



# CITY OF CANYON LAKE

## City Hall

31516 Railroad Canyon Road  
Canyon Lake, CA 92587

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

Mayor Mark Terry  
Mayor Pro Tem Kasey Castillo  
Council Member Jeremy Smith  
Council Member Joshua Steeber  
Council Member Dale Welty

## AGENDA

Regular Meeting of the Canyon Lake City Council  
Wednesday, May 14, 2025

Closed Session 5:00 P.M.

Open Session 6:30 P.M.

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

### CLOSED SESSION

#### CALL TO ORDER

#### ROLL CALL

Castillo, Smith, Steeber, Welty, Terry

#### PUBLIC COMMENT

#### LIMIT 3 MINUTES

*Members of the public wishing to address the City Council on any matter listed on the Closed Session agenda are asked to complete a speaker card and provide it to the City Clerk prior to the start of public comment. Comments are limited to Closed Session items only. Each speaker is allowed (3) minutes to speak.*

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Government Code Section 54956.8:  
Property: 31630 Railroad Canyon Road  
Agency Negotiator: City Manager  
Negotiating Parties: Kreg McCoy  
Under Negotiation: Price and Terms of Payment
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(d)(1): Richard Beck v. City of Canyon Lake, 4th DCA Case No. D083322
3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(d)(1): Nicole Dailey v. City of Canyon Lake, RCSC Case No. CVME2503498
4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957:  
Title: City Manager

## OPEN SESSION

### CALL TO ORDER

### INVOCATION

### FLAG SALUTE

### ROLL CALL

Castillo, Smith, Steeber, Welty, Terry

### CLOSED SESSION REPORT

### CEREMONIAL MATTERS

Citizen of the Month  
Student of the Year  
Essay Scholarship Contest Winner

### PRESENTATIONS

LIMIT 3 MINUTES

Elsinore Valley Municipal Water District  
Canyon Lake Property Owners Association  
Canyon Lake Chamber of Commerce  
Canyon Lake Fire Department  
Non-Profit Spotlight

### PUBLIC COMMENT

LIMIT 3 MINUTES

*Members of the public wishing to address the City Council on any matter within the City's jurisdiction are asked to complete a speaker card and provide it to the City Clerk prior to the start of public comment. Comments on Consent Calendar items will be heard prior to the City Council's consideration of that calendar. Comments on specific agenda items will be heard when the item is called. Each speaker is allowed (3) minutes to speak. Members of the public may submit comments electronically by sending an email to [cityclerk@canyonlakeca.gov](mailto:cityclerk@canyonlakeca.gov). Comments submitted electronically will be provided to the City Council and included in the official record but will not be read aloud during the meeting.*

### CONSENT CALENDAR

*All items listed on the Consent Calendar are considered to be routine in nature and may be enacted in one motion. Individual items may be removed by a Council Member for separate discussion immediately after the adoption of the balance of the Consent Calendar.*

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

Recommendation: Adopt Resolution No. 2025-17 Approving Claims and Demands of the City.

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

Recommendation: Approve the Minutes of the Regular City Council Meeting of March 12,

2025.

(4) **Adopt a Resolution Authorizing the City Manager to Sign Agreements with the California Department of Transportation**

Recommendation: Adopt Resolution No. 2025-18, authorizing the City Manager to sign agreements with the California Department of Transportation.

(5) **Adopt a Resolution Approving Benefits for City Council Members**

Recommendation: Adopt Resolution No. 2025-19 approving benefits for City Council Members.

(6) **Adopt a Resolution Approving an Interfund Loan Agreement between the General Fund and Rental Fund in the Amount of \$1,452,364 for the Property at 31600 Railroad Canyon Road**

Recommendation: Adopt Resolution No. 2025-20 approving the Interfund Loan Agreement between the General Fund and the Rental Fund in the amount of \$1,452,364 for the property located at 31600 Railroad Canyon Road.

(7) **Consideration of Acceptance of Notice of Completion for the Council Chamber and City Hall Renovation Project**

Recommendation: That the City Council: (1) accept the project as complete; and (2) authorize the City Clerk to execute and record the Notice of Completion.

**PULLED CONSENT CALENDAR ITEMS**

**PUBLIC HEARINGS - None**

**BUSINESS ITEMS**

(8) **(1) Adopt a Resolution Adopting the Budget, Appropriating Revenue and Establishing the Appropriations Limit for Fiscal Year 2025-2026; (2) Adopt a Resolution Approving the Salary and Wage Schedule for Non-Safety and Safety Employees; (3) Adopt a Resolution Approving a Policy Governing the Use of Discretionary Funds; and (4) Authorize the City Manager to Execute Necessary Contracts per the Adopted Budget**

Recommendation: (1) Adopt Resolution No. 2025-21 approving the budget, appropriating revenue and establishing the appropriations limit for Fiscal Year 2025-26; (2) adopt Resolution No. 2025-22 Approving the Salary and Wage Schedule for Non-Safety and Safety Employees; (3) adopt Resolution No. 2025-23 Approving a Policy Governing the Use of Discretionary Funds; and (4) authorize the City Manager to execute contracts per the budget and Municipal Code.

(9) **Introduction and First Reading of Ordinance No. 253, an Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 12.04 of the Canyon Lake Municipal Code Related to Speed Limits on Railroad Canyon Road**

Recommendation: Waive full reading and introduce by title only Ordinance No. 253 - an Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 12.04 of the Canyon Lake Municipal Code Related to Speed Limits on Railroad Canyon Road.

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

### **CITY MANAGER COMMENTS**

### **ANNOUNCEMENTS**

The next regular City Council meeting will be held on June 11, 2025.

### **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.*

**Public Comment:** 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 card and provide it to the City Clerk prior to the start of public comment. The City Council has adopted a time limit of three (3) minutes per person. Comments on specific agenda items will be heard when the item is called. 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. Electronic comments may be submitted to [cityclerk@canyonlakeca.gov](mailto:cityclerk@canyonlakeca.gov). Comments submitted electronically will be provided to the City Council and included in the official record but will not be read aloud during the meeting.

**CEQA Notice:** 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 Resources Code section 21065.

**Council Agendas:** The designated office for inspection of records is the Office of the City Clerk, Canyon Lake City Hall, 31516 Railroad Canyon Road, Canyon Lake, CA 92587. Complete agenda packets are available for public review at City Hall during normal business hours and on the City's website at [www.canyonlakeca.gov](http://www.canyonlakeca.gov).

**ADA Notice:** In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting or if you need agenda documents provided in an alternate format, please contact the City Clerk's Office at (951) 244-2955 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made.

**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 as of the date noted below, at least seventy-two (72) hours prior to the meeting per Government Code section 54954.2 and Canyon Lake Resolution No. 2019-42.

**Sheryl L. Garcia, MMC, CPM**  
**City Clerk**  
**Posted: May 8, 2025**



# **STAFF REPORT**

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

**FROM: Arron Brown, City Manager**

**BY: Elizabeth Luna, Accounting Specialist**

**DATE: May 14, 2025**

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

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## **Recommendation**

Adopt Resolution No. 2025-17 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 April 9, 2025.

## **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. 2025-17

# **ATTACHMENT 1**

**RESOLUTION NO. 2025-17**

**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 May 14, 2025; and

**WHEREAS**, Exhibit A was presented at the regular meeting of the City Council on May 14, 2025, 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 May 14th, in the amount of \$565,355.47 as follows:

Payroll Earnings (Direct Deposit)	\$ 165,649.42	(For Month of April)
Payroll Processing Fees	\$ 401.38	(For Month of April)
Payroll Taxes - Employer & Employee	\$ 47,617.40	(For Month of April)
Payroll CLFAD	\$ 830.88	(For Month of April)
Payroll CS	\$ 795.04	(For Month of April)
On-line Retirement	\$ 15,209.76	(For Month of April)
On-line Health	\$ 27,110.53	(For Month of April)
Nationwide Deferred Comp.	\$ 11,528.11	(For Month of April)
General	\$ 296,212.95	
TOTAL	\$ 565,355.47	

**PASSED, APPROVED AND ADOPTED** this 14th day of May 2025.

\_\_\_\_\_  
Mark Terry, Mayor

ATTEST:

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

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

Vendor ID	Invoice Description	Cash Required
ABI	Fire Station Background Check-Jackson	188.35
ABILA	Accounting Software 5/1/25-5/31/25	220.09
	Accounting Software (Microix) 5/1/25-5/31/25	385.44
AC Communications	Installation of Data Cables and WAP's	700.00
All State Propane	Reissue Check-Original Lost-Fire Station Propane	342.95
Amazon	Fire Station Office Supplies	164.38
	Fire Station Office Supplies	32.31
	Fire Station Repair Equipment	83.97
	Fire Station Memory Card	29.08
ANIMAL FRIENDS	Animal Control Services Month of April 2025	3,587.50
Anthony Wade	Reserve Stipend for March 2025	200.00
Carlos Miramontes	Reserve Stipend for March 2025	200.00
CFE	Fire Station Wildland Fire Equipment	266.96
Clark Pest	Fire Station Monthly Pest Control	85.00
	Pest Control for Rental-31542 RRCR	250.00
Control Pump	Landscape Booster Monitor Station Report March 2025	421.31
Corelogic	Database for Code Enforcement March 2025	190.56
CTAI	RRCR Plant and Tree Replacement due to Accident	7,470.00
	Fire Station Additional Landscaping Services	3,130.00
Curtis	Fire Station Grant Equipment OTS	21,482.58
DOJ	Sheriff's Blood Analysis January 2025	35.00
FRIDAY FLYER	Ord. 251 Second Reading	39.90
Inland Fleet	Fire Station Biannual Maintenance for Patrol 1	2,310.72
John Hancock	Fire Station PARS EE & ER Contributions Check Date 3/28/25	6,036.12
Johnson Equipment	Installation of Lightbar on Pontoon Boat	395.66
Jonathan Sywulka	Fire Station Open House Balloon Artist	395.00
Linde Gas & Equipment	Fire Station Medical Supplies	400.98
Longobardo	Reserve Stipend for March 2025	100.00
Lost Art Granite	Granite Counters for Fire Station Kitchen Project	4,931.00
OTIS	Elevator Maintenance, February 6, 2025	1,287.50
Paper Recycling & Shredding	Shredding Services For City Clean Up Event, April 12, 2025	1,500.00
PERMA	Liability Assessment Payment 4 of 5	10,167.00
PORAC RMT	PORAC Contributions for March 2025	900.00
PVM	Street and Facility Maintenance Services 2/1/25-2/28/25	1,167.66
	Street and Facility Maintenance Services 2/1/25-2/28/25	625.95
PZL, Inc.	Planning Services for March 2025	6,345.00
Riv Co TLMA	SLF - Feb 2025 Costs	2,434.11
SDRMA	Dental and Vision Insurance May 2025	2,000.63
Shuster	Quarter 1 Advisory Fee 1/1/25-3/31/25	800.00

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

Vendor ID	Invoice Description	Cash Required
Sitar	Fire Station Nurse Educator Costs	1,200.00
STAPLES	Office Supplies for City Hall & Rental Bldg.	264.12
	Office Supplies for City Hall & Rental Bldg.	188.80
Syntech	Staff New Computer Setup-Madalyne	525.00
	Council Chamber Dais Computer Configuration	525.00
	Configure Computer Replacing CL-HP-02	525.00
	Deploy 1 New Aruba Access Point	700.00
	Configure and Deploy New Network Equipment	2,100.00
TCS	GASB 75 Roll-Forward Valuation-1st Installment	765.00
The Code	Plan Check Services 3/1/2025-3/31/2025	11,586.45
Union Battery Disposal	Reissue Check-Original Lost-Mail-Battery Disposal Fee	481.00
US Bank	See Credit Card Review, 3/6/25	5,409.72
Willdan	Water Quality Services thru 2/28/25	1,729.40
ZF	Fire Station Jan-Mar 2025 Medical Direction	600.00
Report Total		107,902.20

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Red White & Blue HVAC and Plumb	Partial Payment for HVAC Installation at City Hall	18,807.20
Report Total		<u>18,807.20</u>

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniform Replacement	859.17
Air Exchange, Inc	Fire Station Repairs to Plymovent	579.78
Amazon	Fire Station Cleaning Products for Apparatus	152.85
	Fire Station Kitchen Supplies	54.30
	Fire Station Replacement Key Fobs For Truck	15.51
	Fire Station Kitchen Supplies	57.10
	Fire Station Kitchen Supplies	383.58
CBSC	Permit Valuation January through March 2025	171.90
Cintas	Fire Station Mat Service	47.76
	Fire Station Mat Service	47.76
CL PROPERTY OWNERS	Firehouse Note Payment 16	9,359.57
Co of Riv EMD	Quarterly Emergency Services January-March 2025	6,250.00
Cole Huber	Attorney Services/General February 2025	8,880.00
	Attorney Services/Nuisance Abatement February 2025	118.45
Concentra	Fire Station Physical Exam for Reserve-Jackson	497.00
CTAI	Landscape Maintenance Fee for Medians & Parkways April 2025	5,014.00
	Landscape for Fire Station April 2025	263.00
Curtis	Fire Station Replacement Wildland Coats	1,923.34
	Fire Station Name Tape for J. Sanchez	67.92
DATA TICKET	Miscellaneous Fees on Invoices March 2025	100.00
	Monthly Parking Fees March 2025	100.00
	Code Enforcement Processing March 2025	100.00
	Monthly EMS Response Fee March 2025	100.00
DEPT OF CONSER	Strong Motion Instrumentation and Seismic Hazard Jan-Mar 25	438.17
Destiny Software	City Clerk AgendaQuick Hosted Services 3/1/25 - 2/28/26	10,150.00
DSA	Disability and Education Fee Quarter Ending 03/31/2025	110.40
FRIDAY FLYER	Ordinance No. 252 Adoption	40.95
GREENHALGH	Retiree Health Insurance May 2025	284.25
Harris & Associates	EMS & UUT Levy FY 25-26	3,399.00
In N Out Burger	Deposit for In-N-Out Truck-2025 State of the City	800.00
Jenifer Glenn	Refund for Overpaid PERS Retirement Contributions	385.67
John Hancock	Fire Station PARS EE & ER Contributions Check Date 4/11/25	6,250.84
Johnson Equipment	Fire Station Apparatus Radio Repairs	62.50
Josh Steeber	Candidate Statement Refund, November 5, 2024	72.37
Lowe	Service Inv#112025-Installation of 2 Water Filtration Units	764.62
	Service Inv#102025-Deck-O-Seal Application to Ext Windows	846.25

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

Vendor ID	Invoice Description	Cash Required
Nate Volk	Video Broadcasting Meeting (Extra Video Time), April 9, 2025	650.00
PARS	Monthly Administrative Fee Ending February 2025	400.00
Pitney Bowes - Purchase Power	Refill Meter, 3/27/2025	502.25
Polar Express	HVAC Repair on Rental-31542 RRCR	899.00
PVM	Street and Facility Maintenance Services 3/1/25-3/31/25	4,253.09
QuickSeries	Fire Station CERT Pocket Guides	1,285.65
Riv Co Registrar of Voters	Election Services Rendered for November 5, 2024 Election	38,783.13
Sherwin Williams	Paint for Old Administration Office-31526 RRCR	56.68
SUN BADGE	Fire Station Replacement Cap Badge	130.33
Syntech	Microsoft Subscriptions & Programs 4/1/25-4/30/25	1,678.00
TEQlease, Inc.	First Payment for City Hall Security System	10,449.48
US Bank	See Credit Card Review, 4/6/25	7,266.08
	See Credit Card Review, 4/6/25	593.79
Welty	Candidate Statement Refund, November 5, 2024	112.00
Report Total		125,807.49

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
GREENHALGH	Retiree Health Insurance May 2025	<u>284.25</u>
Report Total		<u><u>284.25</u></u>

City of Canyon Lake  
 Check/Voucher Register - Checks Prior Month  
 From 4/1/2025 Through 4/30/2025

Check Number	Vendor Name	Effective Date	Check Amount
EFT 1264	Aflac	4/1/2025	793.92
EFT 1265	Principal Life Insurance Company	4/1/2025	516.61
EFT 1266	SOUTHERN CALIFORNIA EDISON	4/3/2025	235.20
EFT 1267	SOUTHERN CALIFORNIA EDISON	4/3/2025	301.98
EFT 1268	SOUTHERN CALIFORNIA EDISON	4/3/2025	1,124.45
EFT 1269	SOUTHERN CALIFORNIA EDISON	4/3/2025	651.81
EFT 1270	SOUTHERN CALIFORNIA EDISON	4/3/2025	701.42
EFT 1271	SOUTHERN CALIFORNIA EDISON	4/3/2025	16.51
EFT 1272	SOUTHERN CALIFORNIA EDISON	4/3/2025	14.11
EFT 1273	SOUTHERN CALIFORNIA EDISON	4/3/2025	14.11
EFT 1274	SOUTHERN CALIFORNIA EDISON	4/3/2025	22.28
EFT 1275	SOUTHERN CALIFORNIA EDISON	4/3/2025	14.11
EFT 1276	SOUTHERN CALIFORNIA EDISON	4/3/2025	21.99
EFT 1277	SOUTHERN CALIFORNIA EDISON	4/3/2025	130.45
EFT 1278	SOUTHERN CALIFORNIA EDISON	4/3/2025	549.45
EFT 1279	Amazon Capital Services	4/7/2025	1,621.54
EFT 1280	Bankcard Center	4/9/2025	2,661.97
EFT 1281	Bankcard Center	4/10/2025	5,528.86
EFT 1282	Bankcard Center	4/10/2025	150.32
EFT 1283	Bankcard Center	4/10/2025	2,818.71
EFT 1284	Bankcard Center	4/10/2025	1,560.20
EFT 1285	Bankcard Center	4/10/2025	1,834.45
EFT 1286	Sparkletts	4/15/2025	142.35
EFT 1287	The Gas Company	4/15/2025	223.55
EFT 1288	The Gas Company	4/15/2025	236.92
EFT 1289	Toshiba America Business Solutions	4/16/2025	43.90
EFT 1290	Toshiba America Business Solutions	4/16/2025	270.76
EFT 1291	Charter Communications	4/23/2025	5.30
EFT 1292	Charter Communications	4/23/2025	290.36
EFT 1293	SOUTHERN CALIFORNIA EDISON	4/23/2025	157.70
EFT 1294	ELSINORE VALLEY MUNI WATER DIS	4/23/2025	1,060.63
EFT 1295	ELSINORE VALLEY MUNI WATER DIS	4/23/2025	105.10
EFT 1296	ELSINORE VALLEY MUNI WATER DIS	4/23/2025	98.06
EFT 1297	ELSINORE VALLEY MUNI WATER DIS	4/23/2025	124.73
EFT 1298	ELSINORE VALLEY MUNI WATER DIS	4/23/2025	239.55
EFT 1299	CR&R	4/23/2025	209.26
EFT 1300	Toshiba Financial Services	4/23/2025	852.65
EFT 1301	Toshiba Financial Services	4/23/2025	120.83
EFT 1302	Bankcard Center	4/28/2025	17,945.71
Report Total			43,411.81

# Credit Card Review

US BANK Statement dated 4/6/25

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Tommys Express	Car Wash -Ford Explorer	\$ 10.00	10-310-6415
2	Luna Grill	Closed Session Meal, March 12, 2025	\$ 264.29	10-100-6225
3	Fastsigns	Council Chamber Name Plates	\$ 1,187.53	10-550-6610
4	Blue Cosmo	Emergency Satellite Phones	\$ 66.95	10-425-6310
5	TRR Wholesale	Ribbon for Memorial Flags	\$ 1,920.00	10-100-6830
6	Arlo Technologies	Security Cameras	\$ 19.99	10-550-6610
7	Artlist.com	Video Editing Program	\$ 479.88	10-310-6210
8	Tommys Express	Car Wash-Ford Explorer	\$ 10.00	10-310-6415
9	Tommys Express	Car Wash Membership March 2025	\$ 87.96	A \$21.99 10-310-6415 \$21.99 10-360-6415 \$43.98 10-520-6415
10	Zoom.com	Zoom Workplace Subscription	\$ 33.24	10-310-6210
11	Adobe	Annual Subscription	\$ 239.88	10-310-6210
12	In Hit Print	Food & Essentials Drive Flyers	\$ 148.99	10-310-6210
13	DNH Go Daddy	City Website Email Domain	\$ 203.88	10-310-6610
14	Tommys Express	Car Wash -Ford Explorer	\$ 10.00	10-310-6415
15	Arlo Technologies	Security Cameras	\$ 19.99	10-550-6610
16	Adobe	Acrobat Adobe Subscriptions	\$ 311.87	A \$239.90 10-310-6210 \$71.97 10-421-6610
17	Cintas Corp	Floor Mat Services	\$ 153.30	10-550-6610
18	Frontier Comm	Internet for City Hall	\$ 231.37	10-550-6320
19	Fastsigns	Extra Legal Load Signs for RRCR	\$ 593.79	20-520-6722
20	Big Daddys Bar-B-Que	Fire Station Kitchen Project Dinner	\$ 43.50	10-550-8029
21	Canyon Lake POA	Fire Station Kitchen Project Dinner	\$ 69.29	10-550-8029
22	Lowes	Fire Station Kitchen Project Dinner	\$ 1,754.17	10-550-8029
			<b>\$ 7,859.87</b>	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 264.29
Promotion and Advertising	10-100-6830	\$ 1,920.00
City Manager Office Expense and Supplies	10-310-6210	\$1,141.89
City Manager Fleet Maintenance	10-310-6415	\$51.99
Professional/Specialized Services	10-310-6610	\$ 203.88
Building Dept Fleet Maintenance	10-360-6415	\$21.99
Fire Department Professional/Specialized Services	10-421-6610	\$71.97
Emergency Preparedness Communications	10-425-6310	\$ 66.95
Code Enforcement Fleet Maintenance	10-520-6415	\$43.98
Building & Facilities Utilities	10-550-6320	\$ 231.37
Building & Facilities Professional/Specialized Service	10-550-6610	\$ 1,380.81
Fire Station Kitchen Project	10-550-8029	\$ 1,866.96
Gas Tax Signal and Sign Maintenance	20-520-6722	\$ 593.79
		<b>\$ 7,859.87</b>

Check Figure \$ -

Copies for City Council  
as directed by  
the Finance Committee

**California Bank & Trust Statement dated 3/28/25**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Lowes	Fire Station Kitchen Project-Flooring	\$ 1,348.08	10-550-8029
2	The Home Depot	Fire Station Kitchen Project Supplies	\$ 696.63	10-550-8029
3	The Home Depot	Fire Station Kitchen Project Supplies	\$ 421.37	10-550-8029
4	Arizona Tile	Fire Station Kitchen Project-Floor Transitions	\$ 71.82	10-550-8029
5	The Home Depot	Fire Station Kitchen Project-Ice Machine	\$ 19.17	10-550-8029
6	Arizona Tile	Fire Station Kitchen Project Return	\$ (17.63)	10-550-8029
7	Tusker Metals	Fire Station Kitchen Project Supplies	\$ 103.53	10-550-8029
8	EcoExpress Car Wash	ECO Car Wash	\$ 19.00	10-421-6410
			<b>\$ 2,661.97</b>	

**Account Breakdown**

Fire Station Fleet & Equipment Maintenance	10-421-6410	\$ 19.00
Fire Station Kitchen Upgrades	10-550-8029	\$ 2,642.97
		<b>\$ 2,661.97</b>

\$ -

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

**California Bank & Trust Statement dated 3/28/25**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
		Credit from TV Returns	-1915.18	40-000-8006
1	Society for Human Resources	SHRM Annual Conference & Expo Registration-Kayla	\$ 2,945.00	10-330-6710
2	Society for Human Resources	SHRM Annual Conference & Expo Registration-Arron	\$ 3,885.00	10-310-6510
3	SHRM	SHRM Annual Conference Hotel-Kayla	\$ 336.97	10-330-6710
4	Frontier Communications	Internet for City Hall	\$ 231.37	10-550-6320
5	91 Express Lanes	91 Express Lanes Toll Fee	\$ 45.70	10-421-6440
			<u>\$ 5,528.86</u>	

**Account Breakdown**

City Manager Conference/meeting/Travel Exp	10-310-6510	\$ 3,885.00
Finance Training and Education	10-330-6710	\$ 3,281.97
Fire Department Mileage Reimbursement	10-421-6440	\$ 45.70
Building & Facilities Utilities	10-550-6320	\$ 231.37
City Hall Expansion	40-000-8006	\$ (1,915.18)
		<u>\$ 5,528.86</u>

Check Figure \$ -

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

**California Bank & Trust Statement dated 3/28/25**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Hit Print	Business Cards-Arron	\$ 58.92	10-310-6210
2	Amazon	Coffee Maker for Breakroom	\$ 91.40	10-310-6210
			<u>\$ 150.32</u>	

Account Breakdown

City Manager Office Expense	10-310-6210	\$ 150.32
		<u>\$ 150.32</u>

Check Figure \$ -

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**California Bank & Trust Statement dated 3/28/25**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Property Record.com	Subscription Dues	\$ 30.00	10-421-6220
2	The Home Depot	Fire Station Kitchen Supplies	\$ 668.78	10-550-8029
3	The Home Depot	Fire Station Kitchen Supplies	\$ 150.00	10-550-8029
4	The Home Depot	Fire Station Kitchen Supplies	\$ 93.79	10-550-8029
5	Apple.com	Monthly iCloud Storage (March 25)	\$ 0.99	10-421-6310
6	Sports Spot	Fire Station Kitchen Project Food for Crew	\$ 101.87	10-550-8029
7	Costco	Fire Station Supplies	\$ 274.76	10-421-6220
8	Stater Brothers	Fire Station Kirchen Project Refreshments	\$ 21.04	10-550-8029
9	Canyon Lake Market	Fire Station Food for CERT	\$ 12.98	10-425-6220
10	Hit Print	Fire Station CERT Map	\$ 9.53	10-421-6220
11	Lake CDJR	Fire Station Bi-Annual Service on B-1	\$ 1,418.35	10-421-6410
12	Corky's Kitchen	Fire Station Food for Station 5	\$ 22.62	10-421-6220
13	Firehouse Furniture	Fire Station Parts for Kitchen Chairs	\$ 14.00	10-550-8018
			<b>\$ 2,818.71</b>	

**Account Breakdown**

Fire Department Expense	10-421-6220	\$336.91
Fire Department Communications	10-421-6310	\$ 0.99
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 1,418.35
Emergency Preparedness Departmental Expense	10-425-6220	\$ 12.98
Building & Facilities Maint. Fire Station Upgrades	10-550-8018	\$ 14.00
Fire Station Kitchen Upgrades	10-550-8029	\$ 1,035.48
		<b>\$ 2,818.71</b>

Check Figure \$ -

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**California Bank & Trust Statement dated 3/28/25**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Fusion Learning Partners	New Membership Application	\$ 1,000.00	10-310-6520
2	Canyon Lake Property	EVMWD/City/POA Roundtable	\$ 139.68	10-310-6510
3	Mt San Jacinto College	MSJC Foundation Gala-Mayor Terry	\$ 200.00	10-100-6510
4	League of California Cities	Conference Registration-CM Arron	\$ 650.00	10-310-6510
5	Mt San Jacinto College	MSJC Foundation Gala-Councilmember Welty	\$ 200.00	10-100-6510
6	Mt San Jacinto College	Credit for MSJC Foundation Gala Cancellation	\$ (200.00)	10-100-6510
7	Mt San Jacinto College	Credit for MSJC Foundation Gala Cancellation	\$ (200.00)	10-100-6510
8	League of California Cities	Credit for Cancellation of Conference	\$ (575.00)	10-100-6510
9	Fed Ex	Overnight Package to RAMS	\$ 49.50	10-310-6210
10	Costco	Beverage and Snack Restock Council	\$ 200.12	10-100-6220
11	Murrieta Sizzler	Working Lunch with Murrieta CM	\$ 45.22	10-310-6510
12	Anchos Southwest	Working Lunch with Mike Futrell	\$ 50.68	10-310-6510
			<b>\$ 1,560.20</b>	

**Account Breakdown**

City Council Dept. Expense	10-100-6220	\$ 200.12
Council Meeting/Travel Expense	10-100-6510	\$ (575.00)
City Manager Office Expense	10-310-6210	\$ 49.50
Conference/Meeting/Travel Expense	10-310-6510	\$ 885.58
City Manager Membership	10-310-6520	\$ 1,000.00
		<b>\$ 1,560.20</b>

Check Figure \$ -

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the Finance Committee*

California Bank & Trust Statement dated 3/28/25

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Adobe	Creative Cloud All Apps 100 GB	\$ 59.99	10-310-6210
2	Hit Print	Business Cards-Mike	\$ 58.92	10-310-6210
3	Amazon	Office Supplies	\$ 66.54	10-310-6210
4	Display2Go	Display for Name Plates for Staff	\$ 458.84	10-550-8007
5	Display2Go	Partial Refund for Display for Name Plates for Staff	\$ (388.90)	10-550-8007
6	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210
7	4 Imprint	Refund for Double Charge	\$ -	10-100-6831
8	Lake Elsinore Cashier	Maintenance (Oil Change) for City Vehicle- Explorer	\$ 92.18	10-310-6415
9	Int'l Code Council	Building Certificate Renewal-Harnden	\$ 125.00	10-360-6520
10	Int'l Code Council	Building Dept Training online Classes-Harnden	\$ 198.00	10-360-6710
11	Peachjar.com	Promotion of Scholarship Essay Contest	\$ 100.00	10-310-6210
12	Hit Print	Business Cards for Staff	\$ 294.60	A
13	Verizon Wireless	Ipads & Sim Card Devices	\$ 138.33	A
14	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 369.64	A
15	Nexgen Air Conditioning	Membership for Rental	\$ 14.99	60-560-6320
16	Nexgen Air Conditioning	Membership for City & Fire Station	\$ 29.98	10-550-6610
17	Precision Carpet Cleaning	Carpet Cleaning	\$ 452.00	10-550-6610
18	Nexgen Air Conditioning	Membership for City & Fire Station	\$ 29.98	10-550-6610
19	Nexgen Air Conditioning	Refund for Membership City & Fire Station	\$ (29.98)	10-550-6610
20		Office Supplies	\$ (251.81)	10-310-6210
			<b>\$ 1,834.45</b>	

Project 103 (credit of \$3089.35 post on 2/28/25)

Account Breakdown

City Manager Office Expense	10-310-6210	\$167.63
City Manager Vehicle Maintenance	10-310-6415	\$ 92.18
Building Office Communications	10-360-6310	\$72.10
Building Dept Membership/Dues/Publications	10-360-6520	\$125.00
Building & Safety Training	10-360-6710	\$ 198.00
Finance Office Expense and Supplies	10-330-6210	\$117.84
Fire Department Communications	10-421-6310	\$204.49
Code Enforcement Supplies	10-520-6210	\$ 58.92
Code Enforcement Communications	10-520-6310	\$ 206.70
Building & Facilities Utilities	10-550-6320	\$24.68
Building & Facilities Professional/Specialized S	10-550-6610	\$ 481.98
Building & Facilities Maint. Furniture & Equip.	10-550-8007	\$ 69.94
Rental Office Utilities	60-560-6320	\$ 14.99
		<b>\$ 1,834.45</b>

Check Figure \$ -

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the Finance Committee

**California Bank & Trust Statement dated 3/28/25**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Dell	New Computers	\$ 16,376.41	10-550-8010
2	Dell	New Computers	\$ 1,569.30	10-550-8010
			<u>\$ 17,945.71</u>	

**Account Breakdown**

City's Technology Infrastructure	10-550-8010	<u>\$ 17,945.71</u>
		<u>\$ 17,945.71</u>

Check Figure \$ -

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as directed by  
the Finance Committee*



**MINUTES  
REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Wednesday, April 9, 2025**

**Closed Session – 5:00 p.m.  
City Hall Administration Building  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587**

**CALL TO ORDER**

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

**ROLL CALL**

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

Absent: None.

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION**

Motion and second by Council Member Smith/Council Member Welty to add Item 5 to the closed session agenda.

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

1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code Section 54956.9(4)(d), One case
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to paragraph (1) of sub-division (d) of Section 54956.9: Richard Beck v. City of Canyon Lake, 4th DCA Case No. D083322
3. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code Section 54957.6  
Agency Designated Representative: City Manager  
Unrepresented Employees, Canyon Lake Firefighters Association

4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957  
Title: City Manager
5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Government Code Section 54956.8  
Property: 31600 Railroad Canyon Drive  
Agency Negotiator: City Manager  
Negotiating Parties: Kevin Jeffries  
Under Negotiation: Price and Terms of Payment

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

**MINUTES  
REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Wednesday, April 9, 2025**

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

**CALL OPEN SESSION TO ORDER**

Mayor Terry called the meeting to order at 6:33 p.m.

**INVOCATION**

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

The Invocation was led by Council Member Smith.

**FLAG SALUTE**

The Flag Salute was led by Michael Smith.

**ROLL CALL**

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

Absent: None.

## **CLOSED SESSION REPORT**

City Attorney Graham reported that with regard to Item 1, direction was given by a vote of 5-0. As to Item 2, direction was given by a vote of 5-0. He further reported that Item 5 had been added to the closed session agenda and there was no reportable action from that item or any other closed session items.

## **CEREMONIAL MATTERS**

Mayor Terry recognized Tim O'Marra as Citizen of the Month.

## **PRESENTATIONS**

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

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

Fire Chief LaTendresse provided an update on fire statistics.

## **PUBLIC COMMENT**

None.

## **CONSENT CALENDAR**

Motion and second by Council Member Smith/Mayor Pro Tem Castillo to approve Consent Calendar Items 1-5.

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry 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. 2025-14 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 March 12, 2025.

(4) Second Reading and Adoption of Ordinance No. 252 - An Ordinance of the City of Canyon Lake Amending and Superseding Ordinance No. 182 to Update Participation in the Western Riverside County Transportation Uniform Mitigation Fee (TUMF) Program

Action taken: The City Council adopted Ordinance No. 252 - An Ordinance of the City of Canyon Lake Amending and Superseding Ordinance No. 182 to Update Participation in the Western Riverside County Transportation Uniform Mitigation Fee (TUMF) Program.

(5) Presentation of Fire Hazard Severity Zone Maps

Action taken: The City Council received and filed the State Fire Marshal updated Fire Hazard Severity Zone Maps released by the California Department of Forestry and Fire Protection (CAL Fire), per State requirements.

### **PULLED CONSENT CALENDAR ITEMS**

None.

### **PUBLIC HEARINGS**

None.

### **BUSINESS ITEMS**

(6) Discussion and Possible Action Regarding the Establishment of a City of Canyon Lake Police Department

Recommendation: Discuss the possible establishment of a City of Canyon Lake Police Department, and take one of the following actions: (1) direct the City Manager to notify the County of Riverside of the City's desire to enter into a Cooperative Agreement between the City and the County for police protection and all associated services for the period covering July 1, 2026 through June 30, 2030; or (2) adopt Resolution 2025-15, finding that it would be in the public interest to establish a municipal police department, owned and operated by the City of Canyon Lake; directing the City Manager to submit a request to the County of Riverside to enter into a Cooperative Agreement between the City and the County for police protection and associated services for the period covering July 1, 2025 through August 31, 2026, and to notify the County of the City's intent to start a police department and to discontinue the City's practice of contracting with the County for these services effective August 31, 2026; authorizing and directing the City Manager to negotiate and enter into a professional consulting agreement with an individual or firm who shall be responsible for advising and assisting the City Manager in the establishment of a municipal police department, not to exceed the sum of \$200,000; and authorizing the City Manager to take other such actions as may be necessary to establish a municipal police department by August 31, 2026.

Council Member Smith requested that public comments be taken after the presentation, noting that many public questions might be addressed during the presentation itself. Mayor Terry requested that the City Clerk collect speaker cards following the presentation.

City Attorney Graham provided clarification regarding the Brown Act, explaining that City Council meetings are not intended for back-and-forth dialogue with the public but are designed for the public to provide input to the City Council. He noted that questions raised during public comment would be documented and addressed during the City Council's discussion, if possible.

City Manager Brown and the Ad Hoc Public Safety Committee delivered a detailed presentation on the public safety item. City Manager Brown gave an initial presentation; Mayor Pro Tem Castillo presented on the goals of the initiative and the importance of maintaining local control; and Council Member Smith reviewed and responded to questions and concerns that had been submitted via social media.

Discussion ensued among the City Council regarding timing to inception, services to be provided and notification to the Riverside County Sheriff's Office.

At 8:54 p.m. the City Council recessed and returned at 9:02 p.m.

The following members of the public provided public comment:

Damon Smith  
John White  
Matthew Bloch  
Renee Griffiths  
Pat Chavez

Additional discussion ensued among the City Council regarding workers' compensation and the ability to extend the current RSO contract.

Motion and second by Council Member Smith/Mayor Pro Tem Castillo to adopt Resolution 2025-15, finding that it would be in the public interest to establish a municipal police department, owned and operated by the City of Canyon Lake; directing the City Manager to submit a request to the County of Riverside to enter into a Cooperative Agreement between the City and the County for police protection and associated services for the period covering July 1, 2025 through August 31, 2026, and to notify the County of the City's intent to start a police department and to discontinue the City's practice of contracting with the County for these services effective August 31, 2026; authorizing and directing the City Manager to negotiate and enter into a professional consulting agreement with an individual or firm who shall be responsible for advising and assisting the City Manager in the establishment of a municipal police department, not to exceed the sum of \$200,000; and authorizing the City Manager to take other such actions as may be necessary to establish a municipal police department by August 31, 2026.

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

At 9:35 p.m. the City Council recessed and returned at 9:44 p.m.

(7) Presentation and Discussion of the Draft Fiscal Year 2025-26 Budget

Recommendation: Review and discuss the City's Draft Fiscal Year 2025-26 Budget.

City Manager Brown gave a brief presentation highlighting how the new budget aligns department titles to better reflect the actual work being done by each department.

Finance Director Shea presented on significant changes, emphasizing the restructuring of departments and divisions as a major shift in this year's budget.

Council Member Smith suggested that it would be helpful to include departmental revenue figures alongside expenditures for a clearer overall view.

Council Member Welty Dale highlighted the importance of the Southwest Elected Leaders Coalition noting they occasionally need small funding support. City Manager Brown suggested the City Council consider adopting a resolution that allocates a set amount to each Council Member for sponsorships of nonprofit organizations.

Motion and second by Council Member Welty/Council Member Smith to bring forward a resolution allocating \$1,500 to each Council Member for sponsorships of nonprofit organizations.

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

There were no public comments.

Motion and second by Council Member Smith/Council Member Welty to make the recommended change to the draft budget and bring the final budget forward for consideration at the May City Council meeting.

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

(8) Adopt a Resolution Ratifying the City Manager's Execution of a Purchase and Sale Agreement for the Acquisition of Property Located at 31600 Railroad Canyon Drive, Canyon Lake, California, and Authorizing the City Manager to Execute all Other Documents and Take all Actions Necessary to Effectuate the Purchase of the Property

Recommendation: Add emergency Item No. 8 to the agenda and adopt Resolution No. 2025-16 ratifying the City Manager's execution of a purchase and sale agreement for property located at 31600 Railroad Canyon Drive.

City Attorney Graham requested that this item be added to the agenda as Item No. 8, citing urgent business needs of the property seller that arose after the City Council agenda was published.

Motion and second by Council Member Smith/Mayor Pro Tem Castillo to add agenda Item No. 8 to the City Council agenda and adopt Resolution No. 2025-16 ratifying the City Manager's execution of a purchase and sale agreement for property located at 31600 Railroad Canyon Drive and authorizing the City Manager to execute all documents necessary to effectuate the purchase of the property.

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

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

Council Member Smith reported that RCTC is utilizing new technology to track traffic patterns through cell phone geotracking. He also noted that call boxes are being removed throughout the state. He reminded everyone that the National Day of Prayer is taking place on May 1.

Council Member Steeber reported that he attended the final Student of the Month luncheon for the school year and shared that the Mayor Pro Tem will be attending the Student of the Year event. He participated in the quarterly Cal Cities policy meeting focused on revenue and taxation and also attended the Chamber After Hours Mixer. He participated in both the Jr. Women's Club Golf Tournament and the Family Matters Club Easter Carnival. In addition, he participated in ride-alongs with code enforcement and the fire department.

Council Member Welty reminded the community about the upcoming citywide cleanup event happening on Saturday.

Mayor Pro Tem Castillo announced that the Canyon Lake Junior Lifeguard Program is scheduled to begin on July 31.

Mayor Terry thanked residents for their contributions to the "Spring Into Giving" food drive. He emphasized the significance of tonight's City Council meeting, calling it a big night for the City.

## **CITY MANAGER COMMENTS**

City Manager Brown reported that the City Council had previously directed staff to reach a settlement with Culture Cannabis and that after formalizing a written agreement that included a required cash payment Culture Cannabis was unable to provide the funds and requested to renegotiate the terms. The City informed Culture Cannabis that their permit would be rescinded.

## **ANNOUNCEMENTS**

Mayor Terry announced that the next regular City Council meeting will be held on Wednesday, May 14, 2025.

## **ADJOURNMENT**

At 10:23 p.m., Mayor Terry adjourned the regular City Council 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: Mike Borja, Community Development Director**

**DATE: May 14, 2025**

**SUBJECT: Adopt a Resolution Authorizing the City Manager to Sign Agreements with the California Department of Transportation**

---

### **Recommendation**

Adopt Resolution No. 2025-18, authorizing the City Manager to sign agreements with the California Department of Transportation.

### **Background**

The City of Canyon Lake applied for a Local Highway Safety Improvement Program (HSIP) Cycle 11 grant back in August 2022 to fund safety improvements along Railroad Canyon Road. Since then, the grant has been awarded and the plans and specifications have been completed by Interwest Consulting Group.

On January 23, 2025 a letter requesting an allocation of State funds in the amount of \$1,207,980.00 was sent to the California Department of Transportation for their review and approval. The State approved the allocation for the construction phase of this project effective February 20, 2025 allowing the funds to be utilized and authorizing the Railroad Canyon Road Safety Improvement Project for bidding.

Now that funds are authorized by the state, the California Department of Transportation is requiring a State-Aid Master Agreement and Program Supplement Agreement (PSA) (Attachment 2) to be executed for this project before funds can be utilized for Construction.

### **Discussion**

The proposed Resolution is a requirement by the California Department of Transportation, clearly stating who is authorized to sign agreements on behalf of the City of Canyon Lake. This authorization ensures that the City can efficiently manage and execute the necessary agreements to utilize the allocated funds for the construction phase of the Railroad Canyon Road safety improvements.

By adopting this Resolution, the City Council will enable the City Manager to proceed with signing the State-Aid Master Agreement and PSA, thereby facilitating the timely commencement of the construction project. This step is crucial for maintaining compliance with state requirements and ensuring that the project progresses without unnecessary delays.

Furthermore, the safety improvements funded by the HSIP grant will significantly enhance the safety and usability of Railroad Canyon Road, benefiting residents and visitors alike. The improvements will address critical safety concerns, reduce the risk of accidents, and contribute to the overall well-being of the community.

### **Fiscal Impact**

There is no fiscal impact.

### **Attachments**

1. Resolution No. 2025-18
2. State-Aid Master Agreement and Program Supplement Agreement (PSA)

# **ATTACHMENT 1**

**RESOLUTION NO. 2025-18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO SIGN AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the City of Canyon Lake is eligible to receive Federal and/or State funding for certain Transportation Projects, through the California Department of Transportation; and

**WHEREAS**, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds could be claimed; and

**WHEREAS**, the City wishes to delegate authorization to execute these agreements and any amendments thereto to the City Manager to be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto with California Department of Transportation.

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

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

**Section 2.** The City Manager is authorized to execute documents, including supplemental agreements with the California Department of Transportation, necessary to carry out the intent of this resolution.

**Section 3.** 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 4.** That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

**Section 5.** This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of May 2025.

---

Mark Terry, Mayor

ATTEST:

---

Sheryl L. Garcia, MMC, CPM  
City Clerk

## **ATTACHMENT 2**

MASTER AGREEMENT  
ADMINISTERING AGENCY-STATE AGREEMENT  
STATE-FUNDED PROJECTS

08            City of Canyon Lake  
-----    -----  
District    Administering Agency

Agreement No. 08-5461S21

This AGREEMENT, is entered into effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Canyon Lake, hereinafter referred to as "ADMINISTERING AGENCY," and the State of California, acting by and through its Department of Transportation (Caltrans), hereinafter referred to as "STATE", and together referred to as "PARTIES" or individually as a "PARTY."

RECITALS:

1. WHEREAS, the Legislature of the State of California has enacted legislation by which certain State funds are made available for use on local transportation related projects of public entities qualified to act as recipients of these state funds; and
2. WHEREAS, ADMINISTERING AGENCY has applied to the California Transportation Commission (CTC) and/or STATE for funding from a State-funded program (herein referred to as STATE FUNDS), as defined in the Local Assistance Program Guidelines (LAPG) and/or in the respective CTC Guidelines, for use on local authorized transportation related projects as a local administered project(s), hereinafter referred to as "PROJECT"; and
3. WHEREAS, said PROJECT will not receive any federal funds; and
4. WHEREAS, before STATE FUNDS will be made available for PROJECT, ADMINISTERING AGENCY and STATE are required to enter into an agreement to establish terms and conditions applicable to the ADMINISTERING AGENCY when receiving STATE FUNDS for a designated PROJECT facility and to the subsequent operation and maintenance of that completed facility.

NOW, THEREFORE, the PARTIES agree as follows:

## ARTICLE I - PROJECT ADMINISTRATION

1. This AGREEMENT shall have no force or effect with respect to any program project unless and until a project- specific Program Supplement to this AGREEMENT for state funded projects, hereinafter referred to as "PROGRAM SUPPLEMENT", has been fully executed by both STATE and ADMINISTERING AGENCY.

2. The State approved project-specific allocation notification letter and approved CTC allocation documentation designate the party responsible for implementing PROJECT, type of work, and location of PROJECT for projects requiring CTC allocation by PROJECT component of work.

3. The PROGRAM SUPPLEMENT sets out special covenants as a condition for the ADMINISTERING AGENCY to receive STATE FUNDS from/through STATE for designated PROJECT. The PROGRAM SUPPLEMENT shall also show these STATE FUNDS that have been initially encumbered for PROJECT along with the matching funds to be provided by ADMINISTERING AGENCY and/or others. Execution of PROGRAM SUPPLEMENT by the PARTIES shall cause ADMINISTERING AGENCY to adopt all the terms of this AGREEMENT as though fully set forth therein in the PROGRAM SUPPLEMENT. Unless otherwise expressly delegated in a resolution by the governing body of ADMINISTERING AGENCY, and with written concurrence by STATE, the PROGRAM SUPPLEMENT shall be approved and managed by the governing body of ADMINISTERING AGENCY.

4. ADMINISTERING AGENCY agrees to execute and return each project-specific PROGRAM SUPPLEMENT. The PARTIES agree that STATE may suspend future allocations, encumbrances and invoice payments for any on- going or future STATE FUNDED PROJECT performed by ADMINISTERING AGENCY if any project-specific PROGRAM SUPPLEMENT is not returned, unless otherwise agreed by STATE in writing.

5. ADMINISTERING AGENCY further agrees, as a condition to the release and payment of STATE FUNDS encumbered for the PROJECT described in each PROGRAM SUPPLEMENT, to comply with the terms and conditions of this AGREEMENT and all the agreed-upon Special Covenants or Remarks incorporated within the PROGRAM SUPPLEMENT, and Cooperative/Contribution Agreement where appropriate, defining and identifying the nature of the specific PROJECT.

6. STATE FUNDS will not participate in any portion of PROJECT work performed in advance of the effective date of allocation by CTC, or by STATE for allocations delegated to STATE by CTC, for said PROJECT.

7. Projects allocated with STATE FUNDS will be administered in accordance with the current CTC STIP Guidelines, applicable chapter(s) of the LAPG, LAPM and/or any other instructions published by STATE.

8. ADMINISTERING AGENCY agrees to ensure compliance with all relevant State laws and requirements for work related to PROJECT, including the California Environmental Quality Act (CEQA).

9. ADMINISTERING AGENCY's eligible costs for preliminary engineering work includes all preliminary work directly related to PROJECT up to contract award for construction, including, but not limited to, environmental studies and permits (E&P), preliminary surveys and reports, laboratory work, soil investigations, the preparation of plans, specifications and estimates (PS&E), advertising for bids, awarding of a contract and project development contract administration.

10. ADMINISTERING AGENCY's eligible costs for construction engineering include actual inspection and supervision of PROJECT construction work; construction staking; laboratory and field testing; and the preparation and processing of field reports, records, estimates, final reports, and allowable expenses of employees/consultants engaged in such activities.

11. Unless the PARTIES agree otherwise in writing, ADMINISTERING AGENCY's employees or its contracted engineering consultant shall be responsible for all PROJECT engineering work.

12. ADMINISTERING AGENCY shall not proceed with final design of PROJECT until final environmental approval of PROJECT. Final design entails the design work necessary to complete the PS&E and other work necessary for a construction contract but not required earlier for environmental clearance of that PROJECT.

13. If PROJECT is not on STATE-owned right-of-way, PROJECT shall be constructed in accordance with Chapter 11 of the LAPM that describes minimum statewide design standards for local agency streets and roads. The design standards for projects off the National Highway System (NHS) allow STATE to accept either the current Caltrans Highway Design Manual standards, the current FHWA-adopted American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets standards, or the approved geometric design standards of ADMINISTERING AGENCY. Additionally, for projects off the NHS, STATE will accept ADMINISTERING AGENCY-approved standard specifications, standard plans, materials sampling and testing quality assurance programs that meet the conditions described in the then current Local Assistance Procedures Manual.

14. If PROJECT involves work within or partially within STATE-owned right-of-way, that PROJECT shall also be subject to compliance with the policies, procedures and standards of the STATE Project Development Procedures Manual and Highway Design Manual and where appropriate, an executed cooperative agreement between STATE and ADMINISTERING AGENCY that outlines the PROJECT responsibilities and respective obligations of the PARTIES. ADMINISTERING AGENCY and its contractors shall each obtain an encroachment permit through STATE prior to commencing any work within STATE rights-of-way or work which affects STATE facilities.

15. When PROJECT is not on the State Highway System (SHS) but includes work to be performed by a railroad, the contract for such work shall be prepared by ADMINISTERING AGENCY or by STATE, as the PARTIES may hereafter agree. In either event, ADMINISTERING AGENCY shall enter into an agreement with the railroad providing for future maintenance of protective devices or other facilities installed under the contract.

16. ADMINISTERING AGENCY shall comply with the provisions of sections 4450 and 4454 of the California Government Code, as well as other Department of General Services guidance, if applicable, for the contract PS&E for the construction of buildings, structures, sidewalks, curbs and related facilities for accessibility and usability. Further requirements and guidance are provided in Title 24 of the California Code of Regulations.

17. ADMINISTERING AGENCY shall provide a full-time public employee to be in responsible charge of each PROJECT. ADMINISTERING AGENCY shall provide or arrange for adequate supervision and inspection of each PROJECT. ADMINISTERING AGENCY may utilize consultants to perform supervision and inspection work for PROJECT with a

fully qualified and licensed engineer. Utilization of consultants does not relieve ADMINISTERING AGENCY of its obligation to provide a full-time public employee to be in responsible charge of each PROJECT.

18. Unless otherwise provided in the PROGRAM SUPPLEMENT, ADMINISTERING AGENCY shall advertise, award, and administer the PROJECT construction contract or contracts.

19. The cost of maintenance, security, or protection performed by ADMINISTERING AGENCY or contractor forces during any temporary suspension of PROJECT or at any other time may not be charged to the PROJECT.

20. ADMINISTERING AGENCY shall submit PROJECT-specific award information to STATE's District Local Assistance Engineer, within sixty (60) days after contract award.

21. ADMINISTERING AGENCY shall submit the final report documents that collectively constitute a "Final Project Expenditure Report", LAPM Exhibit 17-M, within one hundred eighty (180) days of PROJECT completion. Failure by ADMINISTERING AGENCY to submit a "Final Project Expenditure Report", within 180 days of project completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the Local Assistance Procedures Manual.

22. ADMINISTERING AGENCY shall comply with the Americans with Disabilities Act (ADA) of 1990 that prohibits discrimination on the basis of disability and all applicable regulations and guidelines issued pursuant to the ADA.

23. The Governor and the Legislature of the State of California, each within their respective jurisdictions, have prescribed certain nondiscrimination requirements with respect to contract and other work financed with public funds. ADMINISTERING AGENCY agrees to comply with the requirements of the FAIR EMPLOYMENT PRACTICES ADDENDUM, attached hereto as Exhibit A and further agrees that any agreement entered into by ADMINISTERING AGENCY with a third party for performance of work connected with PROJECT shall incorporate Exhibit A (with third party's name replacing ADMINISTERING AGENCY) as parts of such agreement.

24. ADMINISTERING AGENCY shall include in all contracts and subcontracts awarded when applicable, a clause that requires each subcontractor to comply with California Labor Code requirements that all workers employed on public works aspects of any project (as defined in California Labor Code sections 1720-1815) be paid not less than the general prevailing wage rates predetermined by the Department of Industrial Relations as effective at the date of contract award by the ADMINISTERING AGENCY.

## ARTICLE II - RIGHTS-OF-WAY

1. No contract for the construction of a STATE FUNDED PROJECT shall be awarded until all necessary rights of way have been secured. Prior to the advertising for construction of PROJECT, ADMINISTERING AGENCY shall certify and, upon request, shall furnish STATE with evidence that all necessary rights-of-way are available for construction purposes or will be available by the time of award of the construction contract.

2. The furnishing of rights of way by ADMINISTERING AGENCY as provided for herein includes, and is limited to, the following, unless the PROGRAM SUPPLEMENT provides otherwise.

(a) Expenditures of capital and support to purchase all real property required for

PROJECT free and clear of liens, conflicting easements, obstructions and encumbrances, after crediting PROJECT with the fair market value of any excess property retained and not disposed of by ADMINISTERING AGENCY.

(b) The cost of furnishing of right-of-way as provided for herein includes, in addition to real property required for the PROJECT, title free and clear of obstructions and encumbrances affecting PROJECT and the payment, as required by applicable law, of damages to owners of remainder real property not actually taken but injuriously affected by PROJECT.

(c) The cost of relocation payments and services provided to owners and occupants pursuant to Government Code sections 7260-7277 when PROJECT displaces an individual, family, business, farm operation or nonprofit organization.

(d) The cost of demolition and/or the sale of all improvements on the right-of-way after credit is recorded for sale proceeds used to offset PROJECT costs.

(e) The cost of all unavoidable utility relocation, protection or removal.

(f) The cost of all necessary hazardous material and hazardous waste treatment, encapsulation or removal and protective storage for which ADMINISTERING AGENCY accepts responsibility and where the actual generator cannot be identified, and recovery made.

3. ADMINISTERING AGENCY agrees to indemnify and hold STATE harmless from any liability that may result in the event the right-of-way for a PROJECT is not clear as certified by ADMINISTERING AGENCY, including, but not limited to, if said right-of-way is found to contain hazardous materials requiring treatment or removal to remediate in accordance with Federal and State laws. ADMINISTERING AGENCY shall pay, from its own non- matching funds, any costs which arise out of delays to the construction of PROJECT because utility facilities have not been timely removed or relocated, or because rights-of-way were not available to ADMINISTERING AGENCY for the orderly prosecution of PROJECT work.

### ARTICLE III - MAINTENANCE AND MANAGEMENT

1. ADMINISTERING AGENCY will maintain and operate the property acquired, developed, constructed, rehabilitated, or restored by PROJECT for its intended public use until such time as the parties might amend this AGREEMENT to otherwise provide. With the approval of STATE, ADMINISTERING AGENCY or its successors in interest in the PROJECT property may transfer this obligation and responsibility to maintain and operate PROJECT property for that intended public purpose to another public entity.

2. Upon ADMINISTERING AGENCY's acceptance of the completed construction contract or upon contractor being relieved of the responsibility for maintaining and protecting PROJECT, ADMINISTERING AGENCY will be responsible for the maintenance, ownership, liability, and the expense thereof, for PROJECT in a manner satisfactory to the authorized representatives of STATE and if PROJECT falls within the jurisdictional limits of another Agency or Agencies, it is the duty of ADMINISTERING AGENCY to facilitate a separate maintenance agreement(s) between itself and the other jurisdictional Agency or Agencies providing for the operation, maintenance, ownership and liability of PROJECT. Until those agreements are executed, ADMINISTERING AGENCY will be responsible for all PROJECT operations, maintenance, ownership and liability in a manner satisfactory to the authorized representatives of STATE. If, within ninety (90) days after receipt of notice from STATE that a PROJECT, or any portion thereof, is not

being properly operated and maintained and ADMINISTERING AGENCY has not satisfactorily remedied the conditions complained of, the approval of future STATE FUNDED PROJECTS of ADMINISTERING AGENCY will be withheld until the PROJECT shall have been put in a condition of operation and maintenance satisfactory to STATE. The provisions of this section shall not apply to a PROJECT that has been vacated through due process of law with STATE's concurrence.

3. PROJECT and its facilities shall be maintained by an adequate and well-trained staff of engineers and/or such other professionals and technicians as PROJECT reasonably requires. Said operations and maintenance staff may be employees of ADMINISTERING AGENCY, another unit of government, or a contractor under agreement with ADMINISTERING AGENCY. All maintenance will be performed at regular intervals or as required for efficient operation of the complete PROJECT improvements.

4. ADMINISTERING AGENCY shall comply with all applicable law, including but not limited to, all applicable legal authority regarding construction standards.

#### ARTICLE IV - FISCAL PROVISIONS

1. All contractual obligations of STATE are subject to the appropriation of resources by the Legislature and the allocation of resources by the CTC.

2. STATE'S financial commitment of STATE FUNDS will occur only upon the execution of this AGREEMENT, the execution of each project-specific PROGRAM SUPPLEMENT and/or STATE's approved finance letter.

3. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices in arrears for reimbursement of allowable PROJECT costs at least once every six months commencing after the STATE FUNDS are encumbered on either the project-specific PROGRAM SUPPLEMENT or through a project-specific finance letter approved by STATE. STATE reserves the right to suspend future allocations and invoice payments for any on-going or future STATE FUNDED project performed by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period

4. Invoices shall be submitted on a standardized billing summary template, in accordance with Chapter 5 of the LAPM to claim reimbursement by ADMINISTERING AGENCY. For construction invoices, pay estimates must be included.

5. ADMINISTERING AGENCY must retain at least one copy of supporting backup documentation for allowable costs incurred and claimed for reimbursement by ADMINISTERING AGENCY. ADMINISTERING AGENCY agrees to submit supporting backup documentation with invoices if requested by State. Acceptable backup documentation includes, but is not limited to, agency's progress payment to the contractors, copies of cancelled checks showing amounts made payable to vendors and contractors, and/or a computerized summary of PROJECT costs.

6. Payments to ADMINISTERING AGENCY can only be released by STATE as reimbursements of actual allowable PROJECT costs already incurred and paid for by the ADMINISTERING AGENCY.

7. Indirect Cost Allocation Plans/Indirect Cost Rate Proposals (ICAP/ICRP), Central Service Cost Allocation Plans and related documentation are to be prepared and provided to the Inspector General - Independent Office of Audits and Investigations for review and approval prior to ADMINISTERING AGENCY seeking reimbursement of

indirect cost incurred within each fiscal year being claimed for reimbursement. ICAPs/ICRPs must be prepared in accordance with the requirements set forth in 2 CFR, Part 200, Chapter 5 of the LAPM, and the ICAP/ICRP approval procedures established by STATE.

8. STATE will withhold the greater of either two (2) percent of the total of all STATE FUNDS encumbered for each PROGRAM SUPPLEMENT or \$40,000 until ADMINISTERING AGENCY submits the Final Report of Expenditures for each completed PROGRAM SUPPLEMENT PROJECT.

9. The estimated total cost of PROJECT, the amount of STATE FUNDS obligated, and the required matching funds may be adjusted by mutual consent of the PARTIES with a finance letter, and an allocation notification letter when applicable. STATE FUNDING may be increased to cover PROJECT cost increases only if such additional funds are available and the CTC and/or STATE concurs with that increase in the form of an allocation and finance letter.

10. When such additional STATE FUNDS are not available, ADMINISTERING AGENCY agrees that any increases in PROJECT costs must be defrayed with ADMINISTERING AGENCY's own funds.

11. ADMINISTERING AGENCY shall use its own non-STATE FUNDS to finance the local share of eligible costs and all PROJECT expenditures or contract items ruled ineligible for financing with STATE FUNDS. STATE shall make the final determination of ADMINISTERING AGENCY's cost eligibility for STATE FUNDED financing with respect to claimed PROJECT costs.

12. ADMINISTERING AGENCY will reimburse STATE for STATE's share of costs for work performed by STATE at the request of ADMINISTERING AGENCY. STATE's costs shall include overhead assessments in accordance with section 8755.1 of the State Administrative Manual.

13. STATE FUNDS allocated by the CTC and/or STATE are subject to the timely use of funds provisions approved in CTC Guidelines and State procedures approved by the CTC and STATE.

14. STATE FUNDS encumbered for PROJECT are available for liquidation only for a limited period from the beginning of the State fiscal year when those funds were appropriated in the State Budget. STATE FUNDS not liquidated within these periods will be reverted unless a Cooperative Work Agreement (CWA) is submitted by ADMINISTERING AGENCY and approved by the California Department of Finance in accordance with Section 16304 of the Government Code. The exact date of fund reversion will be reflected in the STATE signed PROJECT finance letter.

15. Payments to ADMINISTERING AGENCY for PROJECT-related travel and subsistence (per diem) expenses of ADMINISTERING AGENCY forces and its contractors and subcontractors claimed for reimbursement or as local match credit shall not exceed rates authorized to be paid to rank and file STATE employees under current California Department of Human Resources (CalHR) rules unless a Cooperative Work Agreement (CWA) is submitted by ADMINISTERING AGENCY and approved by the California Department of Finance in accordance with Government Code section 16304. If the rates invoiced by ADMINISTERING AGENCY are in excess of CalHR rates, ADMINISTERING AGENCY is responsible for the cost difference, and any overpayments inadvertently paid by STATE shall be reimbursed to STATE by ADMINISTERING AGENCY on demand.

16. ADMINISTERING AGENCY agrees to comply with California Government Code 4525-4529.14. Administering Agency shall undertake the procedures described in California Government Code 4527(a) and 4528(a). Administering Agency shall also comply with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards, excluding 2 CFR Part 200.318-200.326.

17. ADMINISTERING AGENCY agrees and will assure that its contractors and subcontractors will be obligated to agree that Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual PROJECT cost items. Every recipient and sub-recipient receiving PROJECT funds under this AGREEMENT shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards, excluding 2 CFR Part 200.318-200.326 Governments. ADMINISTERING AGENCY agrees to comply with the provisions set forth in 23 CFR Parts 140, 645 and 646 when contracting with railroad and utility companies.

18. Every recipient and sub-recipient receiving PROJECT funds under this AGREEMENT shall comply with 2 CFR 200 excluding 2 CFR Part 200.318-200.326, 48 CFR Chapter 1, Part 31, LAPM, Public Contract Code (PCC) 10300- 10334 (procurement of goods), PCC 10335-10381 (non-A&E services), California Government Code 4525-4529.5 including 4527(a) and 4528(a), and other applicable STATE regulations.

19. Any PROJECT costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be questioned, disallowed, or unallowable under 2 CFR, Part 200, 48 CFR, Chapter 1, Part 31, 23 CFR Parts 140, 645 and 646, LAPM, Public Contract Code (PCC) 10300-10334 (procurement of goods), PCC 10335-10381 (non-A&E services), California Government Code 4525-4529.5 including 4527(a) and 4528(a), and other applicable STATE regulations are subject to repayment by ADMINISTERING AGENCY to STATE and may result in STATE imposing sanctions on ADMINISTERING AGENCY as described in Chapter 20 of the Local Assistance Procedures Manual.

20. Should ADMINISTERING AGENCY fail to refund any moneys due upon written demand by STATE as provided herein or should ADMINISTERING AGENCY breach this AGREEMENT by failing to complete PROJECT without adequate justification and approval by STATE, then, within thirty (30) days of demand, or within such other period as may be agreed to in writing between the PARTIES hereto, STATE, acting through the State Controller, the State Treasurer, the CTC or any other public entity or agency, may intercept, withhold and demand the transfer of an amount equal to the amount paid by or owed to STATE for each PROJECT, from future apportionments, or any other funds due ADMINISTERING AGENCY from the Highway Users Tax Fund or any other sources of funds, and/or may also withhold approval of future STATE FUNDED projects proposed by ADMINISTERING AGENCY.

21. Should ADMINISTERING AGENCY be declared to be in breach of this AGREEMENT or otherwise in default thereof by STATE, and if ADMINISTERING AGENCY is constituted as a joint powers authority, special district, or any other public entity not directly receiving funds through the State Controller, STATE is authorized to obtain reimbursement from whatever sources of funding are available, including the withholding or transfer of funds, from those constituent entities comprising a joint powers authority or by bringing of an action against ADMINISTERING AGENCY or its constituent member entities, to recover all funds provided by STATE hereunder.

22. ADMINISTERING AGENCY acknowledges that the signatory party represents the ADMINISTERING AGENCY and further warrants that there is nothing within a Joint Powers Agreement, by which ADMINISTERING AGENCY was created, if any exists, that would restrict or otherwise limit STATE's ability to recover STATE FUNDS improperly spent by ADMINISTERING AGENCY in contravention of the terms of this AGREEMENT.

## ARTICLE V

### AUDITS, THIRD PARTY CONTRACTING, RECORDS RETENTION AND REPORTS

1. STATE reserves the right to conduct technical and financial audits of PROJECT work and records and ADMINISTERING AGENCY agrees, and shall require its contractors and subcontractors to agree, to cooperate with STATE by making all appropriate and relevant PROJECT records available for audit and copying as required by paragraph three (3) of Article V.

2. ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain a financial management system and records that properly accumulate and segregate reasonable, allowable, and allocable incurred PROJECT costs and matching funds by line item for the PROJECT. The financial management system of ADMINISTERING AGENCY, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles, enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices sent to or paid by STATE.

3. ADMINISTERING AGENCY, ADMINISTERING AGENCY's contractors and subcontractors, and STATE shall each maintain and make available for inspection and audit by STATE, the California State Auditor, or any duly authorized representative of STATE or the United States, all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts, and ADMINISTERING AGENCY shall furnish copies thereof if requested. All of the above-referenced parties shall make such AGREEMENT and PROGRAM SUPPLEMENT materials available at their respective offices at all reasonable times during the entire PROJECT period and for three (3) years, or 35 years for Prop 1B funds, from the date of final payment to ADMINISTERING AGENCY.

4. ADMINISTERING AGENCY shall not award a construction contract over \$25,000 on the basis of a noncompetitive negotiation for work to be performed under this AGREEMENT without the prior written approval of STATE. All contracts awarded by ADMINISTERING AGENCY intended or used as local match credit must meet the requirements set forth in this AGREEMENT regarding local match funds.

5. ADMINISTERING AGENCY shall comply with Chapter 10 (commencing with Section 4525) Division 5 of Title 1 of the Government Code and shall undertake the procedures described in California Government Code 4527(a) and 4528(a). Administering Agency shall comply with Chapter 10 of the LAPM for AE Consultant Contracts.

6. ADMINISTERING AGENCY shall comply with Government Code Division 5 Title 1 sections 4525-4529.5 and shall undertake the procedures described in California Government Code 4527(a) and 4528(a) for procurement of professional service contracts. Administering Agency shall follow Public Contract Code Section 10335-10381 for other professional service contracts.

7. Any subcontract entered into by ADMINISTERING AGENCY as a result of this AGREEMENT shall contain all of the provisions of Article IV, FISCAL PROVISIONS, and this ARTICLE V, AUDITS, THIRD-PARTY CONTRACTING, RECORDS RETENTION AND REPORTS and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as PROJECT costs only after those costs are incurred and paid for by the subcontractors.

8. To be eligible for local match credit, ADMINISTERING AGENCY must ensure that local match funds used for a PROJECT meet the fiscal provisions requirements outlined in ARTICLE IV in the same manner that is required of all other PROJECT expenditures.

9. Except as provided in this Article, this AGREEMENT is solely between and for the benefit of the PARTIES and there are no third-party beneficiaries.

#### ARTICLE VI - MISCELLANEOUS PROVISIONS

1. ADMINISTERING AGENCY agrees to use all PROJECT funds reimbursed hereunder only for transportation purposes that are in conformance with Article XIX of the California State Constitution and other California laws.

2. ADMINISTERING AGENCY shall conform to all applicable State and Federal statutes and regulations, and the Local Assistance Program Guidelines and Local Assistance Procedures Manual as published by STATE and incorporated herein, including all subsequent approved revisions thereto applicable to PROJECT unless otherwise designated in the project-specific executed PROJECT SUPPLEMENT.

3. This AGREEMENT is subject to any additional restrictions, limitations, conditions, or any statute enacted by the State Legislature or adopted by the CTC that may affect the provisions, terms, or funding of this AGREEMENT in any manner.

4. ADMINISTERING AGENCY and the officers and employees of ADMINISTERING AGENCY, when engaged in the performance of this AGREEMENT, shall act in an independent capacity and not as officers, employees or agents of STATE.

5. Each project-specific PROGRAM SUPPLEMENT shall separately establish the terms and funding limits for each described PROJECT funded under this AGREEMENT and that PROGRAM SUPPLEMENT. No STATE FUNDS are obligated against this AGREEMENT.

6. ADMINISTERING AGENCY certifies that neither ADMINISTERING AGENCY nor its principals are suspended or debarred at the time of the execution of this AGREEMENT, and ADMINISTERING AGENCY agrees that it will notify STATE immediately in the event a suspension or a debarment occurs after the execution of this AGREEMENT.

7. ADMINISTERING AGENCY certifies, by execution of this AGREEMENT, that no person or selling agency has been employed or retained to solicit or secure this AGREEMENT upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by ADMINISTERING AGENCY for the purpose of securing business. For breach or violation of this warranty, STATE has the right to annul this AGREEMENT without liability, pay only for the value of the PROJECT work actually performed, or in STATE's discretion, to deduct from the price of PROGRAM SUPPLEMENT consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8. In accordance with Public Contract Code section 10296, ADMINISTERING AGENCY hereby certifies under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against ADMINISTERING AGENCY within the immediate preceding two (2) year period because of ADMINISTERING AGENCY's failure to comply with an order of a federal court that orders ADMINISTERING AGENCY to comply with an order of the National Labor Relations Board.

9. ADMINISTERING AGENCY shall disclose any financial, business, or other relationship with STATE that may have an impact upon the outcome of this AGREEMENT or any individual PROJECT encompassed within a PROGRAM SUPPLEMENT. ADMINISTERING AGENCY shall also list current contractors who may have a financial interest in the outcome of a PROJECT undertaken pursuant to this AGREEMENT. These disclosures shall be delivered to STATE in a form deemed acceptable by the STATE prior to execution of this AGREEMENT.

10. ADMINISTERING AGENCY hereby certifies that it does not have, nor shall it acquire, any financial or business interest that would conflict with the performance of any PROJECT initiated under this AGREEMENT.

11. ADMINISTERING AGENCY certifies that this AGREEMENT was not obtained or secured through rebates, kickbacks or other unlawful consideration either promised or paid to any STATE employee. For breach or violation of this warranty, STATE shall have the right, in its sole discretion, to terminate this AGREEMENT without liability, to pay only for PROJECT work actually performed, or to deduct from a PROGRAM SUPPLEMENT price or otherwise recover the full amount of such rebate, kickback, or other unlawful consideration.

12. Any dispute concerning a question of fact arising under this AGREEMENT that is not disposed of by agreement shall be decided by the STATE's Contract Manager, who shall be identified to ADMINISTERING AGENCY at the time of execution of this AGREEMENT and, as applicable , any time that Contract Manager changes during the duration of this AGREEMENT who may consider any written or verbal evidence submitted by ADMINISTERING AGENCY. The decision of the Contract Manager, issued in writing, shall be conclusive and binding on the PARTIES on all questions of fact considered and determined by the Contract Manager.

13. Neither the pendency of a dispute nor its consideration by the Contract Manager will excuse the ADMINISTERING AGENCY from full and timely performance in accordance with the terms of this AGREEMENT and each PROGRAM SUPPLEMENT.

14. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by ADMINISTERING AGENCY under or in connection with any work, authority or jurisdiction of ADMINISTERING AGENCY arising under this AGREEMENT. It is understood and agreed that ADMINISTERING AGENCY shall fully defend, indemnify and save harmless STATE and all of its officers and employees from all claims and suits or actions of every name, kind and description brought forth under, including but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by ADMINISTERING AGENCY under this AGREEMENT.

15. Neither ADMINISTERING AGENCY nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE, under or in connection with any work, authority or

jurisdiction arising under this AGREEMENT. It is understood and agreed that STATE shall fully defend, indemnify and save harmless the ADMINISTERING AGENCY and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including but not limited to, tortious, contractual, inverse condemnation and other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this AGREEMENT.

16. In the event of (a) ADMINISTERING AGENCY failing to timely proceed with effective PROJECT work in accordance with the project-specific PROGRAM SUPPLEMENT; (b) failing to maintain any applicable bonding requirements; and (c) otherwise materially violating the terms and conditions of this AGREEMENT and/or any PROGRAM SUPPLEMENT, STATE reserves the right to terminate funding for that PROJECT upon thirty (30) days' written notice to ADMINISTERING AGENCY.

17. No termination notice shall become effective if, within thirty (30) days after receipt of a Notice of Termination, ADMINISTERING AGENCY either cures the default involved or, if the default is not reasonably susceptible of cure within said thirty (30) day period the ADMINISTERING AGENCY proceeds thereafter to complete that cure in a manner and time line acceptable to STATE.

18. Any such termination shall be accomplished by delivery to ADMINISTERING AGENCY of a Notice of Termination, which notice shall become effective not less than thirty (30) days after receipt, specifying the reason for the termination, the extent to which funding of work under this AGREEMENT and the applicable PROGRAM SUPPLEMENT is terminated and the date upon which such termination becomes effective, if beyond thirty (30) days after receipt. During the period before the effective termination date, ADMINISTERING AGENCY and STATE shall meet to attempt to resolve any dispute. In the event of such termination, STATE may proceed with the PROJECT work in a manner deemed proper by STATE. If STATE terminates funding for PROJECT with ADMINISTERING AGENCY for the reasons stated in paragraph sixteen (16) of ARTICLE VI, STATE shall pay ADMINISTERING AGENCY the sum due ADMINISTERING AGENCY under the PROGRAM SUPPLEMENT and/or STATE-approved finance letter prior to termination, provided, however, ADMINISTERING AGENCY is not in default of the terms and conditions of this AGREEMENT or the project-specific PROGRAM SUPPLEMENT and that the cost of any PROJECT completion to STATE shall first be deducted from any sum due ADMINISTERING AGENCY.

19. In the case of inconsistency or conflicts with the terms of this AGREEMENT and that of a project-specific PROGRAM SUPPLEMENT and/or Cooperative Agreement, the terms stated in that PROGRAM SUPPLEMENT and/or Cooperative Agreement shall prevail over those in this AGREEMENT.

20. Without the written consent of STATE, this AGREEMENT is not assignable by ADMINISTERING AGENCY either in whole or in part.

21. No alteration or variation of the terms of this AGREEMENT shall be valid unless made in writing and signed by the PARTIES, and no oral understanding or agreement not incorporated herein shall be binding on any of the PARTIES.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT by their duly authorized officer.

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

City of Canyon Lake

By \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Chief, Office of Project Management  
Oversight  
Division of Local Assistance

\_\_\_\_\_  
City of Canyon Lake

\_\_\_\_\_  
Representative Name & Title  
(Authorized Governing Body  
Representative)

Date \_\_\_\_\_

Date \_\_\_\_\_

## EXHIBIT A - FAIR EMPLOYMENT PRACTICES ADDENDUM

1. In the performance of this Agreement, ADMINISTERING AGENCY will not discriminate against any employee for employment on account of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. ADMINISTERING AGENCY will take affirmative action to ensure that employees are treated during employment without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Such action shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. ADMINISTERING AGENCY shall post in conspicuous places, available to employees for employment, notices to be provided by STATE setting forth the provisions of this Fair Employment section.

2. ADMINISTERING AGENCY, its contractor(s) and all subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, 12900 et seq.), and the applicable regulations promulgated thereunder (Cal. Code Regs., Title 2, 11000, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12900(a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this AGREEMENT by reference and made a part hereof as if set forth in full. Each of the ADMINISTERING AGENCY'S contractors and all subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreements, as appropriate.

3. ADMINISTERING AGENCY shall include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts to perform work under this AGREEMENT.

4. ADMINISTERING AGENCY will permit access to the records of employment, employment advertisements, application forms, and other pertinent data and records by STATE, the State Fair Employment and Housing Commission, or any other agency of the State of California designated by STATE, for the purposes of investigation to ascertain compliance with the Fair Employment section of this Agreement.

5. Remedies for Willful Violation:

(a) STATE may determine a willful violation of the Fair Employment provision to have occurred upon receipt of a final judgment to that effect from a court in an action to which ADMINISTERING AGENCY was a party, or upon receipt of a written notice from the Fair Employment and Housing Commission that it has investigated and determined that ADMINISTERING AGENCY has violated the Fair Employment Practices Act.

(b) For willful violation of this Fair Employment Provision, STATE shall have the right to terminate this Agreement either in whole or in part, and any loss or damage sustained by STATE in securing the goods or services thereunder shall be borne and paid for by ADMINISTERING AGENCY and by the surety under the performance bond, if any, and STATE may deduct from any moneys due or thereafter may become due to ADMINISTERING AGENCY, the difference between the price named in the Agreement

and the actual cost thereof to STATE to cure ADMINISTERING AGENCY's breach of this Agreement.





## **STAFF REPORT**

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

**FROM:** Arron Brown, City Manager

**BY:** Sheryl Garcia, Administrative Services Director/City Clerk

**DATE:** May 14, 2025

**SUBJECT:** Adopt a Resolution Approving Benefits for City Council Members

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### **Recommendation**

Adopt Resolution No. 2025-19 approving benefits for City Council Members.

### **Background**

On April 7, 2021, the City Council adopted Resolution No. 2021-20 approving the Employee Handbook and Personnel Policy Manual (“Manual”), which provides health, dental, and vision coverage for City employees. On February 8, 2023, the City Council adopted Resolution No. 2023-06, extending similar healthcare benefits to City Council Members. As of the date of this report, no Council Members have elected to receive benefits.

In addition to health, dental, and vision insurance, Council Members are eligible for other benefits such as life insurance coverage (with the City covering the cost of the first \$50,000 for the Council Member), optional supplemental insurance coverage and participation in the City’s 457(b) deferred compensation plan. Council Members are not eligible to receive an employer contribution or match under the City’s 457(b) deferred compensation plan. A resolution codifying these benefits is attached for City Council’s consideration.

### **Fiscal Impact**

City-covered life insurance of \$50,000 is included in the Fiscal Year 2025-26 budget. Costs for additional life insurance coverage, supplemental insurance coverage and 457(b) participation are paid by the Council Member.

### **Attachments**

1. Resolution No. 2025-19

# **ATTACHMENT 1**

**RESOLUTION NO. 2025-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING BENEFITS AVAILABLE TO CITY COUNCIL MEMBERS**

**WHEREAS**, on April 7, 2021, the City Council adopted Resolution No. 2021-20 approving the Employee Handbook and Personnel Policy Manual (“Manual”), which includes provisions for health, dental, and vision insurance coverage for City employees; and

**WHEREAS**, on February 8, 2023, the City Council adopted Resolution No. 2023-06 extending similar health, dental, and vision insurance coverage to City Council Members; and

**WHEREAS**, in addition to those benefits, City Council Members are also eligible to participate in other benefit programs, including life insurance, supplemental insurance coverage, and voluntary contributions to the City’s 457(b) deferred compensation plan; and

**WHEREAS**, the City Council desires to formally adopt and codify these benefits.

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

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

**Section 2.** The benefits available to City Council Members, including life insurance (with the City covering the cost of the first \$50,000 for the Council Member), as well as optional supplemental insurance coverage and participation in the City’s 457(b) deferred compensation plan, are hereby adopted.

**Section 3.** Life insurance coverage exceeding \$50,000, as well as any supplemental insurance coverage and participation in the 457(b) plan are the financial responsibility of the Council Member. Additionally, Council Members are not eligible to receive an employer contribution or match under the City’s 457(b) deferred compensation plan.

**Section 4.** 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 5.** That the City Clerk shall certify to 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 14<sup>th</sup> day of May 2025.

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Mark Terry, Mayor

ATTEST:

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Sheryl L. Garcia, MMC, CPM  
City Clerk



## **STAFF REPORT**

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

**FROM: Arron Brown, City Manager**

**BY: Terry Shea, Finance Director**

**DATE: May 14, 2025**

**SUBJECT: Adopt a Resolution Approving an Interfund Loan Agreement between the General Fund and Rental Fund in the Amount of \$1,452,364 for the Property at 31600 Railroad Canyon Road**

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### **Recommendation**

Adopt Resolution No. 2025-20 approving the Interfund Loan Agreement between the General Fund and the Rental Fund in the amount of \$1,452,364 for the property located at 31600 Railroad Canyon Road.

### **Background**

The City purchased a commercial building at 31600 Railroad Canyon Road on April 30, 2025. The City financed the purchase with a Loan from Citizens Business Bank (CBB) of \$1,413,364 and an advance from the General Fund of \$39,000 for a total of \$1,452,364. The interest rate on the CBB Loan is 7.00%. Due to the high rate of interest on the Loan, Staff is recommending the General Fund repay this loan and enter into an Interfund Loan Agreement with the Rental Fund.

### **Discussion**

The building was purchased as investment and was recorded as such in the Rental Enterprise Fund. Due to the high interest rates on the commercial loan, staff is proposing using an interfund loan agreement (internal borrowing) instead of borrowing the funds externally to finance the purchase of commercial property at 31600 Railroad Canyon Road. The estimated General Fund fund balance on June 30, 2025, of \$7,470,000, has ample available uncommitted fund balance, therefore, Staff recommends lending the Rental Fund \$1,452,364 to finance the building. The proposed interfund loan would be for a 30-year period with monthly payments beginning on June 14, 2025. The interest rate would be 3.927% resulting in less interest costs to be paid by the Rental Fund and additional interest income for the General Fund; the total interest on the loan would be approximately \$1,021,891. The interest rate of 3.927% is the annual interest rate for the Local Agency Investment Fund (LAIF) for FY 2023-24.

### **Fiscal Impact**

If approved, the building purchase will be funded through proceeds from an interfund loan issued by the General Fund. The total loan amount requested is \$1,452,364. This loan will be repaid over a 30-year financing term using revenues from the Rental Fund. The total repayment obligation includes principal in the amount of \$1,452,364 and interest totaling \$1,021,891.

### **Attachments**

1. Resolution No. 2025-20
2. Buyer's Final Settlement Statement
3. Interfund Loan Agreement
4. Interfund Loan Amortization Schedule

# **ATTACHMENT 1**

**RESOLUTION NO. 2025-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING AN INTERFUND LOAN AGREEMENT BETWEEN THE RENTAL FUND AND THE GENERAL FUND**

**WHEREAS**, the City’s Rental Fund has purchased an investment property located at 31600 Railroad Canyon Road financed with a Commercial Loan; and

**WHEREAS**, the Commercial Loan of \$1,413,364 has an interest rate of 7.00% and matures on December 31, 2025; and

**WHEREAS**, for the purchase of the property the City needs to have permanent long-term financing; and

**WHEREAS**, funding for the purchase and financing of the properties will come from an Interfund Loan from the General Fund of \$1,452,364; and

**WHEREAS**, repayment of the Interfund Loan will come from the Rental Fund.

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

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

**Section 2.** That the City Council does hereby authorize the execution of an Interfund Loan Agreement to finance the purchase of the commercial property located at 31600 Railroad Canyon Road in the amount of \$1,452,364.

**Section 3.** 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 4.** That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

**Section 5.** This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of May 2025.

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Mark Terry, Mayor

ATTEST:

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Sheryl L. Garcia, MMC, CPM  
City Clerk

## **ATTACHMENT 2**



29737 NEW HUB DRIVE \* SUITE 203 \* MENIFEE, CA 92586  
OFFICE: (951) 301-0030 \* FAX: (951) 301-3550

Prepared by: Melissa Macias

**BUYER'S FINAL SETTLEMENT STATEMENT**

<b>PROPERTY:</b>	31600 Railroad Canyon Road Canyon Lake, CA 92587	<b>DATE:</b>	May 1, 2025
		<b>CLOSING/RECORD DATE:</b>	April 30, 2025
		<b>DISBURSEMENT DATE:</b>	May 1, 2025
<b>BUYER:</b>	City of Canyon Lake, a Municipal Corporation	<b>ESCROW NO.:</b>	028143-MM

	<u>DEBITS</u>	<u>CREDITS</u>
<b>FINANCIAL CONSIDERATION</b>		
Total Consideration	1,300,000.00	
Deposit from City of Canyon Lake		39,000.00
Deposit from City of Canyon Lake, a Municipal Corporation		1,413,363.95
<b>PRORATIONS/ADJUSTMENTS</b>		
County Taxes at \$5,214.01/semi-annually from 04/30/2025 to 07/01/2025	1,766.97	
HOA at \$11,224.20/annually from 04/30/2025 to 01/01/2026	7,513.98	
Credit to Buyer for Repairs		70,000.00
<b>COMMISSION CHARGES</b>		
Coldwell Banker Associated Brokers Realty	39,000.00	
<b>OTHER DEBITS/CREDITS</b>		
Hold Back for Holdback for Repairs	170,000.00	
<b>TITLE/TAXES/RECORDING CHARGES - Fidelity National Title</b>		
Title - Messenger Fee	34.37	
Title - Recording Service Fee	23.00	
<b>ESCROW CHARGES - La Rue Escrow, Inc.</b>		
Title - Escrow Fee	3,655.00	
Title - Electronic Storage Fee	50.00	
<b>Total Refund</b>	<b>320.63</b>	
<b>TOTAL</b>	<b>\$ 1,522,363.95</b>	<b>\$ 1,522,363.95</b>

**SAVE THIS STATEMENT FOR INCOME TAX PURPOSES**

# **ATTACHMENT 3**

## **INTERFUND LOAN AGREEMENT**

This Interfund Loan Agreement (“Agreement”) is executed as of May 14, 2025 (“Effective Date”), between the City of Canyon Lake General Fund (“Lender”) and the City of Canyon Lake Rental Fund (“Borrower”) (collectively “parties”). Lender agrees to lend to Borrower, and Borrower agrees to repay Lender, an amount not to exceed the Principal Amount and interest accrued on the unpaid loan balance (hereafter “loan”), in accordance with the following:

**Purpose of the Loan:** To provide funds for the purchase of Commercial Property at 31600 Railroad Canyon Road (\$1,452,364) (cost not to exceed One Million Four Hundred Fifty-Two Thousand Three Hundred Sixty-four Dollars (\$1,452,364)). The loan shall account for borrowing between City of Canyon Lake General Fund and City of Canyon Lake Rental Fund.

**Principal Loan Amount:** Not to exceed One Million Four Hundred Fifty-Two Thousand Three Hundred Sixty-four Dollars (\$1,452,364). The loan will be recorded as receivable to the Lender and payable to the Borrower.

**Term of the Loan:** The term of this loan is thirty (30) years, beginning on the Effective Date, and shall be repaid in full by May 14, 2055.

**Scheduled Payments.** Borrower shall make payments in accordance with the attached loan amortization schedule. Borrower shall make monthly payments beginning June 14, 2025. Payments will be credited first to any loan interest then due, and then to the loan principal balance. Borrower may make partial or complete payment of the principal balance and earned interest at any time before its due date and without any prepayment penalty.

**Repayment Source.** The City shall repay the Lending Fund, out of funds of the Borrowing Fund, the full principal balance of the Loan plus accrued interest on or before the expiration of the term. City may repay the Loan in full or part at any time prior to the expiration of the term and there shall be no prepayment penalty. The entire unpaid balance of the Loan plus accrued interest is due and payable no later than the expiration of the term. City commits to take such reasonable and fiscally prudent measures to assure that the Borrowing Fund will be able to repay the Lending Fund, and if for any reason the balance of the Borrowing Fund is unable to repay the Lending Fund in full, then the City shall pay any remaining balance out of its general funds.

**Rate of Interest.** Interest shall accrue at a rate of 3.927%, which is equal to the Local Agency Investment Fund (LAIF) rate for FY 2023-24. Any interest not paid when due shall bear interest from its due date at the rate specified above. Loan interest will be recorded as revenue to the Lender and expenditure to the Borrower.

**Compliance with Laws.** The parties shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments.

**General Provisions.** This Agreement constitutes the full Agreement by and between the parties and no other representations have been made regarding the contents of this Agreement. This Agreement shall not be amended, modified, or altered in any respect unless such amendment, modification, or alteration has been reduced to writing and executed by both parties.

LENDER  
City of Canyon Lake  
General Fund

BORROWER  
City of Canyon Lake  
Rental Fund

**APPROVED AND EXECUTED** by signature of the following authorized representatives of the City on May 14, 2025.

CITY OF CANYON LAKE

By: \_\_\_\_\_  
Mark Terry, Mayor

ATTEST  
  
Sheryl Garcia, MMC, CPM  
City Clerk

APPROVED AS TO FORM  
  
Steven P. Graham, City Attorney

By: \_\_\_\_\_

By: \_\_\_\_\_

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REVIEWED AND RECOMMENDED

Arron Brown, City Manager

By: \_\_\_\_\_

# **ATTACHMENT 4**



	Date	Payment	Interest	Principal	Balance
34	03/14/28	6,872.82	4,511.52	2,361.30	1,376,254.06
35	04/14/28	6,872.82	4,503.79	2,369.03	1,373,885.03
36	05/14/28	6,872.82	4,496.04	2,376.78	1,371,508.25
37	06/14/28	6,872.82	4,488.26	2,384.56	1,369,123.69
		<b>82,473.84</b>	<b>54,366.94</b>	<b>28,106.90</b>	
38	07/14/28	6,872.82	4,480.46	2,392.36	1,366,731.32
39	08/14/28	6,872.82	4,472.63	2,400.19	1,364,331.13
40	09/14/28	6,872.82	4,464.77	2,408.05	1,361,923.09
41	10/14/28	6,872.82	4,456.89	2,415.93	1,359,507.16
42	11/14/28	6,872.82	4,448.99	2,423.83	1,357,083.33
43	12/14/28	6,872.82	4,441.06	2,431.76	1,354,651.56
44	01/14/29	6,872.82	4,433.10	2,439.72	1,352,211.84
45	02/14/29	6,872.82	4,425.11	2,447.71	1,349,764.13
46	03/14/29	6,872.82	4,417.10	2,455.72	1,347,308.42
47	04/14/29	6,872.82	4,409.07	2,463.75	1,344,844.66
48	05/14/29	6,872.82	4,401.00	2,471.82	1,342,372.85
49	06/14/29	6,872.82	4,392.92	2,479.90	1,339,892.94
		<b>82,473.84</b>	<b>53,243.09</b>	<b>29,230.75</b>	
50	07/14/29	6,872.82	4,384.80	2,488.02	1,337,404.92
51	08/14/29	6,872.82	4,376.66	2,496.16	1,334,908.76
52	09/14/29	6,872.82	4,368.49	2,504.33	1,332,404.43
53	10/14/29	6,872.82	4,360.29	2,512.53	1,329,891.90
54	11/14/29	6,872.82	4,352.07	2,520.75	1,327,371.15
55	12/14/29	6,872.82	4,343.82	2,529.00	1,324,842.15
56	01/14/30	6,872.82	4,335.55	2,537.27	1,322,304.88
57	02/14/30	6,872.82	4,327.24	2,545.58	1,319,759.30
58	03/14/30	6,872.82	4,318.91	2,553.91	1,317,205.40
59	04/14/30	6,872.82	4,310.55	2,562.27	1,314,643.13
60	05/14/30	6,872.82	4,302.17	2,570.65	1,312,072.48
61	06/14/30	6,872.82	4,293.76	2,579.06	1,309,493.42
		<b>82,473.84</b>	<b>52,074.32</b>	<b>30,399.52</b>	
62	07/14/30	6,872.82	4,285.32	2,587.50	1,306,905.91
63	08/14/30	6,872.82	4,276.85	2,595.97	1,304,309.94
64	09/14/30	6,872.82	4,268.35	2,604.47	1,301,705.48
65	10/14/30	6,872.82	4,259.83	2,612.99	1,299,092.49
66	11/14/30	6,872.82	4,251.28	2,621.54	1,296,470.95
67	12/14/30	6,872.82	4,242.70	2,630.12	1,293,840.83
68	01/14/31	6,872.82	4,234.09	2,638.73	1,291,202.10
69	02/14/31	6,872.82	4,225.46	2,647.36	1,288,554.74
70	03/14/31	6,872.82	4,216.80	2,656.02	1,285,898.72
71	04/14/31	6,872.82	4,208.10	2,664.72	1,283,234.00
72	05/14/31	6,872.82	4,199.38	2,673.44	1,280,560.57
73	06/14/31	6,872.82	4,190.63	2,682.19	1,277,878.38
		<b>82,473.84</b>	<b>50,858.80</b>	<b>31,615.04</b>	
74	07/14/31	6,872.82	4,181.86	2,690.96	1,275,187.42
75	08/14/31	6,872.82	4,173.05	2,699.77	1,272,487.65
76	09/14/31	6,872.82	4,164.22	2,708.60	1,269,779.04
77	10/14/31	6,872.82	4,155.35	2,717.47	1,267,061.58
78	11/14/31	6,872.82	4,146.46	2,726.36	1,264,335.22
79	12/14/31	6,872.82	4,137.54	2,735.28	1,261,599.93

	Date	Payment	Interest	Principal	Balance
80	01/14/32	6,872.82	4,128.59	2,744.23	1,258,855.70
81	02/14/32	6,872.82	4,119.61	2,753.21	1,256,102.48
82	03/14/32	6,872.82	4,110.60	2,762.22	1,253,340.26
83	04/14/32	6,872.82	4,101.56	2,771.26	1,250,568.99
84	05/14/32	6,872.82	4,092.49	2,780.33	1,247,788.66
85	06/14/32	6,872.82	4,083.39	2,789.43	1,244,999.23
		<b>82,473.84</b>	<b>49,594.69</b>	<b>32,879.15</b>	
86	07/14/32	6,872.82	4,074.26	2,798.56	1,242,200.67
87	08/14/32	6,872.82	4,065.10	2,807.72	1,239,392.95
88	09/14/32	6,872.82	4,055.91	2,816.91	1,236,576.04
89	10/14/32	6,872.82	4,046.70	2,826.12	1,233,749.92
90	11/14/32	6,872.82	4,037.45	2,835.37	1,230,914.55
91	12/14/32	6,872.82	4,028.17	2,844.65	1,228,069.89
92	01/14/33	6,872.82	4,018.86	2,853.96	1,225,215.93
93	02/14/33	6,872.82	4,009.52	2,863.30	1,222,352.63
94	03/14/33	6,872.82	4,000.15	2,872.67	1,219,479.96
95	04/14/33	6,872.82	3,990.75	2,882.07	1,216,597.89
96	05/14/33	6,872.82	3,981.32	2,891.50	1,213,706.39
97	06/14/33	6,872.82	3,971.85	2,900.97	1,210,805.42
		<b>82,473.84</b>	<b>48,280.03</b>	<b>34,193.81</b>	
98	07/14/33	6,872.82	3,962.36	2,910.46	1,207,894.96
99	08/14/33	6,872.82	3,952.84	2,919.98	1,204,974.98
100	09/14/33	6,872.82	3,943.28	2,929.54	1,202,045.44
101	10/14/33	6,872.82	3,933.69	2,939.13	1,199,106.31
102	11/14/33	6,872.82	3,924.08	2,948.74	1,196,157.57
103	12/14/33	6,872.82	3,914.43	2,958.39	1,193,199.17
104	01/14/34	6,872.82	3,904.74	2,968.08	1,190,231.10
105	02/14/34	6,872.82	3,895.03	2,977.79	1,187,253.31
106	03/14/34	6,872.82	3,885.29	2,987.53	1,184,265.77
107	04/14/34	6,872.82	3,875.51	2,997.31	1,181,268.46
108	05/14/34	6,872.82	3,865.70	3,007.12	1,178,261.35
109	06/14/34	6,872.82	3,855.86	3,016.96	1,175,244.39
		<b>82,473.84</b>	<b>46,912.81</b>	<b>35,561.03</b>	
110	07/14/34	6,872.82	3,845.99	3,026.83	1,172,217.55
111	08/14/34	6,872.82	3,836.08	3,036.74	1,169,180.81
112	09/14/34	6,872.82	3,826.14	3,046.68	1,166,134.14
113	10/14/34	6,872.82	3,816.17	3,056.65	1,163,077.49
114	11/14/34	6,872.82	3,806.17	3,066.65	1,160,010.84
115	12/14/34	6,872.82	3,796.14	3,076.68	1,156,934.16
116	01/14/35	6,872.82	3,786.07	3,086.75	1,153,847.41
117	02/14/35	6,872.82	3,775.97	3,096.85	1,150,750.55
118	03/14/35	6,872.82	3,765.83	3,106.99	1,147,643.56
119	04/14/35	6,872.82	3,755.66	3,117.16	1,144,526.41
120	05/14/35	6,872.82	3,745.46	3,127.06	1,141,399.35
121	06/14/35	6,872.82	3,735.23	3,137.29	1,138,262.06
		<b>82,473.84</b>	<b>45,490.91</b>	<b>36,982.33</b>	
122	07/14/35	6,872.82	3,724.96	3,147.56	1,135,114.50
123	08/14/35	6,872.82	3,714.66	3,157.86	1,131,956.64
124	09/14/35	6,872.82	3,704.33	3,168.19	1,128,788.45
125	10/14/35	6,872.82	3,693.96	3,178.56	1,125,609.89

	Date	Payment	Interest	Principal	Balance
126	11/14/35	6,872.82	3,683.56	3,188.96	1,122,420.93
127	12/14/35	6,872.82	3,673.12	3,199.40	1,119,221.53
128	01/14/36	6,872.82	3,662.65	3,209.87	1,116,011.67
129	02/14/36	6,872.82	3,652.15	3,220.37	1,112,791.29
130	03/14/36	6,872.82	3,641.61	3,230.91	1,109,560.38
131	04/14/36	6,872.82	3,631.04	3,241.48	1,106,318.90
132	05/14/36	6,872.82	3,620.43	3,252.09	1,103,066.81
133	06/14/36	6,872.82	3,609.79	3,262.73	1,099,804.07
		<b>82,473.84</b>	<b>44,012.26</b>	<b>38,457.98</b>	
134	07/14/36	6,872.82	3,599.11	3,273.41	1,096,530.66
135	08/14/36	6,872.82	3,588.40	3,284.12	1,093,246.54
136	09/14/36	6,872.82	3,577.65	3,294.87	1,089,951.67
137	10/14/36	6,872.82	3,566.87	3,305.65	1,086,646.02
138	11/14/36	6,872.82	3,556.05	3,316.47	1,083,329.55
139	12/14/36	6,872.82	3,545.20	3,327.32	1,080,002.22
140	01/14/37	6,872.82	3,534.31	3,338.21	1,076,664.01
141	02/14/37	6,872.82	3,523.38	3,349.14	1,073,314.87
142	03/14/37	6,872.82	3,512.42	3,360.10	1,069,954.77
143	04/14/37	6,872.82	3,501.43	3,371.09	1,066,583.68
144	05/14/37	6,872.82	3,490.40	3,382.12	1,063,201.56
145	06/14/37	6,872.82	3,479.33	3,393.19	1,059,808.36
		<b>82,473.84</b>	<b>42,474.53</b>	<b>39,995.71</b>	
146	07/14/37	6,872.82	3,468.22	3,404.30	1,056,404.07
147	08/14/37	6,872.82	3,457.08	3,415.44	1,052,988.63
148	09/14/37	6,872.82	3,445.91	3,426.61	1,049,562.01
149	10/14/37	6,872.82	3,434.69	3,437.83	1,046,124.19
150	11/14/37	6,872.82	3,423.44	3,449.08	1,042,675.11
151	12/14/37	6,872.82	3,412.15	3,460.37	1,039,214.74
152	01/14/38	6,872.82	3,400.83	3,471.69	1,035,743.05
153	02/14/38	6,872.82	3,389.47	3,483.05	1,032,260.00
154	03/14/38	6,872.82	3,378.07	3,494.45	1,028,765.55
155	04/14/38	6,872.82	3,366.64	3,505.88	1,025,259.67
156	05/14/38	6,872.82	3,355.16	3,517.36	1,021,742.31
157	06/14/38	6,872.82	3,343.65	3,528.87	1,018,213.44
		<b>82,473.84</b>	<b>40,875.32</b>	<b>41,594.92</b>	
158	07/14/38	6,872.82	3,332.10	3,540.42	1,014,673.02
159	08/14/38	6,872.82	3,320.52	3,552.00	1,011,121.02
160	09/14/38	6,872.82	3,308.89	3,563.63	1,007,557.40
161	10/14/38	6,872.82	3,297.23	3,575.29	1,003,982.11
162	11/14/38	6,872.82	3,285.53	3,586.99	1,000,395.12
163	12/14/38	6,872.82	3,273.79	3,598.73	996,796.39
164	01/14/39	6,872.82	3,262.02	3,610.50	993,185.89
165	02/14/39	6,872.82	3,250.20	3,622.32	989,563.57
166	03/14/39	6,872.82	3,238.35	3,634.17	985,929.39
167	04/14/39	6,872.82	3,226.45	3,646.07	982,283.33
168	05/14/39	6,872.82	3,214.52	3,658.00	978,625.33
169	06/14/39	6,872.82	3,202.55	3,669.97	974,955.36
		<b>82,473.84</b>	<b>39,212.16</b>	<b>43,258.08</b>	
170	07/14/39	6,872.82	3,190.54	3,681.98	971,273.38
171	08/14/39	6,872.82	3,178.49	3,694.03	967,579.36

	Date	Payment	Interest	Principal	Balance
172	09/14/39	6,872.82	3,166.40	3,706.12	963,873.24
173	10/14/39	6,872.82	3,154.28	3,718.24	960,154.99
174	11/14/39	6,872.82	3,142.11	3,730.41	956,424.58
175	12/14/39	6,872.82	3,129.90	3,742.62	952,681.96
176	01/14/40	6,872.82	3,117.65	3,754.87	948,927.09
177	02/14/40	6,872.82	3,105.36	3,767.16	945,159.94
178	03/14/40	6,872.82	3,093.04	3,779.48	941,380.45
179	04/14/40	6,872.82	3,080.67	3,791.85	937,588.60
180	05/14/40	6,872.82	3,068.26	3,804.26	933,784.34
181	06/14/40	6,872.82	3,055.81	3,816.71	929,967.63
		<b>82,473.84</b>	<b>37,482.51</b>	<b>44,987.73</b>	
182	07/14/40	6,872.82	3,043.32	3,829.20	926,138.43
183	08/14/40	6,872.82	3,030.79	3,841.73	922,296.70
184	09/14/40	6,872.82	3,018.22	3,854.30	918,442.39
185	10/14/40	6,872.82	3,005.60	3,866.92	914,575.47
186	11/14/40	6,872.82	2,992.95	3,879.57	910,695.90
187	12/14/40	6,872.82	2,980.25	3,892.27	906,803.63
188	01/14/41	6,872.82	2,967.51	3,905.01	902,898.63
189	02/14/41	6,872.82	2,954.74	3,917.78	898,980.85
190	03/14/41	6,872.82	2,941.91	3,930.61	895,050.24
191	04/14/41	6,872.82	2,929.05	3,943.47	891,106.77
192	05/14/41	6,872.82	2,916.15	3,956.37	887,150.40
193	06/14/41	6,872.82	2,903.20	3,969.32	883,181.08
		<b>82,473.84</b>	<b>35,683.69</b>	<b>46,786.55</b>	
194	07/14/41	6,872.82	2,890.21	3,982.31	879,198.77
195	08/14/41	6,872.82	2,877.18	3,995.34	875,203.43
196	09/14/41	6,872.82	2,864.10	4,008.42	871,195.01
197	10/14/41	6,872.82	2,850.99	4,021.53	867,173.48
198	11/14/41	6,872.82	2,837.83	4,034.69	863,138.78
199	12/14/41	6,872.82	2,824.62	4,047.90	859,090.88
200	01/14/42	6,872.82	2,811.37	4,061.15	855,029.74
201	02/14/42	6,872.82	2,798.08	4,074.44	850,955.30
202	03/14/42	6,872.82	2,784.75	4,087.77	846,867.53
203	04/14/42	6,872.82	2,771.37	4,101.15	842,766.39
204	05/14/42	6,872.82	2,757.95	4,114.57	838,651.82
205	06/14/42	6,872.82	2,744.49	4,128.03	834,523.79
		<b>82,473.84</b>	<b>33,812.95</b>	<b>48,657.29</b>	
206	07/14/42	6,872.82	2,730.98	4,141.54	830,382.25
207	08/14/42	6,872.82	2,717.43	4,155.09	826,227.15
208	09/14/42	6,872.82	2,703.83	4,168.69	822,058.46
209	10/14/42	6,872.82	2,690.19	4,182.33	817,876.13
210	11/14/42	6,872.82	2,676.50	4,196.02	813,680.11
211	12/14/42	6,872.82	2,662.77	4,209.75	809,470.36
212	01/14/43	6,872.82	2,648.99	4,223.53	805,246.83
213	02/14/43	6,872.82	2,635.17	4,237.35	801,009.48
214	03/14/43	6,872.82	2,621.30	4,251.22	796,758.26
215	04/14/43	6,872.82	2,607.39	4,265.13	792,493.13
216	05/14/43	6,872.82	2,593.43	4,279.09	788,214.05
217	06/14/43	6,872.82	2,579.43	4,293.09	783,920.96
		<b>82,473.84</b>	<b>31,867.41</b>	<b>50,602.83</b>	

	Date	Payment	Interest	Principal	Balance
218	07/14/43	6,872.82	2,565.38	4,307.14	779,613.82
219	08/14/43	6,872.82	2,551.29	4,321.23	775,292.58
220	09/14/43	6,872.82	2,537.14	4,335.38	770,957.21
221	10/14/43	6,872.82	2,522.96	4,349.56	766,607.65
222	11/14/43	6,872.82	2,508.72	4,363.80	762,243.85
223	12/14/43	6,872.82	2,494.44	4,378.08	757,865.77
224	01/14/44	6,872.82	2,480.12	4,392.40	753,473.37
225	02/14/44	6,872.82	2,465.74	4,406.78	749,066.59
226	03/14/44	6,872.82	2,451.32	4,421.20	744,645.39
227	04/14/44	6,872.82	2,436.85	4,435.67	740,209.72
228	05/14/44	6,872.82	2,422.34	4,450.18	735,759.54
229	06/14/44	6,872.82	2,407.77	4,464.75	731,294.79
		<b>82,473.84</b>	<b>29,844.08</b>	<b>52,626.16</b>	
230	07/14/44	6,872.82	2,393.16	4,479.36	726,815.44
231	08/14/44	6,872.82	2,378.50	4,494.02	722,321.42
232	09/14/44	6,872.82	2,363.80	4,508.72	717,812.70
233	10/14/44	6,872.82	2,349.04	4,523.48	713,289.22
234	11/14/44	6,872.82	2,334.24	4,538.28	708,750.94
235	12/14/44	6,872.82	2,319.39	4,553.13	704,197.80
236	01/14/45	6,872.82	2,304.49	4,568.03	699,629.77
237	02/14/45	6,872.82	2,289.54	4,582.98	695,046.79
238	03/14/45	6,872.82	2,274.54	4,597.98	690,448.81
239	04/14/45	6,872.82	2,259.49	4,613.03	685,835.78
240	05/14/45	6,872.82	2,244.40	4,628.12	681,207.66
241	06/14/45	6,872.82	2,229.25	4,643.27	676,564.39
		<b>82,473.84</b>	<b>27,739.84</b>	<b>54,730.40</b>	
242	07/14/45	6,872.82	2,214.06	4,658.46	671,905.93
243	08/14/45	6,872.82	2,198.81	4,673.71	667,232.22
244	09/14/45	6,872.82	2,183.52	4,689.00	662,543.22
245	10/14/45	6,872.82	2,168.17	4,704.35	657,838.87
246	11/14/45	6,872.82	2,152.78	4,719.74	653,119.13
247	12/14/45	6,872.82	2,137.33	4,735.19	648,383.94
248	01/14/46	6,872.82	2,121.84	4,750.68	643,633.26
249	02/14/46	6,872.82	2,106.29	4,766.23	638,867.03
250	03/14/46	6,872.82	2,090.69	4,781.83	634,085.20
251	04/14/46	6,872.82	2,075.04	4,797.48	629,287.73
252	05/14/46	6,872.82	2,059.34	4,813.18	624,474.55
253	06/14/46	6,872.82	2,043.59	4,828.93	619,645.62
		<b>82,473.84</b>	<b>25,551.47</b>	<b>56,918.77</b>	
254	07/14/46	6,872.82	2,027.79	4,844.73	614,800.89
255	08/14/46	6,872.82	2,011.94	4,860.58	609,940.31
256	09/14/46	6,872.82	1,996.03	4,876.49	605,063.82
257	10/14/46	6,872.82	1,980.07	4,892.45	600,171.37
258	11/14/46	6,872.82	1,964.06	4,908.46	595,262.91
259	12/14/46	6,872.82	1,948.00	4,924.52	590,338.39
260	01/14/47	6,872.82	1,931.88	4,940.64	585,397.75
261	02/14/47	6,872.82	1,915.71	4,956.81	580,440.94
262	03/14/47	6,872.82	1,899.49	4,973.03	575,467.92
263	04/14/47	6,872.82	1,883.22	4,989.30	570,478.62
264	05/14/47	6,872.82	1,866.89	5,005.63	565,472.99

	Date	Payment	Interest	Principal	Balance
265	06/14/47	6,872.82	1,850.51	5,022.01	560,450.98
		<b>82,473.84</b>	<b>23,275.60</b>	<b>59,194.64</b>	
266	07/14/47	6,872.82	1,834.08	5,038.44	555,412.53
267	08/14/47	6,872.82	1,817.59	5,054.93	550,357.60
268	09/14/47	6,872.82	1,801.05	5,071.47	545,286.13
269	10/14/47	6,872.82	1,784.45	5,088.07	540,198.06
270	11/14/47	6,872.82	1,767.80	5,104.72	535,093.33
271	12/14/47	6,872.82	1,751.09	5,121.43	529,971.91
272	01/14/48	6,872.82	1,734.33	5,138.19	524,833.72
273	02/14/48	6,872.82	1,717.52	5,155.00	519,678.72
274	03/14/48	6,872.82	1,700.65	5,171.87	514,506.85
275	04/14/48	6,872.82	1,683.72	5,188.80	509,318.05
276	05/14/48	6,872.82	1,666.74	5,205.78	504,112.27
277	06/14/48	6,872.82	1,649.71	5,222.81	498,889.46
		<b>82,473.84</b>	<b>20,908.72</b>	<b>61,561.52</b>	
278	07/14/48	6,872.82	1,632.62	5,239.90	493,649.56
279	08/14/48	6,872.82	1,615.47	5,257.05	488,392.51
280	09/14/48	6,872.82	1,598.26	5,274.26	483,118.25
281	10/14/48	6,872.82	1,581.00	5,291.52	477,826.73
282	11/14/48	6,872.82	1,563.69	5,308.83	472,517.90
283	12/14/48	6,872.82	1,546.31	5,326.21	467,191.70
284	01/14/49	6,872.82	1,528.88	5,343.64	461,848.06
285	02/14/49	6,872.82	1,511.40	5,361.12	456,486.94
286	03/14/49	6,872.82	1,493.85	5,378.67	451,108.27
287	04/14/49	6,872.82	1,476.25	5,396.27	445,712.00
288	05/14/49	6,872.82	1,458.59	5,413.93	440,298.08
289	06/14/49	6,872.82	1,440.88	5,431.64	434,866.43
		<b>82,473.84</b>	<b>18,447.21</b>	<b>64,023.03</b>	
290	07/14/49	6,872.82	1,423.10	5,449.42	429,417.01
291	08/14/49	6,872.82	1,405.27	5,467.25	423,949.76
292	09/14/49	6,872.82	1,387.38	5,485.14	418,464.62
293	10/14/49	6,872.82	1,369.43	5,503.09	412,961.52
294	11/14/49	6,872.82	1,351.42	5,521.10	407,440.42
295	12/14/49	6,872.82	1,333.35	5,539.17	401,901.25
296	01/14/50	6,872.82	1,315.22	5,557.30	396,343.95
297	02/14/50	6,872.82	1,297.04	5,575.48	390,768.46
298	03/14/50	6,872.82	1,278.79	5,593.73	385,174.73
299	04/14/50	6,872.82	1,260.48	5,612.04	379,562.70
300	05/14/50	6,872.82	1,242.12	5,630.40	373,932.30
301	06/14/50	6,872.82	1,223.69	5,648.83	368,283.47
		<b>82,473.84</b>	<b>15,887.28</b>	<b>66,582.96</b>	
302	07/14/50	6,872.82	1,205.21	5,667.31	362,616.16
303	08/14/50	6,872.82	1,186.66	5,685.86	356,930.30
304	09/14/50	6,872.82	1,168.05	5,704.47	351,225.83
305	10/14/50	6,872.82	1,149.39	5,723.13	345,502.70
306	11/14/50	6,872.82	1,130.66	5,741.86	339,760.84
307	12/14/50	6,872.82	1,111.87	5,760.65	334,000.19
308	01/14/51	6,872.82	1,093.02	5,779.50	328,220.68
309	02/14/51	6,872.82	1,074.10	5,798.42	322,422.26
310	03/14/51	6,872.82	1,055.13	5,817.39	316,604.87

	Date	Payment	Interest	Principal	Balance
311	04/14/51	6,872.82	1,036.09	5,836.43	310,768.44
312	05/14/51	6,872.82	1,016.99	5,855.53	304,912.91
313	06/14/51	6,872.82	997.83	5,874.69	299,038.22
		<b>82,473.84</b>	<b>13,224.99</b>	<b>69,245.25</b>	
314	07/14/51	6,872.82	978.60	5,893.92	293,144.30
315	08/14/51	6,872.82	959.31	5,913.21	287,231.09
316	09/14/51	6,872.82	939.96	5,932.56	281,298.54
317	10/14/51	6,872.82	920.55	5,951.97	275,346.57
318	11/14/51	6,872.82	901.07	5,971.45	269,375.12
319	12/14/51	6,872.82	881.53	5,990.99	263,384.13
320	01/14/52	6,872.82	861.92	6,010.60	257,373.53
321	02/14/52	6,872.82	842.25	6,030.27	251,343.27
322	03/14/52	6,872.82	822.52	6,050.00	245,293.27
323	04/14/52	6,872.82	802.72	6,069.80	239,223.47
324	05/14/52	6,872.82	782.86	6,089.66	233,133.81
325	06/14/52	6,872.82	762.93	6,109.59	227,024.22
		<b>82,473.84</b>	<b>10,456.24</b>	<b>72,014.00</b>	
326	07/14/52	6,872.82	742.94	6,129.58	220,894.64
327	08/14/52	6,872.82	722.88	6,149.64	214,745.00
328	09/14/52	6,872.82	702.75	6,169.77	208,575.23
329	10/14/52	6,872.82	682.56	6,189.96	202,385.27
330	11/14/52	6,872.82	662.31	6,210.21	196,175.06
331	12/14/52	6,872.82	641.98	6,230.54	189,944.52
332	01/14/53	6,872.82	621.59	6,250.93	183,693.59
333	02/14/53	6,872.82	601.14	6,271.38	177,422.21
334	03/14/53	6,872.82	580.61	6,291.91	171,130.30
335	04/14/53	6,872.82	560.02	6,312.50	164,817.81
336	05/14/53	6,872.82	539.37	6,333.15	158,484.65
337	06/14/53	6,872.82	518.64	6,353.88	152,130.78
		<b>82,473.84</b>	<b>7,576.79</b>	<b>74,893.45</b>	
338	07/14/53	6,872.82	497.85	6,374.67	145,756.10
339	08/14/53	6,872.82	476.99	6,395.53	139,360.57
340	09/14/53	6,872.82	456.06	6,416.46	132,944.11
341	10/14/53	6,872.82	435.06	6,437.46	126,506.65
342	11/14/53	6,872.82	413.99	6,458.53	120,048.12
343	12/14/53	6,872.82	392.86	6,479.66	113,568.46
344	01/14/54	6,872.82	371.65	6,500.87	107,067.59
345	02/14/54	6,872.82	350.38	6,522.14	100,545.45
346	03/14/54	6,872.82	329.03	6,543.49	94,001.96
347	04/14/54	6,872.82	307.62	6,564.90	87,437.07
348	05/14/54	6,872.82	286.14	6,586.38	80,850.68
349	06/14/54	6,872.82	264.58	6,607.94	74,242.75
		<b>82,473.84</b>	<b>4,582.21</b>	<b>77,888.03</b>	
350	07/14/54	6,872.82	242.96	6,629.56	67,613.19
351	08/14/54	6,872.82	221.26	6,651.26	60,961.93
352	09/14/54	6,872.82	199.50	6,673.02	54,288.91
353	10/14/54	6,872.82	177.66	6,694.86	47,594.05
354	11/14/54	6,872.82	155.75	6,716.77	40,877.28
355	12/14/54	6,872.82	133.77	6,738.75	34,138.53
356	01/14/55	6,872.82	111.72	6,760.80	27,377.73

	<b>Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>	<b>Balance</b>
357	02/14/55	6,872.82	89.59	6,782.93	20,594.80
358	03/14/55	6,872.82	67.40	6,805.12	13,789.68
359	04/14/55	6,872.82	45.13	6,827.39	6,962.29
360	05/14/55	6,872.82	22.78	6,962.29	(0.00)
		<b>75,601.02</b>	<b>1,467.52</b>	<b>74,242.75</b>	
		<b>2,474,215.20</b>	<b>1,021,891.45</b>	<b>1,452,364.00</b>	



# **STAFF REPORT**

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

**FROM:** Arron Brown, City Manager

**BY:** Mike Borja, Community Development Director

**DATE:** May 14, 2025

**SUBJECT:** Consideration of Acceptance of Notice of Completion for the Council Chamber and City Hall Renovation Project

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## **Recommendation**

That the City Council: (1) accept the project as complete; and (2) authorize the City Clerk to execute and record the Notice of Completion.

## **Background**

On June 12, 2024, the City Council authorized the City Manager to negotiate and execute all purchase orders and contracts necessary to carry out the Council Chamber Renovation and associated projects. The awarded bids for the project include the following:

- General Construction and Flooring: Lowe Construction Inc., Canyon Lake, CA
- Technology: Precision Technologies Inc., Riverside, CA
- Custom Cabinetry: Sound Space Furniture, Palm Springs, CA

The scope of work for the project included the new construction of a council chamber room, ante-chamber room, break room, storage room, audio/video control room, a retractable partition wall, and the installation of carpet tiles and laminate flooring. In addition, the fabrication of a new City Council dais, podium, staff chamber desk, and a City Council conference table and credenza for the ante-chamber room was completed. All new technology was installed that included cameras, microphones, tv monitors, speakers, and a new control center that manages all audio, video, and live streaming equipment. Total award project was \$768,706.50.

On October 9, 2024, City Council authorized the City Manager to negotiate with and award a change order to Lowe Construction Inc and Precision Technologies, to include all of Phase 2, the City Hall Renovation Project. Because of the challenges with receiving bids, and with the high quality of the work that was completed before by both contractors, it was staff's recommendation to City Council to authorize the City Manager to negotiate and execute all purchase orders and contracts necessary to carry out Phase 2 of the renovation project.

The scope of work for this phase of the project included the construction of the Administration Office, which consisted of offices for the City Manager and City Clerk, Finance and Human Resources, the Community Engagement Coordinator, and the Administration Conference room. In addition, all new network data lines were installed throughout City Hall and the new Administration Office in order to improve and update the City’s outdated existing network infrastructure. New carpet tiles were installed throughout the offices and common areas, as well as new flooring in all of the renovated restrooms. Total project cost was \$539,331.20.

Both phases of the project included various miscellaneous items unrelated to construction and technology such as security window film, window blinds, appliances for the breakroom and ante-chamber room, office furniture, and tv monitors. Total miscellaneous cost was \$69,337.84.

**Analysis**

The breakdown of the final project cost is as follows:

• Phase I Original Contract - Construction, Technology, Custom Cabinetry	\$ 768,706.50
Sound Space Furniture Change Order 1 in Custom Cabinetry	\$ 5,100.00
• Phase II for Construction (Lowe Construction Inc., Change Order 1&2)	\$ 539,331.20
• Miscellaneous purchases for Phase I & II	<u>\$ 69,337.84</u>
• <b>Final Project Cost</b>	<b>\$ 1,382,475.54</b>

The project included three change orders, one in Phase I for additional fabricated furniture in the ante-chamber room with Sound Space Furniture, and two change orders in Phase II for the new construction of the Administration Offices with Lowe Construction, Inc.

**Fiscal Impact**

This project was funded through the general fund with funds made available through the City’s American Rescue Plan Act (ARPA) funds for \$1,291,657,67, the Capital Improvement Project (CIP) funds for \$75,000, and the Public Educational & Government Television (PEG) funds for \$15,817.87. The final construction cost for the project totaled \$1,382,475.54.

**Attachments**

1. Notice of Completion

# **ATTACHMENT 1**

**WHEN RECORDED RETURN TO:**

**CITY CLERK:**

City of Canyon Lake  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587

**NOTICE OF COMPLETION**

**FOR RECORDERS USE ONLY**

Notice is hereby given by the undersigned owner, the fee simple owner of the project site and a political subdivision of the State of California, that a public work of improvement described as **CITY OF CANYON LAKE COUNCIL CHAMBER RENOVATION PROJECT**. Work has been completed and was accepted by the undersigned awarding authority on the date hereof.

The Contractor on such work was **LOWES CONSTRUCTION INC.** and the surety bonds is with Merchants Bonding Company (Mutual) of California as Surety, a corporation organized and duly authorized to transact business under the laws of the State of California. The real property upon which said work was performed is in the City of Canyon Lake, County of Riverside, State of California and described as: **CITY OF CANYON LAKE COUNCIL CHAMBER RENOVATION PROJECT**.

Date: February 1, 2025  
**(Date of Completion)**

**Name/Address of Political Subdivision**  
City of Canyon Lake  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587

By \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF CALIFORNIA  
COUNTY OF RIVERSIDE

I hereby certify that I am the City Clerk of the City Council of the City of Canyon Lake, California the political subdivision which executed the foregoing notice, and, on whose behalf, I make this verification, and that the same is true. I certify under penalty of perjury that the foregoing is true and correct.

Executed at Canyon Lake, California on \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Clerk



## **STAFF REPORT**

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

**FROM:** Arron Brown, City Manager

**BY:** Terry Shea, Finance Director

**DATE:** May 14, 2025

**SUBJECT:** (1) Adopt a Resolution Adopting the Budget, Appropriating Revenue and Establishing the Appropriations Limit for Fiscal Year 2025-2026; (2) Adopt a Resolution Approving the Salary and Wage Schedule for Non-Safety and Safety Employees; (3) Adopt a Resolution Approving a Policy Governing the Use of Discretionary Funds; and (4) Authorize the City Manager to Execute Necessary Contracts per the Adopted Budget

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### **Recommendation**

(1) Adopt Resolution No. 2025-21 approving the budget, appropriating revenue and establishing the appropriations limit for Fiscal Year 2025-26; (2) adopt Resolution No. 2025-22 Approving the Salary and Wage Schedule for Non-Safety and Safety Employees; (3) adopt Resolution No. 2025-23 Approving a Policy Governing the Use of Discretionary Funds; and (4) authorize the City Manager to execute contracts per the budget and Municipal Code.

### **Background**

On April 9, 2025, City staff presented a draft Fiscal Year 2025-26 budget to the City Council for review and feedback. The City Council recommended adding \$7,500 to the General Fund expenditures for Community Benefit funds. In addition, the City Attorney's monthly retainer was increased by 2.50% for an annual increase of \$2,664 per the March 2024 to March 2025 CPI increase. In addition to those changes there were a few minor corrections.

### **Discussion**

The attached Proposed Budget for Fiscal Year 2025-26 is presented to the City Council for review and approval.

The Proposed General Fund revenues are estimated at \$8,674,450, which is an increase of \$253,589 over the previous Fiscal Year budget. Estimated General Fund expenditures are \$8,624,349, an increase of \$358,001 over the previous Fiscal Year Budget. The Proposed Budget reflects General Fund Revenues over Expenditures of \$50,101 for Fiscal Year 2025-26.

Based on recent economic trends including significant inflation, staff have taken a conservative approach to this year's budget.

The major changes from the City's Fiscal Year 2024-25 Budget are as follows:

- An increase in tax revenues of \$317,000 with the largest projected increase in Property Tax, Property Tax Fire, and Property Tax VLF due to higher assessed valuations and an increase in actual revenues received in FY 2024-25.
- A decrease in Construction/Bldg Permit Fee revenues of \$76,600 based on the Fiscal Year 2024-25 actual revenues received and projections.
- An increase in Miscellaneous revenue of \$25,000 based on the Fiscal Year 2024-25 actual revenue received.
- The Budget for staff salaries for non-sworn positions includes a cost-of-living increase of 3.00% and a planned merit increase of 5.00% for an increase in salaries and benefits of \$78,898. It also includes two new Office Assistant positions for \$88,248 offset by the elimination of one full-time position (\$99,209) and three part-time positions (\$86,560). These changes were approved by the City Council on the March 12, 2025, City Council meeting.
- The City Council's Budget decreased by (\$53,000). The City Events of \$79,500 have been moved to the newly formed Community Development Department which is offset by an increase in City Council salaries and an increase of \$7,500 for Community Benefit Funds. As part of City Council's direction at the April 9, 2025, City Council meeting, a resolution adopting a policy governing the use of discretionary funds by City Council Members is attached for consideration.
- The City Manager's Department Budget decreased by (\$380,000). The decrease is due to the elimination of the Management Analysis I position and moving the Community Development Director position to the Community Development Department. Additional changes are moving the IT functions to the Community Development Department and eliminating the Contingency appropriation as well.
- For Fiscal Year 2025-26 the City established the Community Development Department to better reflect the operations of the City. The salaries and benefits of the Community Development Director, Community Engagement Coordinator and one of the Office Assistant positions are included in this Department. As previously mentioned above, the City Events have been moved from the City Council Department into this Department. In addition, the costs associated with IT, including various subscriptions have transferred from other Departments as well.
- The City Clerk's Division Budget decreased by (\$20,500) due to the prior year's costs for the November Election of \$50,000 and the purchase of Agenda Software of \$12,000 offset by moving the copier lease and copy costs of \$16,300 and the annual website domain costs of \$7,500 to the City's Clerks Department.

- The Finance Division Budget increased by \$53,000 due to the need to hire additional assistance for payroll and accounting support and finding a new payroll software system. In addition, the City's PERS Unfunded Liability payments increased by \$17,200. These increases are offset by the decrease in costs of the City's annual audit of \$4,500 as the City will not be required to have a Single Audit.
- The Planning Division Budget decreased by (\$172,400) which includes a decrease for the Sphere of Influence Study of (\$180,000), an increase of \$25,000 for an Environmental Justice Study, a decrease of (\$20,000) for the Housing Element offset by an increase in the Contract City Planner costs.
- The Building & Safety Division Budget decreased by (\$15,000). The decrease is due to eliminating the part-time position for (\$25,000) and (\$20,000) for the State Mandated costs associated with providing ADU Design templates offset by an increase in contract building service costs of \$30,000.
- The Law Enforcement Budget increased by \$254,000, however, in Fiscal Year 2024-25 \$80,130 of the costs were paid out of the Miscellaneous Grants Fund with ARPA proceeds. For FY 2025-26 the estimated Sheriff's contract amount of \$2,241,400 is an increase of 7.30% over the prior year amount of \$2,088,900. For FY 2025-26 \$204,000 will be offset by CalCOPS Funds which is a decrease of (\$20,000) from the prior fiscal year.
- The Fire Department Budget increased by \$66,000, \$41,000 related to salary and benefit increases and \$49,000 in operations, of which \$27,000 is for the dispatch services with Riverside County.
- The Emergency Division Budget increased by \$16,400, \$5,000 for the contract with Riverside County for EMD services and \$5,000 for CERT training with Riverside County.
- The Public Works Admin Division Budget increased by \$10,000, \$5,000 for on call maintenance services and \$5,000 for Interwest Consulting Group services.
- The NPDES Division Budget costs increased by \$5,700 due to the increased costs for the LE/CL TMDL agreement.
- The Code Enforcement Division Budget decreased by (\$41,400), due to not budgeting for the part-time Code Enforcement position and moving the IworQ software costs of \$15,500, the fleet maintenance and fuels and lubricants costs to the Community Development Department.
- The Building & Facilities Maintenance Division Budget increased by \$12,000. There was an increase in \$91,000 in insurance costs offset by a decrease in rental and lease costs of (\$40,400) for the City's office space lease and (\$23,000) in the Tree lease.

## **Fiscal Impact**

See attached Proposed Budget document.

## **Attachments**

1. FY 25-26 Proposed Budget
2. Resolution No. 2025-21 Approving the FY 25-26 Budget
3. Resolution No. 2025-22 Approving Salary and Wage Schedules for Non-Safety and Safety Employees
4. Resolution No. 2025-23 Adopting a Policy Governing the Use of Discretionary Funds

# **ATTACHMENT 1**

**City of Canyon Lake  
Revenue Summary by Fund  
Fiscal Year 2025-26**

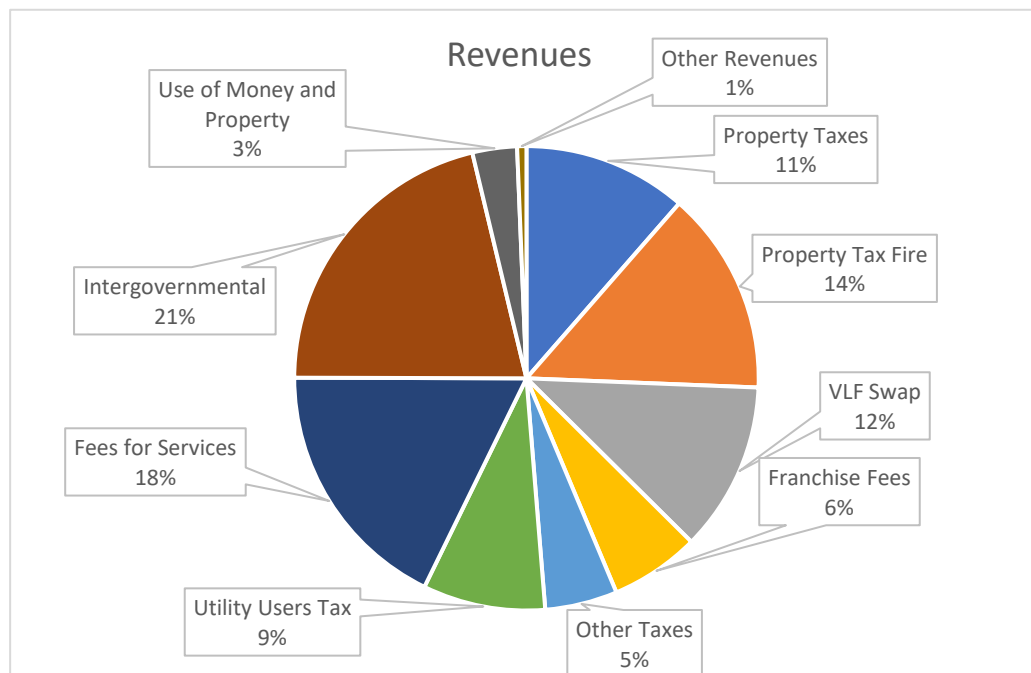
<b>Fund Type &amp; Name</b>	<b>Actual Revenue 2022-23</b>	<b>Actual Revenue 2023-24</b>	<b>Budgeted Revenue 2024-25</b>	<b>Proposed Revenue 2025-26</b>
<b>GENERAL FUND</b>				
General Fund	\$ 8,020,363	\$ 8,574,163	\$ 8,420,861	\$ 8,674,450
<b>SPECIAL REVENUE FUNDS</b>				
Gas Tax	540,046	638,928	599,020	624,050
Measure A	299,549	330,754	289,500	307,000
AQMD Trust	14,716	16,846	14,900	15,900
Law Enforcement Grants	165,271	186,159	190,000	202,500
Miscellaneous Grants (ARPA)	451,050	1,560,984	149,930	-
<b>TOTAL SPECIAL REVENUE</b>	<b>\$ 1,470,632</b>	<b>\$ 2,733,671</b>	<b>\$ 1,243,350</b>	<b>\$ 1,149,450</b>
<b>ENTERPRISE FUND</b>				
Rental Fund	\$ 69,775	\$ 84,003	\$ 74,600	\$ 108,315
<b>CAPITAL IMPROVEMENT FUND</b>				
Capital Projects	\$ -	\$ -	\$ 1,207,980	\$ 1,229,806
<b>TOTAL</b>	<b>\$ 9,560,770</b>	<b>\$ 11,391,837</b>	<b>\$ 10,946,791</b>	<b>\$ 11,162,021</b>

**City of Canyon Lake  
Revenue Sources by Type  
Fiscal Year 2025-26**

<b>Fund Type &amp; Name</b>	Actual Revenue 2022-23	Actual Revenue 2023-24	Budgeted Revenue 2024-25	Proposed Revenue 2025-26
<b>GENERAL FUND</b>				
Property Taxes	\$ 1,093,516	\$ 1,170,257	\$ 1,190,161	\$ 1,275,250
Property Taxes Fire	1,358,132	1,451,624	1,485,980	1,585,900
VLF Swap	1,127,432	1,201,066	1,261,120	1,317,100
Sales Tax	387,703	423,227	400,000	406,400
Utility Users Tax	1,238,494	954,656	888,500	952,500
Franchise Fees	616,941	658,981	680,100	696,200
Other Taxes	183,267	160,500	164,000	156,000
Fees for Services	1,868,048	1,851,383	2,060,000	1,987,100
Intergovernmental	14,573	244,814	44,000	26,000
Use of Money and Property	33,528	274,557	200,000	200,000
Fines and Forfeitures	18,778	10,951	15,000	15,000
Other Revenues	79,951	172,147	32,000	57,000
<b>Total General Fund</b>	<b>\$ 8,020,363</b>	<b>\$ 8,574,163</b>	<b>\$ 8,420,861</b>	<b>\$ 8,674,450</b>
<b>SPECIAL REVENUE FUNDS</b>				
<b>Gas Tax</b>				
Intergovernmental Revenue	\$ 533,680	\$ 594,680	\$ 594,820	\$ 609,050
Use of Money and Property	6,366	44,248	4,200	15,000
<b>Measure A</b>				
Intergovernmental Revenue	294,400	284,590	285,000	285,000
Use of Money and Property	5,149	46,164	4,500	22,000
<b>AQMD Trust</b>				
Intergovernmental Revenue	14,543	14,775	14,500	14,800
Use of Money and Property	173	2,071	400	1,100
<b>Law Enforcement Grants</b>				
Intergovernmental Revenue	165,271	186,159	190,000	202,500
<b>Miscellaneous Grants Fund</b>				
Intergovernmental Revenue	451,050	1,560,984	149,930	-
<b>Total Special Revenue</b>	<b>\$ 1,470,632</b>	<b>\$ 2,733,671</b>	<b>\$ 1,243,350</b>	<b>\$ 1,149,450</b>

**City of Canyon Lake**  
**Revenue Sources by Type**  
**Fiscal Year 2025-26**

<b>Fund Type &amp; Name</b>	Actual Revenue 2022-23	Actual Revenue 2023-24	Budgeted Revenue 2024-25	Proposed Revenue 2025-26
<b>ENTERPRISE FUND</b>				
<b>Rental Fund</b>				
Use of Money and Property	\$ 69,775	\$ 84,003	\$ 74,600	\$ 108,315
CDBG	-	-	-	-
<b>Total Enterprise</b>	<b>\$ 69,775</b>	<b>\$ 84,003</b>	<b>\$ 74,600</b>	<b>\$ 108,315</b>
<b>CAPITAL IMPROVEMENT FUND</b>				
<b>Capital Projects</b>				
Intergovernmental Revenue	\$ -	\$ -	\$ 1,207,980	\$ 1,229,806
Other Revenues	-	-	-	-
Transfers In	-	-	-	-
<b>Total Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,207,980</b>	<b>\$ 1,229,806</b>
<b>TOTAL</b>	<b>\$ 9,560,770</b>	<b>\$ 11,391,837</b>	<b>\$ 10,946,791</b>	<b>\$ 11,162,021</b>



**City of Canyon Lake**

**Fiscal Year 2025-26**

**General Fund Revenue Detail**

Code	Description	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>Taxes</b>					
4020	Base Property Tax (S)	\$ 975,554	\$ 1,034,516	\$ 1,066,271	\$ 1,140,050
4030	Base Property Tax (U)	44,266	51,829	54,890	58,200
4032	Property Tax Fire	1,358,132	1,451,624	1,485,980	1,585,900
4040	Homeowner-S Exemption Reimb	7,953	7,817	8,900	8,900
4050	Real Property Transfer Tax	97,344	83,548	78,000	84,000
4060	Property Tax-Py (S)	13,586	19,968	19,600	19,600
4070	Property Tax -Py (U)	2,717	1,525	2,500	2,500
4080	Property Tax 2345/Cur/Sup	39,643	37,350	23,000	31,000
4090	Property Tax 2345/Py/Sup	9,797	17,252	15,000	15,000
4705	Property Tax Vlf Swap	1,127,432	1,201,066	1,261,120	1,317,100
4100	Sales & Use Tax	387,703	423,227	400,000	406,400
4130	Utility Users Tax	1,238,494	954,656	888,500	952,500
4150	Franchise Fee - Cable Tv	132,014	117,025	136,000	128,000
4160	Transient Lodging Tax	85,923	76,952	86,000	72,000
4170	Edison Franchise Fee	156,956	159,055	165,000	165,000
4180	Refuse Disposal Franchise Fee	325,443	379,838	376,000	400,000
4190	So. Cal Gas Franchise Fee	2,528	3,063	3,100	3,200
	<b>Subtotal Taxes</b>	<b>\$ 6,005,485</b>	<b>\$ 6,020,311</b>	<b>\$ 6,069,861</b>	<b>\$ 6,389,350</b>
<b>Licenses, Permits &amp; Fees</b>					
4200	Construction/Bldg Permit Fee	\$ 595,895	\$ 496,642	\$ 531,600	\$ 455,000
4201	CBSC Green Fees	1,400	897	1,200	1,200
4202	SMIP Fees	3,678	2,311	3,400	3,000
4220	Site Plan Review	892	2,475	15,000	15,000
4231	Grading Fees	40,175	33,012	20,000	20,000
4250	Encroachment Fees	3,092	1,294	2,000	2,000
4420	Fire Plan Check Permits	7,652	11,185	10,000	10,000
4786	Cable Access Fee	26,478	23,529	24,200	22,000
4787	AMR System Enhancement Fee	-	-	20,500	20,900
4798	Stormwater Fees	15,074	9,108	10,000	10,000
4450	Foreclosure Fees	2,449	1,282	2,000	2,000
4400	Business License Fee	127,745	58,842	69,000	69,000
4405	EMS Subscription Program	794,688	815,872	1,294,100	1,300,000
4406	Commercial Cannabis	205,000	335,828	-	-
4410	Residential Rental Registration	33,201	21,843	40,000	40,000
4415	Fire Life Safety Inspection Program	1,720	-	2,000	2,000
4794	Rental Inspection Fees	8,909	14,444	15,000	15,000
	<b>Subtotal Licenses, Permits &amp; Fees</b>	<b>\$ 1,868,048</b>	<b>\$ 1,828,564</b>	<b>\$ 2,060,000</b>	<b>\$ 1,987,100</b>
<b>Use of Money &amp; Property</b>					
4900	Interest Income	\$ 33,528	\$ 274,557	\$ 200,000	\$ 200,000
	<b>Subtotal Use of Money &amp; Property</b>	<b>\$ 33,528</b>	<b>\$ 274,557</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
<b>Intergovernmental</b>					
4700	Motor Vehicle License Fee	\$ 11,346	\$ 13,673	\$ 14,000	\$ 18,000
4592	Grant Revenues (Emergency)	-	160,000	7,000	-
4596	AVA Funds	3,227	12,641	8,000	8,000
4593	Grant Revenues LEAP SB 2	-	58,500	15,000	-
	<b>Subtotal Intergovernmental</b>	<b>\$ 14,573</b>	<b>\$ 244,814</b>	<b>\$ 44,000</b>	<b>\$ 26,000</b>
<b>Fines &amp; Forfeitures</b>					
4600	Court, Vehicle & Parking Fees	\$ 18,778	\$ 10,851	\$ 15,000	\$ 15,000
<b>Other Income</b>					
4790	Miscellaneous	\$ 60,144	\$ 127,680	\$ 32,000	\$ 57,000
4791	Insurance Reimbursements	11,657	42,329	-	-
4799	Fire Department Reimbursements	6,600	-	-	-
4796	Military Banner Program	1,550	1,550	-	-
		\$ 79,951	\$ 171,559	\$ 32,000	\$ 57,000
	<b>TOTAL REVENUE</b>	<b>\$ 8,020,363</b>	<b>\$ 8,550,656</b>	<b>\$ 8,420,861</b>	<b>\$ 8,674,450</b>

**City of Canyon Lake  
Fiscal Year 2025-26**

**General Fund Expenditure Detail**

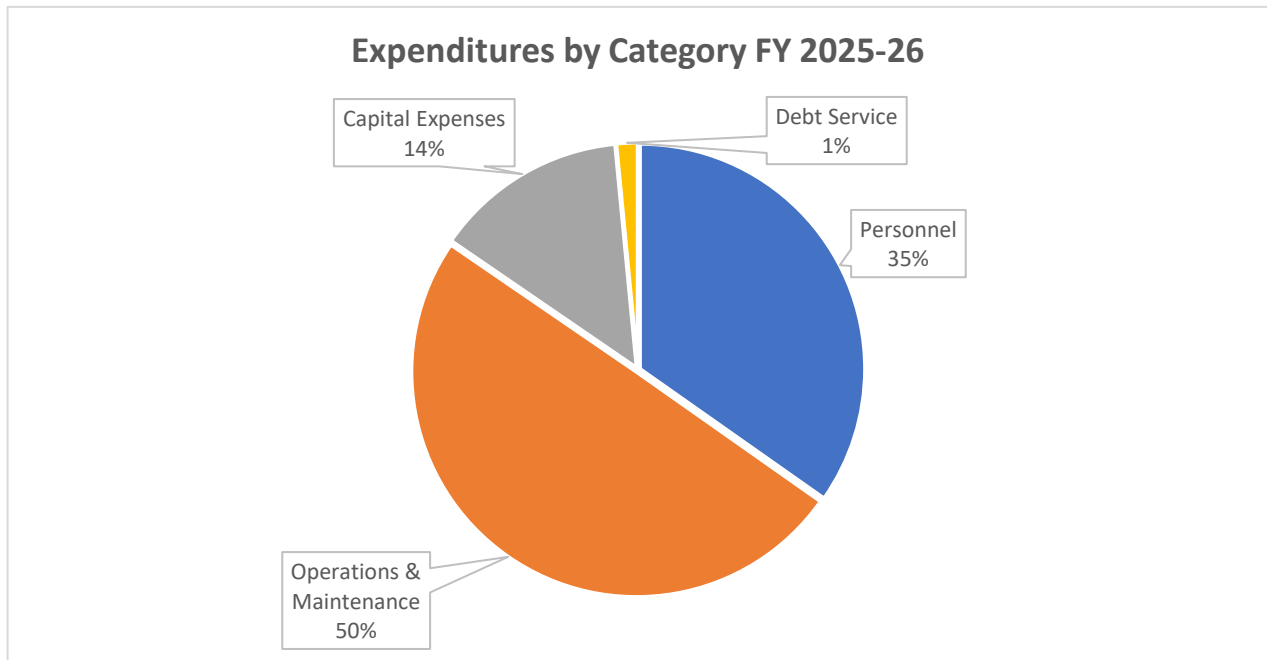
Department/Division	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>City Council</b>				
Personnel	\$ 19,831	\$ 18,686	\$ 19,340	\$ 66,012
Operations & Maintenance	131,395	198,610	163,525	63,600
<b>City Attorney</b>				
Operations & Maintenance	129,750	186,567	156,560	159,224
<b>City Manager</b>				
Personnel	607,824	680,671	752,087	462,205
Operations & Maintenance	188,568	277,627	124,550	33,950
<b>Community Development</b>				
Personnel	-	-	-	340,217
Operations & Maintenance	-	-	-	276,582
<b>City Clerk</b>				
Personnel	228,951	180,309	200,363	204,893
Operations & Maintenance	40,643	36,517	127,100	102,050
<b>Finance</b>				
Personnel	167,231	217,106	235,678	255,781
Operations & Maintenance	228,041	181,347	198,660	231,845
<b>Planning</b>				
Operations & Maintenance	109,814	152,944	335,200	162,800
<b>Building &amp; Safety</b>				
Personnel	164,192	230,005	265,584	254,723
Operations & Maintenance	112,911	105,509	165,950	161,500
<b>Law Enforcement</b>				
Operations & Maintenance	1,834,531	645,365	1,858,170	2,111,890
Capital Outlay	-	6,192	5,000	5,000
<b>City Fire Department</b>				
Personnel	1,172,298	1,515,897	1,683,949	1,724,502
Operations & Maintenance	468,401	516,798	539,100	582,267
Capital Outlay	44,633	30,642	17,750	-
<b>Emergency Preparedness</b>				
Operations & Maintenance	33,797	27,058	28,600	45,000
<b>Animal Control</b>				
Operations & Maintenance	146,872	166,784	121,434	126,350
<b>Public Works</b>				
Operations & Maintenance	4,285	18,345	20,000	30,000
<b>NPDES</b>				
Operations & Maintenance	119,383	130,200	153,500	159,200
<b>Code Enforcement</b>				
Personnel	313,602	360,946	392,798	379,396
Operations & Maintenance	33,868	24,939	50,500	22,500
<b>Building &amp; Facilities Maintenance</b>				
Operations & Maintenance	330,023	534,620	505,635	524,546
Debt Service	-	56,157	112,315	112,316
Capital Outlay	19,856	499,999	33,000	26,000
<b>Transfers Out</b>				
-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,650,700</b>	<b>\$ 6,999,840</b>	<b>\$ 8,266,348</b>	<b>\$ 8,624,349</b>

**City of Canyon Lake  
Expenditure Summary by Fund  
Fiscal Year 2025-26**

<b>Fund Type &amp; Name</b>	<b>Actual 2022-23</b>	<b>Actual 2023-24</b>	<b>Budget 2024-25</b>	<b>Proposed 2025-26</b>
<b>GENERAL FUND</b>				
General Fund	\$ 6,650,700	\$ 6,999,840	\$ 8,266,348	<b>\$ 8,624,349</b>
<b>SPECIAL REVENUE FUNDS</b>				
Gas Tax	\$ 250,999	\$ 1,311,691	\$ 354,705	<b>\$ 250,500</b>
Measure A	-	362,710	76,150	<b>76,150</b>
AQMD Trust	-	-	-	-
Law Enforcement Grants	160,000	160,000	224,000	<b>204,000</b>
Miscellaneous Grants	451,050	1,560,984	149,930	-
<b>TOTAL SPECIAL REVENUE</b>	<b>\$ 862,049</b>	<b>\$ 3,395,385</b>	<b>\$ 804,785</b>	<b>\$ 530,650</b>
<b>ENTERPRISE FUND</b>				
Rental	\$ 73,216	\$ 75,820	\$ 91,410	<b>\$ 85,707</b>
<b>CAPITAL IMPROVEMENT FUND</b>				
Capital Projects	\$ -	\$ -	\$ 1,207,980	<b>\$ 1,368,806</b>
<b>TOTAL</b>	<b><u>\$ 7,585,965</u></b>	<b><u>\$ 10,471,045</u></b>	<b><u>\$ 10,370,523</u></b>	<b><u>\$ 10,609,512</u></b>

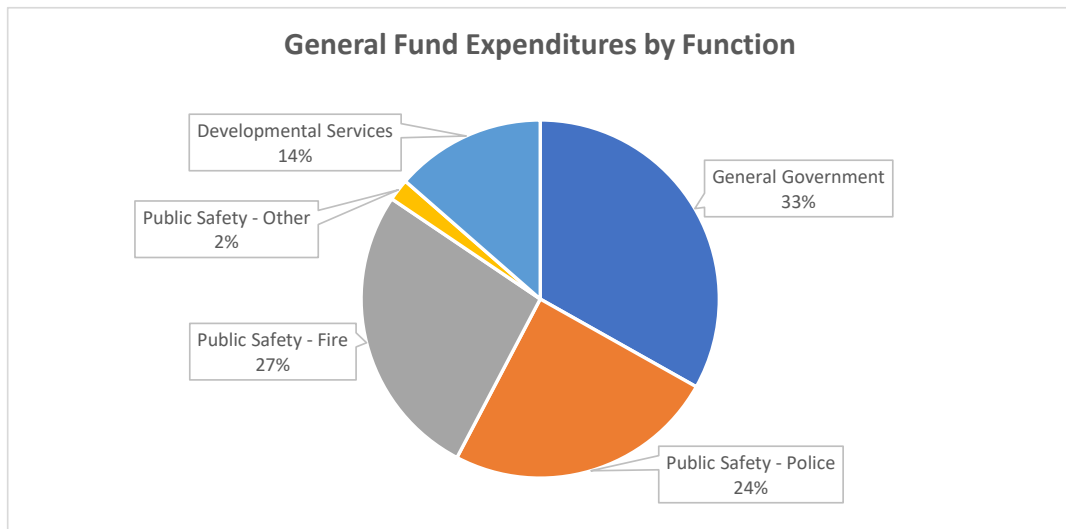
**City of Canyon Lake  
Expenditure Summary by Category  
Fiscal Year 2025-26**

<b>CATEGORY/TYPE</b>	<b>Actual 2022-23</b>	<b>Actual 2023-24</b>	<b>Budget 2024-25</b>	<b>Proposed 2025-26</b>
<b>Personnel</b>	\$ 2,673,929	\$ 3,203,620	\$ 3,549,799	<b>\$ 3,687,729</b>
<b>Operations &amp; Maintenance</b>	4,331,695	6,095,135	5,184,759	<b>5,283,554</b>
<b>Capital Expenses</b>	511,152	1,116,133	1,506,930	<b>1,475,956</b>
<b>Debt Service</b>	69,189	56,157	129,035	<b>162,273</b>
<b>Transfers Out</b>	-	-	-	-
<b>TOTAL</b>	<b>\$ 7,585,965</b>	<b>\$ 10,471,045</b>	<b>\$ 10,370,523</b>	<b>\$ 10,609,512</b>



**City of Canyon Lake  
General Fund Budget Expenditure Summary  
Fiscal Year 2025-26**

Department/Division		Personnel	O & M	Capital	Debt Service	Total
<b>GENERAL GOVERNMENT</b>						
100	City Council	\$ 66,012	\$ 63,600	\$ -	\$ -	\$ 129,612
200	City Attorney	-	159,224	-	-	159,224
310	City Manager	462,205	33,950	-	-	496,155
311	Community Development	340,217	276,582	-	-	616,799
320	City Clerk	204,893	102,050	-	-	306,943
330	Finance	255,781	231,845	-	-	487,626
550	Building & Fac Maint	-	524,546	26,000	112,316	662,862
	<b>SUBTOTAL</b>	<b>\$ 1,329,108</b>	<b>\$ 1,391,797</b>	<b>\$ 26,000</b>	<b>\$ 112,316</b>	<b>\$ 2,859,221</b>
<b>DEVELOPMENT SERVICES</b>						
350	Planning	\$ -	\$ 162,800	\$ -	\$ -	\$ 162,800
360	Building and Safety	254,723	161,500	-	-	416,223
510	Public Works Administration	-	30,000	-	-	30,000
515	NPDES	-	159,200	-	-	159,200
520	Code Enforcement	379,396	22,500	-	-	401,896
	<b>SUBTOTAL</b>	<b>\$ 634,119</b>	<b>\$ 536,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,170,119</b>
<b>PUBLIC SAFETY</b>						
410	Law Enforcement	\$ -	\$ 2,111,890	\$ 5,000	\$ -	\$ 2,116,890
421	City Fire Department	1,724,502	582,267	-	-	2,306,769
425	Emergency Preparedness	-	45,000	-	-	45,000
430	Animal Control	-	126,350	-	-	126,350
	<b>SUBTOTAL</b>	<b>\$ 1,724,502</b>	<b>\$ 2,865,507</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 4,595,009</b>
	Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 3,687,729</b>	<b>\$ 4,793,304</b>	<b>\$ 31,000</b>	<b>\$ 112,316</b>	<b>\$ 8,624,349</b>



**City of Canyon Lake  
Fund Balance Summary  
Fiscal Year 2025-26**

<b>Fund Type &amp; Name</b>	<b>Estimated Available Balance 06/30/25</b>	<b>+</b>	<b>Estimated Revenues 2025-26</b>	<b>=</b>	<b>Funds Available 2025-26</b>	<b>-</b>	<b>Budgeted Appropriations 2025-26</b>	<b>=</b>	<b>Estimated Available Balance 06/30/26</b>
<b>GENERAL FUND</b>									
General Fund	\$ 7,470,313		\$ 8,674,450 *		\$ 16,144,763		\$ 8,624,349 *		\$ 7,520,414
<b>SPECIAL REVENUE FUNDS</b>									
Gas Tax	\$ 1,359,761		\$ 624,050		\$ 1,983,811		\$ 250,500		\$ 1,733,311
Measure A	1,620,276		307,000		1,927,276		76,150		1,851,126
AQMD Trust	84,905		15,900		100,805		-		100,805
Law Enforcement Grants	5,335		202,500		207,835		204,000		3,835
Miscellaneous grants	-		-		-		-		-
<b>TOTAL SPECIAL REVENUE</b>	<b>\$ 3,070,277</b>		<b>\$ 1,149,450</b>		<b>\$ 4,219,727</b>		<b>\$ 530,650</b>		<b>\$ 3,689,077</b>
<b>ENTERPRISE FUND</b>									
Rental	\$ 273,513		\$ 108,315		\$ 381,828		\$ 85,707		\$ 296,121
<b>CAPITAL IMPROVEMENT FUND</b>									
Capital Projects	\$ 338,617		\$ 1,229,806		\$ 1,568,423		\$ 1,368,806		\$ 199,617
<b>TOTAL</b>	<b>\$ 11,152,720</b>		<b>\$ 11,162,021</b>		<b>\$ 22,314,741</b>		<b>\$ 10,609,512</b>		<b>\$ 11,705,229</b>

\* The adopted General Fund Budget anticipates revenues over expenditures of

**\$ 50,101**

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<u>General Government</u>		<u>City Council - 100</u>			
Function - Department		Division - Code			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
6010	Salaries and Wages	\$ 18,300	\$ 18,000	\$ 18,000	\$ 63,000
6080	Benefits	1,531	686	1,340	3,012
	<b>Personnel Total:</b>	<b>\$ 19,831</b>	<b>\$ 18,686</b>	<b>\$ 19,340</b>	<b>\$ 66,012</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6220	Departmental Expense	\$ 7,624	\$ 14,901	\$ 8,300	\$ 2,300
6225	Council Meeting Expense	7,256	6,762	10,600	12,000
6510	Conference/Meeting/Travel Exp	10,064	16,067	17,100	17,100
6520	Membership/Dues/Publications	6,779	8,584	15,950	15,950
6610	Professional/Specialized Services	-	32,270	-	-
6830	Promotion and Advertising	99,672	26,894	32,075	16,250
6831	City Events	-	93,132	79,500	-
	<b>O &amp; M Total:</b>	<b>\$ 131,395</b>	<b>\$ 198,610</b>	<b>\$ 163,525</b>	<b>\$ 63,600</b>
<b>CAPITAL COSTS</b>					
	None	\$ -	\$ -	\$ -	\$ -
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ 19,831	\$ 18,686	\$ 19,340	\$ 66,012
	Operations & Maintenance	131,395	198,610	163,525	63,600
	Capital	-	-	-	-
		<b>\$ 151,226</b>	<b>\$ 217,296</b>	<b>\$ 182,865</b>	<b>\$ 129,612</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>General Government</b>		<b>City Council - 100</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
6010	<b>Salaries and Wages</b> City Council Members (5)	\$ 18,000	\$ 63,000
6080	<b>Benefits</b> Medicare/SUTA	1,340	3,012
	<b>Personnel Total:</b>	\$ 19,340	\$ 66,012
6220	<b>Departmental Expense</b>	\$ 8,300	\$ 2,300
6225	<b>Council Meeting Expense</b>	10,600	12,000
	Meeting Taping	\$ 7,500	
	Closed Session Meals	\$ 3,000	
	Presentation Materials	\$ 1,500	
6510	<b>Conference/Meeting/Travel Exp</b>	17,100	17,100
6520	<b>Membership/Dues/Publications</b>	15,950	15,950
	League of CA Cities	\$ 7,000	
	Riverside Division	\$ 100	
	SCAG	\$ 1,220	
	WRCOG	\$ 1,500	
	WRCOG Solid Waste	\$ 4,800	
	LAFCO	\$ 950	
	2-1-1 Riverside County	\$ 380	
6830	<b>Promotion and Advertising</b>	32,075	16,250
	Chamber of Commerce	\$ 1,000	
	Advertisement/Promotion	\$ 3,500	
	City Attire	\$ 750	
	Trauma Intervention Program	\$ 1,500	
	Youth in Government	\$ 2,000	
	Community Benefit Funds	\$ 7,500	
6831	<b>City Events</b>	79,500	-
	<b>O &amp; M Total:</b>	\$ 163,525	\$ 63,600

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<u>General Government</u>		<u>City Attorney - 200</u>		
Function - Department		Division - Code		
Object Acct #	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>				
None	\$ -	\$ -	\$ -	\$ -
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
6610 Professional/Specialized Services	\$ 129,750	\$ 186,567	\$ 156,560	\$ 159,224
<b>O &amp; M Total:</b>	<b>\$ 129,750</b>	<b>\$ 186,567</b>	<b>\$ 156,560</b>	<b>\$ 159,224</b>
<b>CAPITAL COSTS</b>				
None	\$ -	\$ -	\$ -	\$ -
<b><u>DIVISION SUMMARY</u></b>				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations & Maintenance	129,750	186,567	156,560	159,224
Capital	-	-	-	-
	<b>\$ 129,750</b>	<b>\$ 186,567</b>	<b>\$ 156,560</b>	<b>\$ 159,224</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>General Government</b>		<b>City Attorney - 200</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
	<b>None</b>	\$ -	\$ -
	<b>Personnel Total:</b>	\$ -	\$ -
6610	<b>Professional/Specialized Services</b>	\$ 156,560	\$ 159,224
	Attorney services	\$ 119,224	
	Litigation	\$ 30,000	
	Code Enforcement	\$ 10,000	
	<b>O &amp; M Total:</b>	\$ 156,560	\$ 159,224
	<b>None</b>	\$ -	\$ -
	<b>Capital Total:</b>	\$ -	\$ -

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>General Government</b>		<b>City Manager - 310</b>			
<b>Function - Department</b>		<b>Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
6010	Salaries and Wages (See next Page)	\$ 500,497	\$ 546,370	\$ 576,255	\$ 355,426
6080	Benefits	107,327	134,301	175,832	106,779
	<b>Personnel Total:</b>	<b>\$ 607,824</b>	<b>\$ 680,671</b>	<b>\$ 752,087</b>	<b>\$ 462,205</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6210	Office Expense and Supplies	\$ 39,895	\$ 29,535	\$ 32,400	\$ -
6220	Departmental Expense	6,874	6,982	5,500	5,500
6310	Communications	315	27,382	4,000	1,000
6415	Fleet Maintenance	547	3,621	1,000	-
6425	Fuels & Lubricants	993	1,162	2,000	-
6440	Mileage Reimbursement	78	-	500	500
6510	Conference/Meeting/Travel Exp	7,624	10,615	18,950	18,950
6520	Membership/Dues/Publications	2,965	7,422	4,000	4,000
6610	Professional/Specialized Services	122,518	167,947	44,200	-
6710	Training and Education	483	5	2,000	2,000
6245	Tuition Reimbursement	-	-	-	2,000
6855	Contingency	6,276	22,956	10,000	-
	<b>O &amp; M Total:</b>	<b>\$ 188,568</b>	<b>\$ 277,627</b>	<b>\$ 124,550</b>	<b>\$ 33,950</b>
<b>CAPITAL COSTS</b>					
		\$ -	\$ -	\$ -	\$ -
		-	-	-	-
	<b>Capital Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ 607,824	\$ 680,671	\$ 752,087	\$ 462,205
	Operations & Maintenance	188,568	277,627	124,550	33,950
	Capital	-	-	-	-
		<b>\$ 796,392</b>	<b>\$ 958,298</b>	<b>\$ 876,637</b>	<b>\$ 496,155</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>General Government</b>		<b>City Manager - 310</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
6010	<b>Salaries and Wages</b>	\$ 576,255	\$ 355,426
	City Manager		\$ 272,950
	Executive Asst to the City Manager		\$ 82,476
6080	<b>Benefits</b>	175,832	106,779
	Health/PERS/Medicare/SUTA/Deferred Comp/Auto/Life Ins.		
<b>Personnel Total:</b>		<b>\$ 752,087</b>	<b>\$ 462,205</b>
6210	<b>Office Expense and Supplies</b>	\$ 32,400	\$ -
6220	<b>Departmental Expense</b>	5,500	5,500
6310	<b>Communications</b>	4,000	1,000
	Equipment		\$ 1,000
6415	<b>Fleet Maintenance</b>	1,000	-
6425	<b>Fuels &amp; Lubricants</b>	2,000	-
6440	<b>Mileage Reimbursement</b>	500	500
6510	<b>Conference/Meeting/Travel Exp</b>	18,950	18,950
6520	<b>Membership/Dues/Publications</b>	4,000	4,000
	ICMA/CCMF/MMASC/League		\$ 4,000
6610	<b>Professional/Specialized Services</b>	44,200	-
6710	<b>Training and Education</b>	2,000	2,000
6245	<b>Tuition Reimbursement</b>	-	2,000
6855	<b>Contingency</b>	10,000	-
<b>O &amp; M Total:</b>		<b>\$ 124,550</b>	<b>\$ 33,950</b>
8000	<b>Capital Outlay</b>	\$ -	\$ -
<b>Capital Total:</b>		<b>\$ -</b>	<b>\$ -</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<u>General Government</u>		<u>Community Development - 311</u>			
Function - Department		Division - Code			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
6010	Salaries and Wages	\$ -	\$ -	\$ -	\$ 271,255
6080	Benefits	-	-	-	68,962
	<b>Personnel Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 340,217</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6210	Office Expense and Supplies	\$ -	\$ -	\$ -	\$ 18,000
6220	Departmental Expense	-	-	-	24,832
6415	Fleet Maintenance	-	-	-	8,000
6425	Fuels & Lubricants	-	-	-	7,000
6440	Mileage Reimbursement	-	-	-	500
6510	Conference/Meeting/Travel Exp	-	-	-	2,000
6610	Professional/Specialized Services	-	-	-	63,650
6710	Training and Education	-	-	-	1,000
6245	Tuition Reimbursement	-	-	-	2,500
6831	City Events	-	-	-	149,100
	<b>O &amp; M Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 276,582</b>
<b>CAPITAL COSTS</b>					
	None	\$ -	\$ -	\$ -	\$ -
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ -	\$ -	\$ -	\$ 340,217
	Operations & Maintenance	-	-	-	276,582
	Capital	-	-	-	-
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 616,799</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<u>General Government</u>		<u>Community Development - 311</u>	
<u>Function - Department</u>		<u>Division - Code</u>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
6010	<b>Salaries and Wages</b>		\$ 271,255
	Community Development Direct	\$ 167,643	
	Community Engmt Coordinator	\$ 59,488	
	Office Assistant	\$ 44,124	
6080	<b>Benefits</b>		68,962
	Health/PERS/Medicare/SUTA/Deferred Comp/Auto/Life Ins.		
<b>Personnel Total:</b>		\$ -	\$ 340,217
6210	<b>Office Expense and Supplies</b>		\$ 18,000
6220	<b>Departmental Expense</b>		24,832
	Microsoft Subscriptions	\$ 20,000	
	Adobe Pro Subscriptions	\$ 3,832	
	Miscellaneous Items	\$ 1,000	
6415	<b>Fleet Maintenance</b>		8,000
6425	<b>Fuels &amp; Lubricants</b>		7,000
6440	<b>Mileage Reimbursement</b>		500
6510	<b>Conference/Meeting/Travel Exp</b>		2,000
6610	<b>Professional/Specialized Services</b>		63,650
	Support Services IT	\$ 37,200	
	IworQ	\$ 26,450	
6710	<b>Training and Education</b>		1,000
6245	<b>Tuition Reimbursement</b>		2,500
6831	<b>City Events</b>		149,100
	State of the City	\$ 20,000	
	Veterans Day Celebration	\$ 11,500	
	CLFD Open House	\$ 6,000	
	9/11 Event	\$ 1,500	
	Memorial Day Event	\$ 6,000	
	Fiesta Day Sponsorship	\$ 1,000	
	National Night Out	\$ 1,500	
	Pumpkin Bash	\$ 55,000	
	Employee Christmas Party	\$ 2,500	
	Video Production-State of the City	\$ 25,000	
	Video Production-Pumpkin Bash	\$ 10,000	-
	Video Production-Other	\$ 2,000	
	City Golf Championship	\$ 1,500	
	Community Cleanup	\$ -	
	Donuts with Santa	\$ -	
	Life Guard Program	\$ 5,600	
<b>O &amp; M Total:</b>		\$ -	\$ 276,582

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>General Government</b>		<b>City Clerk - 320</b>			
<b>Function - Department</b>		<b>Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
6010	Salaries and Wages	\$ 205,823	\$ 154,505	\$ 174,316	\$ 164,061
6080	Benefits	23,128	25,804	26,047	40,832
	<b>Personnel Total:</b>	<b>\$ 228,951</b>	<b>\$ 180,309</b>	<b>\$ 200,363</b>	<b>\$ 204,893</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6210	Office Expense and Supplies	\$ 2,934	\$ 719	\$ 500	\$ 500
6220	Departmental Expense	16,660	9,341	21,000	19,000
6240	Printing	2,142	1,332	10,000	10,000
6245	Tuition Reimbursement	-	-	-	2,500
6330	Rental and Leases	-	-	-	16,300
6510	Conference/Meeting/Travel Exp	834	750	2,000	2,000
6511	Military Banner Expense	1,659	103	-	-
6520	Membership/Dues/Publications	1,328	250	2,000	2,250
6610	Professional/Specialized Services	14,963	24,022	88,600	46,500
6710	Training and Education	123	-	3,000	3,000
	<b>O &amp; M Total:</b>	<b>\$ 40,643</b>	<b>\$ 36,517</b>	<b>\$ 127,100</b>	<b>\$ 102,050</b>
<b>CAPITAL COSTS</b>					
		\$ -	\$ -	\$ -	\$ -
	<b>Capital Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ 228,951	\$ 180,309	\$ 200,363	\$ 204,893
	Operations & Maintenance	40,643	36,517	127,100	102,050
	Capital	-	-	-	-
		<b>\$ 269,594</b>	<b>\$ 216,826</b>	<b>\$ 327,463</b>	<b>\$ 306,943</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>General Government</b>		<b>City Clerk - 320</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
6010	<b>Salaries and Wages</b>	\$ 174,316	\$ 164,061
	City Clerk		\$ 164,061
6080	<b>Benefits</b>	26,047	40,832
	Health/PERS/Medicare/SUTA/Life Ins.		
	<b>Personnel Total:</b>	<b>\$ 200,363</b>	<b>\$ 204,893</b>
6210	<b>Office Expense and Supplies</b>	\$ 500	\$ 500
	Postage		\$ 500
6220	<b>Departmental Expense</b>	21,000	19,000
	Records Management & Retention		\$ 8,000
	Mailing (Yearly EMS Hearing)		\$ 6,000
	Miscellaneous		\$ 5,000
6240	<b>Public Notices</b>	10,000	10,000
6245	<b>Tuition Reimbursement</b>		2,500
6330	<b>Rental and Leases</b>	-	16,300
	Copy Costs		\$ 6,000
	Copier Lease		\$ 10,300
6510	<b>Conference/Meeting/Travel Exp</b>	2,000	2,000
	New Law & CCAC Conference		\$ 2,000
6520	<b>Membership/Dues/Publications</b>	2,000	2,250
	Notary		\$ 250
	IIMC		\$ 200
	Elections Code, Muni Law Book		\$ 650
	CCAC		\$ 250
	Miscellaneous		\$ 400
	SHRM		\$ 300
	The Elections Center		\$ 200
6610	<b>Professional/Specialized Services</b>	88,600	46,500
	Harris & Associates		\$ 7,500
	Imaging Annual Renewal		\$ 9,500
	American Legal Publishing		\$ 5,500
	Agenda Management Software		\$ 8,000
	Public Records Portal		\$ 6,500
	Records Retention Update		\$ 500
	Annual Website/Domain		\$ 7,500
	Archival & Election Supplies		\$ 1,000
	Docu Sign		\$ 500
6710	<b>Training and Education</b>	3,000	3,000
	<b>O &amp; M Total:</b>	<b>\$ 127,100</b>	<b>\$ 102,050</b>
		\$ -	\$ -
	<b>Capital Total:</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

**General Government**  
**Function - Department**

**Finance - 330**  
**Division - Code**

Object Acct #	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>				
6010 Salaries and Wages	\$ 121,613	\$ 159,267	\$ 177,021	\$ 182,341
6080 Benefits	45,618	57,839	58,657	73,440
<b>Personnel Total:</b>	<b>\$ 167,231</b>	<b>\$ 217,106</b>	<b>\$ 235,678</b>	<b>\$ 255,781</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
6210 Office Expense and Supplies	\$ 831	\$ 1,553	\$ 1,400	\$ 740
6220 Departmental Expense	41,240	36,115	50,200	63,600
6245 Tuition Reimbursement	-	-	-	5,000
6440 Mileage Reimbursement	-	-	230	205
6520 Membership/Dues/Publications	140	780	800	830
6530 Software	2,697	2,497	2,520	7,640
6610 Professional/Specialized Services	165,133	117,170	114,560	126,650
6612 Annual Audit Expense	18,000	19,000	24,950	20,500
6710 Training and Education	-	4,232	4,000	6,680
<b>O &amp; M Total:</b>	<b>\$ 228,041</b>	<b>\$ 181,347</b>	<b>\$ 198,660</b>	<b>\$ 231,845</b>
<b>CAPITAL COSTS</b>				
	\$ -	\$ -	\$ -	\$ -
<b>Capital Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>DIVISION SUMMARY</b>				
Personnel	\$ 167,231	\$ 217,106	\$ 235,678	\$ 255,781
Operations & Maintenance	228,041	181,347	198,660	231,845
Capital	-	-	-	-
	<b>\$ 395,272</b>	<b>\$ 398,453</b>	<b>\$ 434,338</b>	<b>\$ 487,626</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>General Government</b>		<b>Finance - 330</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
6010	<b>Salaries and Wages</b>	\$ 177,021	\$ 182,341
	Adminstrative Services Senior Analyst	\$ 108,569	
	Accounting Specialist	\$ 73,772	
6080	<b>Benefits</b>	58,657	73,440
	Retiree Medical	\$ 4,100	
	Benefits	\$ 69,340	
	Health/PERS/Medicare/SUTA/Life Ins.		
<b>Personnel Total:</b>		<b>\$ 235,678</b>	<b>\$ 255,781</b>
6210	<b>Office Expense and Supplies</b>	\$ 1,400	\$ 740
	Checks and Miscellaneous items	\$ 740	
6220	<b>Departmental Expense</b>	50,200	63,600
	PERS Unfunded Liability	\$ 62,400	
	Data Ticket/Revenue Experts	\$ 1,200	
6440	<b>Mileage Reimbursement</b>	230	205
6520	<b>Membership/Dues/Publications</b>	800	830
	MMASC	\$ 260	
	CSMFO	\$ 120	
	SRHM	\$ 300	
	GFOA	\$ 150	
6530	<b>Software</b>	2,520	7,640
	Abila MIP Licensing Online	\$ 7,640	
6610	<b>Professional/Specialized Services</b>	114,560	126,650
	Contract Accounting Firm	\$ 33,000	
	HDL Sales Tax Consulttant	\$ 5,400	
	GASB 75 Acturarial	\$ 1,500	
	Advisory Services	\$ 3,000	
	Payroll Service	\$ 12,000	
	HR Consulting	\$ 10,000	
	HDL Property Tax Consultant	\$ 13,750	
	Contract Acct Firm-Payroll & Related	\$ 48,000	
6612	<b>Annual Audit Expense</b>	24,950	20,500
6710	<b>Training and Education</b>	4,000	6,680
	CSMFO Conference	\$ 1,720	
	SHRM Conference	\$ 3,000	
	Training	\$ 1,960	
6245	<b>Tuition Reimbursement</b>		5,000
<b>O &amp; M Total:</b>		<b>\$ 198,660</b>	<b>\$ 231,845</b>
		\$ -	\$ -
<b>Capital Total:</b>		<b>\$ -</b>	<b>\$ -</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>Development Services</b>		<b>Planning - 350</b>			
<b>Function - Department</b>		<b>Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
6010	Salaries and Wages	\$ -	\$ -	\$ -	\$ -
6080	Benefits	-	-	-	-
	<b>Personnel Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6616	Regular Planning Services	\$ 54,906	\$ 51,000	\$ 70,200	\$ 72,800
6619	General Plan Services	54,908	101,944	265,000	90,000
	<b>O &amp; M Total:</b>	<b>\$ 109,814</b>	<b>\$ 152,944</b>	<b>\$ 335,200</b>	<b>\$ 162,800</b>
<b>CAPITAL COSTS</b>					
	None	\$ -	\$ -	\$ -	\$ -
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	109,814	152,944	335,200	162,800
	Capital	-	-	-	-
		<b>\$ 109,814</b>	<b>\$ 152,944</b>	<b>\$ 335,200</b>	<b>\$ 162,800</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>Development Services</b>		<b>Planning - 350</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
6010	<b>Salaries and Wages</b>	\$ -	\$ -
	Planning Tech	\$ -	
6080	<b>Benefits</b>	-	-
	Medicare, SUI, WC	-	
<b>Personnel Total:</b>		<b>\$ -</b>	<b>\$ -</b>
6616	<b>Regular Planning Services</b>	\$ 70,200	\$ 72,800
	Contract City Planner	\$ 72,800	
6619	<b>General Plan Services</b>	265,000	90,000
	Housing Element	\$ 30,000	
	Environmental Justice Element	\$ 60,000	
<b>O &amp; M Total:</b>		<b>\$ 335,200</b>	<b>\$ 162,800</b>
<b>None</b>			
<b>Capital Total:</b>		<b>\$ -</b>	<b>\$ -</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>Development Services</b>		<b>Building &amp; Safety - 360</b>			
<b>Function - Department</b>		<b>Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
6010	Salaries and Wages	\$ 126,635	\$ 177,869	\$ 215,586	\$ 201,178
6080	Benefits	37,557	52,136	49,998	53,545
	<b>Personnel Total:</b>	<b>\$ 164,192</b>	<b>\$ 230,005</b>	<b>\$ 265,584</b>	<b>\$ 254,723</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6210	Office Expense and Supplies	\$ 481	\$ 646	\$ 1,000	\$ 1,000
6220	Departmental Expenses	6,269	6,671	7,000	2,000
6310	Communications	1,150	832	1,000	-
6415	Fleet Maintenance	469	314	1,000	-
6425	Fuels & Lubricants	972	977	1,500	-
6440	Mileage Reimbursements	-	-	500	500
6520	Membership/Dues/Publications	1,897	125	1,500	1,500
6610	Professional/Specialized Services	101,344	95,402	150,950	150,000
6710	Training	329	542	1,500	1,500
6245	Tuition Reimbursement	-	-	-	5,000
	<b>O &amp; M Total:</b>	<b>\$ 112,911</b>	<b>\$ 105,509</b>	<b>\$ 165,950</b>	<b>\$ 161,500</b>
<b>CAPITAL COSTS</b>					
	None	\$ -	\$ -	\$ -	\$ -
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ 164,192	\$ 230,005	\$ 265,584	\$ 254,723
	Operations & Maintenance	112,911	105,509	165,950	161,500
	Capital	-	-	-	-
		<b>\$ 277,103</b>	<b>\$ 335,514</b>	<b>\$ 431,534</b>	<b>\$ 416,223</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>Development Services</b>		<b>Building &amp; Safety - 360</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
6010	<b>Salaries &amp; Wages</b>	\$ 215,586	\$ 201,178
	Deputy Building Official/Sr. Inspector	\$ 113,997	
	Building Permit Technician II	\$ 87,181	
	Building Permit Technician I	\$ -	
6080	<b>Benefits</b>	49,998	53,545
	Health/PERS/Medicare/SUTA/Life Ins.	\$ 53,545	
<b>Personnel Total:</b>		<b>\$ 265,584</b>	<b>\$ 254,723</b>
6210	<b>Office Expense and Supplies</b>	\$ 1,000	\$ 1,000
	Miscellaneous	\$ 1,000	
6220	<b>Departmental Expense</b>	7,000	2,000
	Printing	\$ 1,000	
	Miscellaneous	\$ 1,000	
6310	<b>Communications</b>	1,000	-
6415	<b>Fleet Maintenance</b>	1,000	-
6425	<b>Fuels &amp; Lubricants</b>	1,500	-
6440	<b>Mileage Reimbursement</b>	500	500
6520	<b>Membership/Dues/Publications</b>	1,500	1,500
	State Building Officials	\$ 1,500	
6610	<b>Professional/Specialized Services</b>	150,950	150,000
	IworQ	\$ -	
	VCA Code	\$ 150,000	
6710	<b>Training</b>	1,500	1,500
6245	<b>Tuition Reimbursement</b>	-	5,000
<b>O &amp; M Total:</b>		<b>\$ 165,950</b>	<b>161,500</b>
	<b>None</b>	\$ -	\$ -
<b>Capital Total:</b>		<b>\$ -</b>	<b>\$ -</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>Public Safety - Police</b>		<b>Law Enforcement - 410</b>			
<b>Function - Department</b>		<b>Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
	None	\$ -	\$ -	\$ -	\$ -
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6335	Facility Rate	\$ 24,554	\$ 25,817	\$ 28,000	\$ 29,000
6410	Vehicle & Equip Maint/Support	-	-	3,000	3,000
6610	Professional/Specialized Services	1,781,624	590,347	1,799,770	2,052,390
6845	Booking Fees	6,114	7,741	7,200	7,500
6850	Cal ID	11,025	11,056	11,600	11,000
6861	County RMS System	11,214	10,404	8,600	9,000
	<b>O &amp; M Total:</b>	<b>\$ 1,834,531</b>	<b>\$ 645,365</b>	<b>\$ 1,858,170</b>	<b>\$ 2,111,890</b>
<b>CAPITAL COSTS</b>					
8000	ALPR Cameras	\$ -	\$ 6,192	\$ 5,000	\$ 5,000
	<b>Capital Total:</b>	<b>\$ -</b>	<b>\$ 6,192</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	1,834,531	645,365	1,858,170	2,111,890
	Capital	-	6,192	5,000	5,000
		<b>\$ 1,834,531</b>	<b>\$ 651,557</b>	<b>\$ 1,863,170</b>	<b>\$ 2,116,890</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>Public Safety - Police</b>		<b>Law Enforcement - 410</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
	<b>None</b>	\$ -	\$ -
	<b>Personnel Total:</b>	\$ -	\$ -
6335	<b>Facility Rate</b>	\$ 28,000	\$ 29,000
6410	<b>Vehicle &amp; Equip Maint/Support</b>	3,000	3,000
6610	<b>Professional/Specialized Services</b>	1,799,770	2,052,390
	Police Services (total)	\$ 2,241,390	
6620	Extra Duty - Events	\$ 15,000	
	Less CalCOPS Fund offset	\$ (204,000) #	
6845	<b>Booking Fees</b>	7,200	7,500
6846	Blood/Alcohol Analysis	\$ 7,500	
6850	<b>Cal ID</b>	11,600	11,000
6861	<b>County RMS System</b>	8,600	9,000
	<b>O &amp; M Total:</b>	\$ 1,858,170	\$ 2,111,890
8000	<b>ALPR Cameras</b>	\$ 5,000	\$ 5,000
	<b>Capital Total:</b>	\$ 5,000	\$ 5,000

# = Amount of Law Enforcement costs charged to the Police Grants Fund.

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>Public Safety - Fire</b>		<b>City Fire Department - 421</b>			
<b>Function - Department</b>		<b>Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
6020	Salaries FD Management	\$ 273,370	\$ 321,044	\$ 326,811	\$ 320,804
6023	Salaries FD Firefighters	604,428	705,492	793,174	822,383
6024	Salaries FD Firefighters OT	101,703	148,264	176,300	182,471
6025	Salaries FD Firefighters FSLA	15,387	17,149	21,549	21,629
6026	Reserve Firefighter Stipends	12,553	11,000	18,250	20,000
6081	Benefits FD Management	18,954	32,777	26,801	25,228
6086	Benefits FD Firefighters	17,954	47,928	28,665	33,289
6087	Benefits Health Insurance FD	54,320	108,326	154,850	155,107
6088	Benefits PARS Firefighters	41,108	85,153	100,043	103,641
6089	Benefits PARS FD Management	12,521	34,259	37,506	39,950
6090	Benefits Workers Compensation	20,000	-	-	-
	<b>Personnel Total:</b>	<b>\$ 1,172,298</b>	<b>\$ 1,515,897</b>	<b>\$ 1,683,949</b>	<b>\$ 1,724,502</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6210	Office Expens & Supplies	\$ 8,945	\$ 4,402	\$ 4,500	\$ 5,050
6220	Departmental Expense	72,693	9,772	10,500	11,315
6231	Emergency Response Equip	-	44,451	50,000	56,815
6240	Printing	-	1,097	1,000	1,500
6310	Communications	3,069	3,198	3,760	2,904
6320	Utilities	18,075	-	-	-
6330	Rents & Leases	125,202	125,214	125,214	125,215
6410	Fleet & Equipment Maint	51,863	63,909	65,550	71,500
6425	Fuels & Lubricants	23,650	17,564	22,416	23,112
6440	Mileage Reimbursment	972	119	1,000	2,000
6450	EMS Enhancement Funds	-	11,766	20,500	20,900
6455	CalRecycle Grant Exp	-	-	-	2,000
6510	Conference/Meeting/Travel	-	3,094	8,000	8,800
6520	Membership/Dues/Publications	600	1,589	3,000	2,300
6530	Software	10,346	14,117	15,900	18,400
6610	Professional/Specialized Services	130,560	135,979	167,760	187,456
6710	Training & Education	17,026	14,814	22,500	33,000
6245	Tuition Reimbursement	-	-	17,500	10,000
6720	Landscape Maint/Repair	5,400	-	-	-
6841	Claim Payments Workers Comp	-	65,713	-	-
	<b>O &amp; M Total:</b>	<b>\$ 468,401</b>	<b>\$ 516,798</b>	<b>\$ 539,100</b>	<b>\$ 582,267</b>
<b>STARTUP COSTS</b>					
8017	Fire & Life Saving Equipment	\$ 1,712	\$ 12,846	\$ 17,750	\$ -
8018	Station Upgrades	-	17,796	-	-
6815	Fire Department Equipment	42,921	-	-	-
	<b>Capital Total:</b>	<b>\$ 44,633</b>	<b>\$ 30,642</b>	<b>\$ 17,750</b>	<b>\$ -</b>
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ 1,172,298	\$ 1,515,897	\$ 1,683,949	\$ 1,724,502
	Operations & Maintenance	468,401	516,798	539,100	582,267
	Capital	44,633	30,642	17,750	-
		<b>\$ 1,685,332</b>	<b>\$ 2,063,337</b>	<b>\$ 2,240,799</b>	<b>\$ 2,306,769</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>Public Safety - Fire</b>		<b>City Fire Department - 421</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
<b>Salaries and Wages (See detail schedule)</b>			
6020	Salaries FD Management	\$ 326,811	\$ 320,804
6023	Salaries FD Firefighters	793,174	822,383
6024	Salaries FD Firefighters OT	176,300	182,471
6025	Salaries FD Firefighters FSLA	21,549	21,629
6026	Reserve Firefighter Stipends	18,250	20,000
6081	Benefits FD Management	26,801	25,228
6086	Benefits FD Firefighters	28,665	33,289
6087	Benefits Health Insurance FD	154,850	155,107
6088	Benefits PARS Fire Fighters	100,043	103,641
6089	Benefits PARS FD Management	37,506	39,950
<b>Personnel Total:</b>		<b>\$ 1,683,949</b>	<b>\$ 1,724,502</b>
6210	<b>Office Expense &amp; Supplies</b>	\$ 4,500	\$ 5,050
6220	<b>Departmental Expense</b>	10,500	11,315
6231	<b>Emergency Response Equipment</b>	50,000	56,815
6240	<b>Printing</b>	1,000	1,500
6310	<b>Communications</b>	3,760	2,904
6330	<b>Rents &amp; Leases</b>	125,214	125,215
	Type I Engine Lease		\$ 84,152
	Type VI Engine Lease		\$ 41,063
6410	<b>Fleet &amp; Equipment Maintenance</b>	65,550	71,500
6425	<b>Fuels &amp; Lubricants</b>	22,416	23,112
6440	<b>Mileage Reimbursement</b>	1,000	2,000
6450	<b>EMS Enhancement Funds</b>	20,500	20,900
6455	<b>CalRecycle Grant Exp</b>		2,000
6510	<b>Conference/Meeting/Travel</b>	8,000	8,800
6520	<b>Membership/Dues/Publications</b>	3,000	2,300
6530	<b>Software</b>	15,900	18,400
	Lexipol Policy Computer Application		\$ 6,600
	Training Computer Module		\$ 5,000
	Fire Prevention Computer Mod		\$ 3,300
	Slate Staffing		\$ 3,000
	Fire Simulation Software		\$ 500
6610	<b>Professional/Specialized Services</b>	167,760	187,456
	Public Education Supplies		\$ 6,000
	IworQ Fire Prevention Software		\$ 1,221
	Dispatch Riverside County		\$ 162,000
	MDC Annual Rents		\$ 7,500
	NFPA Fire Code Subscription		\$ 1,800
	Annual SCBA Fit Testing		\$ 1,000
	Other Items		\$ 7,935
6710	<b>Training &amp; Education</b>	22,500	33,000
	Training Supplies		\$ 13,000
	Certifications		\$ 7,000
	Outside Instructors		\$ 13,000
6245	<b>Tuition Reimbursement</b>	17,500	10,000
<b>O &amp; M Total:</b>		<b>\$ 539,100</b>	<b>\$ 582,267</b>
8017	Fire & Life Saving Equipment	\$ 17,750	\$ -
<b>Capital Total:</b>		<b>\$ 17,750</b>	<b>\$ -</b>

**City of Canyon Lake  
Budget Summary  
Fiscal 2025-26**

**Public Safety - Emergency Preparedness**  
**Function - Department**

**Emergency Preparedness - 425**  
**Division - Code**

Object Acct #	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>				
None	\$ -	\$ -	\$ -	\$ -
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
6215 EOC Equipment/Supplies	\$ -	\$ -	\$ -	\$ 4,000
6220 Departmental Expense	8,797	1,792	2,600	5,000
6310 Communications	-	201	1,000	1,000
6610 Professional/Specialized Service	25,000	25,065	25,000	35,000
<b>O &amp; M Total:</b>	<b>\$ 33,797</b>	<b>\$ 27,058</b>	<b>\$ 28,600</b>	<b>\$ 45,000</b>
<b>CAPITAL COSTS</b>				
None	\$ -	\$ -	\$ -	\$ -
<b><u>DIVISION SUMMARY</u></b>				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations & Maintenance	33,797	27,058	28,600	45,000
Capital	-	-	-	-
	<b>\$ 33,797</b>	<b>\$ 27,058</b>	<b>\$ 28,600</b>	<b>\$ 45,000</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>Public Safety - Emergency Preparedness</b>		<b>Emergency Preparedness - 425</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
	<b>None</b>	\$ -	\$ -
	<b>Personnel Total:</b>	\$ -	\$ -
6215	<b>EOC Equipment/Supplies</b>	\$ -	\$ 4,000
6220	<b>Departmental Expense</b>		
	Supplies	2,600	5,000
	Tools & Equipment		
	\$ 2,500		
	\$ 2,500		
6310	<b>Communications (Emergency Management EOC)</b>	1,000	1,000
	Satellite Phones		
	\$ 1,000		
6610	<b>Professional/Specialized Services</b>	25,000	35,000
	EMD Contract (County)		
	\$ 30,000		
	CERT Training (County)		
	\$ 5,000		
	<b>O &amp; M Total:</b>	\$ 28,600	\$ 45,000
	<b>None</b>	\$ -	\$ -
	<b>Capital Total:</b>	\$ -	\$ -

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

**Public Safety - Animal Control**  
**Function - Department**

**Animal Control - 430**  
**Division - Code**

Object Acct #	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>				
None	\$ -	\$ -	\$ -	\$ -
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
6610 Professional/Specialized Services	\$ 114,912	\$ 127,962	\$ 99,250	\$ 103,050
6900 Debt Service	31,960	38,822	22,184	23,300
<b>O &amp; M Total:</b>	<b>\$ 146,872</b>	<b>\$ 166,784</b>	<b>\$ 121,434</b>	<b>\$ 126,350</b>
<b>CAPITAL COSTS</b>				
None	\$ -	\$ -	\$ -	\$ -
<b><u>DIVISION SUMMARY</u></b>				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations & Maintenance	146,872	166,784	121,434	126,350
Capital	-	-	-	-
	<b>\$ 146,872</b>	<b>\$ 166,784</b>	<b>\$ 121,434</b>	<b>\$ 126,350</b>

City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26

Public Safety - Animal Control		Animal Control - 430	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
	<b>None</b>	\$ -	\$ -
	<b>Personnel Total:</b>	\$ -	\$ -
	<b>OPERATIONS &amp; MAINTENANCE COSTS</b>		
6610	<b>Professional/Specialized Services</b>	\$ 99,250	\$ 103,050
	Animal Control	\$ 43,050	
	County Sheltering Services	\$ 60,000	
6900	<b>Interest Expense</b>	22,184	23,300
	Debt Service	\$ 18,890	
	Audit/Fiscal Agent/Admin	\$ 4,410	
	<b>O &amp; M Total:</b>	\$ 121,434	\$ 126,350
	<b>None</b>	\$ -	\$ -
	<b>Capital Total:</b>	\$ -	\$ -

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<u>Development Services</u>		<u>Public Works Administration - 510</u>			
Function - Department		Division - Code			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
	<b>PERSONNEL COSTS</b>				
6010	Salaries and Wages	\$ -	\$ -	\$ -	\$ -
6080	Benefits	-	-	-	-
	<b>Personnel Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
6610	Professional/Specialized Services	\$ 4,285	\$ 18,345	\$ 20,000	\$ 30,000
	<b>O &amp; M Total:</b>	<b>\$ 4,285</b>	<b>\$ 18,345</b>	<b>\$ 20,000</b>	<b>\$ 30,000</b>
	<b>CAPITAL COSTS</b>				
	None	\$ -	\$ -	\$ -	\$ -
	<b><u>DIVISION SUMMARY</u></b>				
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	4,285	18,345	20,000	30,000
	Capital	-	-	-	-
		<b><u>\$ 4,285</u></b>	<b><u>\$ 18,345</u></b>	<b><u>\$ 20,000</u></b>	<b><u>\$ 30,000</u></b>

City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26

<u>Development Services</u>		<u>Public Works Administration - 510</u>	
Function - Department		Division - Code	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
6015	<b>Salaries and Wages</b>	\$ -	\$ -
6080	<b>Benefits</b>	-	-
	<b>Personnel Total:</b>	\$ -	\$ -
6610	<b>Professional/Specialized Services</b>	\$ 20,000	\$ 30,000
	On Call Maintenance	\$ 15,000	
	Interwest Consulting Group	\$ 15,000	
	<b>O &amp; M Total:</b>	\$ 20,000	\$ 30,000
	<b>None</b>	\$ -	\$ -
	<b>Capital Total:</b>	\$ -	\$ -

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>Development Services</b>		<b>NPDES - 515</b>			
<b>Function - Department</b>		<b>Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
6015	Salaries and Wages	\$ -	\$ -	\$ -	\$ -
6080	Benefits	-	-	-	-
	<b>Personnel Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6520	Membership/Dues/Publications	\$ 71,297	\$ 70,200	\$ 93,500	\$ 99,200
6610	Professional/Specialized Services	48,086	60,000	60,000	60,000
	<b>O &amp; M Total:</b>	<b>\$ 119,383</b>	<b>\$ 130,200</b>	<b>\$ 153,500</b>	<b>\$ 159,200</b>
<b>CAPITAL COSTS</b>					
	None	\$ -	\$ -	\$ -	\$ -
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	119,383	130,200	153,500	159,200
	Capital	-	-	-	-
		<b>\$ 119,383</b>	<b>\$ 130,200</b>	<b>\$ 153,500</b>	<b>\$ 159,200</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>Development Services</b>		<b>NPDES - 515</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
6015	<b>Salaries and Wages</b>	\$ -	\$ -
6080	<b>Benefits</b>	-	-
<b>Personnel Total:</b>		\$ -	\$ -
6520	<b>Membership/Dues/Publications</b>	\$ 93,500	\$ 99,200
	NPDES MS4 Permit Fee	\$ 11,000	
	LE/CL TMDL	\$ 43,700	
	San Jacinto River Watershed Council	\$ 1,000	
	LESJWA	\$ 20,000	
	SAR NPDES Program Share	\$ 3,500	
	WMP Cost Share	\$ 20,000	
6610	<b>Professional/Specialized Services</b>	60,000	60,000
	Consultant for NPDES	\$ 60,000	
<b>O &amp; M Total:</b>		\$ 153,500	\$ 159,200
	<b>None</b>	\$ -	\$ -
<b>Capital Total:</b>		\$ -	\$ -

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>Development Services</b>		<b>Code Enforcement - 520</b>			
<b>Function - Department</b>		<b>Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
6015	Salaries and Wages	\$ 241,995	\$ 290,883	\$ 310,221	\$ 293,161
6080	Benefits	71,607	70,063	82,577	86,235
	<b>Personnel Total:</b>	<b>\$ 313,602</b>	<b>\$ 360,946</b>	<b>\$ 392,798</b>	<b>\$ 379,396</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6210	Office Expense and Supplies	\$ 281	\$ 940	\$ 1,500	\$ 1,500
6220	Department Expense	6,919	14,896	10,700	10,700
6310	Communications	2,037	2,430	3,000	3,000
6415	Fleet Maintenance	5,250	1,671	6,000	-
6425	Fuels and Lubricants	7,937	2,416	4,000	-
6520	Membership/Dues/Publications	8,582	300	800	800
6610	Professional/Specialized Services	1,834	1,896	18,000	2,500
6710	Training and Education	1,028	390	1,500	1,500
6245	Tuition Reimbursement	-	-	5,000	2,500
	<b>O &amp; M Total:</b>	<b>\$ 33,868</b>	<b>\$ 24,939</b>	<b>\$ 50,500</b>	<b>\$ 22,500</b>
<b>CAPITAL COSTS</b>					
8001	Vehicles	-	-	-	-
	<b>Capital Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ 313,602	\$ 360,946	\$ 392,798	\$ 379,396
	Operations & Maintenance	33,868	24,939	50,500	22,500
	Capital	-	-	-	-
		<b>\$ 347,470</b>	<b>\$ 385,885</b>	<b>\$ 443,298</b>	<b>\$ 401,896</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<b>Development Services</b>		<b>Code Enforcement - 520</b>	
<b>Function - Department</b>		<b>Division - Code</b>	
Object		Budget	Proposed
Acct #	Description and Justification	2024-25	2025-26
6015	<b>Salaries and Wages</b>	\$ 310,221	\$ 293,161
	Code Enforcement Officer	\$ 81,806	
	Code Enforcement Officer	\$ 81,806	
	Code Enforcement Supervisor	\$ 100,586	
	Part-Time Business License Tech	\$ 28,963	
6080	<b>Benefits</b>	82,577	86,235
	Health/PERS/Medicare/SUTA/Deferred Comp/Life Ins.		
	<b>Personnel Total:</b>	<b>\$ 392,798</b>	<b>\$ 379,396</b>
6210	<b>Office Expense and Supplies</b>	\$ 1,500	\$ 1,500
6220	<b>Departmental Expense</b>	10,700	10,700
	Miscellaneous	\$ 2,100	
	Data Ticket/Revenue Experts	\$ 3,200	
	Printing	\$ 800	
	Equipment	\$ 1,000	
	Uniforms	\$ 1,600	
	BLM Cleanup	\$ 2,000	
6310	<b>Communications</b>	3,000	3,000
6415	<b>Fleet Maintenance</b>	6,000	-
6425	<b>Fuels and Lubricants</b>	4,000	-
6520	<b>Membership/Dues/Publications</b>	800	800
	Memberships	\$ 800	
6610	<b>Professional/Specialized Services</b>	18,000	2,500
	Corelogic/Real Quest	\$ 2,500	
6710	<b>Training and Education</b>	1,500	1,500
6245	<b>Tuition Reimbursement</b>	5,000	2,500
	<b>O &amp; M Total:</b>	<b>\$ 50,500</b>	<b>\$ 22,500</b>
8001	<b>Vehicles</b>	\$ -	\$ -
	<b>Capital Total:</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>General Government</b>		<b>Building and Facilities Maint - 550</b>			
Function - Department		Division - Code			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PERSONNEL COSTS</b>					
	None	\$ -	\$ -	\$ -	\$ -
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6320	Utilities	\$ 35,457	\$ 57,653	\$ 59,605	\$ 59,046
6330	Rentals & Leases	69,708	113,485	79,850	1,200
6520	Membership/Dues/Publications	-	-	7,500	11,200
6610	Professional/Specialized Services	40,395	67,637	69,980	73,870
6840	Liability Property Ins & Deductible	184,463	295,845	288,700	379,230
	<b>O &amp; M Total:</b>	<b>\$ 330,023</b>	<b>\$ 534,620</b>	<b>\$ 505,635</b>	<b>\$ 524,546</b>
<b>CAPITAL COSTS</b>					
8007	Furniture & Equipment	\$ 8,326	\$ 5,452	\$ 13,000	\$ 11,500
8014	Building Improvements	-	-	-	4,500
8030	Fire Station Purchase	-	490,000	-	-
8018	Fire Station Upgrades	11,530	4,547	20,000	10,000
	<b>Capital Total:</b>	<b>\$ 19,856</b>	<b>\$ 499,999</b>	<b>\$ 33,000</b>	<b>\$ 26,000</b>
<b>DEBT SERVICE</b>					
6900	Interest Expense	\$ -	\$ 12,983	\$ 22,740	\$ 17,254
6910	Principal Expense	-	43,174	89,575	95,062
	<b>Debt Service Total:</b>	<b>\$ -</b>	<b>\$ 56,157</b>	<b>\$ 112,315</b>	<b>\$ 112,316</b>
<b><u>DIVISION SUMMARY</u></b>					
	Personnel	\$ -	\$ -	\$ -	\$ -
	Operations & Maintenance	330,023	534,620	505,635	524,546
	Capital	19,856	499,999	33,000	26,000
	Debt Service	-	56,157	112,315	112,316
		<b>\$ 349,879</b>	<b>\$ 1,090,776</b>	<b>\$ 650,950</b>	<b>\$ 662,862</b>

**City of Canyon Lake  
Budget Detail  
Fiscal Year 2025-26**

<u>General Government</u>		<u>Building and Facilities Maint - 550</u>	
<u>Function - Department</u>		<u>Division - Code</u>	
Acct #	Description and Justification	Budget 2024-25	Proposed 2025-26
6320	<b>Utilities</b>	\$ 59,605	\$ 59,046
	Electric	\$ 30,000	
	Gas	\$ 1,700	
	Water	\$ 5,900	
	Ring Central Telephone	\$ 11,100	
	Elevator Phone	\$ 879	
	Internet/Cable	\$ 6,467	
	Propane	\$ 3,000	
6330	<b>Rentals and Leases</b>		
	Postage Meter Lease	\$ 700	1,200
	Tree Lease	\$ 500	
6520	<b>Membership/Dues/Publications</b>	7,500	11,200
	Merchants Association	\$ 11,200	
6610	<b>Professional/Specialized Services</b>	69,980	73,870
	Pest Control	\$ 3,570	
	Security	\$ 3,800	
	HVAC Maintenance	\$ 6,500	
	Janitorial	\$ 19,000	
	Elevator service	\$ 5,750	
	Maintenance & Repairs	\$ 5,000	
	Fire Station Maintenance	\$ 15,000	
	Fire Dept Landscaping	\$ 5,000	
	Other Items	\$ 10,250	
6840	<b>Liability Property Ins &amp; Deductible</b>	288,700	379,230
	General Liability Premium	\$ 257,400	
	Property Premium	\$ 24,400	
	Cyber	\$ 2,590	
	ADWRP	\$ 150	
	Crime Bond	\$ 1,290	
	ERMA	\$ 14,300	
	APD	\$ 10,700	
	Workers Compensation Deposit	\$ 68,400	
<b>O &amp; M Total:</b>		<b>\$ 505,635</b>	<b>\$ 524,546</b>
6900	Interest Expense (POA Loan)	\$ 22,740	\$ 17,254
6910	Principal Expense (POA Loan)	89,575	95,062
<b>Debt Service Total:</b>		<b>\$ 112,315</b>	<b>\$ 112,316</b>
8007	Furniture & Equipment	\$ 13,000	\$ 11,500
	Building Improvements	-	4,500
8018	Fire Station Upgrades	20,000	10,000
<b>Capital Total:</b>		<b>\$ 33,000</b>	<b>\$ 26,000</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

Public Works - Streets Function - Department		Gas Tax - Fund 20 Division - Code			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PROGRAM REVENUES</b>					
4840	Gas Tax 2103	\$ 90,214	\$ 100,691	\$ 98,290	\$ 100,650
4850	Gas Tax 2105	63,009	67,150	68,720	70,400
4860	Gas Tax 2106	44,553	47,299	47,610	48,700
4870	Gas Tax 2107	85,871	90,893	93,920	96,100
4875	Gas Tax 2107.5	3,000	3,000	3,000	3,000
4876	Road Maintenance Rehab	247,033	285,647	283,280	290,200
4900	Interest Income	6,366	44,248	4,200	15,000
<b>Program Revenue Total</b>		<b>\$ 540,046</b>	<b>\$ 638,928</b>	<b>\$ 599,020</b>	<b>\$ 624,050</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6610	Professional and Specialized Services	\$ 76,137	\$ 182,718	\$ 50,000	\$ 65,000
6320	Utilities	4,352	2,134	3,000	3,000
6720	Landscape Maintenance	70,970	145,525	92,500	92,500
6721	Street Maintenance	42,049	28,902	35,605	36,000
6722	Signal and Sign Maintenance	21,516	31,353	36,600	37,000
6724	Street Tree Trimming	-	-	5,000	5,000
6723	Reclaimed Water (RRCR)	8,362	10,931	12,000	12,000
8030	Right of Way Acquisition	-	910,128	-	-
<b>O &amp; M Total:</b>		<b>\$ 223,386</b>	<b>\$ 1,311,691</b>	<b>\$ 234,705</b>	<b>\$ 250,500</b>
<b>CAPITAL COSTS</b>					
8108	RR Canyon Rd Safety Improvements	\$ -	\$ -	\$ 50,000	\$ -
	Active Transportation Plan	-	-	70,000	-
8000	Capital Outlay	27,613	-	-	-
<b>Capital Total:</b>		<b>\$ 27,613</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>\$ -</b>
<b><u>DIVISION SUMMARY</u></b>					
<b>Total Revenue</b>		<b>\$ 540,046</b>	<b>\$ 638,928</b>	<b>\$ 599,020</b>	<b>\$ 624,050</b>
<b>Personnel</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operations &amp; Maintenance</b>		223,386	1,311,691	234,705	250,500
<b>Capital</b>		27,613	-	120,000	-
<b>Total Expenditures</b>		<b>\$ 250,999</b>	<b>\$ 1,311,691</b>	<b>\$ 354,705</b>	<b>\$ 250,500</b>
<b>Surplus/Shortfall</b>		<b>\$ 289,047</b>	<b>\$ (672,763)</b>	<b>\$ 244,315</b>	<b>\$ 373,550</b>
<b>Estimated Available Reserves</b>					<b>\$ 1,733,311</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

Public Works - Streets Function - Department		Measure A - Fund 21 Division - Code			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PROGRAM REVENUES</b>					
4550	Measure A Fees	\$ 294,400	\$ 284,590	\$ 285,000	\$ 285,000
4790	Miscellaneous Income	-	-		
4900	Interest Income	5,149	46,164	4,500	22,000
	<b>Program Revenue Total</b>	<b>\$ 299,549</b>	<b>\$ 330,754</b>	<b>\$ 289,500</b>	<b>\$ 307,000</b>
<b>PERSONNEL COSTS</b>					
	None	\$ -	\$ -	\$ -	\$ -
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
6955	Interest Expense	\$ -	\$ -	\$ -	\$ -
6960	Principal Expense (RCTC advance)	-	-	-	-
6610	Professional Services	-	-	-	-
	<b>O &amp; M Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL COSTS</b>					
8108	RR Canyon Rd Safety Improvements	\$ -	\$ 210	\$ 76,150	\$ 76,150
8109	RR Canyon Rd Painting Improvements	-	362,500	-	-
	<b>Capital Total:</b>	<b>\$ -</b>	<b>\$ 362,710</b>	<b>\$ 76,150</b>	<b>\$ 76,150</b>
<b><u>DIVISION SUMMARY</u></b>					
	<b>Total Revenue</b>	<b>\$ 299,549</b>	<b>\$ 330,754</b>	<b>\$ 289,500</b>	<b>\$ 307,000</b>
	<b>Personnel</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Operations &amp; Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Capital</b>	<b>-</b>	<b>362,710</b>	<b>76,150</b>	<b>76,150</b>
	<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 362,710</b>	<b>\$ 76,150</b>	<b>\$ 76,150</b>
	<b>Surplus/Shortfall</b>	<b>\$ 299,549</b>	<b>\$ (31,956)</b>	<b>\$ 213,350</b>	<b>\$ 230,850</b>
	<b>Estimated Available Reserves</b>				<b>\$ 1,851,126</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>General Government</b>		<b>AQMD - Fund 25</b>			
<b>Function - Department</b>		<b>Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
	<b>PROGRAM REVENUES</b>				
4580	SCAQMD Fees	\$ 14,543	\$ 14,775	\$ 14,500	\$ 14,800
4900	Interest Income	173	2,071	400	1,100
	<b>Program Revenue Total</b>	<b>\$ 14,716</b>	<b>\$ 16,846</b>	<b>\$ 14,900</b>	<b>\$ 15,900</b>
	<b>PERSONNEL COSTS</b>				
	None	\$ -	\$ -	\$ -	\$ -
	<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
	<b>Public Works</b>				
	None	\$ -	\$ -	\$ -	\$ -
	<b>O &amp; M Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>CAPITAL COSTS</b>				
8000	Capital Outlay	\$ -	\$ -	\$ -	\$ -
	Vehicle	-	-	-	-
	<b>Capital Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b><u>DIVISION SUMMARY</u></b>				
	<b>Total Revenue</b>	<b>\$ 14,716</b>	<b>\$ 16,846</b>	<b>\$ 14,900</b>	<b>\$ 15,900</b>
	<b>Personnel</b>	\$ -	\$ -	\$ -	\$ -
	<b>Operations &amp; Maintenance</b>	-	-	-	-
	<b>Capital</b>	-	-	-	-
	<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Surplus/Shortfall</b>	<b>\$ 14,716</b>	<b>\$ 16,846</b>	<b>\$ 14,900</b>	<b>\$ 15,900</b>
	<b>Estimated Available Reserves</b>				<b>\$ 100,805</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>Public Safety - Police Function - Department</b>		<b>Law Enforcement Grants - Fund 26 Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PROGRAM REVENUES</b>					
4575	CAL COPS Revenue	\$ 165,271	\$ 186,159	\$ 190,000	\$ 202,500
4900	Interest Income	-	-	-	-
	<b>Program Revenue Total</b>	<b>\$ 165,271</b>	<b>\$ 186,159</b>	<b>\$ 190,000</b>	<b>\$ 202,500</b>
<b>PERSONNEL COSTS</b>					
414	<b>PERSONNEL COSTS</b>				
6010	Salaries and Wages	\$ -	\$ -	\$ -	\$ -
6080	Benefits	-	-	-	-
	<b>Personnel Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>					
414	<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
6610	Professional/Specialized Services	\$ 160,000	\$ 160,000	\$ 224,000	\$ 204,000
	<b>O &amp; M Total:</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>	<b>\$ 224,000</b>	<b>\$ 204,000</b>
<b>CAPITAL COSTS</b>					
8000	Capital Outlay	\$ -	\$ -	\$ -	\$ -
	<b>Capital Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>DIVISION SUMMARY</u></b>					
	<b>Total Revenue</b>	<b>\$ 165,271</b>	<b>\$ 186,159</b>	<b>\$ 190,000</b>	<b>\$ 202,500</b>
	<b>Personnel</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Operations &amp; Maintenance</b>	160,000	160,000	224,000	204,000
	<b>Capital</b>	-	-	-	-
	<b>Total Expenditures</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>	<b>\$ 224,000</b>	<b>\$ 204,000</b>
	<b>Surplus/Shortfall</b>	<b>\$ 5,271</b>	<b>\$ 26,159</b>	<b>\$ (34,000)</b>	<b>\$ (1,500)</b>
	<b>Estimated Available Reserves</b>				<b>\$ 3,835</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

General Government Function - Department		Miscellaneous Grants - Fund 27 Division - Code			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
	<b>PROGRAM REVENUES</b>				
4599	American Rescue Plan	\$ 451,050	\$ 1,560,984	\$ 149,930	\$ -
	<b>Program Revenue Total</b>	<b>\$ 451,050</b>	<b>\$ 1,560,984</b>	<b>\$ 149,930</b>	<b>\$ -</b>
	<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Var	Amounts Listed Below	\$ 32,000	\$ 1,344,394	\$ 85,130	\$ -
	<b>O &amp; M Total:</b>	<b>\$ 32,000</b>	<b>\$ 1,344,394</b>	<b>\$ 85,130</b>	<b>\$ -</b>
	<b>CAPITAL COSTS</b>				
Var	Amounts Listed Below	\$ 419,050	\$ 216,590	\$ 64,800	\$ -
	<b>Total:</b>	<b>\$ 419,050</b>	<b>\$ 216,590</b>	<b>\$ 64,800</b>	<b>\$ -</b>
	<b>Total Revenue</b>	<b>\$ 451,050</b>	<b>\$ 1,560,984</b>	<b>\$ 149,930</b>	<b>\$ -</b>
	<b>Personnel</b>	\$ -	\$ -	\$ -	\$ -
	<b>Operations &amp; Maintenance</b>	32,000	1,344,394	85,130	-
	<b>Capital</b>	419,050	216,590	64,800	-
	<b>Total Expenditures</b>	<b>\$ 451,050</b>	<b>\$ 1,560,984</b>	<b>\$ 149,930</b>	<b>\$ -</b>
	<b>Surplus/Shortfall</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Estimated Available Reserves</b>				<b>\$ -</b>

<b>American Rescue Plan Act</b>			
Acct #		FY 2023-24	Total
7000	City Hall Renovation	\$ 65,017	\$ -
7001	Fire Station Upgrades/Equipment	49,908	-
7002	Repairs - 31542 Railroad Canyon Road	45,200	-
7006	New Code Enforcement Vehicle	7,946	-
7010	Community E-Gift Card Program	1,710	-
7012	Junior Lifeguard Program Bus Rental	9,500	-
7016	Law Enforcement Services Riverside County Sheriff	1,284,692	-
7020	Small Business Support	15,033	-
7021	Fire Chief Bonus	33,459	-
7022	Fire Station Architectural Design	48,519	-
	<b>Total ARPA Expenditures</b>	<b>\$ 1,560,984</b>	<b>\$ -</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

<b>Capital Projects Function - Department</b>		<b>Capital Projects - Fund 40 Division - Code</b>			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>PROGRAM REVENUES</b>					
4590	Grant Revenues HSIP	\$ -	\$ -	\$ 1,207,980	\$ 1,207,980
4585	CDBG Grant	-	-	-	21,826
5901	Transfer from General Fund	-	1,284,692	-	-
	<b>Program Revenue Total</b>	<b>\$ -</b>	<b>\$ 1,284,692</b>	<b>\$ 1,207,980</b>	<b>\$ 1,229,806</b>
<b>CAPITAL COSTS</b>					
8108	RR Canyon Rd Safety (HSIP)	\$ -	\$ -	\$ 1,207,980	\$ 1,207,980
8023	ADA Project	-	-	-	21,826
8017	Fire and Life Saving Equipment	-	-	-	139,000
	<b>Capital Costs Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,207,980</b>	<b>\$ 1,368,806</b>
<b><u>DIVISION SUMMARY</u></b>					
	<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 1,284,692</b>	<b>\$ 1,207,980</b>	<b>\$ 1,229,806</b>
	<b>Personnel</b>	\$ -	\$ -	\$ -	\$ -
	<b>Operations &amp; Maintenance</b>	-	-	-	-
	<b>Capital</b>	-	-	1,207,980	1,368,806
	<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,207,980</b>	<b>\$ 1,368,806</b>
	<b>Surplus/Shortfall</b>	<b>\$ -</b>	<b>\$ 1,284,692</b>	<b>\$ -</b>	<b>\$ (139,000)</b>
	<b>Estimated Available Reserves</b>				<b>\$ 199,617</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

Enterprise Fund - Rental Function - Department		Rental - Fund 60 Dept - Code 560			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
	<b>REVENUES</b>				
4698	Rental Income	\$ 69,100	\$ 78,579	\$ 74,600	\$ 108,315
	<b>Revenue Total</b>	<b>\$ 69,100</b>	<b>\$ 78,579</b>	<b>\$ 74,600</b>	<b>\$ 108,315</b>
	<b>OPERATING EXPENDITURES</b>				
6210	Office Expense & Supplies	\$ 447	\$ 195	\$ 250	\$ 250
6320	Utilities	12,173	11,180	14,000	14,000
6325	Repairs & Maintenance	140	195	2,000	5,000
6326	Assessments	10,773	-	11,000	11,400
6327	Insurance	-	-	-	-
6328	Property Taxes	3,946	7,751	2,800	3,100
6610	Professional & Specialized Services	1,256	75	-	2,000
6900	Interest Expense	37,189	18,419	16,720	15,988
6910	Principal Expense	-	-	33,240	33,969
7002	Repairs 31542 RR Canyon RD	-	35,100	-	-
	<b>Expenditure Total:</b>	<b>\$ 65,924</b>	<b>\$ 72,915</b>	<b>\$ 80,010</b>	<b>\$ 85,707</b>
	<b>CAPITAL COSTS</b>				
8023	ADA Project	-	-	-	-
8014	Building Improvements	-	-	-	-
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b><u>DIVISION SUMMARY</u></b>				
	<b>Total Revenue</b>	<b>\$ 69,100</b>	<b>\$ 78,579</b>	<b>\$ 74,600</b>	<b>\$ 108,315</b>
	<b>Personnel</b>	\$ -	\$ -	\$ -	\$ -
	<b>Operations &amp; Maintenance</b>	65,924	72,915	80,010	85,707
	<b>Capital</b>	-	-	-	-
	<b>Total Expenditures</b>	<b>\$ 65,924</b>	<b>\$ 72,915</b>	<b>\$ 80,010</b>	<b>\$ 85,707</b>
	<b>Surplus/Shortfall</b>	<b>\$ 3,176</b>	<b>\$ 5,664</b>	<b>\$ (5,410)</b>	<b>\$ 22,608</b>
	<b>Estimated Available Reserves</b>				<b>\$ 296,121</b>

**City of Canyon Lake  
Budget Summary  
Fiscal Year 2025-26**

Enterprise Fund - Rental Function - Department		Rental - Fund 60 Dept - Code 570			
Object Acct #		Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26
<b>REVENUES</b>					
4698	Rental Income	\$ 675	\$ 5,424	\$ -	\$ -
	<b>Revenue Total</b>	<b>\$ 675</b>	<b>\$ 5,424</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATING EXPENDITURES</b>					
6210	Office Expense & Supplies	\$ -	\$ -	\$ 200	\$ -
6320	Utilities	1,812	1,761	2,000	-
6325	Repairs & Maintenance	55	135	2,000	-
6328	Property Taxes	-	-	1,600	-
6326	Assessments	3,591	-	3,800	-
6610	Professional/Specialized Services	1,834	1,009	1,800	-
	<b>Expenditure Total:</b>	<b>\$ 7,292</b>	<b>\$ 2,905</b>	<b>\$ 11,400</b>	<b>\$ -</b>
<b>CAPITAL COSTS</b>					
	Building Improvements	\$ -	\$ -	\$ -	\$ -
<b><u>DIVISION SUMMARY</u></b>					
	<b>Total Revenue</b>	<b>\$ 675</b>	<b>\$ 5,424</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Personnel</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Operations &amp; Maintenance</b>	<b>7,292</b>	<b>2,905</b>	<b>11,400</b>	<b>-</b>
	<b>Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 7,292</b>	<b>\$ 2,905</b>	<b>\$ 11,400</b>	<b>\$ -</b>
	<b>Surplus/Shortfall</b>	<b>\$ (6,617)</b>	<b>\$ 2,519</b>	<b>\$ (11,400)</b>	<b>\$ -</b>
	<b>Estimated Available Reserves</b>				<b>\$ -</b>

## **ATTACHMENT 2**

**RESOLUTION NO. 2025-21**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING THE BUDGET, APPROPRIATING REVENUE AND ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a proposed budget for the 2025-2026 fiscal year commencing July 1, 2025, and ending June 30, 2026; and

**WHEREAS**, the City Council held a Council Meeting to discuss the proposed budget on May 14, 2025, where all interested persons were provided the opportunity to be heard; and

**WHEREAS**, the City Council has considered the same budget and comments thereon, and has determined it is necessary for the efficient management of the City that certain sum of revenue be appropriated to the various departments, officers, agencies and activities of the City; and

**WHEREAS**, an appropriations limit must be established for FY 2025-2026 to meet the legal requirements of Article XIII B of the California Constitution, including the designation of certain revenues as tax proceeds, as set forth in said budget.

**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.** For the Fiscal Year ending June 30, 2026, the appropriations limit has been computed using the change in population for the County of Riverside and the change in California per capita personal income as set out in Section 7901 of the Government Code. The appropriations limit for the fiscal year ending June 30, 2026, is established at \$8,280,490 as verified by calculations attached "Exhibit A".

**Section 3.** The City Council hereby identifies and authorizes a total estimated Operations, Debt Service and Capital Budget for FY 2025-2026 in the amount of \$10,609,512 with reserves and balances of \$11,705,229 and appropriates said amount from revenues of the City to the departments, functions and funds as contained in the Budget and authorizes the City Manager to carry out the City's expenditures in conformity herewith.

**Section 4.** 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 5.** That the City Clerk shall certify to 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 14<sup>th</sup> day of May 2025.

\_\_\_\_\_  
Mark Terry, Mayor

ATTEST:

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

**EXHIBIT “A”**

**APPROPRIATIONS LIMIT**

CITY OF CANYON LAKE

2025-2026 APPROPRIATIONS COMPUTATION

2024-2025 Appropriations Limit	\$7,758,353
Multiply by Cumulative Growth Factor (See below from “C”)	
2025-2026 Appropriations Limit	\$8,280,490
(a) *Inflation Change = 6.44 %	1.0644 ratio
(b) **Population Change for County = 0.27%	1.0027 ratio
(c) Cumulative Growth Factor	
Calculation: 1.0644 X 1.0027	1.0673 ratio
* California per capita personal income selected	
** Riverside County percentage change	

# **ATTACHMENT 3**

**RESOLUTION NO. 2025-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING THE SALARY AND WAGE SCHEDULES FOR NON-SAFETY AND SAFETY EMPLOYEES OF THE CITY OF CANYON LAKE FOR FISCAL YEAR 2025-26**

**WHEREAS**, the City Council annually adopts a resolution which establishes salaries and wages for its employees; and

**WHEREAS**, the City Manager has reviewed the staff positions and the organizational structure of the City and identified positions necessary for the City of Canyon Lake.

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

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

**Section 2.** Exhibit “A” has been modified to incorporate employee positions, salaries, and wages.

**Section 3.** All other terms and conditions of employment shall remain the same.

**Section 4.** This Resolution shall take effect on July 1, 2025, and shall continue until modified.

**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.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of May 2025.

\_\_\_\_\_  
Mark Terry, Mayor

ATTEST:

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

## **NON-SAFETY SALARY SCHEDULE**

**Effective July 1, 2025**

City Manager and Department Heads		
Job Title	Allocated	
City Manager	1	Per Contract - \$271,625
Administrative Services Director / City Clerk	1	Department Head Range: \$131,760.68 - \$166,829.09
Community Development Director	1	

Exempt Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Accounting Specialist	1	\$60,397.43	\$63,417.30	\$66,588.16	\$69,917.57	\$73,413.45
Administrative Services Senior Analyst	1	\$93,330.48	\$97,997.01	\$102,896.86	\$108,041.70	\$113,443.79
Code Enforcement Supervisor	1	\$82,350.43	\$86,467.95	\$90,791.35	\$95,330.91	\$100,097.46
Community Engagement Coordinator	1	\$53,695.73	\$56,380.52	\$59,199.54	\$62,159.52	\$65,267.50
Deputy Building Official / Sr. Building Inspector	1	\$93,330.48	\$97,997.01	\$102,896.86	\$108,041.70	\$113,443.79
Executive Assistant to the City Manager	1	\$82,075.93	\$86,179.73	\$90,488.72	\$95,013.15	\$99,763.81

Hourly/Non-Exempt Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Building Permit Technician I	.5	\$32.38/hr.	\$34.00/hr.	\$35.70/hr.	\$37.49/hr.	\$39.36/hr.
Building Permit Technician II	1	\$36.30/hr.	\$38.11/hr.	\$40.02/hr.	\$42.02/hr.	\$44.12/hr.
Business License Technician	.5	\$24.82/hr.	\$26.06/hr.	\$27.37/hr.	\$28.74/hr.	\$30.17/hr.
Code Enforcement Officer	2.5	\$34.06/hr.	\$35.77/hr.	\$37.55/hr.	\$39.43/hr.	\$41.40/hr.
Office Assistant	2	\$22.33/hr.	\$23.45/hr.	\$24.62/hr.	\$25.85/hr.	\$27.14/hr.

**Non-Safety Allocated Positions**

Full Time: 14

Part-Time 3



**SAFETY SALARY SCHEDULE**  
**Proposed - Effective July 1, 2025**

Fire Chief and Department Heads		
Job Title	Allocated	
Fire Chief	1	Per Contract Department Head Range: \$133,903.13 - \$162,760.09
Battalion Chief	1.5	Per Contract

Hourly/Non-Exempt Full Time Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Captain	0	\$27.09/hr.	\$28.44/hr.	\$29.86/hr.	\$31.36/hr.	\$32.92/hr.
Captain/Paramedic	3	\$28.43/hr.	\$29.85/hr.	\$31.35/hr.	\$32.91/hr.	\$34.56/hr.
Engineer	0	\$24.62/hr.	\$25.85/hr.	\$27.15/hr.	\$28.50/hr.	\$29.93/hr.
Engineer/Paramedic	3.5	\$25.85/hr.	\$27.15/hr.	\$28.50/hr.	\$29.93/hr.	\$31.43/hr.
Firefighter/Paramedic	3	\$22.40/hr.	\$23.52/hr.	\$24.69/hr.	\$25.93/hr.	\$27.22/hr.

Volunteer Positions		
Job Title	Allocated	Stipend
Reserve Firefighter		\$100.00 per 24-hour shift

Safety Allocated Positions

Full Time: 11

Part Time: 2

# **ATTACHMENT 4**

**RESOLUTION NO. 2025-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING A POLICY GOVERNING THE USE OF BUDGET DISCRETIONARY FUNDS BY CITY COUNCIL MEMBERS**

**WHEREAS**, from time to time, the City Council includes funding in the City’s budget for each individual City Council Member to spend on assistance, services, programs, or projects that benefit the community; and

**WHEREAS**, the proposed Fiscal Year 2025-2026 budget includes a line item of \$1,500 for each Council Member identified as community benefit funds (“Community Benefit Funds”); and

**WHEREAS**, the City Council anticipates that future City budgets will include allocations for Community Benefit Funds in amounts subject to City Council review and approval in such future budgets; and

**WHEREAS**, by adoption of this Resolution the City Council desires to establish a policy governing how budgeted Community Benefit Funds may be expended by individual Council Members.

**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.** Community Benefit Funds. Community Benefit Funds may be spent on one or more of the following eligible expenses:

- Contributions to community based not-for-profit organizations that provide services or assistance to residents of the City;
- Contributions to programs, services, assistance, teams or clubs offered at or through schools or other community organizations located within the City or that otherwise serve students or residents of the City;
- Contributions to scholarships, grants, awards, or recognition programs for students or residents of the City;
- Contributions to job training, job placement, occupational education, work force development and similar programs provided to residents of the City;
- Contributions in support of the arts within the community that are available to residents of the community;
- Contributions in support of social, economic, or environmental justice and equality that benefit the community;
- Contributions to City, school, or community events, fairs, festivals, parades, concerts, tournaments, farmers markets, community gardens and similar activities;

- Contributions in support of local athletic teams, events, programs, or activities for residents of the community;
- Contributions in support of not-for-profit services or programs providing access to physical and mental health resources to residents of the City;
- Contributions in support of healthy eating programs, food banks, meals on wheels, school lunch programs, and similar programs assisting residents with nutritional necessities;
- Contributions to legal aid, tenant advocacy and similar programs available to residents;
- Contributions to grant or aid programs for local businesses;
- Purchase of tickets, tables, or sponsorships for community events;
- Payment of City fees applicable to special events at City facilities hosted by community based not-for-profit organizations that provide services or assistance to students and/or residents of the City;
- Purchase of equipment, supplies, or other resources for community organizations; and
- Such other expenditures which the City Council may, from time to time determine are within the spirit and intent of this policy and provide benefit to the community. Such determination may be made by amendment to this policy or by order of the City Council entered into its official meeting minutes.

**Section 3.** Disbursement and Limitation on Use. Individual Council Members may directly authorize the expenditure of available funds from their Community Benefit Fund for any of the uses identified as allowable in the foregoing list. Under no circumstances may Community Benefit Funds be used for the personal financial benefit of the Council Member or be provided to for-profit businesses, used for campaign contributions, or for any use that would constitute a gift of public funds under California Law.

**Section 4.** 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 5.** That the City Clerk shall certify to 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 14<sup>th</sup> day of May 2025.

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Mark Terry, Mayor

ATTEST:

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Sheryl L. Garcia, MMC, CPM  
City Clerk



## **STAFF REPORT**

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

**FROM:** Arron Brown, City Manager

**BY:** Mike Borja, Community Development Director

**DATE:** May 14, 2025

**SUBJECT:** Introduction and First Reading of Ordinance No. 253, an Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 12.04 of the Canyon Lake Municipal Code Related to Speed Limits on Railroad Canyon Road

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### **Recommendation**

Waive full reading and introduce by title only Ordinance No. 253 - an Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 12.04 of the Canyon Lake Municipal Code Related to Speed Limits on Railroad Canyon Road.

### **Background**

The City contracted with Willdan Engineering to recommend a speed survey be conducted on this street segment to assess the operating conditions for the purpose of establishing an enforceable speed limit.

The engineering and speed survey accounts for: 1) prevailing speed, 2) accident history, and 3) roadway characteristics not apparent to the motorist.

The survey designated this segment to retain the existing 45 mile per hour speed limit and be proposed by Ordinance.

### **Discussion**

In order to enforce speed limits using radar, speed limits must be set in accordance with the California Vehicle Code (CVC). Per the CVC, vehicle speeds are determined by the behavior of many drivers during normal driving conditions. Jurisdictions may not establish arbitrary speed limits.

The City made changes to Railroad Canyon Road within the city limits of Canyon Lake many years ago. No formal speed survey was ever adopted at that time. The street has sidewalks for students and pedestrians, along with bike lanes throughout. As such, it is desirable to resurvey

the prevailing speeds and determine if speed limit adjustments are in order. Railroad Canyon Road was recently re-surveyed and the consulting Traffic Engineer recommended retaining the existing speed limit of 45 mph. The 2024 Engineering and Traffic Survey presents the following recommended speed limit for this roadway segment:

<b>Street</b>	<b>Segment</b>	<b>Posted</b>	<b>Proposed</b>
Railroad Canyon Road	Westerly City Limits to Easterly City Lim	45	45

Staff requests approval of the recommended speed limit. This speed limit will help drivers select a speed that is safe and consistent with most other users. No alternative is recommended.

### **Fiscal Impact**

There is no fiscal impact as the speed limit signs are already currently posted.

### **Attachments**

1. Ordinance No. 253
2. 2024 Engineering and Traffic Survey

# **ATTACHMENT 1**

**ORDINANCE NO. 253**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING CHAPTER 12.04 OF THE CANYON LAKE MUNICIPAL CODE RELATED TO SPEED LIMITS ON RAILROAD CANYON ROAD**

**Section 1.** **Municipal Code Amendment – Chapter 12.04.** Chapter 12.04 of the Canyon Lake Municipal Code is hereby amended to read as provided in the attached Exhibit “A”.

**Section 2.** **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 3.** **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 4.** **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 5.** **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 14<sup>th</sup> day of May 2025.

\_\_\_\_\_  
Mark Terry, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

**EXHIBIT "A"**

**Chapter 12.04  
Speed Limits**

**12.04.010** Speed limit designated - Railroad Canyon Road.

**12.04.020** Penalty.

**12.04.010** Speed limit designated - Railroad Canyon Road.

The speed limit on Railroad Canyon Road between the westerly city limits and the easterly city limits shall be 45 mph.

**12.04.20** Penalty.

A violation of this Chapter shall be an infraction as set out in Section 1.01.200 of the Canyon Lake Municipal Code.

## **ATTACHMENT 2**

# City of Canyon Lake 2024 Engineering and Traffic Survey Report



September 2024

## **Willdan Engineering**

13191 Crossroads Pkwy N Suite 405  
City of Industry, CA 91746  
562.908.6200



September 3, 2024



Mr. Mike A. Borja
Administrative Services Director
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587

Subject: 2024 Engineering and Traffic Survey

Dear Mr. Borja:

As requested, Willdan has completed an Engineering and Traffic (E&T) Survey to justify and update the posted speed limits along Railroad Canyon Road in the City of Canyon Lake. These segments have not been surveyed during the last 10 years and require an update to comply with the 10-year limitation set forth in the California Vehicle Code (CVC).

We are pleased to submit the enclosed Report that describes the E&T survey procedures and contains recommendations to keep the posted speed limit on Railroad Canyon Road at 45 mph. A summary of these recommendations is included in the Analysis. Supporting documentation for the speed zone recommendation is provided in the Appendices.

The Report was conducted in accordance with applicable provisions of the CVC, following procedures outlined in the California Manual on Uniform Traffic Control Devices Revision 8 (California MUTCD) dated January 2024, and as required by Section 627 of the CVC. The Report is intended to satisfy the requirements of Section 40802 of the CVC to enable the use of radar for traffic speed enforcement.

We appreciate the opportunity to serve the City of Canyon Lake and the assistance and cooperation afforded to us during the course of this study.

Very truly yours,

WILLDAN

Handwritten signature of Nicolle Spann

Nicolle Spann, P.E., T.E.
Traffic Engineer



Enclosure

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# Survey Conditions

## Survey Locations

The procedures described below describe the criteria and methods used to survey selected streets within the City of Canyon Lake. The specific location of the radar speed survey for each street segment was selected after considering the following:

1. Minimum stop sign and traffic signal influence.
2. Minimum visibility restrictions.
3. Non-congested traffic flow away from intersections and driveways.
4. Minimum influence from curves or other roadway conditions that would affect the normal operation of a vehicle.

## Data Collection

Data of existing conditions was obtained including prevailing speed of vehicles, traffic crashes, visibility restrictions, and roadway conditions within the community. Speed data and field reviews were conducted at 2 representative locations along this street during the month of February 2024.

### *Speed Data*

Radar speed measurements were conducted at 2 locations during the month of February 2024. The combined radar speed distribution form is in Appendix B. This survey was conducted in good weather conditions, during off-peak hours on a weekday. The radar unit was operated from an unmarked vehicle to minimize any influence on driver behavior. Typically, a minimum sample size of 100 vehicles or the total samples during a maximum period of 2 hours were obtained for each segment. Traffic speeds in both directions were recorded for individual segments to achieve representative data for each segment.

### *Field Review Data*

A field review was conducted for each of the selected street segments in the City with consideration for the following factors:

1. Street width and alignment;
2. Pedestrian activity and traffic flow characteristics;
3. Number of lanes and other channelization and striping patterns;
4. Frequency of intersections, driveways, and on-street parking;
5. Location of stop signs and other regulatory traffic control devices;
6. Visibility obstructions;

7. Land use and proximity to schools;
8. Pedestrian and bicycle usage;
9. Uniformity with existing speed zones and those in adjacent jurisdictions; and
10. Any other unusual condition not readily apparent to the driver.

**Crash Data**

Crash data was obtained from the California Highway Patrol’s Statewide Integrated Traffic Records System (SWITRS) electronic crash database. For this study, crash data was used from reported accidents from January 1, 2015 to December 31, 2021, identified in the Canyon Lake LRSP Report. The crash rates for the segments are expressed in crashes per million vehicle miles (C/MVM). To calculate these rates, 24-hour traffic volumes were collected for each street segment. This information was then entered into the following formula to determine the crash rate:

$$R = \frac{C \times 1,000,000}{t \times 365 \frac{\text{days}}{\text{year}} \times l \times v}$$

*C* = Number of midblock crashes over time period  
*R* = Crash Rate (crashes/million vehicle miles)  
*t* = Time Period Covered (in years)  
*l* = Length of Segment (miles)  
*v* = Traffic Volume (average daily traffic)

The segment crash rate was then compared to the average statewide crash rate of similar roadways. The average statewide crash rates were obtained from 2021 Collision Data on California State Highways published by Caltrans.

**Land or Facilities that Generate High Concentrations of Pedestrians or Bicyclists**

The provisions of CVC Section 22358.7 to additional lower the speed limit (by designating safety corridor or on portion of highway is adjacent to any land or facility that generates high concentrations of bicyclists or pedestrians), shall not be applicable until actions required per CVC Section 22358.7 by Department of Transportation and Judicial Council are completed or June 30, 2024, whichever is sooner.

A land or facility that generates high concentrations of bicyclists or pedestrians is a portion of the highway where one or more of any of the generators listed below are present within a distance of 1320 feet. Crash data that demonstrates a highway segment is within the top twenty percent of pedestrian and/ or bicyclist fatalities or serious injuries over a three-to-five year period may be used in lieu of one of the generators listed below.

**Table 2B-106(CA). Requirements to determine Land or Facility that Generates High Concentrations of Bicyclists or Pedestrians**

Category	Generator
Land Use	Employment centers
	Presence of retail
	Parks, multi-use trails, and recreational destinations
	Schools/universities
	Senior Centers
	Cultural areas, entertainment space areas, or areas of community significance
	Religious facilities
	Health/medical facilities
Transit Factors	Transit stops
	Transit Oriented Developments/Transit Priority Areas
Presence of Pedestrian/Bicyclist Infrastructure	Sidewalk presence
	Crosswalk presence
	Bikeway presence
	Nearby signalized intersections on four-way intersections
	Presence of micromobility devices such as bicycles or scooters
Demographic Factors	Presence of vulnerable groups including children, seniors, persons with disabilities, users of personal assistive mobility devices, and the unhoused
	MPO/RTPA or locally defined disadvantaged community status
	Presence of students (all levels)
Local Data	Need identified in a safety analysis such as a road safety audit or formalized planning document such as a local road safety plan

If the speed limit to be posted has had the 5 mph reduction applied, then an E&TS shall document in writing the conditions and justification for the lower speed limit and be approved by a registered Civil or Traffic Engineer. The reasons for the lower speed limit shall be in compliance with CVC Sections 627 and 22358.5. Refer to Section 22358.6(b).

The total reduction in the speed limit using the nearest 5 mph increment, rounding up, rounding down and using 5 mph speed reduction, plus an additional 5 mph speed reduction for safety corridor designation, shall not exceed 12.4 mph from the 85-percentile speed. Refer to CVC Section 22358.6(e).

# Analysis

## Criteria

Survey data was compiled and analyzed to determine the recommended speed limit in accordance with several criteria contained in The California MUTCD. Some of the criteria used are:

- A. The critical speed or 85th percentile speed is that speed at or below which 85 percent of the traffic is moving. This speed is the baseline value in determining what the majority of drivers believe is safe and reasonable. Speed limits set higher than the critical speed are not considered reasonable and safe. Speed limits set lower than the critical speed make a large number of reasonable drivers "unlawful," and do not facilitate the orderly flow of traffic. The "basic speed limit" is the nearest 5 mph increment to the 85th percentile speed.
- B. The 10 mile per hour (mph) pace speed is the 10 mph increment that contains the highest percentage of vehicles. It is a measure of the dispersion of speeds across the range of the samples surveyed. An accepted practice is to keep the speed limit within the 10 mph pace while considering the critical speed and other factors that might require a speed lower than the critical speed.
- C. The crash rate for each street segment is compared to average crash rates that can be reasonably expected to occur on streets and highways in other jurisdictions, in proportion to the volume of traffic per lane mile. These average crash rates have been developed by the State of California and are considered reasonable for use in the City of Canyon Lake.

## Results and Engineering and Traffic Survey Recommendations

The Engineering and Traffic Survey Forms, presented in Appendix A, illustrate results of a thorough evaluation of the available data and recommend a speed limit for each street segment surveyed based on the guidelines for an Engineering and Traffic Survey set forth by the California MUTCD and the CVC, including the designation of safety corridors. A complete summary of all recommendations in this amendment is shown in Table 3.

The amendment to the speed limit recommendations only include changes to the speed limits due to section CVC 22358.7 for high concentrations of pedestrians, bicycles, and golf carts. As such, can have an additional 5-mph reduction in the recommended speed limit in the E&T Survey speed limit recommendation, even when the speed limit has already been reduced using MUTCD Option 2 or has already been reduced 5-mph with special conditions.

## Speed Limit Recommendations

The recommendations contained in this amendment are intended to establish prima facie speed limits. They are not intended to be absolute for all prevailing conditions. All prima facie speed violations are actually violations of the basic speed law (CVC Section 22350). This statute states that a person shall not drive a vehicle at a speed greater than is safe having regard for traffic, roadway, and weather conditions. A prima facie limit is intended to establish a maximum safe speed under normal conditions.

**Table 3** summarizes three of the following considerations in the speed limit amendment recommendation, effective after June 30, 2024:

- The original 2024 Engineer’s recommendation, through the E&T Survey guidelines
- Segments designated as land or facilities that generate high concentrations of pedestrians or bicyclists and the E&T speed limit recommendation based on these designations that can be established after June 30, 2024
- The City’s recommendation, using CVC Section 22358.8. The City’s recommendations that differ from the E&T Survey’s Engineer’s recommendations identified in the “2024 E&T (Eng Rec)” column are identified as a “Yes” under the “AB 43 (CVC 22358.8) Applied” column. The City’s recommended speed limits are shown in the “2024 Rec Speed” column.

**Table 1** identifies the street segments with recommended changes in posted speed limit from the 2023 E&T Survey to the amendment effective after June 30, 2024.

Table 1- Citywide Speed Limit Recommendation Summary After June 30, 2024

No	Street	Segment	Dist. (mi.)	ADT	Collision Rate <sup>1</sup>		Posted Speed Limit	85% Speed	10 mi. Pace	% in Pace	Rec. Speed Limit	Reason	Speed Change from Posted Speed Limit
					Exp.	Act.							
1	Railroad Canyon Road	W. City Limit to E. City Limit	1.48	40,000	0.93	0.08	45	54	45-54	80%	45	See below explanation	NC <sup>2</sup>

<sup>1</sup> Collision Rate units: Collisions per One Million Vehicle Miles

Exp.: Expected Collision Rate based on the Caltrans 2021 Crash Data on California State Highways Rate

Act.: Actual Collision Rate

<sup>2</sup> NC= No Change

The following segment surveyed had a recommended speed limit that was 5 miles per hour (mph) or more below the 85th percentile speed due to conditions not readily apparent to the driver. It is discussed below.

**Segment 1 – Railroad Canyon Road – W. City Limits to E. City Limits**

This segment is currently posted at 45 mph and has three (3) through lanes in each direction with a raised median and ADT of about 40,000 vehicles per day. The adjacent land is a walled private residential with a golf course along the north side of the segment. The adjacent land on the south side is a combination of private residential with a golf course along with commercial and a church on the segment. The 85th percentile speed is 54 mph and would normally justify a 50-mph posted speed limit using the California MUTCD Option 2 to round down.

There is a senior center on the corner of Canyon Lake Drive south, a church on the corner of Sorrell, a dance studio at Skylink, and a golf course facility at Country Club. There is also heavy use of golf carts travelling from the gated community to the shopping center along this corridor. This segment is identified as a land or facility that generates high concentrations of bicycles and pedestrians. The segment has sidewalk, crosswalk, golf cart and bikeway presence along the corridor, and various commercial facilities. Because this segment is established as a land or facility that generates high concentrations of bicycles and pedestrians, an additional 5 mph reduction can be applied. It is recommended that the speed limit be posted at 45 mph for the above reasons. This recommendation falls within the limitations requiring the recommendation be no more than 12.4 mph under the 85<sup>th</sup> percentile speed.

# APPENDIX A

## Street Segment Data

**CITY OF CANYON LAKE  
ENGINEERING & TRAFFIC SURVEY**

**STREET:** Railroad Canyon Road **between** W. City Limits **and** E. City Limits

**DATE:** 2/15/24 **TIME:** 13:00 **OBSERVER:** Steve Libring **LOCATION:** 1

<b>PART I: HIGHWAY &amp; ROADWAY CHARACTERISTICS</b>			
<b>Sight Distance Obstructions? (yes or no)</b>	<b>W/B</b>	<b>E/B</b>	<b>Notes</b>
1. Horizontal	Yes	Yes	Curve at Country Club, and at Sorrel
2. Vertical	No	No	
3. Superelevation (%)	Some	Some	
4. Shoulder Conditions (paved or unpaved)	Paved	Paved	
5. Profile Conditions (grade,%)			
6. Commercial Driveway Characteristics (at grade, dustpan, etc)	Yes, at grade	Yes, at grade	Signalized at CLDS and at Town Center East
7. Pedestrian Traffic in the Roadway without sidewalks (yes or no)	No	No	
8. Adjacent Land Use (residential, commercial, office, etc)	Walled Residential	Commercial and Walled Residential	
9. Intersection Spacing and Offsets (spacing, feet-offsets, yes or no)	No offsets		Signals at Skylink, Country Club, CLDS, Town Center E. and Sorrell
10. Pavement Condition (good, satisfactory, poor)	Good	Good	
11. Truck Traffic (heavy, moderate, light)	Light	Light	
12. Channelization (# of lanes, divided, undivided, painted, or raised median)	3 lanes with bike lane	3 lanes with bike lane	Raised Median
13. Street Width and Alignment (width, feet – straight or curved)	40'	40'	90' total with raised median
14. Street Length	1.48 mi		
15. Average Daily Traffic			40,000 estimated
16. Traffic Flow Characteristics (heavy, moderate, light)	Moderate	Moderate	
17. Uniformity with the Community (yes or no)	Yes	Yes	
18. Heavy On-Street Parking Turnover (yes or no)	No	No	No parking allowed on both sides
19. Street Lighting	No	No	Except at intersections

**CITY OF LA QUINTA  
ENGINEERING & TRAFFIC SURVEY**

**STREET:** Railroad Canyon Road between W. City Limits and E. City Limits

**LOCATION:** 1

Direction	Bi-directional	<input type="checkbox"/> Northbound *	<input type="checkbox"/> Southbound *
		<input checked="" type="checkbox"/> Eastbound *	<input checked="" type="checkbox"/> Westbound *

**PART II: PREVAILING SPEED MEASUREMENT**

Location of Radar Measurement	At Country Club and at Blackthorn		
Date of Radar Measurement	2/15/24		
Time of Radar Measurement (24 hour)	1:00PM to 2:35PM		
50%ile (mph)	85%ile (mph)	50	54
10 mph Pace (% of Vehicles)	45-54 (80%)		
Average Speed (mph)	50		
Number of Samples Observed	391		
Posted Limit (mph)	45		

**PART III: ACCIDENT RECORDS**

Time Period Evaluated	1/1/2020- 12/31/2022		
Number of Accidents	Midblock	5	
Midblock Accident Rate (Acc/MVM)	Expected-Statewide/Year	0.93 per MVM	
	Actual	0.08 per MVM	

**PART IV: ADDITIONAL REMARKS**

5 mph reduction to last existing retained			
<i>RECOMMENDED SPEED LIMIT</i>	<i>45 MPH</i>		

\* May be used in cases where two or more separate roadways are provided.

**CERTIFICATION:** I, Nicolle Spann, do hereby certify that this Engineering and Traffic Survey within the City of Canyon Lake was performed under my supervision and is accurate and complete. I am duly registered in the State of California as a Professional Engineer (Traffic).



**Nicolle Spann**

**9/3/2024**

**Date**

**TR2933**

**State Registration Number**

# APPENDIX B

## Radar Speed Distribution Form

**CITY OF CANYON LAKE**

DATE: 02/15/24 DAY: Thursday TIME PERIOD: 1:00PM TO 2:35PM

**FOR ROADWAY: Railroad Canyon Road**

SPEED (MPH)	TOTAL VEHICLES SURVEYED		TOTAL VEHICLES
	EASTBOUND+WESTBOUND		
65			0
64			0
63			0
62			0
61			0
60			0
59	X	X	5
58	X	X	2
57	X	X	3
56	X	X	6
55	X	X	7
54	X	X	5
53	X	X	8
52	X	X	18
51	X	X	19
50	X	X	30
49	X	X	18
48	X	X	18
47	X	X	17
46	X	X	13
45	X	X	16
44	X	X	4
43	X	X	4
42	X	X	3
41			0
40			0
39			0
38			0
37			0
36			0
35			0
34			0
33			0
32			0
31			0
30			0
29			0
28			0
27			0
26			0
25			0
24			0
23			0
22			0
21			0
20			0
19			0
18			0
17			0
16			0
15			0
	<b>196</b>	<b>195</b>	<b>391</b>

**LIMITS (BTN):** W. City Limits and E. City Limits

**OBSERVATION POINT:** near Country Club and near Blackthorn

**POSTED SPEED LIMIT:** 45 MPH

**COMMENTS:**

**OBSERVER:** LIBRING

**WEATHER:** SUNNY

**ROAD SURFACE:** DRY

**ROAD CONDITION:** GOOD

**DATA COLLECTION METHOD:** RADAR

	EASTBOUND	WESTBOUND	EASTBOUND+WESTBOUND	
<b>85TH %:</b>	<u>53</u>	<u>55</u>	<u>54</u>	<b>M.P.H.</b>
<b>50TH %:</b>	<u>50</u>	<u>51</u>	<u>50</u>	<b>M.P.H.</b>
<b>15TH %:</b>	<u>46</u>	<u>47</u>	<u>46</u>	<b>M.P.H.</b>
<b>10 MPH PACE:</b>	<u>45 - 54</u>	<u>46 - 55</u>	<u>45 - 54</u>	<b>M.P.H.</b>
<b>% IN PACE:</b>	<u>83%</u>	<u>81%</u>	<u>80%</u>	
<b>% OVER PACE:</b>	<u>12%</u>	<u>12%</u>	<u>15%</u>	
<b>% UNDER PACE:</b>	<u>6%</u>	<u>7%</u>	<u>5%</u>	
<b>ARITHMETIC MEAN:</b>	<u>50</u>	<u>51</u>	<u>50</u>	<b>M.P.H.</b>
<b>SAMPLE VARIANCE:</b>	<u>14</u>	<u>14</u>	<u>14</u>	
<b>STANDARD DEVIATION:</b>	<u>4</u>	<u>4</u>	<u>4</u>	<b>M.P.H.</b>
<b>VARIANCE OF THE MEAN:</b>	<u>0.07</u>	<u>0.07</u>	<u>0.04</u>	
<b>STD. ERROR OF THE MEAN:</b>	<u>0.26</u>	<u>0.27</u>	<u>0.19</u>	<b>M.P.H.</b>

# APPENDIX C

## Engineering and Traffic Survey Background & Legislative References

# Engineering and Traffic Survey Background

This Engineering and Traffic (E&T) Survey is intended to be the basis for the establishment, revision, and enforcement of speed limits for street segments within the City of Canyon Lake. This E&T Survey presents a recommended speed limit for Railroad Canyon Road in the City of Canyon Lake. E&T Surveys are required by the State of California to establish intermediate speed limits on local streets and to enforce those limits using radar or other speed measuring devices. Historically, these surveys must be updated every 7 to 10 years to ensure the speeds reflect current conditions.

E&T Surveys are prepared under the direction of California Vehicle Code (CVC). The CVC also requires that the surveys be conducted based on the methodology required by the California MUTCD Revision 7 (California MUTCD) dated March 2023.

Assembly Bill No. 43 (AB 43), signed in October 2021, has given local agencies more leeway to lower and maintain speed limits. The California Vehicle Code was amended in 2022 and the California MUTCD was amended in March 2023 to implement laws and guidelines with the changes set forth in AB 43. There were three major changes to how speed limits can be recommended under AB 43 as follows:

1. An E&T Survey conducted more than 7 years ago may be extended to 14 years (previously to 10 years) if a traffic engineer certifies that no changes in roadway or traffic conditions have occurred [CVC 40802 (c)(2)(B)(i)(II)].
2. A local authority may establish and designate safety corridors throughout their jurisdiction. The local authority may recommend a speed limit with an additional five mile per hour reduction on segments designated as safety corridors. Local authorities may not lower a speed limit under this section until June 30, 2024, or until the Judicial Council has developed an online tool for adjudicating infraction violations statewide, whichever is sooner.
3. If a local authority, after completing an E&T Survey, finds that the speed limit is still reasonable or safe, the local authority may retain the current speed limit or restore the immediately prior speed limit if that speed limit was established with an E&T Survey and if a registered engineer has evaluated the section of highway and determined that no additional general purpose lanes have been added to the roadway since completion of the traffic survey that established the prior speed limit.

This E&T survey was requested by the City for the proper posting of speed limits and to enable the Police Department to utilize radar or other electronic speed measuring devices for speed enforcement. CVC Sections 40801 and 40802 require E&T Surveys that verify the prima facie speed limit before enforcement by such a device is legal. The law further specifies that these surveys be conducted every 5 years. The surveys can be extended to 7 years provided the City's Police Department(s) have completed a 24-hour radar operator course [CVC 40802(c)(2)(B)(i)(I)].

Posted speed limits are established primarily to protect the general public from the reckless and unpredictable behavior of dangerous drivers. They provide law enforcement with a clearly understood method to identify and apprehend violators of the basic speed law (CVC Section 22350). This law states

that "No person shall drive a vehicle on a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of the highway, and in no event at a speed which endangers the safety of persons or property." The posted speed limit gives motorists a clear warning of the maximum speed that is reasonable and prudent under typical driving conditions.

The basic fundamentals for establishing speed limits recognize that the majority of drivers behave in a safe and reasonable manner, and therefore, the normally careful and competent actions of a reasonable driver should be considered legal. Speed limits established on these fundamentals conform to the consensus that those who drive the highway determine what speed is reasonable and safe, not on the judgment of one or a few individuals. A radar speed study is usually conducted to record the prevailing speed of reasonable drivers.

Speed limits are also established to advise drivers of conditions which may not be readily apparent to a reasonable driver. For this reason, accident history, roadway conditions, traffic characteristics, and land use must also be analyzed before determining speed limits. Speed limit changes are usually made in coordination with physical changes in roadway conditions or roadside developments. Unusually short zones of less than one-half mile in length should be avoided to reduce driver confusion.

The E&T Surveys for the City were conducted in accordance with procedures outlined in the California MUTCD and as required by Section 627 of the CVC. The Code further describes three elements of an E&T Survey:

1. Measurement of prevailing speed;
2. Accident history; and
3. Roadway characteristics not readily apparent to the motorist.

Additionally, it is generally accepted that speed limits cannot be successfully enforced without voluntary compliance by a majority of drivers. Consequently, the drivers whose behavior are clearly out of line with the normal flow of traffic typically are usually targeted for enforcement.

## Elements Of the Engineering and Traffic Survey

The California MUTCD specifies the methodology to be used for completing E&T Surveys. This methodology includes an evaluation of current vehicle speeds, accident history and conditions not readily apparent to motorists. The basic elements of the E&T Survey are discussed in more detail as follows:

### *Speed Sampling*

Existing vehicle speeds are surveyed by a certified radar operator with a calibrated radar unit in an unmarked vehicle. Speed samples are taken for each segment representing a statistically significant sample of current traffic. This data is then evaluated to identify the distribution of speeds. A key element in the evaluation is the identification of the 85th percentile speed. The 85th percentile speed is the speed at or below which 85 percent of the traffic travels. This threshold represents what is

historically found to be a safe and reasonable speed for most drivers based on common roadway conditions. A speed limit is established in the three options below.

Options:

- **Closest to 85<sup>th</sup> Percentile Speed** – A speed limit is established at the nearest 5-mile per hour increment to the 85<sup>th</sup> percentile speed.
- **California MUTCD Option 2** - For cases in which the nearest 5 mph increment of the 85th-percentile speed would require a rounding up, then the speed limit may be rounded down to the nearest 5 mph increment below the 85th percentile speed, if no further reduction is used. Refer to CVC Section 21400(b).
- **Reduction using Segments with Special Conditions** - For cases in which the nearest 5 mph increment of the 85th-percentile speed would require rounding down, the posted speed may be reduced by an additional 5 mph from the nearest 5 mph increment of the 85th-percentile speed, in compliance with CVC Section 627 and 22358.5.

If the speed limit to be posted has had the 5 mph reduction applied, then an E&T Survey shall document in writing the conditions and justification for the lower speed limit. The reasons for the lower speed limit shall be in compliance with CVC Section 627 and 22358.5.

The following examples are provided to explain the application of these speed limit criteria:

If the 85<sup>th</sup> percentile speed in a speed survey for a location was 33 mph, the 3 options may be applied as follows:

- **Closest to 85<sup>th</sup> Percentile Speed** - The 85<sup>th</sup> percentile speed would round up to the nearest 5-mph increment. The speed limit would be established at 35 mph since it is the closest 5 mph increment to the 33 mph speed.
- **California MUTCD Option 2** - Instead of rounding up to 35 mph, the speed limit can be established at 30 mph, but no further reduction can be applied.
- **Reduction using Segments with Special Conditions** - The first step is to round up, then the speed limit would be established at 35 mph since it is the closest 5 mph increment to the 33 mph speed. As indicated by this option, this 35 mph established speed limit could be reduced by 5 mph to 30 mph if conditions and justification for using this lower speed limit are documented in the E&T Survey. However, it is best to apply MUTCD Option 2 in these scenarios as it will not require documentation of conditions and justification to lower the speed limit.

If the 85<sup>th</sup> percentile speed in a speed survey for a location was 37 mph, the 3 options may be applied as follows:

- **Closest to 85<sup>th</sup> Percentile Speed** - The 85<sup>th</sup> percentile speed would round down to the nearest 5-mph increment. The speed limit would be established at 35 mph since it is the closest 5 mph increment to the 37 mph speed.

- **California MUTCD Option 2** – This option is not applicable to 85<sup>th</sup> percentile speeds that already round down to the nearest 5-mph increment using the “Closest to 85<sup>th</sup> Percentile Speed” option.
- **Reduction using Segments with Special Conditions** - The first step is to round down, then the speed limit would be established at 35 mph since it is the closest 5 mph increment to the 37 mph speed. As indicated by this option, this 35 mph established speed limit could be reduced by 5 mph to 30 mph if conditions and justification for using this lower speed limit are documented in the E&T Survey.

### ***Crash History***

Reported crashes are reviewed for each street segment to determine if there is a higher than expected average rate of crashes. A segment that has an above-average crash rate typically suggests conditions that are not readily apparent to motorists.

### ***Conditions Not Readily Apparent to Motorists***

Each street segment is field inspected to identify roadway conditions that may not be readily apparent to motorists. A determination is made whether any conditions are significant and warrant the recommendation of the speed limit 5 mph below the basic speed limit.

# Legislative References

## Applicable Sections of California Vehicle Code

The following sections of the CVC are from the most recently published CVC as of August 2023 and contain new sections pertaining to AB 43.

### *Engineering and Traffic Surveys*

#### *Section 627.*

- (a) “Engineering and traffic survey,” as used in this code, means a survey of highway and traffic conditions in accordance with methods determined by the Department of Transportation for use by state and local authorities.
- (b) An engineering and traffic survey shall include, among other requirements deemed necessary by the department, consideration of all of the following:
  - (1) Prevailing speeds as determined by traffic engineering measurements.
  - (2) Accident records.
  - (3) Highway, traffic, and roadside conditions not readily apparent to the driver.
- (c) When conducting an engineering and traffic survey, local authorities, in addition to the factors set forth in paragraphs (1) to (3), inclusive, of subdivision (b) may consider all of the following:
  - (1) Residential density, if any of the following conditions exist on the particular portion of highway and the property contiguous thereto, other than a business district:
    - (A) Upon one side of the highway, within a distance of a quarter of a mile, the contiguous property fronting thereon is occupied by 13 or more separate dwelling houses of business structures.
    - (B) Upon both sides of the highway, collectively, within a distance of a quarter of a mile, the contiguous property fronting thereon is occupied by 16 or more separate dwelling houses or business structures.
    - (C) The portion of highway is longer than one-quarter of a mile but has the ratio of separate dwelling houses or business structures to the length of the highway described in either subparagraph (A) or (B).
  - (2) Safety of bicyclists and pedestrians, with increased consideration for vulnerable pedestrian groups including children, seniors, persons with disabilities, users of personal assistive mobility devices, and the unhoused.

**Basic Speed Law***Section 22350.*

No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property.

**Speed Law Violations***Section 22351.*

- (a) The speed of any vehicle upon a highway not in excess of the limits specified in Section 22352 or established as authorized in this code is lawful unless clearly proved to be in violation of the basic speed law.
- (b) The speed of any vehicle upon a highway in excess of the prima facie speed limits in Section 22352 or established as authorized in this code is prima facie unlawful unless the defendant establishes by competent evidence that the speed in excess of said limits did not constitute a violation of the basic speed law at the time, place and under the conditions then existing.

**Prima Facie Speed Limits***Section 22352.*

The prima facie limits are as follows and shall be applicable unless changed as authorized in this code and, if so changed, only when signs have been erected giving notice thereof:

- (a) Fifteen miles per hour:
  - (1) When traversing a railway grade crossing, if during the last 100 feet of the approach to the crossing the driver does not have a clear and unobstructed view of the crossing and of any traffic on the railway for a distance of 400 feet in both directions along such railway. This subdivision does not apply in the case of any railway grade crossing where a human flagman is on duty or a clearly visible electrical or mechanical railway crossing signal device is installed but does not then indicate the immediate approach of a railway train or car.
  - (2) When traversing any intersection of highways, if during the last 100 feet of the driver's approach to the intersection, the driver does not have a clear and unobstructed view of the intersection and of any traffic upon all of the highways entering the intersection for a distance of 100 feet along all those highways, except at an intersection protected by stop signs or yield right-of-way signs or controlled by official traffic control signals.
  - (3) On any alley.
- (b) Twenty-five miles per hour:
  - (1) On any highway other than a state highway, in any business or residence district unless a different speed is determined by local authority under procedures set forth in this code.

*Section 22357.1.*

Notwithstanding Section 22357, a local authority may, by ordinance or resolution, set a prima facie speed limit of 25 miles per hour on any street, other than a state highway, adjacent to any children's playground in a public park but only during particular hours or days when children are expected to use the facilities. The 25 mile per hour speed limit shall be effective when signs giving notice of the speed limit are posted.

*Section 22358.4***(a)**

- (1)** Wherever a local authority determines upon the basis on an engineering and traffic survey that the prima facie speed limit of 25 miles per hour established by subdivision (b) of Section 22352 is more than reasonable or safe, the local authority may, by ordinance or resolution, determine and declare a prima facie speed limit of 20 or 15 miles per hour, whichever is justified as the appropriate speed limit by that survey.
- (2)** An ordinance or resolution adopted under paragraph (1) shall not be effective until appropriate signs giving notice of the speed limit are erected upon the highway and, in the case of a state highway, until the ordinance is approved by the Department of Transportation and the appropriate signs are erected up on the highway.

**(b)**

- (1)** Notwithstanding subdivision (a) or any other provision of law, a local authority may, by ordinance or resolution, determine and declare prima facie speed limits as follows:
  - (A)** A 15 miles per hour prima facie limit in a residence district, on a highway with a posted speed limit of 30 miles per hour or slower, when approaching, at a distance less than 500 feet from, or passing, a school building or the grounds of a school building, contiguous to a highway and posted with a school warning sign that indicates a speed limit of 15 miles per hour, while children are going to or leaving the school, either during school hours or during the noon recess period. The prima facie limit shall also apply when approaching, at a distance of less than 500 feet from, or passing, school grounds that are not separated from the highway by a fence, gate, or other physical barrier while the grounds are in use by children and the highway is posted with a school warning sign that indicates a speed limit of 15 miles per hour.
  - (B)** A 25 miles per hour prima facie limit in a residence district, on a highway with a posted speed limit of 30 miles per hour or slower, when approaching, at a distance of 500 to 1,000 feet from, a school building or the grounds thereof, contiguous to a highway and posted with a school warning sign that indicates a speed limit of 25 miles per hour, while children are going to or leaving the school, either during school hours or during the noon recess period. The prima facie limit shall also apply when approaching, at a distance of 500 to 1,000 feet from, school grounds that are not separated from the highway by a fence, gate, or

other physical barrier while the grounds are in use by children and the highway is posted with a school warning sign that indicates a speed limit of 25 miles per hour.

- (2) The prima facie limits established under paragraph (1) apply only to highways that meet all of the following conditions:
  - (A) A maximum of two traffic lanes.
  - (B) A maximum posted 30 miles per hour prima facie speed limit immediately prior and after the school zone.
- (3) The prima facie limits established under paragraph (1) apply to all lanes of an affected highway, in both directions of travel.
- (4) When determining the need to lower the prima facie speed limit, the local authority shall take the provisions of Section 627 into consideration.
- (5)
  - (A) An ordinance or resolution adopted under paragraph (1) shall not be effective until appropriate signs giving notice of the speed limit are erected upon the highway and, in the case of a state highway, until the ordinance is approved by the Department of Transportation and the appropriate signs are erected upon the highway.
  - (B) For the purposes of subparagraph (A) of paragraph (1), school warning signs indicating a speed limit of 15 miles per hour may be placed at a distance up to 500 feet away from school grounds.
  - (C) For the purposes of subparagraph (B) of paragraph (1), school warning signs indicating a speed limit of 25 miles per hour may be placed at a distance between 500 and 1,000 feet away from school grounds.

### ***Minimum and Maximum Prima Facie Speed Limits***

#### *Section 22357.*

- (a) Whenever a local authority determines upon the basis of an engineering and traffic survey that a speed greater than 25 miles per hour would facilitate the orderly movement of vehicular traffic and would be reasonable and safe upon any street other than a state highway otherwise subject to a prima facie limit of 25 miles per hour, the local authority may by ordinance determine and declare a prima facie speed limit of 30, 35, 40, 45, 50, 55 or 60 miles per hour or a maximum speed limit of 65 miles per hour, whichever is found most appropriate to facilitate the orderly movement of traffic and is reasonable and safe. The declared prima facie or maximum speed limit shall be effective when appropriate signs giving notice thereof are erected upon the street and shall not thereafter be revised except upon the basis of an engineering and traffic survey. This section does not apply to any 25-mile-per-hour prima facie limit, which is applicable when passing a school building or the grounds thereof or when passing a senior center or other facility primarily used by senior citizens.

*Section 22358.*

- (a) Whenever a local authority determines upon the basis of an engineering and traffic survey that a speed greater than 65 miles per hour is more than is reasonable or safe upon any portion of any street other than a state highway where the limit of 65 miles per hour is applicable, the local authority may by ordinance determine and declare a prima facie speed limit of 60, 55, 45, 40, 35, 30, 25, 20, or 15 miles per hour, whichever is found most appropriate to facilitate the orderly movement of traffic and is reasonable and safe, which declared prima facie limit shall be effective when appropriate signs giving notice thereof are erected upon the street.

*Section 22358.3.*

Whenever a local authority determines upon the basis of an engineering and traffic survey that the prima facie speed limit of 25 miles per hour in a business or residence district or in a public park on any street having a roadway not exceeding 25 feet in width, other than a state highway, is more than reasonable or safe, the local authority may, by ordinance or resolution, determine and declare a prima facie speed limit of 20 or 15 miles per hour, whichever is found most appropriate and is reasonable and safe. The declared prima facie speed limit shall be effective when appropriate signs giving notice thereof are erected upon the street.

*Section 22360.*

- (a) Whenever a local authority determines upon the basis of an engineering and traffic survey that the speed limit of 65 miles per hour is more than is reasonable or safe upon any portion of a highway other than a state highway for a distance of not exceeding 2,000 feet in length between district, either business or residence, the local authority may determine and declare a reasonable and safe prima facie limit thereon lower than 65 mile per hour, but not less than 25 miles per hour, which declared prima facie speed limit shall be effective when appropriate signs giving notice thereof are erected upon the street or highway.

***Downward Speed Zoning****Section 22358.5.*

It is the intent of the Legislature that physical conditions such as width, curvature, grade and surface conditions, or any other condition readily apparent to a driver, in the absence of other factors, would not require special downward speed zoning, as the basic rule of Section 22350 is sufficient regulation as to such conditions.

***Safety Corridors and Land or Facility that Generates High Concentrations of Bicyclists or Pedestrians (Added code from AB 43)***

*Section 22358.7.*

- (a) If a local authority, after completing an engineering and traffic survey, finds that the speed limit is still more than is reasonable or safe, the local authority may, by ordinance, determine and declare a prima facie speed limit that has been reduced an additional five miles per hour for either of the following reasons:
- (1) The portion of highway has been designated as a safety corridor. A local authority shall not deem more than one-fifth of their streets as safety corridors.
  - (2) A portion of the highway is adjacent to any land or facility that generates high concentrations of bicyclists or pedestrians, especially those from vulnerable groups such as children, and seniors.

***Maintaining Posted Speeds (Added code from AB 43)***

*Section 22358.8.*

- (a) If a local authority, after completing an engineering and traffic survey, finds that the speed limit is still more than is reasonable or safe, the local authority may, by ordinance, retain the currently adopted speed limit or restore the immediately prior adopted speed limit if that speed limit was established with an engineering and traffic survey and if a registered engineer has evaluated the section of highway and determined that no additional general purpose lanes have been added to the roadway since completion of the traffic survey that established that speed limit.
- (b) This section does not authorize a speed limit to be reduced by any more than five miles per hour from the currently adopted speed limit nor below the immediately prior speed limit.
- (c) A local authority shall issue only warning citations for violations of exceeding the speed limit by 10 miles per hour or less for the first 30 days that a lower speed limit is in effect as authorized by this section.

***Boundary Line Streets***

*Section 22359.*

With respect to boundary line streets and highways where portions thereof are within different jurisdictions, no ordinance adopted under Sections 22357 and 22358 shall be effective as to any such portion until all authorities having jurisdiction of the portions of the street concerned have approved the same. This section shall not apply in the case of boundary line streets consisting of separate roadways within different jurisdictions.

***Speed Trap Prohibition****Section 40801.*

No peace officer or other person shall use a speed trap in arresting, or participating or assisting in the arrest of, any person for any alleged violation of this code nor shall any speed trap be used in securing evidence as to the speed of any vehicle for the purpose of an arrest or prosecution under this code.

***Speed Trap****Section 40802.*

**(a)** A "speed trap" is either of the following:

- (1)** A particular section of a highway measured as to distance and with boundaries marked, designated, or otherwise determined in order that the speed of a vehicle may be calculated by securing the time it takes the vehicle to travel the known distance.
- (2)** A particular section of a highway with a prima facie speed limit that is provided by this code or by local ordinance under subparagraph (A) of paragraph (2) of subdivision (a) of Section 22352, or established under Section 22354, 22357, 22358, or 22358.3, if that prima facie speed limit is not justified by an engineering and traffic survey conducted within five years prior to the date of the alleged violation, and enforcement of the speed limit involves the use of radar or any other electronic device that measures the speed of moving object. This paragraph does not apply to a local street, road, or school zone.

**(b)**

- (1)** For purposes of this section, a local street or road is one that is functionally classified as "local" on the "California Road System Maps," that are approved by the Federal Highway Administration and maintained by the Department of Transportation. It may also be defined as a "local street or road" if it primarily provides access to abutting residential property and meets the following three conditions:
  - (A)** Roadway width of not more than 40 feet.
  - (B)** Not more than one-half of a mile of uninterrupted length. Interruptions shall include official traffic control signals as defined in Section 445.
  - (C)** Not more than one traffic lane in each direction.
- (2)** For purposes of this section "school zone" means that area approaching or passing a school building or the grounds thereof that is contiguous to a highway and on which is posted a standard "SCHOOL" warning sign, while children are going to or leaving the school either during school hours or during the noon recess period. "School zone" also includes the area approaching or passing any school grounds that are not separated from the highway by a fence, gate, or other physical barrier while the grounds are in use by children if that highway is posted with a standard "SCHOOL" warning sign.

- (3) For purposes of this section, “senior zone” means that area approaching or passing a senior center building or other facility primarily used by senior citizens, or the grounds thereof that is contiguous to a highway and on which is posted a standard “SENIOR” warning sign, pursuant to Section 22352.
- (4) For purposes of this section, “business activity district” means a section of highway described in subdivision (b) of Section 22358.9 in which a standard 25 miles per hour or 20 miles per hour speed limit sign has been posted pursuant to paragraph (1) of subdivision (a) of that section.

## (c)

- (1) When all the following criteria are met, paragraph (2) of this subdivision shall be applicable and subdivision (a) shall not be applicable:
  - (A) When radar is used, the arresting officer has successfully completed a radar operator course of not less than 24 hours on the use of police traffic radar, and the course was approved and certified by the Commission on Peace Officer Standards and Training.
  - (B) When laser or any other electronic device is used to measure the speed of moving objects, the arresting officer has successfully completed the training required in subparagraph (A) and an additional training course of not less than two hours approved and certified by the Commission on Peace Officer Standards and Training.

## (C)

- (i) The prosecution proved that the arresting officer complied with subparagraphs (A) and (B) and that an engineering and traffic survey has been conducted in accordance with subparagraph (B) of paragraph (2). The prosecution proved that, prior to the officer issuing the notice to appear, the arresting officer established that the radar, laser, or other electronic device conformed to the requirements of subparagraph (D).
  - (ii) The prosecution proved the speed of the accused was unsafe for the conditions present at the time of alleged violation unless the citation was for a violation of Section 22349, 22356, or 22406.
  - (D) The radar, laser, or other electronic device used to measure the speed of the accused meets or exceeds the minimal operational standards of the National Traffic Highway Safety Administration, and has been calibrated within the three years prior to the date of the alleged violation by an independent certified laser or radar repair and testing or calibration facility.
- (2) A “speed trap” is either of the following:
    - (A) A particular section of a highway measured as to distance and with boundaries marked, designated, or otherwise determined in order that the speed of a vehicle may be calculated by securing the time it takes the vehicle to travel the known distance.

**(B)**

- (i) A particular section of a highway or state highway with a prima facie speed limit that is provided by this code or by local ordinance under paragraph (1) of subdivision (b) of Section 22352, or established under Section 22354, 22357, 22358, or 22358.3, if that prima facie speed limit is not justified by an engineering and traffic survey conducted within one of the following time periods, prior to the date of the alleged violation, and enforcement of speed limit involves the use of radar or any other electronic device that measures the speed of moving objects:
  - (I) Except as specified in subclause (II), seven years.
  - (II) If an engineering and traffic survey was conducted more than seven years prior to the date of the alleged violation, and a registered engineer evaluates the section of the highway and determines that no significant changes in roadway or traffic conditions have occurred including, but not limited to, changes in adjoining property or land use, roadway width, or traffic volume, 14 years.
- (ii) This subparagraph does not apply to a local street, road, or school zone, senior zone, business activity district, or speed limit adopted under Section 22358.7 or 22358.8.

***Speed Trap Evidence****Section 40803.*

- (a) No evidence as to the speed of a vehicle upon a highway shall be admitted in any court upon the trial of any person in any prosecution under this code upon a charge involving the speed of a vehicle when the evidence is based upon or obtained from or by the maintenance or use of a speed trap.
- (b) In any prosecution under this code of a charge involving the speed of a vehicle, where enforcement involves the use of radar or other electronic devices which measure the speed of moving objects, the prosecution shall establish, as part of its prima facie case, that the evidence or testimony presented is not based upon a speed trap as defined in paragraph (2) of subdivision (a) of Section 40802.
- (c) When a traffic and engineering survey is required pursuant to paragraph (2) of subdivision (a) of Section 40802, evidence that a traffic and engineering survey has been conducted within five years of the date of the alleged violation or evidence that the offense was committed on a local street or road as defined in paragraph (2) of subdivision (a) of Section 40802 shall constitute a prima facie case that the evidence or testimony is not based upon a speed trap as defined in paragraph (2) subdivision (a) of Section 40802.



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