager, or designee, by the agency requesting the information, and the employee has executed a written approval to release the requested information.
- iii. The City Manager, or designee, shall comply with applicable Federal and State laws regarding release of public employee personnel and financial information and shall consult with the City Attorney whenever there are questions concerning the release of such information.

SECTION 28 – REASONABLE ACCOMMODATION FOR DISABILITIES

The City shall make reasonable accommodations for the known physical disabilities, mental disabilities, and certain medical conditions of employees and applicants for employment in compliance with the Americans with Disabilities Act (the ADA) and the California Fair Employment and Housing Act (FEHA).

Employees with a disability for which accommodation is necessary to perform the essential functions of the job, shall inform the City Manager of his or her disability and accommodation needs, and submit documentation from his or her physician or health care provider to substantiate

the work restrictions or limitations imposed by the disability. All medical documentation shall be submitted to and maintained by the City Manager or designee.

Reasonable accommodations which have been authorized by the City Manager and accepted by the employee shall not be rescinded without the prior written approval of the City Manager.

Effective January 1, 2015, employees who are victims of stalking, sexual assault, or domestic violence may request reasonable accommodation. Employees seeking such accommodation will, at City's request, be required to submit a signed written statement certifying the accommodation is related to the employee's status as a victim. The employee will be required to notify the City if a new accommodation is needed because of changed circumstances, or if the employee no longer needs an accommodation.

CHAPTER 2 – EMPLOYEE DISCIPLINARY PROCEDURES

SECTION 1 – EMPLOYEE CONDUCT AND DISCIPLINE

As provided below, employees in the competitive service of the City may not be suspended, demoted, dismissed, or reduced in pay for disciplinary reasons, without cause as defined here. All other employees serve at the will of their appointing authority. For purposes of this Section, City management employees and contract employees are considered at-will employees and may be subject to discipline and dismissal without cause.

a. Attendance and Punctuality

To maintain a safe and productive work environment, employees are expected to be reliable and punctual in reporting for scheduled work. In the instance when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must notify his/her immediate supervisor, and the City Manager, as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

b. Dress Code

All employees are expected to report to work dressed appropriately for the duties they perform. Office staff is expected to maintain a professional appearance.

SECTION 2 – GROUNDS FOR DISCIPLINARY ACTION

Discipline may be necessary when City policies are violated or City expectations are not met. The causes for disciplinary action against an employee may include, but are not limited to, the following:

- a. Fraud: To secure employment by providing false documents or knowingly make false statement or significant omissions, either orally or in writing, on a City employment application or in any supporting documents.
- b. Incompetence: Consistent failure to perform some or all of the job duties.
- c. Neglect Of Duty: Failure to perform one or more essential duties required of the employee's position.
- d. Insubordination: Willful failure to conform to a Supervisor's legitimate requests and directions.
- e. Alcohol Or Drug Use: Being under the influence of alcohol or controlled substances while at work, while driving a City vehicle, or consuming, selling, possessing, or manufacturing the same while on City premises or while engaged in City business. "Being under the influence" is defined as having the presence of any detectable level of drugs in the body, or blood alcohol level greater than .02%.
- f. Absence Without Leave.
- g. Discourteous Treatment Of The Public Or Other City Employees.
- h. Improper Or Unauthorized Use Of City Property.
- i. Conflict Of Interest/Employment: Outside employment not authorized by the City Manager.
- j. Gifts: Acceptance of any reward, gift, or other form of remuneration, in addition to the employee's regular compensation, for the actions performed in the normal course of the employee's assigned duties.
- k. Falsifying Records: Falsifying City reports or records.
- l. Dishonesty.
- m. Violation Of Rules: Violation of the City's policies, ordinances, and resolutions, including the personnel policies and procedures, and administrative orders.

- n. Poor attendance and/or excessive tardiness.

SECTION 3 – PROCEDURES GOVERNING SUSPENSION, DISCIPLINARY REDUCTION IN PAY, DISCIPLINARY DEMOTION AND DISMISSAL

- a. Notice

The City Manager, or designee, shall give the employee notice of the proposed disciplinary action. The notice shall include: a statement of the reasons for the proposed action, a copy of the charges and materials upon which the proposed action is based, and a description of the procedures and time frames for responding to the notice.

- b. Documentation And The Right To Representation.

The concerned employee may review the documents, materials, names of witnesses, and all other evidence upon which the proposed action is based. Copies must be provided of all documents on which the City relies.

The affected employee, at his/her own expense, can be represented by another person during the disciplinary procedures.

- c. Right To Respond

Within five working days, the affected employee has the right to respond orally, or in writing, to the City Manager, or designee, depending on the person proposing the disciplinary action.

- d. Notice Of Disciplinary Action To Be Taken

Upon completion of the above procedures, the City Manager, or designee, shall inform the affected employee, in writing, of the action and of the right to appeal the discipline imposed.

- e. Appeal To Employee Discipline Board

An employee has the right to appeal the decision to the Employee Discipline Board. The written appeal must be delivered to the City Manager within ten (10) working days of the notice of disciplinary action to be taken. The appeal shall stay the discipline.

If the employee fails to submit a timely written appeal of the City Manager's decision, the disciplinary action will be final and binding.

The Employee Discipline Board shall consist of three (3) individuals appointed by the Mayor, consisting of one (1) Council Member and two (2) personnel professionals from government organizations within Riverside County. Written notice of the Employee Discipline Board's decision shall be given to the Employee. The decision of the Board shall be final.

SECTION 4 – TYPES OF NON-DISCIPLINARY ACTIONS – NOT SUBJECT TO NOTICE AND HEARING OR TO GRIEVANCE PROCEDURES

a. Oral Counseling/Verbal Reprimand

An employee may be verbally reprimanded in private about their inappropriate behavior. The Supervisor shall make a brief notation regarding the date and substance of the verbal reprimand in the personnel file. If an employee's conduct does not improve, reference to the verbal reprimand will be made in subsequent written reprimand or performance evaluation.

b. Written Reprimand

If the inappropriate behavior continues after a verbal reprimand, or if deemed warranted by the Supervisor, the employee will receive written notification indicating the City is dissatisfied with the employee's services or conduct and that further disciplinary measures may be taken if the behavior is not corrected. The employee will have five (5) working days to provide a response to be placed in his/her file along with the written reprimand.

SECTION 5 – TYPES OF DISCIPLINARY ACTIONS:

a. Suspension

An employee may be suspended without pay for periods not to exceed thirty (30) working days in any one calendar year.

b. Disciplinary Reduction In Pay

An employee's pay rate within his/her pay range and class may be reduced for disciplinary reasons.

c. Disciplinary Demotion

An employee may be demoted from a position in one class to a position in another class having a lower maximum pay rate. The demotion may be permanent or temporary.

d. Dismissal

An employee may be dismissed from City service for disciplinary reasons.

SECTION 6 – RECORDS

Original copies of all written records pertaining to disciplinary actions shall be maintained in the employee’s confidential personnel file.

SECTION 7 – AUTOMATIC RESIGNATION

Being absent without leave, whether voluntary or involuntary, for a period longer than three (3) consecutive working days, is an automatic resignation from City service. The City Manager, or designee, will follow the procedures outlined in the Resignation Policy.

CHAPTER 3 – RESIGNATION

SECTION 1 – RESIGNATION

- a. An employee wishing to resign is asked to submit a written notice fourteen (14) calendar days prior to leaving. The notice should include the reasons for resignation and an effective date.
- b. Prior to leaving, the City Manager, or designee, will arrange an exit interview where the employee will be expected to return all City property, including keys to City facilities or work areas.
- c. In the event of dismissal or layoff, the employee will be paid at the time of the dismissal. For voluntary resignation, the employee’s check will be issued at the last day of voluntary resignation.
- d. Employees will be asked to review and sign a statement indicating receipt of their last paycheck which will include accrued comprehensive annual leave. Final payment of compensation may be withheld pending return of City property, completion of necessary paperwork, and other requirements of termination.

SECTION 2 – RE-EMPLOYMENT

Re-employment is solely at the discretion of the City. Longevity and seniority are lost at an employee's termination of employment, regardless as to whether such termination was voluntary or involuntary. If re-employed, an employee shall begin accrual of benefits at the time of re-employment; no benefits shall be provided retroactively. All pre-employment policies and screening in effect at the time of re-employment shall apply to an employee seeking re-employment.

CHAPTER 4 – HARASSMENT

SECTION 1 – HARASSMENT

The City of Canyon Lake maintains a strict policy prohibiting discriminatory harassment in accordance with State and Federal law. This policy applies to all City employees including management personnel, applicants, and persons providing services pursuant to contract.

SECTION 2 – STATEMENT OF POLICY

It is the policy of the City of Canyon Lake to treat its employees and volunteers with respect and dignity, and to provide a work environment free of unlawful discrimination and harassment. The City therefore prohibits all forms of unlawful harassment in the workplace including sexual, verbal, physical, and visual harassment based on participation in a protected group (i.e. race, color, religion, gender, sexual orientation, age, national origin, disability, veteran status, or marital status). Sexually harassing conduct is that which can occur between people of the same or different genders. Conduct in violation of this policy is considered an illegal employment discrimination practice when:

- a. Such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decision affecting the individual;
- c. Such conduct is sufficiently severe or pervasive as to create a discriminatory, hostile, or offensive work environment based on an employee's race, color, religion, gender, sexual orientation, age, national origin, disability, veteran status, or marital status; OR
- d. Such conduct is sufficiently severe or pervasive to alter the conditions of employment.

Management Employees, full-time employees, part-time employees, contract employees, and volunteers who permit or engage in such harassment, or fail to take appropriate steps to report or

investigate such conduct may be subject to prompt and appropriate disciplinary action, up to and including dismissal or termination of services.

SECTION 3 – SEXUAL HARASSMENT

Sexual harassment is the deliberate or repeated behavior of a sexual nature that is unwelcome. As defined by the Fair Employment and Housing Commission, sexual harassment is unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior, and includes gender-based harassment of a person of the same sex as the harasser.

It is important to note that consensual relationships that end or change are not a bar to filing a claim of sexual harassment.

The following is a partial list of conduct that could be considered sexual harassment:

- a. Unwanted sexual advances
- b. Offering employment benefits in exchange for sexual favors
- c. Making or threatening reprisals after a negative response to sexual advances
- d. Visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive object or pictures, cartoons, or posters
- e. Verbal conduct, such as making or using derogatory comments, epithets, slurs, jokes, and suggestions about another employee's gender or sexuality
- f. Verbal sexual advance or propositions
- g. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation
- h. Physical conduct, such as touching, assault, impeding, or blocking movements

SECTION 4 – PROCEDURE

- a. Any acts of sexual discrimination or harassment shall be reported immediately to the employee's supervisor, City Manager, City Attorney, Council Member or any other responsible party, who will then investigate complaints or cause an investigation to be conducted in a confidential and timely manner. Any individuals who have knowledge of conduct or information regarding the matter may be interviewed.

- b. In reaching a decision about the complaint, the investigator may take into account:
 - 1. Statements made by the complainant, witnesses, or others who may provide information
 - 2. Details and consistency of each person's account
 - 3. Evidence of how the complainant reacted to the incident
 - 4. Evidence of past instances of harassment by the accused
 - 5. Evidence of past harassment complaints found to be untrue

- c. If harassment is determined to have occurred, the City Manager, or designee, shall take prompt corrective action to eliminate any unlawful harassing behavior to address the effects on the person subjected to the harassment and to prevent any further instances of harassment. This may consist of disciplinary action up to, and including, dismissal or termination of employment services, training, or other remedial actions. Notice of such corrective action shall be provided to the complainant. No retaliatory behavior of any kind shall be tolerated and this may result in separate disciplinary action. If no illegal harassment is found, no corrective action will be taken.

- d. The City Manager, or designee, will keep complaints and investigations under this policy confidential to the greatest extent allowed by law, but some disclosure will be necessary to conduct a proper investigation and take appropriate corrective action. Employees are encouraged to use discretion in discussing complaints or investigations under this policy with others since unnecessary disclosure may prevent a fair investigation.

SECTION 5 – ENFORCEMENT OF LAWS AGAINST HARASSMENT

Employees, or job applicants, who believe they have been unlawfully harassed may, within one year of the act of harassment, file a complaint of discrimination with the Department of Fair

Employment and Housing (DFEH). The DFEH serves as a fact-finder and attempts to assist employers and employees to voluntarily resolve unlawful harassment disputes.

For more information regarding employee rights and remedies related to unlawful harassment contact the State of California Department of Fair Employment and Housing Commission.

CHAPTER 5 – DRUG AND ALCOHOL-FREE WORK PLACE

SECTION 1 – DRUG AND ALCOHOL-FREE WORKPLACE

The purpose of this policy is to provide guidelines for all employees regarding alcohol and drug use at the workplace. The City of Canyon Lake intends to provide a working environment that is safe and free from drugs and alcohol. Therefore, the City prohibits the unauthorized or unlawful use or manufacture of alcohol or drugs on City premises.

Additionally, employees are expected to be in suitable mental and physical condition to perform their job satisfactorily and behave appropriately. Should the use of alcohol or other drugs interfere with job performance, employees may be offered rehabilitative assistance. However, prolonged failure to meet satisfactory levels of job performance could result in disciplinary action up to, and including, dismissal.

SECTION 2 – STATEMENT OF POLICY

The possession, transfer, sale, manufacture, or use of alcohol or other drugs, legal or illegal, is prohibited while on City premises, or during work hours or breaks. This includes all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, and substances recognized as drugs in the official United States Pharmacopeia and any supplement thereof.

City employees are also prohibited from being under the influence, or having a detectable level, of alcohol or controlled substances in their systems during working hours (including lunch hours and breaks), while on City premises at any time, and/or while driving a City vehicle at any time. Employees taking prescription or over-the-counter drugs that may affect job performance or behavior are encouraged to inform their supervisor that they are taking medications.

Any employee who has knowledge of a violation of this policy by another employee must report such violation immediately. An employee who fails to report such violation may also be subject to disciplinary action, up to and including termination.

SECTION 3 – PROCEDURE

The City reserves the right to conduct unannounced searches of City facilities and property for illegal drugs or alcohol. Employees shall cooperate in the conduct of such searches.

When an employee's supervisor and a second employee or supervisor have reasonable suspicion to believe an employee may be under the influence of alcohol or a controlled substance, that employee may be given a medical evaluation by a City-designated medical clinic on City time and at City expense. The medical evaluation will be conducted to determine if alcohol or drugs are in the employee's system.

Reasonable suspicion may be justified by one or a combination of the following indicators: bloodshot or watery eyes, slurred speech, alcohol on the breath, physical and/or verbal altercation, inability to walk a straight line, an accident involving City property, possession of drugs or alcohol, frequent absenteeism, confusion/difficulty in concentration, and/or noticeable change in behavior.

The following steps establish a procedure to facilitate the medical evaluation process:

- a. The supervisor will meet with the City Manager, or designee, to discuss the employee's behavior. At that time, it will be determined if the employee should be tested for drugs/alcohol. The City Manager, or designee, will arrange for an immediate appointment with a medical facility to conduct the test, unless the employee admits to being under the influence of alcohol or a controlled substance.

An employee's refusal to submit immediately to an alcohol or drug analysis when requested by management may constitute insubordination, and may be grounds for disciplinary action up to, and including, dismissal. All employees are required to consent to controlled substance and alcohol testing and/or inspection pursuant to this policy as a condition of continued employment.

- b. The City will immediately provide transportation for the employee to the medical facility and wait for the tests to be completed. The type of testing required will be determined by the physician.
- c. After being tested, the employee will be transported home, or in appropriate situations, to the hospital. The employee will continue receiving pay during this time and disciplinary action will not be administered unless the test results show the presence of alcohol or drugs. Information obtained through this testing will be treated with strict confidentiality.
- d. If alcohol or drugs are found in the employee's body, the City Manager, or designee, shall meet with the employee and explain the proposed disciplinary action. The employee shall be encouraged to seek professional assistance.

If an employee is convicted of criminal drug activity, the employee must notify the City Manager, or designee in writing within five (5) calendar days after the conviction.

SECTION 4 – DOCUMENTATION

Records relating to job performance, attendance, and behavior shall be maintained in the employee’s personnel file. Only behavior associated with alcohol or drugs should be documented and placed in the employee’s personnel file. All tests shall be maintained, along with the employee’s medical records, in a confidential medical file separate from the personnel records.

SECTION 5 – FOLLOW-UP

If the employee’s drug test results are confirmed positive, the following steps shall occur:

- a. The City Manager, or designee, the supervisor, and the City Attorney will determine the most suitable disciplinary action.
- b. The employee may also be assisted in locating an appropriate treatment or counseling program if the employee is not already enrolled in such a program. Although the employee will be offered a reasonable opportunity for rehabilitation, continued employment with the City will be dependent upon the nature and frequency of the alcohol or controlled substance usage and other factors deemed relevant by the City.

Should the results of the alcohol or drug test be negative, the employee may return to the workplace and perform regular job duties.

CHAPTER 6 – OTHER DEFINITIONS

SECTION 1 – DEFINITIONS

Appointing Authority	The City Manager, or designee, who has the final authority to appoint a person to a position of employment.
Competitive Service	All employees hired through competitive procedures set forth in the Recruitment Policy.
Drugs and Controlled Substances	All forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, and substances recognized as drugs in the official United States Pharmacopeia and any supplement thereof.
Exempt Employee	An employee who is exempt from overtime payment provision of FLSA.

Fair Labor Standard Act (FLSA)	The Federal Law which governs wage and hour requirements of public agencies.
Immediate Family	Any relative of blood or marriage who is a member of the employee's household, under the same roof, any domestic partner, parent, grandparent, spouse, child, brother, sister, father-in-law, brother-in-law, sister-in-law, or mother-in-law, regardless of residence.
Non-Exempt Employee	An employee who is covered by the overtime provisions of FLSA.
Probationary Employee	A regular full-time employee or reclassified non-management employee who is serving their probationary period.
Probation Period	A working test period in which an employee is required to demonstrate their fitness for the position assigned. The probationary period is considered to be an integral part of the examination, recruiting, testing, and selection process.
Volunteer	An individual who accepts an unpaid position with the City to perform specific tasks. A volunteer can be released at any time and for any reason without the right of appeal, and are not covered by this policy except for harassment provisions. Volunteers have no employment rights.
Supervisor	An individual who provides first line management work, monitors and regulates employees in their performance or assigned or delegated tasks.
Working Hours	Normal working hours are as designated by the City Council or Cit Manager.
Workweek	The work week begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday.