



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587

www.canyonlakeca.gov

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

AGENDA

Regular Meeting of the Canyon Lake City Council
Wednesday, November 13, 2024

Closed Session 5:30 P.M.

Open Session 6:30 P.M.

City Hall Council Chambers – 31516 Railroad Canyon Road, Canyon Lake, CA 92587

CLOSED SESSION

CLOSED SESSION CALLED TO ORDER

ROLL CALL

Castillo, Dain, Smith, Terry, Welty

PUBLIC COMMENT

LIMIT 3 MINUTES

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

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957
Title: City Manager

OPEN SESSION

OPEN SESSION CALLED TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL

Castillo, Dain, Smith, Terry, Welty

CLOSED SESSION REPORT

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

Citizen of the Month
Students of the Month

COMMUNITY REPORTS

LIMIT 3 MINUTES

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

PUBLIC SAFETY UPDATES

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

PUBLIC COMMENT

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COMMITTEE AND COUNCIL REPORTS/COMMENTS

CONSENT CALENDAR

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

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

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

Recommendation: Adopt Resolution No. 2024-43 Approving Claims and Demands of the City.

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

Recommendation: Approve the Minutes of the City Council Meetings of October 3, 2024 and October 9, 2024.

(4) **Adopt a Resolution Setting the Regular City Council Meeting Schedule for Calendar Year 2025**

Recommendation: Adopt Resolution No. 2024-44 setting the regular City Council meeting schedule for calendar year 2025.

(5) **Orally Report a Summary of Compensation and Approve Amended and Restated Employment Agreement with Arron Brown as City Manager Amending Compensation and Other Terms of Employment and Adopt a Resolution Amending the City's Salary and Wage Schedule for the Position of City Manager**

Recommendation: Receive the oral report of a Summary of Compensation and Approve the Amended and Restated Employment Agreement with Arron Brown as City Manager and adopt Resolution No. 2024-45 amending the City's Salary and Wage Schedule for the position of City Manager.

(6) **Adopt a Resolution Amending the City's Salary and Wage Schedule to Include the New Position of Part-Time Battalion Chief**

Recommendation: Adopt Resolution No. 2024-46 amending the City's Salary and Wage Schedule to establish a new position of Part-Time Battalion Chief in the Fire Department.

PULLED CONSENT CALENDAR ITEMS

PUBLIC HEARINGS

(7) **(1) Adopt Urgency Ordinance No. 249 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Vehicles and Traffic of the Canyon Lake Municipal Code to Add Chapter 12.60 Relating to Extralegal Load Permits and Fees; (2) Adopt Resolution No. 2024-47 Establishing New Fees For Extralegal Load Transportation Permits; and (3) Introduction and First Reading of Ordinance No. 250 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Vehicles and Traffic of the Canyon Lake Municipal Code to Add Chapter 12.60 Relating to Extralegal Load Permits and Fees**

Recommendation: (1) Open the public hearing and take testimony; (2) adopt Urgency Ordinance No. 249 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Vehicles and Traffic of the Canyon Lake Municipal Code to Add Chapter 12.60 Relating to Extralegal Load Permits and Fees; (3) adopt Resolution No. 2024-47 Establishing New Fees For Extralegal Load Transportation Permits; and (4) introduce and read by title only Ordinance No. 250 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Vehicles and Traffic of the Canyon Lake Municipal Code to Add Chapter 12.60 Relating to Extralegal Load Permits and Fees.

BUSINESS ITEMS

(8) Presentation on the City's Inaugural Pumpkin Bash Event

Recommendation: Receive and file the presentation.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The next regular City Council meeting will be held on December 11, 2024.

ADJOURNMENT

VISION STATEMENT

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

ATTENTION RESIDENTS:

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

AFFIDAVIT OF POSTING: I, Sheryl L. Garcia, City Clerk of the City of Canyon Lake, California, do hereby declare that the foregoing agenda was posted on November 7, 2024, at least seventy-two (72) hours prior to the meeting per Government Code 54954.2, and as required by Resolution 2019-42 of the Canyon Lake City Council.

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Elizabeth Luna, Executive Assistant and Accounting Technician I

DATE: November 13, 2024

SUBJECT: Approve Claims and Demands of the City

Recommendation

Adopt Resolution No. 2024-43 approving Claims and Demands of the City.

Background

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of October 9, 2024.

Fiscal Impact

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

Attachments

1. Resolution No. 2024-43

ATTACHMENT 1

RESOLUTION NO. 2024-43

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

WHEREAS, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on November 13, 2024; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on November 13, 2024, at which all present, were given an opportunity to comment.

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

Demands are approved as shown on the Demand\Warrant Register of November 13th, in the amount of \$819,784.35 as follows:

Payroll Earnings (Direct Deposit)	\$	149,071.66	(For Month of October)
Payroll Processing Fees	\$	358.51	(For Month of October)
Payroll Taxes - Employer & Employee	\$	41,582.81	(For Month of October)
Payroll CLFAD	\$	830.88	(For Month of October)
Payroll CS	\$	795.04	(For Month of October)
On-line Retirement	\$	15,961.85	(For Month of October)
On-line Health	\$	30,741.75	(For Month of October)
Principal	\$	442.93	(For Month of October)
Aflac	\$	793.92	(For Month of September)
Nationwide Deferred Comp.	\$	9,860.25	(For Month of October)
General	\$	569,344.75	
TOTAL	\$	<u>819,784.35</u>	

PASSED, APPROVED AND ADOPTED this 13th day of November 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Advantage Church Chairs	New Council Chamber Chairs #SO-017452848	3,701.86
PBK Golf Services	2024 Canyon Lake City Golf Championship Sponsorship	1,500.00
Report Total		<u>5,201.86</u>

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

Vendor ID	Invoice Description	Cash Required
CL PROPERTY OWNERS	Final Payment for Holiday Bay Room- State of the City 2024	7,584.63
Report Total		7,584.63

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniform for Roberts	2,149.78
4imprint	Swag for 2024 State of the City	3,089.35
ABI	Fire Station Background Checks-Roberts and Mendoza	218.90
ABILA	Accounting Software 11/1/24-11/30/24	220.09
	Accounting Software (Microix) 11/1/24-11/30/24	385.39
Amazon	Fire Station Supplies	244.08
Cabrera	Reserve Stipend for September 2024	100.00
California PPE	Fire Station Turnout Repairs	87.00
California State Fire Protection	Annual Extinguisher Service for Addtl Suites-31542 RRCR	72.50
Catalis	Annual Website Hosting July 2024-June 2025	7,414.70
CBABR, Inc.	Refund for Overpayment of Residential & Self Certification	135.00
EL-MERCHANTS	Mermaids of Canyon Lake Fundraiser Calendar 2025	30.00 VOID
Clark Pest	Quarterly Pest Control for City Hall-Remaining Balance	10.00
Concentra	Fire Station Medical Exam-Roberts	198.00
Control Pump	Landscape Booster Monitor Station Report September 2024	401.25
Corelogic	Database for Code Enforcement September 2024	166.00
Creative Industries Media	Video Production and Recording 2024 SOTC	6,525.00
CTAI	Landscape Maintenance Fee for Medians & Parkways Sept. 2024	5,014.00
Dain	Auto Allowance October 2024-Dain	100.00
Gordon	Reserve Stipend for the September 2024	100.00
Inland Fleet	Fire Station Biannual Service Patrol 1	1,596.66
	Fire Station Biannual Service E-1	2,154.88
Jeremy Smith	Auto Allowance October 2024-Smith	100.00
John Hancock	Fire Station PARS EE & ER Contributions Check Date 9/27/24	6,606.09
Kasey Castillo	Auto Allowance October 2024-Castillo	100.00
Longobardo	Reserve Stipend for September 2024	50.00
Lowe	Canyon Lake Council Chamber Renovation Progress Payment <i>25</i>	110,532.50
Mark Terry	Auto Allowance October 2024-Terry	100.00
Michel	Reserve Stipend for September 2024	100.00
Morningstar	Final Balance for Video & Stage Production 2024 SOTC	8,044.88
MR. WINDOW	Window Cleaning Inside & Out (Sept. 19, 2024)	230.00
	Window Cleaning Inside & Out (Sept. 19, 2024)	210.00
Polar Express	HVAC Service for Rental-31542 RRCR, 8/28/24	95.00
	HVAC Service for Rental 31542 RRCR, 8/29/24	494.00

Date: 10/9/24
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
PORAC RMT	PORAC Contributions September 2024	500.00
PZL, Inc.	Planning Services for September 2024	3,915.00
RAMS	Accounting Services for August 2024	15,232.84
Ramsey Backflow	Tested Backflow 31516, 31520, 31542 Railroad Cyn Rd, 9/26/24	65.00
	Tested Backflow 31516, 31520, 31542 Railroad Cyn Rd, 9/26/24	130.00
riv Co Exec	Sheltering Costs for 2nd Quarter October-December 2024	14,046.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 7/25/24-8/21/24	151,242.52
Round Up	City Vehicle Fuel (1/1/2024-9/30/2024)	1,146.84
SanchezJ	Reserve Stipend for September 2024	150.00
SDRMA	Dental & Vision Insurance November 2024	2,050.96
STAPLES	Office Supplies for Admin & City Hall	1,173.58
SUN BADGE	Fire Station Uniform Badge	158.35
Welty	Auto Allowance October 2024-Welty	100.00
Willdan	Water Quality Services thru 8/23/24	3,601.75
ZF	Fire Station Medical Direction July-Sep 24 plus Cert Renewal	1,488.00
Report Total		<hr/> 352,075.89 - 30.00 <hr/> 352,045.89

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

Vendor ID	Invoice Description	Cash Required
ABC District	ABC License for Pumpkin Bash 2024 Event	75.00
Express Events	Final Payment for Fair Attractions for 2024 Pumpkin Bash	11,991.60
Report Total		<hr/> <hr/> <u>12,066.60</u>

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Canyon Shades	Council Chambers and Ante Chamber Roller Shades-50% Deposit	1,925.82
RC Window Films	Council Chambers and Ante Chamber Window Film-30% Deposit	745.20
Report Total		<u>2,671.02</u>

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

Vendor ID	Invoice Description	Cash Required
CTAI	Railroad Canyon Road Mulch Project-76 Tons	20,554.00
Lowe	Canyon Lake Council Renovation Change Order #1	10,600.00
Report Total		<u>31,154.00</u>

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

Vendor ID	Invoice Description	Cash Required
Allstar Fire	Fire Station Bunker Boots	423.86
Amazon	Fire Station Training/Testing Supplies	157.86
AMERICAN FORENSIC	Sheriff's Blood Draw, 9/11/2024	38.00
AMP	Rent for November 2024-31526 Railroad Cyn Rd., Suite 5	2,919.00
	Rent for November 2024-31526 Railroad Cyn Rd., Suite 4	443.00
Arron Brown	Per Diem for 2024 League of CA Cities Annual Conference	215.00
	Per Diem for 2024 ICMA Annual Conference 9/21/24-9/25/24	288.00
Audacity Operations	2024 Pumpkin Bash Radio Entertainment	3,500.00
BIO-TOX	Blood Analysis, 9/19/2024	79.00
	Blood Analysis, 8/23/2024	283.05
Bound Tree	Fire Station Medical Supplies	10.72
CBSC	Permit Valuation July through September 2024	198.00
CL PROPERTY OWNERS	Firehouse Note Payment 10	9,359.57
	2024 Pumpkin Bash Barricades	110.00
Cole Huber	Attorney Services/Nuisance Abatement August 2024	1,749.00
	Attorney Services/General August 2024	8,880.00
Concentra	Fire Station Annual Dept Immunizations-O'Marra	68.00
DATA TICKET	Monthly EMS Response Fee September 2024	100.00
	Code Enforcement Processing September 2024	195.00
	Monthly Parking Fees September 2024	100.00
Delgado	Janitorial Services for October 2024	1,180.50
	Janitorial Services for October 2024	59.00
DEPT OF CONSER	Strong Motion Instrumentation and Seismic Hazard Jul-Sept 24	504.34
DOJ	Sheriff's Blood Analysis July 2024	35.00
	Fingerprints for September 2024	64.00
DSA	Disability and Education Fee Quarter Ending 9/30/2024	36.40
FRIDAY FLYER	Notice of Nominees (English)	29.40
	Notice of Nominees (Spanish)	37.80
GREENHALGH	Retiree Health Insurance November 2024	184.72
Inland Fleet	Fire Station Engine 201 Repairs	4,936.65
John Hancock	Fire Station PARS EE & ER Contributions Check Date 10/11/24	5,865.42
Jonathan Sasse	Reimbursement for S-223 and State Paramedic-Sasse	550.00
Life-Assist	Fire Station Medical Supplies	637.55
Lowe	Canyon Lake Council Chamber Renovation Progress Payment #6	68,492.15
Lucas Sutter	2024 Pumpkin Bash Live Music	800.00

Date: 10/24/24
10:18:44 AM

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

Vendor ID	Invoice Description	Cash Required
Mobile Screen Shop	Fire Station Improvement Screens	860.00
Morningstar	Final Payment for Generator 2024 Pumpkin Bash	950.00
	Final Payment for Stage, Audio & Lighting-2024 Pumpkin Bash	2,988.09
Nate Volk	Video Broadcast Meeting, October 9, 2024	350.00
Oside	2024 Pumpkin Bash Kids Crafts	950.00
PARS	Monthly Administrative Fees Ending June 2024	400.00
Pitney Bowes - Purchase Power	Refill Meter, 9/17/2024	401.00
Ritchie	Canyon Lake Insider Ad for Pumpkin Bash-10/1/24-10/24/24	258.00
Riv Co TLMA	SLF - June 24 Costs	1,517.75
Shuster	Quarter 3 Advisory Fee 7/1/24-9/30/24	750.00
Syntech	Monthly IT Support 10/01/24-10/31/24	2,957.50
The Code	Plan Check Services 9/1/24-9/30/24	1,650.00
Time Warner	Internet for Fire Station 10/10/24-11/9/24	312.42
Report Total		126,874.75

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 10/1/2024 Through 10/31/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 1058	SOUTHERN CALIFORNIA EDISON	10/1/2024	2,265.50
EFT 1059	SOUTHERN CALIFORNIA EDISON	10/1/2024	298.05
EFT 1060	SOUTHERN CALIFORNIA EDISON	10/1/2024	1,168.15
EFT 1061	Sparkletts	10/1/2024	144.39
EFT 1062	Aflac	10/1/2024	793.92
EFT 1063	SOUTHERN CALIFORNIA EDISON	10/7/2024	13.98
EFT 1064	SOUTHERN CALIFORNIA EDISON	10/7/2024	522.77
EFT 1065	SOUTHERN CALIFORNIA EDISON	10/7/2024	37.57
EFT 1066	SOUTHERN CALIFORNIA EDISON	10/7/2024	16.06
EFT 1067	SOUTHERN CALIFORNIA EDISON	10/7/2024	20.79
EFT 1068	SOUTHERN CALIFORNIA EDISON	10/7/2024	128.29
EFT 1069	SOUTHERN CALIFORNIA EDISON	10/7/2024	157.43
EFT 1070	SOUTHERN CALIFORNIA EDISON	10/7/2024	1,196.55
EFT 1071	SOUTHERN CALIFORNIA EDISON	10/7/2024	551.58
EFT 1072	SOUTHERN CALIFORNIA EDISON	10/7/2024	153.64
EFT 1073	The Gas Company	10/7/2024	15.89
EFT 1074	Toshiba America Business Solutions	10/8/2024	239.12
EFT 1075	Toshiba America Business Solutions	10/8/2024	36.31
EFT 1076	Bankcard Center	10/9/2024	2,559.59
EFT 1077	Bankcard Center	10/9/2024	2,331.03
EFT 1078	Bankcard Center	10/9/2024	8,643.96
EFT 1079	Bankcard Center	10/9/2024	251.54
EFT 1080	Bankcard Center	10/9/2024	912.66
EFT 1081	Bankcard Center	10/9/2024	2,935.93
EFT 1082	Charter Communications	10/21/2024	5.35
EFT 1083	SOUTHERN CALIFORNIA EDISON	10/24/2024	137.70
EFT 1084	Sparkletts	10/24/2024	161.38
EFT 1085	ELSINORE VALLEY MUNI WATER DIS	10/24/2024	114.32
EFT 1086	ELSINORE VALLEY MUNI WATER DIS	10/24/2024	87.75
EFT 1087	ELSINORE VALLEY MUNI WATER DIS	10/24/2024	135.04
EFT 1088	ELSINORE VALLEY MUNI WATER DIS	10/24/2024	479.27
EFT 1089	ELSINORE VALLEY MUNI WATER DIS	10/24/2024	1,047.75
EFT 1090	Toshiba Financial Services	10/24/2024	852.65
EFT 1091	Toshiba Financial Services	10/24/2024	120.83
EFT 1092	CR&R	10/24/2024	209.26
EFT 1093	Audacy Operations, Inc.	10/29/2024	3,000.00
Report Total			31,746.00

Credit Card Review

California Bank & Trust Statement dated 9/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Lake CDJR	Bi-Annual Service on B-1	\$ 1,016.07	10-421-6410
2	RIO Car Wash	Car Washes for Chief & Battalion Vehicles	\$ 69.98	10-421-6410
3	Lake CDJR	Bi-Annual Service on C-1	\$ 122.46	10-421-6410
4	Apple.com	Monthly icloud Storage (August)	\$ 0.99	10-421-6310
5	Lowes	Plumbing Supplies	\$ 40.16	10-550-6610
6	Costco	9/11 Supplies	\$ 104.02	10-100-6831
7	Costco	Fire Station Supplies	\$ 163.98	10-421-6220
8	Janey's Donuts	Donuts for Officers Meeting	\$ 17.25	10-421-6220
9	Fluid Tactical	Tactical Electrolyte Replacement for Engines	\$ 240.00	10-421-6231
10	Panera Bread	Bagels for Officers Meeting	\$ 9.99	10-421-6220
11	Positive Promotions	Fire Station Swag	\$ 774.69	10-421-6610
			\$ 2,559.59	

Project 106

Account Breakdown

City Council Events	10-100-6831	\$ 104.02
Fire Department Expense	10-421-6220	\$ 191.22
Fire Department Emergency Response Equip	10-421-6231	\$ 240.00
Fire Department Communications	10-421-6310	\$ 0.99
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 1,208.51
Fire Department Professional/Specialized Services	10-421-6610	\$ 774.69
Building & Facilities Professional/Specialized Services	10-550-6610	\$ 40.16
		\$ 2,559.59

Check Figure \$ -

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

California Bank & Trust Statement dated 9/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Amazon	Code Enforcement Apparel	\$ 50.36	10-520-6220
2	Amazon	Office Equipment	\$ 263.99	10-550-8007
3	AutoZone	Battery	\$ 263.52	10-520-6415
4	AutoZone	Core Trade-in for Battery	\$ (22.00)	10-520-6415
5	Cal True Value	Office Supplies	\$ 10.32	10-310-6210
6	Lowes	Office Equipment	\$ 487.20	10-550-8007
7	Michi Tacos	Closed Sessio Meal, 9/2/2024	\$ 268.06	10-100-6225
8	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210
9	Amazon	Office Supplies	\$ 23.69	10-310-6210
10	Roadpost	Satellite Phones	\$ 66.95	10-425-6310
11	Amazon	Office Supplies	\$ 86.19	10-310-6210
12	Verizon Wireless	Ipads & Sim Card Devices	\$ 216.30	A
13	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 368.76	A
14	Amazon	Office Supplies	\$ 48.43	10-310-6210
15	Amazon	Office Supplies	\$ 96.92	10-310-6210
16	Amazon	Office Supplies	\$ 86.19	10-310-6210
			\$ 2,331.03	

\$23.93	10-360-6310	\$ 111.66	10-421-6310	\$ 47.86	10-520-6310	\$32.85	10-550-6320
\$51.51	10-360-6310	\$ 162.51	10-421-6310	\$154.74	10-520-6310		

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 268.06
City Manager Office Expense	10-310-6210	\$367.89
Building Dept Communications	10-360-6310	\$75.44
Fire Department Communications	10-421-6310	\$274.17
Emergency Preparedness Communications	10-425-6310	\$ 66.95
Code Enforcement Departmental Expense	10-520-6220	\$ 50.36
Code Enforcement Communications	10-520-6310	\$ 202.60
Code Enforcement Vehicle Maintenance	10-520-6415	\$ 241.52
Building & Facilities Utilities	10-550-6320	\$32.85
Building & Facilities Maint. Furniture & Equip.	10-550-8007	\$ 751.19
		\$ 2,331.03

Check Figure \$ -

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

California Bank & Trust Statement dated 9/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Best Buy	City Hall Expansion Furniture-TV's	\$ 8,643.96	40-000-8006
			<u>\$ 8,643.96</u>	
		<u>Account Breakdown</u>		
	City Hall Expansion	40-000-8006	\$ 8,643.96	
			<u>\$ 8,643.96</u>	
		Check Figure	\$ -	

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

California Bank & Trust Statement dated 9/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Wal-Mart	Strike Team Supplies	\$ 251.54	10-421-6231
			<u>\$ 251.54</u>	

Account Breakdown

Fire Station Emergency Response Equipment	10-421-6231	\$ 251.54
		<u>\$ 251.54</u>
		\$ -

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California Bank & Trust Statement dated 9/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Stater Brothers	Refill Fridge with Water & Soda	\$ 52.05	10-310-6210
2	Cort Furniture	Breakroom Tables-City Hall Expansion	\$ 652.48	40-000-8006
3	BizChair	Chair for City Hall Expansion	\$ 56.19	40-000-8006
4	Amazon	Office Supplies	\$ 7.01	10-310-6210
5	Champion Trophy	Jordan Ehrenkranz Award	\$ 98.60	10-100-6831 Project 103
6	Amazon	Office Supplies	\$ 46.33	10-320-6220
			\$ 912.66	

Account Breakdown

City Council City Events	10-100-6831	\$ 98.60
City Manager Office Expense	10-310-6210	\$ 59.06
City Clerk Departmental Expense	10-320-6220	\$ 46.33
City Hall Expansion	40-000-8006	\$ 708.67
		\$ 912.66

Check Figure \$ -

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California Bank & Trust Statement dated 9/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Sports Stop Pub & Grill	Working Lunch with Chief LaTendresse and Jeff Roberts	\$ 64.63	10-310-6510
2	The Canyon Cowboy	Working Lunch with Josh Steeber	\$ 47.05	10-310-6510
3	Inland Empire Blue Belles	Blue Belle Breakfast Event	\$ 45.00	10-100-6510
4	Inland Empire Blue Belles	Blue Belle Breakfast Event	\$ 45.00	10-310-6510
5	Best Buy	Appliances for City Hall Expansion	\$ 2,909.21	40-000-8006
6	The Home Depot	Supplies for Council Chamber Ground Breaking	\$ (29.06)	10-310-6210
7	Best Buy	Appliances for City Hall Remodel/Expansion	\$ 840.44	40-000-8006
8	Home Depot	Appliances for City Hall Remodel/Expansion	\$ 261.83	40-000-8006
9	Home Depot	Appliances for City Hall Remodel/Expansion	\$ 53.25	40-000-8006
10	Home Depot	Appliances for City Hall Remodel/Expansion	\$ 388.83	40-000-8006
11	Home Depot	Appliances for City Hall Remodel/Expansion	\$ 329.61	40-000-8006
12	Home Depot	Appliances for City Hall Remodel/Expansion	\$ 27.63	40-000-8006
13	DoubleTree Green Tree Pittsburgh, PA	Hotel for 2024 ICMA Annual Conference	\$ 155.04	10-310-6510
14	Ontario Airport Parking Lot	Airport Parking for 2024 ICMA Annual Conference	\$ 120.00	10-310-6510
15	Hampton Inn Pittsburgh, PA	Hotel for 2024 ICMA Annual Conference	\$ 957.44	10-310-6510
16	Murrieta Chamber of Commerce	Wildomar 2024 SOTC- Mayor Welty & Mayor Pro Tem Terry	\$ 120.00	10-100-6510
17	Murrieta Chamber of Commerce	Wildomar 2024 SOTC- Council Member Smith	\$ 60.00	10-100-6510
18	Best Buy	Appliances for City Hall Remodel/Expansion	\$ 293.89	40-000-8006
19	Hertz Car Rental	Car Rental for 2024 ICMA Annual Conference	\$ 498.63	10-310-6510
20	Black Bear Diner	Working Breakfast Meeting w/Chief	\$ 50.67	10-310-6510
21	Best Buy	TV's for City Hall remodel/Expansion	\$ 395.36	40-000-8006
22	Best Buy	Credit for TV Return City Hall Remodel/Expansion	\$ (293.89)	40-000-8006
23	Liebert Cassidy Whitmore	2025 Public Agency Legislative Roundup	\$ 100.00	10-310-6710
24	Rewards	Cash Back Credit Card	\$ (5,000.00)	10-310-6210
25	Best Buy	TV's for City Hall remodel/Expansion	\$ 495.37	40-000-8006
			\$ 2,935.93	

Account Breakdown

Council Meeting/Travel Expense	10-100-6510	\$ 225.00
City Manager Office Expense	10-310-6210	\$ (5,029.06)
Conference/Meeting/Travel Expense	10-310-6510	\$ 1,938.46
City Manager Training & Education	10-310-6710	\$ 100.00
City Hall Expansion	40-000-8006	\$ 5,701.53
		\$ 2,935.93

Check Figure \$ -

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as directed by
the Finance Committee*

**MINUTES
SPECIAL MEETING OF THE
CANYON LAKE CITY COUNCIL
Thursday, October 3, 2024**

**4:00 p.m.
City Hall Administration Building
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

CALL TO ORDER

Mayor Welty called the meeting to order at 4:00 p.m.

ROLL CALL

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

Absent: Council Member Dain (arrived at 5:00 p.m.), Council Member Smith (arrived at 5:00 p.m.).

PUBLIC COMMENTS

There were no public comments.

RECESS AND TRAVEL TO STATE OF THE CITY RECEPTION

At 4:00 p.m., the City Council recessed and traveled to the State of the City Reception located at the Canyon Lake Lodge, 22200 Canyon Club Drive, Canyon Lake, CA 92587.

BUSINESS ITEM

(1) State of the City Address

The presentation was received and filed.

ADJOURNMENT

At 6:45 p.m., Mayor Welty adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk

**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, October 9, 2024**

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

CALL TO ORDER

Mayor Welty called the meeting to order at 5:30 p.m.

ROLL CALL

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

Absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - One
Claim
Claimant: Nicole Dailey
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government
Code Section 54957
Title: Interim City Manager
3. CONFERENCE WITH LABOR NEGOTIATORS - PUBLIC EMPLOYEE
APPOINTMENT - Pursuant to Government Code Section 54957.6
Agency Designated Representatives: City Council
Unrepresented Employee: City Manager

The City Council entered Closed Session at 5:30 p.m.

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

CALL OPEN SESSION TO ORDER

Mayor Welty called the meeting to order at 6:30 p.m.

INVOCATION

Council Member Smith called for a moment of silence in honor of the men, women, and children affected by the recent hurricanes.

The Invocation was led by Council Member Smith.

FLAG SALUTE

The Flag Salute was led by Interim City Manager Brown.

ROLL CALL

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

Absent: None.

CLOSED SESSION REPORT

City Attorney Graham stated there were no items to report.

CEREMONIAL MATTERS

Mayor Welty recognized Calista Grande as Citizen of the Month.

Mayor Welty presented a Proclamation to the Canyon Lake Fire Department in recognition of October 6th-12th as Fire Prevention Week.

Chief LaTendresse introduced Canyon Lake's new Battalion Chief, Jeff Roberts.

Council Member Dain recognized Lincoln Kingdon as Student of the Month for September 2024.

COMMUNITY REPORTS

Council Member Smith provided an update on behalf of the Elsinore Valley Municipal Water District.

Board President Bill Van Vleet provided an update on behalf of Canyon Lake's Property Owners Association.

President John Grande provided an update on behalf of the Chamber of Commerce.

PUBLIC SAFETY UPDATE

Code Enforcement Supervisor Manzano provided an update on code enforcement statistics.

Captain Rayls provided an update on public safety statistics.

Fire Chief LaTendresse provided an update on fire statistics.

PUBLIC COMMENT

There were no public comments.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Mayor Welty thanked staff for Canyon Lake's State of the City event. He stated that he attended the Northwest Vector Control meeting to discuss their 5-year business plan and also attended Wildomar's State of the City. Mayor Welty announced that from October 14 through October 18, the lake would be receiving alum treatment.

Council Member Smith stated that Riverside County Transportation Commission would be adding a bypass over the 215 freeway and construction would start on October 22. He spoke about the joint trip to Washington D.C. with the Riverside County Transportation Commission and Riverside Transit Agency. He announced that Riverside Transit Agency would be giving free rides to people heading to voting centers to encourage people to vote in the upcoming election.

Mayor Pro Tem Terry stated he attended the Riverside Recovery Resource Comedy Night which raised money for alcohol and drug addiction recovery programs. He encouraged citizens to go out and vote, not only to focus on national election but state and local elections as well.

Council Member Castillo thanked City staff for the State of the City event. She shared that the Inland Empire Blue Belles Officer of the Year Recognition would take place on October 16 and noted that Deputy Rolando Lopez would be recognized. Council Member Castillo noted that City's Pumpkin Bash event would be held on October 24. Lastly, she encouraged people to vote.

Council Member Dain stated that Student of the Month ceremonies for September and October would be held in October due to the recent fires. She reported that she attended the bi-annual Southwest Communities Finance Authorities meeting and Animal Friends of the Valley is looking for additional volunteers. She stated Animal Friends of the Valley has an animal food bank available to residents needing assistance.

CONSENT CALENDAR

Council Member Smith pulled Item 5 for further discussion.

Motion and second by Council Member Smith/Council Member Castillo to approve Consent Calendar Items 1-4.

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

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Approve Claims and Demands of the City

Action Taken: The City Council adopted Resolution No. 2024-40 Approving Claims and Demands of the City.

- (3) Approval of City Council Minutes

Action Taken: The City Council approved the Minutes of the City Council Meeting of September 3, 2024.

- (4) Adopt a Resolution Approving an Amendment to Contract No. C9802199 with the State of California for the Urban Counties Grant Funds

Action Taken: The City Council approved Resolution No. 2024-41 approving an amendment to Contract No. C9802199 with the State of California for the Urban Counties Grant on a form to be approved by the City Attorney that allows a pass-through of the City's allocated funds to go to the Riverside County Regional Park and Open Space District.

PULLED CONSENT CALENDAR ITEMS

- (5) Approve Amendment No. 2 to Employment Agreement with Arron Brown

Council Member Smith pulled this item for further discussion.

The City Council thanked Interim City Manager Brown for his hard work and noted they were excited about future goals and achievements for the City.

Motion and second by Councilmember Dain/Councilmember Castillo to approve Amendment No. 2 to the Employment Agreement with Arron Brown.

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

PUBLIC HEARINGS

There were no public hearings.

BUSINESS ITEMS

- (6) Update Regarding the Police Services Assessment

City Manager Brown and John Sullivan of GPS Consulting, LLC provided a presentation.

There were no public comments.

The City Council received and filed the presentation.

- (7) Update Regarding the Council Chambers Renovation Project, Allocate Capital Funds for the Project and Consider the Award of a Change Order for Phase 2

Administrative Services Director Borja provided a presentation.

Motion and second by Councilmember Smith/Mayor Pro Tem Terry to: (1) receive and file the update; (2) adopt Resolution No. 2024-42 allocating \$75,000 of capital funds for the standby and emergency generator; and (3) authorize the City Manager to negotiate with and award a change order to Lowe Construction Inc. to include all of Phase 2.

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

CITY MANAGER COMMENTS

City Manager Brown thanked City Council for the opportunity and stated he was grateful to City staff for their hard work.

ANNOUNCEMENTS

Mayor Welty announced that the next regular City Council meeting would be held on Wednesday, November 13, 2024.

ADJOURNMENT

At 8:26 p.m., Mayor Welty adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Sheryl Garcia, City Clerk

DATE: November 13, 2024

SUBJECT: Adopt a Resolution Setting the Regular City Council Meeting Schedule for Calendar Year 2025

Recommendation

Adopt Resolution No. 2024-44 setting the regular City Council meeting schedule for calendar year 2025.

Background

Pursuant to Chapter 2.01 of the Canyon Lake Municipal Code regular meetings of the City Council may be established by resolution. On November 6, 2019, the City Council adopted Resolution No. 2019-42 adopting rules of procedure for City Council meetings and related functions and activities. Per Resolution No. 2019-42 regular meetings of the City Council are held on the first Wednesday of each month at 6:30 p.m.

The attached resolution sets an annual schedule of regular City Council meetings which will assist Staff with advance planning and scheduling of City business and events.

Fiscal Impact

None.

Attachments

1. Resolution No. 2024-44

ATTACHMENT 1

RESOLUTION NO. 2024-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, SETTING THE REGULAR CITY COUNCIL MEETING SCHEDULE FOR CALENDAR YEAR 2025

WHEREAS, pursuant to Chapter 2.01 of the Canyon Lake Municipal Code regular meetings of the City Council shall be held on days, times and locations as may be established by resolution; and

WHEREAS, Resolution No. 2019-42 adopted rules of procedure for City Council meetings and set forth that regular meetings of the City Council be held on the first Wednesday of each month at 6:30 p.m. at City Hall; and

WHEREAS, setting an annual schedule of regular City Council meetings assists City Council and staff with advance planning and scheduling of City business.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council hereby establishes the following regular City Council meeting dates for calendar year 2025, beginning at 6:30 p.m. at City Hall:

January 8
February 12
March 12
April 9
May 14
June 11
July 9
August – dark
September 10
October 8
November 12
December 10

Section 3. Closed session and special City Council meetings may be scheduled as necessary.

Section 4. The City Manager is hereby authorized to make changes to this schedule as necessary.

Section 5. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 13th day of November 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Steven Graham Pacifico, City Attorney

DATE: November 13, 2024

SUBJECT: Orally Report a Summary of Compensation and Approve Amended and Restated Employment Agreement with Arron Brown as City Manager Amending Compensation and Other Terms of Employment and Adopt a Resolution Amending the City's Salary and Wage Schedule for the Position of City Manager

Recommendation

Receive the oral report of a Summary of Compensation and Approve the Amended and Restated Employment Agreement with Arron Brown as City Manager and adopt Resolution No. 2024-45 amending the City's Salary and Wage Schedule for the position of City Manager.

Background and Analysis

Arron Brown had served as the Interim City Manager for the City of Canyon Lake and has demonstrated leadership that aligns with the City Council's goals for the community. Following a review of his performance in the interim role, the Council recently decided to appoint Mr. Brown as the permanent City Manager. This amended and restated employment agreement is crafted to reflect this transition from interim to permanent status, ensuring stability and continuity in executive leadership.

The Amended and Restated Employment Agreement includes several updates to align with Mr. Brown's new status as permanent City Manager, ensuring his compensation package is competitive and reflective of his role. The changes include:

Term of Employment: The agreement establishes a fixed initial term, commencing on November 14, 2024, through June 30, 2028, with the option for further renewal by mutual consent.

Compensation: Mr. Brown's base salary is set at an initial annual rate of \$265,000, with annual adjustments based on the Consumer Price Index (CPI-U) for the Riverside area or 4%, whichever is lesser. This structure supports the retention of a highly qualified City Manager and aligns his compensation with inflation and regional standards.

Severance Terms: In the event of termination without cause, Mr. Brown is entitled to six months of base salary as a severance payment. This term aims to attract and retain high-caliber executive talent by providing reasonable security.

Benefits: Mr. Brown will receive health, dental, and vision coverage, a life insurance, and a monthly vehicle and internet allowance, all reflecting the demands of the city manager position.

The City Council’s decision to transition Mr. Brown from interim to permanent status underscores the City Council’s confidence in his leadership and vision for Canyon Lake. A competitive compensation package is essential to attract and retain top talent in municipal administration, particularly in Canyon Lake, where a capable and stable executive is crucial to managing resources effectively and fulfilling the community’s needs.

The updated agreement recognizes the City’s investment in a dedicated leader who is fully committed to overseeing all City operations and advancing the City Council’s strategic goals. It also addresses the potential for increased workload and expectations associated with his new permanent position.

Resolution No. 2024-45 authorizes an amendment to the City’s Salary and Wage Plan to reflect the City Manager’s “Per Contract” rate of \$265,000.

Fiscal Impact

The Amended and Restated Agreement increases the City Manager’s compensation package to competitive levels in the regional market. Due to salary savings there are sufficient funds budgeted in the Fiscal Year 24/25 adopted budget.

Attachments

1. Amended and Restated Employment Agreement
2. Resolution No. 2024-45

ATTACHMENT 1

**AMENDED AND RESTATED CITY MANAGER EMPLOYMENT AGREEMENT
BY AND BETWEEN
THE CITY OF CANYON LAKE AND ARRON BROWN**

1. EMPLOYMENT.

This Amended and Restated City Manager Employment Agreement (“Agreement”) is entered into by and between the City of Canyon Lake (“City”), a general law city, and Arron Brown (“City Manager”). Under this Agreement, the City offers, and City Manager accepts, employment as City Manager of the City. This Agreement has been approved by the City Council on November 13, 2024 and shall be effective being fully executed by all parties following approval.

2. DUTIES.

The City Manager shall be the chief executive officer of the City and be responsible to the City Council for the proper administration of all affairs of the City, except those duties imposed on another officer of the City by state law or the Canyon Lake Municipal Code. The City Manager shall administer and enforce policies established by the City Council and promulgate rules and regulations as necessary to implement City Council policies. The City Manager shall perform those duties and have those responsibilities that are commonly assigned to a city manager of a general law city in California, and as may be further set forth in the Canyon Lake Municipal Code. The City Manager shall perform such other legally permissible and proper duties and functions consistent with the office of City Manager, as the City Council shall from time-to-time assign.

3. DEVOTION TO CITY BUSINESS.

The position of city manager is a full-time position, and as such, the City Manager agrees to devote the necessary productive time, ability and attention to the City's business during the term of this Agreement. The City Manager may, without the prior approval of the City Council, undertake limited outside activities in teaching, writing, consulting, or other business pursuits, provided that such activities do not in any way interfere with or adversely affect his employment with the City or the performance of his duties as provided herein. The parties recognize that the City Manager must devote a great deal of time to the business of the City outside of the City's customary office hours. In consideration of the above, the City Manager's schedule of work each day and week may vary in accordance with the work required to be performed, so long as the City Manager is reasonably available to City staff, officers, and members of the City Council. The City Manager shall spend sufficient hours on site while City Hall is open to the public to perform the City Manager's duties; however, City Manager has discretion over the City Manager's work schedule.

4. TERM.

The City Manager's at will employment under this Agreement will commence October 20, 2024, and shall continue until June 30, 2028, or the date of earlier termination in accordance with provisions in this Agreement (the “Initial Term”). In the event that this Agreement is not earlier terminated, then this Agreement shall automatically expire at the

end of the Initial Term unless the parties mutually agree, by written amendment of this Agreement approved by the City Council and executed by City Manager and City's Mayor, to extend the term for a further stated period of time. At least 180 days prior to the expiration of the Initial Term, the City Council shall provide notice to City Manager of its intention to extend the term of this Agreement by a subsequent term of three (3) years, or such other term as mutually agreeable to the Parties.

5. CITY COUNCIL COMMITMENTS.

5.1 Subordinates.

Except for the purpose of inquiry, members of the City Council shall deal with all subordinate City employees, officers, contractors, and consultants solely through the City Manager or the City Manager's designee, and no member of the City Council shall give direction to any subordinate of the City Manager, either publicly or privately.

5.2 Appointment/Removal.

No member of the City Council will order the appointment or removal of any person to any office or employment under the supervision and control of the City Manager.

5.3 Interference.

No members of the City Council shall interfere with the execution of the powers and duties of the City Manager, as specified in the City's Municipal Code, this Agreement, or any other lawfully adopted and authorized document.

5.4 Direction and Authority.

The City Manager shall take orders and instructions from the City Council only when it is sitting as a body in a lawfully held meeting. Nothing above shall be construed as restricting the ability of the City Council, when sitting as a body in a lawfully held meeting, from exercising any power or authority granted to it under state law or the City's Municipal Code.

6. TERMINATION; GENERAL RELEASE; SEVERANCE.

6.1 Termination Without Cause.

Upon thirty (30) days written notice, the City Council may terminate this Agreement, and thereby terminate City Manager's at will employment, without cause by the affirmative votes of a majority of the members of the City Council at a regular or special meeting of the City Council. In lieu of the thirty (30) day written notice, the City may instead immediately terminate the employment of the City Manager, and in such case, shall pay City Manager a cash payment equal to one (1) month of the City Manager's then Base Salary, and shall provide one (1) month of health (medical, dental, and vision) benefits continuing under the benefit plans in which City Manager and his dependents are then enrolled.

Termination, as used in this section, shall also include request that the City Manager resign, a reduction in salary or other financial benefits of the City Manager (unless voluntary, or as part of a general City employee salary reduction, or by mutual agreement by City Manager and City Council), a material reduction in the powers and authority of the City Manager, or the elimination of the City Manager position. Any such notice of termination or act constituting termination shall be given at or effectuated at a meeting of the City Council.

So long as City Manager executes the release described below, City pay City Manager a severance payment ("Severance Payment") equal to six (6) months Base Salary, less applicable deductions together with any accrued benefits and leave to which City Manager is entitled to receive under this Agreement or by law. These amounts shall be paid in one lump sum payment pursuant to the terms of the release agreement described below. City Manager shall be entitled to participate in any extension of benefits required under federal or California law. In exchange for the Severance Payment, City Manager shall sign a full release, releasing CITY, its council members, officers, employees, independent contractors, and agents from liability for any employment or contract related claim or any other claim on whatever basis and City Manager agrees that he will not file, initiate, or cause to be filed or initiated any action in any federal or California court or agency for wrongful termination or other causes action such as, but not limited to, discrimination. A copy of the form of the release agreement is attached hereto as Exhibit A.

6.2 Termination With Cause.

The City Council may terminate this Agreement, and thereby terminate City Manager's employment, with cause, by the affirmative votes of a majority of the members of the City Council at a regular or special meeting of the City Council. City Manager shall not be entitled to any additional compensation or payment, including Severance, but shall be entitled only to accrued Base Salary and vacation pay, and any other accrued and unused benefit allowances according to their terms ("Accrued Salary and Benefits"). As used in this Agreement, Cause shall only mean any of the following:

- A. Conviction of, or plea of guilty or nolo contendere to, any crime or offense (other than minor traffic violations or similar offenses) which is likely to have a material adverse impact on the City or on the City Manager's reputation;
- B. Failure of the City Manager to observe or perform any of his duties and obligations, or failure to carry out a directive of the City Council, if that failure continues for a period of thirty (30) days from the date of his receipt of notice from the City Council specifying the acts or omissions deemed to amount to that failure;
- C. Conviction of any crime involving an "abuse of office or position," as that term is defined in Government Code Section 53243.4;

D. Any negligent action or inaction by City Manager that materially and adversely: (a) impedes or disrupts the operations of City or its organizational units; (b) is detrimental to employees or public safety; or (c) violates City's properly established rules or procedures.

6.3 Elections.

In no event may City Manager be terminated without cause under Subsection 6.1. above, within thirty (30) days before or ninety (90) days after any municipal election for the selection or recall of one or more of the members of the City Council. This provision does not affect the ability of the City Council to terminate this Agreement under any other provision, including but not limited to, the with cause provisions of Section 6.2 above.

6.4 Death.

If, during the Term or any extended Term, City Manager dies, City Manager's estate shall receive Accrued Salary and Benefits, but shall not be entitled to any additional compensation or payment, including Severance.

6.5 Disability.

In the event City Manager is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, or mental incapacity for a period of three consecutive months beyond any provided sick leave, the City may terminate City Manager's employment and this Agreement.

6.6 Resignation.

City Manager may resign from his employment at any time, upon giving forty-five (45) days written notice to the City Council.

7. COMPENSATION AND ANNUAL EVALUATION.

7.1 Initial Salary.

The City Manager's initial annual Base Salary shall be set at \$265,000 per year effective upon the first City pay period beginning on or after October 20, 2024, or the day this Agreement is fully executed, whichever comes later. Said amount shall be payable in monthly or bi-weekly installments at the same time and in the same manner as other employees of the City are paid.

7.2 Reserved.

7.3 Performance Evaluation.

The City Council intends to conduct performance evaluations of the City Manager on an annual basis. However, the City Council may, in its complete and sole discretion, elect to conduct performance evaluations more or less frequently if deemed necessary. These evaluations may be conducted at any time and in any manner determined by the City Council. The purpose of such evaluations will be to review and assess the City Manager's

performance, to provide feedback, and to establish goals and objectives for the upcoming evaluation period. The City Manager agrees to participate in the evaluation process as directed by the City Council.

7.4 Separation.

The annual base salary of the City Manager shall never be less than 110% of the base salary of the City's next-highest paid employee.

7.5 COLA and Annual Increase.

Effective the first full pay period on or after July 1 of each year during the term of this Agreement, the City Manager's Base Salary shall be adjusted by an amount equal to the lesser of: (a) four percent (4%) of the then-current Base Salary; or (b) the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) for the Riverside, California area, as published by the U.S. Bureau of Labor Statistics for the most recent 12-month period available prior to the adjustment date. Notwithstanding the foregoing, the Base Salary shall never decrease as a result of this adjustment.

7.6 Reserved.

7.7 Citywide Reduction in Salaries.

The City Council may reduce the City Manager's Base Salary as part of a City-wide reduction in City employee salaries. If the City reduces the Base Salary or any other financial benefit of the City Manager in a percentage that is greater than the average reduction of all employees, such action shall constitute a termination of this Agreement without Cause under Section 6.1. of this Agreement, and City Manager shall be entitled to Severance.

8. DEFERRED COMPENSATION.

As part of City Manager's annual compensation, the City Manager may participate in the deferred compensation plan pursuant to Section 401 and Section 457 of the Internal Revenue Code as established by the City. The City will match City Manager's contribution to the 457 Plan by placing matching money in the 401(a) account with a two to one City matching contribution. The City shall not exceed payment of \$25,000 per year into the 401(a) account. The City match shall vest with the City Manager immediately. The City shall be responsible for all expenses associated with the 457 and 401 accounts during the term of this Agreement, including but not limited to administrative services fees and commissions.

9. RETIREMENT.

City agrees to maintain City Manager as a member of the State of California Public Employees Retirement System (CalPERS) at his currently existing formula as an employee. City shall make, on City Manager's behalf, all payments that represent the City's contribution as a member of CalPERS. The City does not participate in Social Security, so no deduction shall be taken from the City Manager's salary for this purpose.

10. HEALTH AND MEDICAL BENEFITS INSURANCE.

City shall pay one hundred percent (100%) of the premium for group health insurance, dental and vision care for City Manager and dependents. City Manager may choose from any of the plans offered to City employees.

11. LIFE INSURANCE.

The City agrees to pay for a term life insurance policy in an amount equal to two times the amount of City Manager's annual base salary with a carrier selected by the City. City Manager shall designate the beneficiaries of the policy. City Manager shall also be entitled to participate in any group life or disability insurance programs approved by the City Council for all employees.

12. PHYSICAL EXAMINATION.

Each calendar year, City shall provide City Manager with an executive physical examination, at a cost not to exceed One Thousand Dollars (\$1,000.00) by a qualified physician or medical facility, of City Manager's choice, within reasonable proximity to City.

13. AUTOMOBILE ALLOWANCE.

City Manager's duties require him to be available and to respond to the demands of City business at all times and outside of regular business hours, including weekends. City shall pay City Manager Six Hundred Dollars (\$600.00) per month to reimburse the City Manager for the use and maintenance of his personal vehicle on City business.

14. EQUIPMENT.

As the City Manager is expected to be available by cell phone, email and text, the City shall provide City Manager a cell phone and internet allowance in the amount of One Hundred Fifty Dollars (\$150.00) per month to reimburse City Manager for the business use of such devices and services.

15. BUSINESS AND PROFESSIONAL EXPENSES.

15.1 Expense Reimbursement.

City recognizes that City Manager may incur expenses of a non-personal, job-related nature that are reasonably necessary to City Manager's service to City. City agrees to either pay such expenses in advance or to reimburse the expenses, so long as the expenses are incurred and submitted according to City's normal expense reimbursement procedures or such other procedure as may be designated by the City Council. To be eligible for reimbursement, all expenses must be supported by documentation meeting City's normal requirements and must be submitted within time limits established by City. City Manager shall also be issued a City credit card to be used only for the payment of those sums that would otherwise qualify for reimbursement and subject to all applicable policies as adopted by the City Council. The City Council, or a duly appointed committee comprised of its members, reserves the right to review the City Manager's

reimbursements or credit card statements at any time at its sole discretion.

15.2 Professional Dues.

City agrees to pay the professional dues and subscriptions on behalf of City Manager which are necessary for City Manager's continuation or full participation in international, national, regional, state, or local associations and organizations necessary and desirable for City Manager's continued professional participation, growth and advancement, or for the good of the City, in an amount not to exceed Four Thousand Five Hundred Dollars (\$4,500.00) per year.

15.3 Travel Dues.

City agrees to pay City Manager's travel and subsistence expenses for official travel, meetings, and occasions reasonably necessary to continue City Manager's professional development, and for City Manager's reasonable participation in necessary official and other functions for the City; including, but not limited to, national, regional, state, and local conferences, and governmental groups and committees on which City Manager serves as a member. Notwithstanding the above, the number of conferences or meetings City will pay for each year, and attendance at out-of-state conferences and meetings, shall be at the discretion of the City Council as set forth in the City's budget.

16. VACATION AND SICK LEAVE.

16.1 Vacation Leave.

City Manager shall accrue vacation leave at the same rate provided to the City's full-time employees with ten or more years of service, in addition to recognized City holidays. During the Term of this Agreement City Manager may accumulate vacation leave up to a maximum of four hundred forty (440) hours. At any time during the Term of this Agreement City Manager shall be entitled to cash out accrued but unused vacation hours, provided that at least eighty (80) accrued but unused vacation leave hours remain available. The amount paid City Manager shall be based on City Manager's annual Base Salary at the time the vacation leave is paid. Upon termination or resignation from employment or the non-renewal of this Agreement, City Manager shall be paid for all accrued and unused vacation time.

16.2 Sick Leave.

City Manager shall accrue sick leave at the same rate provided to the City's full-time employees. City Manager may accumulate a maximum of five hundred seventy (570) hours of sick leave. Upon City Manager's retirement, disability, death or termination under Sections 6.1 [Termination Without Cause] or 6.6 [Resignation], City shall purchase City Manager's accrued and unused sick leave at a value of twenty-five percent (25%) after City Manager has served with the City until at least January 1, 2026, fifty percent (50%) after January 1, 2027, or seventy-five percent (75%) after January 1, 2028. The CITY shall purchase such accrued and unused sick leave at City Manager's base salary rate at the time of such payout.

16.3 Administrative Leave.

City Manager shall be entitled to a maximum of 120 hours of administrative leave as of the effective date of this agreement. Thereafter, the City Manager shall receive 120 hours of administrative leave on each July 1 during the term of this Agreement. The City Manager may accumulate administrative leave not to exceed a maximum of 240 hours. Upon City Manager's retirement, disability, death or termination under Sections 6.1 [Termination Without Cause] or 6.6 [Resignation], City shall purchase City Manager's accrued and unused administrative leave at a value of twenty-five percent (25%) after City Manager has served with the City until at least January 1, 2026, fifty percent (50%) after January 1, 2027, or seventy-five percent (75%) after January 1, 2028. The CITY shall purchase such accrued and unused administrative leave at City Manager's base salary rate at the time of such payout.

17. ABUSE OF OFFICE OR POSITION.

If City Manager is convicted of a crime involving an abuse of his office or position, all of the following shall apply: (a) if City Manager is provided with administrative leave pay pending an investigation, City Manager shall be required to fully reimburse City such amounts paid; (b) if City pays for the criminal legal defense of City Manager (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), City Manager shall be required to fully reimburse City such amounts paid; and (c) if this Agreement is terminated, any Severance Pay and Severance Benefits related to the termination that City Manager may receive from City shall be fully reimbursed to City or shall be void if not yet paid to City Manager. For purposes of this Section, abuse of office or position means either: (a) an abuse of public authority, including waste, fraud, and violation of the law under color of authority; or (b) a crime against public justice.

18. ENFORCEMENT OF THIS AGREEMENT.

The prevailing party in any action brought to enforce this Agreement or to resolve any dispute or controversy arising under its terms and conditions, shall be entitled to payment of his/his/its reasonable attorneys' fees and costs.

19. COMMUNICATIONS UPON CITY MANAGER'S SEPARATION.

In the event the City terminates the City Manager pursuant to Subsection 6.1. above, the City and the City Manager agree that no member of the City Council, the City Management staff, nor the City Manager, shall make any written, oral or electronic statement to any member of the public, the press, or any city employee concerning the City Manager's termination except in the form of a joint press release or statement, the content of which is mutually agreeable to the City and the City Manager. The joint press release or statement shall not contain any text or information that is disparaging to either party. Either party may verbally repeat the substance of the joint press release or statement in response to any inquiry. The sole remedy to any aggrieved party for a violation of this Section shall be the payment to aggrieved party by the other party of One Thousand Dollars (\$1,000) per occurrence.

20. INDEMNIFICATION.

Consistent with the California Government Code, City shall defend, hold harmless, and indemnify City Manager using legal counsel of City's choosing, against expense or legal liability for acts or omissions by City Manager occurring within the course and scope of City Manager's employment under this Agreement. Legal representation, provided by City for City Manager, shall extend until a final determination of the issues including any and all losses, damages, judgments, interest, settlements, fines, court costs, and the reasonable costs and expenses of legal proceedings, including appeals, and including attorneys' fees, and expert witness fees and all other trial and appellate costs, and other liabilities incurred, imposed upon, or suffered by City Manager in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened. In the event there is a conflict of interest between City and City Manager such that independent counsel is required for City Manager, the City shall reasonably provide for separate legal counsel, which shall be paid for by the City.

21. NOTICES.

Any notices to be given hereunder by either party to the other in writing may be effected either by personal delivery, mail, or email. Mailed notices shall be addressed to the parties as set forth below, but each party may change his/his/its address by written notice given in accordance with this Section. Notices delivered personally or by email will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated and received as of three (3) calendar days following the date of mailing.

CITY:
City of Canyon Lake
Attention: Mayor
31516 Railroad Canyon Road
Canyon Lake, CA 92587

CITY MANAGER:
Arron Brown
31516 Railroad Canyon Road
Canyon Lake, CA 92587

22. CONFLICT WITH CITY MUNICIPAL CODE.

The City personnel ordinances, resolutions, rules and policies shall apply to City Manager in the same manner as applied to other employees, provided, however, in the event of a conflict between the provisions of this Agreement and the Municipal Code, the Municipal Code shall prevail over this Agreement.

23. ENTIRE AGREEMENT.

This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to the employment of City Manager by City, and contains all of the covenants and agreements between the parties with respect to that employment. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by either party, or by anyone acting on behalf of either party, which are not embodied herein, and that no other employment agreement, statement, or promise not contained in this Agreement shall be valid or binding upon either party.

24. MODIFICATIONS.

Any modifications to this Agreement shall be effective only if in writing and signed by both of the parties hereto.

25. EFFECT OF WAIVER.

The failure of either party to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

26. PARTIAL INVALIDITY.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

27. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

[Signature Page Follows]

**AMENDED AND RESTATED CITY MANAGER EMPLOYMENT AGREEMENT
BY AND BETWEEN
THE CITY OF CANYON LAKE AND ARRON BROWN**

CITY OF CANYON LAKE
Mayor Dale Welty

CITY MANAGER
Arron Brown

By: _____

By: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM
City Attorney Steven Graham Pacifico

By: _____

ATTEST
City Clerk Sheryl Garcia

By: _____

ATTACHMENT "A"
GENERAL RELEASE AGREEMENT

This General Release Agreement ("Release Agreement") is entered into by and between Arron Brown ("EMPLOYEE") and City of Canyon Lake ("CITY"), in light of the following facts:

- A. EMPLOYEE's employment with CITY concluded on _____ [Date].
 - B. Certain disputes have arisen between CITY and EMPLOYEE.
 - C. CITY and EMPLOYEE each deny any liability whatsoever to the other.
 - D. CITY and EMPLOYEE wish to fully and finally resolve any and all disputes they may have with each other.
 - E. EMPLOYEE is hereby informed that EMPLOYEE has twenty-one (21) days from receipt of this Agreement to consider it. CITY hereby advises EMPLOYEE to consult with EMPLOYEE's legal counsel before signing this Agreement.
 - F. EMPLOYEE acknowledges that for a period of seven (7) days following the signing of this Agreement ("Revocation Period"), EMPLOYEE may revoke the Agreement. This Agreement shall not become effective or enforceable until the day the Revocation Period has expired.
 - G. EMPLOYEE acknowledges that the Salary Payment referenced in paragraph 1 of this Agreement represents all compensation, including salary, accrued benefit balances and reimbursed expenses, due and payable to EMPLOYEE through the date of employment termination. EMPLOYEE also acknowledges that CITY has made this Salary Payment without regard to whether EMPLOYEE signs this Agreement. The Salary Payment does not constitute consideration for this Agreement.
1. Receipt of Salary Payment. EMPLOYEE hereby acknowledges receipt of a check or checks for all compensation owing to EMPLOYEE, including salary, accrued benefit balances and reimbursed expenses ("Salary Payment") from CITY.
 2. Severance. Within seven (7) days following EMPLOYEE's signing, delivering to the CITY, and not revoking this Agreement, CITY shall make the lump sum payment to EMPLOYEE in the amounts provided for in Subsection 6.1. of the attached Employment Agreement, less applicable deductions. EMPLOYEE acknowledges that the Severance is in excess of all amounts due and owing EMPLOYEE as a result of EMPLOYEE's employment by CITY.
 3. General Release. In consideration of the Severance to be paid and provided to EMPLOYEE, and other good and valuable consideration, EMPLOYEE hereby releases and discharges CITY and its past and present City Council Members, employees,

representatives and agents, from all rights, claims, causes of action, and damages, both known and unknown, in law or in equity, concerning and/or arising out of EMPLOYEE's employment by CITY which EMPLOYEE now has, or ever had, including but not limited to any rights, claims, causes of action or damages arising under Title VII of the Civil Rights Act of 1964, the Vocational Rehabilitation Act of 1973, the Employee Retirement Income Security Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Older Workers Benefits Protection Act, the Family and Medical Leave Act of 1993, the Domestic Partners Act of 2003, the California Labor Code, the Private Attorneys General Act of 2004, the California Moore-Brown-Roberti Family Rights Act, the California Unruh Civil Rights Act, the California Fair Employment and Housing Act, any other federal, state, or local employment practice legislation, or any federal or state common law, including wrongful discharge, breach of express or implied contract, or breach of public policy.

EMPLOYEE hereby waives and relinquishes all rights and benefits afforded by Section 1542 of the Civil Code of California. EMPLOYEE understands and acknowledges the significance and consequences of this specific waiver of Section 1542. Section 1542 of the Civil Code of California states as follows:

"A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party."

_____ (EMPLOYEE INITIALS)

Notwithstanding the provisions of Section 1542, and for the purpose of implementing a full and complete release and discharge of CITY and its past and present City Council Members, employees, representatives and agents, EMPLOYEE expressly acknowledges that this General Release is intended to include in its effect, without limitation, all claims which he does not know or suspect to exist in his favor.

EMPLOYEE further acknowledges that EMPLOYEE has read this General Release and that EMPLOYEE understands that this is a general release, and that EMPLOYEE intends to be legally bound by the same.

4. Fees and Costs. EMPLOYEE and CITY agree that in the event of litigation relating to this Release Agreement, each party shall bear their own attorneys' fees and costs.

EMPLOYEE

CITY OF CANYON LAKE

ATTACHMENT 2

RESOLUTION NO. 2024-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING THE SALARY AND WAGE SCHEDULE FOR THE POSITION OF CITY MANAGER

WHEREAS, the City of Canyon Lake continually evaluates staffing and structure to promote organizational efficiency and deliver enhanced customer service to the community, and, as such, the City may need to make adjustments periodically to support these goals and to progress City services forward; and

WHEREAS, on October 9, 2024, the City Council appointed Arron Brown as the permanent City Manager; and

WHEREAS, Mr. Brown’s Amended and Restated Employment Agreement includes several updates to align with his status as permanent City Manager, ensuring his compensation package is competitive and reflective of his role, including a base salary set at an initial rate of \$265,000.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council hereby authorizes an amendment to the City’s Salary and Wage Plan to reflect the City Manager’s “Per Contract” rate of \$265,000, as set forth on Exhibit “A” hereto.

Section 3. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED on the 13th day of November 2024.

Dale Welty, Mayor

ATTEST:

Sheryl Garcia
City Clerk



SALARY SCHEDULE

Revised November 13, 2024

Salaried Employees					
Job Title	Step A	Step B	Step C	Step D	Step E
City Manager	Per Contract - \$265,000				
City Clerk	\$128,547.00	\$134,974.35	\$141,723.07	\$148,809.22	\$156,249.68
Administrative Services Director	\$133,903.13	\$140,598.28	\$147,628.20	\$155,009.61	\$162,760.09
Management Analyst I	\$85,698.00	\$89,982.90	\$94,482.05	\$99,206.15	\$104,166.45
Accountant / HR Specialist	\$91,054.13	\$95,606.83	\$100,387.17	\$105,406.53	\$110,676.86
Dep. Bldg. Official / Sr. Bldg. Inspector	\$91,054.13	\$95,606.83	\$100,387.17	\$105,406.53	\$110,676.86
Code Enforcement Supervisor	\$80,341.88	\$84,358.97	\$88,576.92	\$93,005.76	\$97,656.05
Executive Assistant / Analyst	\$69,629.63	\$73,111.11	\$76,766.66	\$80,604.99	\$84,635.24

Hourly Full-Time Employees					
Job Title	Step A	Step B	Step C	Step D	Step E
Code Enforcement Officer	\$65,344.73	\$68,611.96	\$72,042.56	\$75,644.69	\$79,426.92
Building Permit Technician II	\$69,629.63	\$73,111.11	\$76,766.66	\$80,604.99	\$84,635.24
Building Permit Technician I	\$62,131.05	\$65,237.60	\$68,499.48	\$71,924.46	\$75,520.68
Executive Asst. / Accounting Tech. I	\$58,917.38	\$61,863.24	\$64,956.41	\$68,204.23	\$71,614.44

Hourly Part-Time Employees					
Job Title	Step A	Step B	Step C	Step D	Step E
Senior Administrative Assistant	\$24.10/hr.	\$25.31/hr.	\$26.57/hr.	\$27.90/hr.	\$29.30/hr.
Code Enforcement Officer	\$33.07/hr.	\$34.72/hr.	\$36.46/hr.	\$38.28/hr.	\$40.20/hr.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Steven Graham Pacifico, City Attorney

DATE: November 13, 2024

SUBJECT: Adopt a Resolution Amending the City's Salary and Wage Schedule to Include the New Position of Part-Time Battalion Chief

Recommendation

Adopt Resolution No. 2024-46 amending the City's Salary and Wage Schedule to establish a new position of Part-Time Battalion Chief in the Fire Department.

Background and Analysis

The City of Canyon Lake continually assesses its staffing structure to optimize efficiency and service delivery to the community. As part of this ongoing evaluation, the Fire Department has identified the need for additional leadership and operational support to ensure consistent, effective management coverage and project oversight. To meet this need, the department has proposed the addition of a Part-Time Battalion Chief role.

The proposed Part-Time Battalion Chief position is designed to strengthen the Fire Department's leadership structure by providing additional management support. The Part-Time Battalion Chief will be responsible for overseeing specific projects on an assignment basis and providing on-call and duty coverage as needed. This position allows the department flexibility to address workload fluctuations and management demands without committing to a full-time role, thus maximizing operational efficiency.

This role also supports succession planning within the department and ensures a reliable leadership presence during peak times or in the absence of full-time management. The inclusion of this position within the City's Classification and Compensation Plan is expected to improve continuity of services, increase response readiness, and maintain high standards of public safety for the Canyon Lake community.

Fiscal Impact

The immediate fiscal impact of adding a Part-Time Battalion Chief position will be managed within the existing budget for the Fire Department. It is anticipated the creation of the position may necessitate a budget adjustment at mid-year to fully fund for the remainder of Fiscal Year 24/25.

Attachments

1. Resolution No. 2024-46

ATTACHMENT 1

RESOLUTION NO. 2024-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING THE SALARY AND WAGE SCHEDULE TO INCLUDE THE NEW POSITION OF PART-TIME BATTALION CHIEF

WHEREAS, the City of Canyon Lake continually evaluates staffing and structure to promote organizational efficiency and deliver enhanced customer service to the community, and, as such, the City may need to make adjustments periodically to support these goals and to progress City services forward; and

WHEREAS, as necessary departments request new positions and revisions to existing positions based on a variety of factors including staffing structure, funding, and project support; and

WHEREAS, the Fire Department would benefit from the addition of a Part-Time Battalion Chief position better support department leadership and constant coverage. The Part-Time Battalion Chief will handle projects on an assignment basis and occasionally provide on-call and duty coverage as needed.

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

- Section 1.** The above recitals are true and correct and are incorporated herein by reference.
- Section 2.** The City Council hereby authorizes the creation of the Part-Time Battalion Chief position.
- Section 3.** The City Council hereby authorizes amendments to the City’s Salary and Wage Plan to add the Part-Time Battalion Chief position and compensation as set forth on Exhibit “A” hereto.
- Section 4.** The City Council hereby authorizes the City Manager to enter into an employment agreement with a Part-Time Battalion Chief on terms and conditions consistent with this Resolution, City Policies and Procedures, and existing approved agreements with Fire Management employees, in a form approved by the City Attorney.
- Section 5.** That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED on the 13th day of November 2024.

Dale Welty, Mayor

ATTEST:

Sheryl Garcia
City Clerk



SALARY SCHEDULE – FIRE DEPARTMENT

Revised November 13, 2024

Salaried Employees		
Class	Position	Annual Salary
CFD-01	Fire Chief	Per Contract * Base Pay
CFD-02	Battalion Chief	Per Contract * Base Pay

Hourly Employees						
Class	Position	Step A	Step B	Step C	Step D	Step E
CFD-03	Captain	\$26.17/hr.	\$27.48/hr.	\$28.85/hr.	\$30.29/hr.	\$31.81/hr.
CFD-04	Captain/Paramedic	\$27.47/hr.	\$28.84/hr.	\$30.28/hr.	\$31.80/hr.	\$33.39/hr.
CFD-05	Engineer	\$23.79/hr.	\$24.98/hr.	\$26.23/hr.	\$27.54/hr.	\$28.92/hr.
CFD-06	Engineer/Paramedic	\$24.98/hr.	\$26.23/hr.	\$27.54/hr.	\$28.92/hr.	\$30.36/hr.
CFD-07	Firefighter/Paramedic	\$21.64/hr.	\$22.72/hr.	\$23.85/hr.	\$25.05/hr.	\$26.30/hr.

Part Time Positions		
Class	Position	Hourly Rate
CFD-08	Part Time Battalion Chief	\$57.92/hr.
CFD-09	Part Time Captain	\$26.17/hr. - \$31.81/hr. (Paramedic add 5%)
CFD-10	Part Time Engineer	\$23.79/hr. - \$28.92/hr. (Paramedic add 5%)
CFD-11	Part Time Firefighter/Paramedic	\$21.64/hr. - \$26.30/hr.

Volunteer Positions		
Class	Position	Stipend
CFD-12	Reserve Firefighter	\$50.00 per 24-hour shift

*= Other terms and conditions of employment, including performance pay and benefits subject to City Manager Approved agreement.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Mike Borja, Administrative Services Director

DATE: November 13, 2024

SUBJECT: (1) Adopt Urgency Ordinance No. 249 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Vehicles and Traffic of the Canyon Lake Municipal Code to Add Chapter 12.60 Relating to Extralegal Load Permits and Fees; (2) Adopt Resolution No. 2024-47 Establishing New Fees For Extralegal Load Transportation Permits; and (3) Introduction and First Reading of Ordinance No. 250 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Vehicles and Traffic of the Canyon Lake Municipal Code to Add Chapter 12.60 Relating to Extralegal Load Permits and Fees

Recommendation

(1) Open the public hearing and take testimony; (2) adopt Urgency Ordinance No. 249 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Vehicles and Traffic of the Canyon Lake Municipal Code to Add Chapter 12.60 Relating to Extralegal Load Permits and Fees; (3) adopt Resolution No. 2024-47 Establishing New Fees For Extralegal Load Transportation Permits; and (4) introduce and read by title only Ordinance No. 250 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Vehicles and Traffic of the Canyon Lake Municipal Code to Add Chapter 12.60 Relating to Extralegal Load Permits and Fees.

Background

The City of Canyon Lake, like other cities in California, faces infrastructure and safety challenges related to the transport of oversized and overweight vehicles (“Extralegal Loads”) on City streets. California Vehicle Code Sections 320.5 and 35795(b)(1) authorize municipalities to regulate and permit these Extralegal Loads to protect public infrastructure and maintain traffic safety.

Discussion

The primary goal of this Ordinance is to permit and monitor Extralegal Loads, supporting safe transit within City limits while minimizing wear on City streets and ensuring public safety.

The movement of Extralegal Loads within City boundaries presents unique challenges related to infrastructure longevity, public safety, and traffic flow. Without proper regulation, these loads can lead to premature deterioration of City streets, increased maintenance costs, and potential safety hazards to the community. Ordinance No. 249 provides the City of Canyon Lake with a structured approach to effectively regulate and manage these loads.

Resolution No. 2024-47 sets forth the proposed transportation permit fees which are sixteen (\$16) dollars for each single-trip transportation permit and ninety (\$90) dollars for an annual transportation permit. The proposed fees are the same amounts set by the California Department of Transportation for the same types of permits.

Fiscal Impact

The Ordinance allows the City to recover costs associated with the administration and enforcement of the permit process through established fees. By recouping expenses, the City can ensure that the costs of processing, managing, and overseeing Extralegal Loads are not borne by the general public but are allocated accordingly.

Attachments

1. Urgency Ordinance No. 249
2. Resolution No. 2024-47
3. Ordinance No. 250

ATTACHMENT 1

URGENCY ORDINANCE NO. 249

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING TITLE 12 VEHICLES AND TRAFFIC OF THE CANYON LAKE MUNICIPAL CODE TO ADD CHAPTER 12.60 RELATING TO EXTRALEGAL LOAD PERMITS AND FEES

WHEREAS, the City of Canyon Lake (“City”) is a municipal corporation duly organized under the laws of the State of California, with the authority to regulate the use of its streets within its jurisdictional boundaries; and

WHEREAS, California Vehicle Code Section 320.5 authorizes local agencies to issue extralegal load permits for vehicles or loads that exceed the size, weight, or load limits prescribed in the California Vehicle Code; and

WHEREAS, the movement of oversize or overweight vehicles and loads on City streets poses potential risks to public safety, infrastructure, and traffic flow, necessitating proper oversight and permitting by the City; and

WHEREAS, California Vehicle Code Section 35795(b)(1) further authorizes cities to charge fees for the issuance of extralegal load permits in order to recover the costs associated with the processing, review, and administration of such permits; and

WHEREAS, the City Council determines that it is necessary to add Chapter 12.60 to promote the safe and efficient movement of oversized and overweight vehicles on City streets while protecting public infrastructure and minimizing adverse impacts on the community.

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

Section 1. Incorporation. The above recitals are all true and correct and are incorporated herein by this reference.

Section 2. CEQA Exemption. The adoption of this Ordinance is not subject to review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15301, subdivision (b)(3) because there is no possibility the activity in question may have a significant effect on the environment.

Section 3. Municipal Code Amendment – Chapter 12.60. Chapter 12.60 of the Canyon Lake Municipal Code is hereby added to read as provided in the attached Exhibit “A”.

Section 4. Clerical Errors. The City Council directs the City Clerk to correct any clerical errors found in this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

Section 5. **Severability.** Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 6. **Effective Date (Urgency).** This Ordinance shall become effective immediately upon adoption by four-fifths of the City Council as this ordinance relates to the immediate preservation of the public peace, health, or safety. The City has experienced a significant increase in the number of oversized vehicles traveling on City roads due to construction and development occurring in neighboring jurisdictions that increases the risk of damage to City infrastructure and collisions with other vehicles on City roadways necessitating the need for a permitting system to be immediately adopted.

Section 7. **Publication.** The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

PASSED APPROVED AND ADOPTED this 13th day of November 2024.

Dale Welty, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney

EXHIBIT “A”

**Chapter 12.60
Extralegal Load Permits and Fees**

12.60.010 Extralegal Load Permit Required.

Any vehicle with an “extralegal load,” as the term is defined by California Vehicle Code Section 320.5, which cannot be reasonably reduced in size or weight so that it can be legally transported without a permit as provided by California Vehicle Code Section 35780, must obtain a transportation permit from the City Engineer.

12.60.020 Transportation Permit Issuance.

- (a) The transportation permit may be issued to each vehicle either on an annual or single-trip basis.
- (b) Permit holders shall obey any and all reporting requirements and restrictions adopted by the City.
- (c) Annual transportation permits are limited to qualified companies whose business is to move commercial loads that would routinely exceed the maximum weight, height, width, or length restrictions in the California Vehicle Code.

12.060.030 Fees.

Fees for the transportation permit shall be set by resolution by the City Council. Additional fees, for special City services necessitated by the permitted transport, shall be paid by the permit holder. Examples of special services include, but are not limited to, police inspection, police transport, tree trimming, overheard wire and fixture removal, and engineering services. Department heads shall determine the actual cost for each service provided. The fees shall be collected from the permit holder at the time the permit is issued.

12.060.040 Violation—Penalties.

It is unlawful to violate any section of this chapter. Unless state law specifies a different and greater penalty, violations of this chapter shall be punishable as infractions and subject to the following fine schedule:

First violation- \$100

Second violation within one year-\$200

Third violation within one year- \$500

Plus: The weight table fine as specified in the California Vehicle Code.

ATTACHMENT 2

RESOLUTION NO. 2024-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING NEW FEES FOR EXTRALEGAL LOAD TRANSPORTATION PERMITS AND SPECIAL CITY SERVICES RELATED TO SUCH PERMITS

WHEREAS, California general law cities impose regulatory fees for services and activities they provide through provisions of the state Constitution as well as applicable law; and

WHEREAS, cities may perform broad activities related to their local police power and other service authority as defined in California Constitution, Article XI, Section 7 and 9, and cities also may establish fees for service through the framework defined in Article XIIC, Section 1; and

WHEREAS, California Vehicle Code Section 320.5 defines an “extralegal load” as a vehicle or load that exceeds the legal weight, height, width, or length limits and cannot reasonably be reduced in size or weight for legal transportation without a permit; and

WHEREAS, California Vehicle Code Section 35780 allows local authorities to require permits for the movement of vehicles or loads exceeding statutory limits on size or weight; and

WHEREAS, the City has enacted Ordinance No. 250, codified as Chapter 12.60 (Extralegal Load Permits and Fees) of the Canyon Lake Municipal Code, which requires vehicles carrying extralegal loads to obtain a transportation permit from the City Engineer; and

WHEREAS, the City Council has determined that the establishment of fees for such permits, as well as additional fees for special City services necessitated by the permitted transport, is necessary to recover the costs associated with processing these permits and providing such services; and

WHEREAS, it is the intent of the City Council that fees be set at a level sufficient to recover the full costs of permit processing and any additional services provided by the City, including police inspection and escort, tree trimming, overhead wire and fixture removal, and engineering services.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. Permit Fees for Extralegal Loads:

1. Single-Trip Permit Fee: A fee of \$16 shall be charged for each single-trip transportation permit issued to a vehicle carrying an extralegal load, as defined by California Vehicle Code Section 320.5. The single-trip permit is valid for the duration and route specified by the City Engineer.

2. Annual Permit Fee: A fee of \$90 shall be charged for an annual transportation permit issued to qualified companies whose regular business involves the movement of commercial loads that routinely exceed the maximum legal size or weight restrictions. The annual permit shall cover multiple trips throughout the year, subject to reporting requirements and restrictions as determined by the City Engineer.

Section 3. Fees for Special City Services: In addition to the transportation permit fee, permit holders shall be responsible for paying additional fees for any special services required by the City to facilitate the transport of an extralegal load. The City Manager is authorized to charge the actual costs of the City for such services, including but not limited to police inspection and escort, tree trimming, overhead wire and fixture removal, and engineering services.

Section 4. Fee Collection: All fees associated with the transportation permit and any special services shall be collected from the permit holder at the time the permit is issued. The City Engineer and relevant department heads shall ensure that the actual costs of all special services provided by the City are accurately calculated and collected.

Section 5. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 6. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 7. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 13th day of November 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

ATTACHMENT 3

ORDINANCE NO. 250

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING TITLE 12 VEHICLES AND TRAFFIC OF THE CANYON LAKE MUNICIPAL CODE TO ADD CHAPTER 12.60 RELATING TO EXTRALEGAL LOAD PERMITS AND FEES

WHEREAS, the City of Canyon Lake (“City”) is a municipal corporation duly organized under the laws of the State of California, with the authority to regulate the use of its streets within its jurisdictional boundaries; and

WHEREAS, California Vehicle Code Section 320.5 authorizes local agencies to issue extralegal load permits for vehicles or loads that exceed the size, weight, or load limits prescribed in the California Vehicle Code; and

WHEREAS, the movement of oversize or overweight vehicles and loads on City streets poses potential risks to public safety, infrastructure, and traffic flow, necessitating proper oversight and permitting by the City; and

WHEREAS, California Vehicle Code Section 35795(b)(1) further authorizes cities to charge fees for the issuance of extralegal load permits in order to recover the costs associated with the processing, review, and administration of such permits; and

WHEREAS, the City Council determines that it is necessary to add Chapter 12.60 to promote the safe and efficient movement of oversized and overweight vehicles on City streets while protecting public infrastructure and minimizing adverse impacts on the community.

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

Section 1. Incorporation. The above recitals are all true and correct and are incorporated herein by this reference.

Section 2. CEQA Exemption. The adoption of this Ordinance is not subject to review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15301, subdivision (b)(3) because there is no possibility the activity in question may have a significant effect on the environment.

Section 3. Municipal Code Amendment – Chapter 12.60. Chapter 12.60 of the Canyon Lake Municipal Code is hereby added to read as provided in the attached Exhibit “A”.

Section 4. Clerical Errors. The City Council directs the City Clerk to correct any clerical errors found in this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

Section 5. Severability. Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 6. Effective Date. In accordance with California Government Code section 36937, this Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 7. Publication. The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

PASSED APPROVED AND ADOPTED this ____ day of _____ 2024.

Dale Welty, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney

EXHIBIT “A”

**Chapter 12.60
Extralegal Load Permits and Fees**

12.60.010 Extralegal Load Permit Required.

Any vehicle with an “extralegal load,” as the term is defined by California Vehicle Code Section 320.5, which cannot be reasonably reduced in size or weight so that it can be legally transported without a permit as provided by California Vehicle Code Section 35780, must obtain a transportation permit from the City Engineer.

12.60.020 Transportation Permit Issuance.

- (a) The transportation permit may be issued to each vehicle either on an annual or single-trip basis.
- (b) Permit holders shall obey any and all reporting requirements and restrictions adopted by the City.
- (c) Annual transportation permits are limited to qualified companies whose business is to move commercial loads that would routinely exceed the maximum weight, height, width, or length restrictions in the California Vehicle Code.

12.060.030 Fees.

Fees for the transportation permit shall be set by resolution by the City Council. Additional fees, for special City services necessitated by the permitted transport, shall be paid by the permit holder. Examples of special services include, but are not limited to, police inspection, police transport, tree trimming, overhead wire and fixture removal, and engineering services. Department heads shall determine the actual cost for each service provided. The fees shall be collected from the permit holder at the time the permit is issued.

12.060.040 Violation—Penalties.

It is unlawful to violate any section of this chapter. Unless state law specifies a different and greater penalty, violations of this chapter shall be punishable as infractions and subject to the following fine schedule:

First violation- \$100

Second violation within one year-\$200

Third violation within one year- \$500

Plus: The weight table fine as specified in the California Vehicle Code.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Madalyne Gonzales, Senior Administrative Assistant

DATE: November 13, 2024

SUBJECT: Presentation on the City's Inaugural Pumpkin Bash Event

Recommendation

Receive and file the presentation.

Background/Discussion

Staff will provide a presentation on the outcome of the City's Inaugural Pumpkin Bash.

Fiscal Impact

The City utilized funds from its fiscal year approved City Events account and funds from an underpayment of the City's Utility User Tax (UUT) from Southern California Edison.

Attachments

None.