



CITY COUNCIL AGENDA

City of Canyon Lake, California

Wednesday, January 14, 2026
Closed Session Meeting at 5:30 P.M.
Regular Meeting at 6:30 P.M.

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

CITY COUNCIL MEMBERS:

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

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. 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.

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.

CLOSED SESSION

CALL TO ORDER

ROLL CALL

Castillo, Steeber, Terry, Welty, Smith

PUBLIC COMMENT (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.

DISCUSSION ITEMS

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

REGULAR SESSION

CALL TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL

Castillo, Steeber, Terry, Welty, Smith

CLOSED SESSION REPORT

CITY COUNCIL AND COMMITTEE REPORTS / COMMENTS

CEREMONIAL MATTERS

PRESENTATIONS

Elsinore Valley Municipal Water District

Canyon Lake Property Owners Association

Canyon Lake Chamber of Commerce

Canyon Lake Fire Department

Non-Profit Spotlight

PUBLIC COMMENT (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 specific agenda items will be heard when the item is called. Comments on Consent Calendar items will be heard prior to the City Council's consideration of that calendar. Each speaker is allowed (3) minutes to speak.

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. All ordinance titles are deemed to be read in their entirety and further reading waived on any ordinance listed on the Consent Calendar.

1. Approve Claims and Demands of the City

Recommendation:

Adopt Resolution No. 2026-01 Approving Claims and Demands of the City.

2. Approve a Resolution Authorizing the City Manager to Execute a Police Dispatch Services Agreement with the City of Hemet

Recommendation:

Adopt Resolution No. 2026-02 authorizing the City Manager to execute a Police Dispatch Services Agreement with the City of Hemet.

3. Approval of City Council Meeting Minutes

Recommendation:

Approve the minutes of the December 10 2025, City Council meeting.

4. Adopt a Resolution to Establish a Premium Pay Benefit for Part-time Employees In Lieu of the Public Agency Retirement System (PARS) Benefit

Recommendation:

Adopt Resolution No. 2026-03 authorizing the establishment of a Premium Pay benefit for all part-time employees of 7.5% of base pay.

5. Adopt a Resolution Approving the City's FY 2026/2027 Community Development Block Grant (CDBG) Funding Allocation

Recommendation:

Adopt Resolution No. 2026-08 authorizing the allocation of Fiscal Year 26/27 Community Development Block Grant (CDBG) funding.

6. Approval of a First Amendment to the Amended and Restated City Manager Employment Agreement with Arron Brown

Recommendation:

(1) Approve the First Amendment to the Amended and Restated City Manager Employment Agreement with Arron Brown; and (2) authorize the Mayor to execute the Amendment on behalf of the City.

PULLED CONSENT CALENDAR ITEMS

Items removed from the Consent Calendar for separate discussion will be considered at this time.

PUBLIC HEARINGS

7. Report on Employee Vacancies and Recruitment Efforts in Compliance with Assembly Bill 2561 and Approve Organizational Changes

Recommendation:

(1) Open the public hearing and take public testimony; (2) receive and file the annual report on employee vacancies, recruitment, and retention efforts as required by AB 2561 and approve job descriptions for reclassified and new positions; and (3) adopt Resolution No. 2026-04 approving job descriptions, Resolution No. 2026-05 adopting Salary and Wage Schedules for Non-Safety Employees and Resolution No. 2026-06 adopting Salary and Wage Schedules for Safety Employees.

BUSINESS ITEMS

8. Approve the Establishment of a Facilities Maintenance/Capital Improvement Program (CIP) Contingency Account Within the City Manager's FY 2025/26 Budget

Recommendation:

Adopt Resolution No. 2026-07 establishing a Facilities Maintenance/CIP Contingency account in the City Manager's budget and appropriate \$135,000 in one-time revenue for expenditures.

9. Designation of Voting Delegates for the Southern California Association of Governments (SCAG) 2026 Regional Conference and General Assembly

Recommendation:

Designate a delegate and alternate for the Southern California Association of Governments (SCAG) 2026 Regional Conference and General Assembly.

10. Consideration of Fees for the Emergency Medical Services Subscription Program for Fiscal Year 2026/2027 and Scheduling of Public Hearing

Recommendation:

Consider proposed EMS Program fees for Fiscal Year 2026/2027; and set a public hearing on the proposed EMS Program fees for June 10, 2026.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The next regular City Council meeting will be held on February 11, 2026.

ADJOURNMENT

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 54954.2, and as required by Resolution 2019-42.

Sheryl L. Garcia, MMC, CPM
City Clerk
Dated: January 8, 2026



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Arron Brown, City Manager
BY: Elizabeth Luna, Accounting Specialist
DATE: 01/14/2026
SUBJECT: Approve Claims and Demands of the City

Recommendation:

Adopt Resolution No. 2026-01 Approving Claims and Demands of the City.

Background/Analysis:

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 December 10, 2025.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

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
Claims and Demands Dec 2025

RESOLUTION NO. 2026-01

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, Exhibit A was presented at the regular meeting of the City Council on January 14, 2026, at which all present were given an opportunity to comment.

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

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

Section 2. Demands are approved as shown on the Demand/Warrant Register of January 14th, in the amount of \$844,187.14 as follows:

Payroll Earnings (Direct Deposit)	\$184,794.05	(For Month of December)
Payroll Processing Fees	\$379.30	(For Month of December)
Payroll Taxes - Employer & Employee	\$45,055.44	(For Month of December)
Payroll CLFAD	\$738.56	(For Month of December)
Payroll CS	\$795.04	(For Month of December)
On-line Retirement	\$12,543.30	(For Month of December)
On-line Health	\$29,725.44	(For Month of December)
Nationwide Deferred Comp.	\$8,112.68	(For Month of December)
General	\$562,043.33	(For Month of December)
Total	\$844,187.14	

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 14th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk

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

Vendor ID	Invoice Description	Cash Required
All American Patriot Music Project	2025 Veterans Day Live Band	2,500.00
Amazon	Fire Station Office Supplies	4.91
ANIMAL FRIENDS	Animal Control Services Month of December 2025	3,677.19
Anthony Wade	Reserve Stipend for November 2025	100.00
Awthentik	Graphics for Police Department Vehicles	600.00
Be Perfect Foundation	City Golf Tournament Second Place Winner-Charity Donation	750.00
Canyon Lake Auto Tire	City Vehicle Maintenance - 2018 Toyota Highlander	112.31
	City Vehicle Wiper Blade Replacement-2022 Ram	59.52
	City Vehicle Wiper Blades Replacement-2018 Jeep	90.32
Champion Trophy	Fire Station Reserve Plaque	64.65
Cintas	Fire Station Weekly Mat Service, 11/18/25	49.08
	Fire Station Weekly Mat Service, 11/25/25	49.08
Cole Huber	Attorney Services/General June 2025	8,900.00
Community Action Partnership of San	City Golf Tournament First Place Winner-Food Bank Donation	500.00
Concentra	Fire Station Medical Exams for Lundberg & Ramirez	448.00
CTAI	Landscape Maintenance Fee for Medians & Parkways Nov 2025	5,014.00
Curtis	Fire Station Reserve FF Boots	369.20
Cystic Fibrosis Foundation	City Golf Tournament First Place Winner-Charity Donation	250.00
Decker, Sean	Reserve Stipend for November 2025	100.00
Delgado	Janitorial Services for City Hall, Pumpkin Bash, and Rental	2,299.20
	Janitorial Services for City Hall, Pumpkin Bash, and Rental	65.00
Edwards	Reserve Stipend for November 2025	300.00
Feeding America Riverside CA	City Golf Tournament First Place Winner-Charity Donation	500.00
Hernandez, Oscar	Reserve Stipend for November 2025	200.00
ICG	CL-003 Railroad Canyon Road-HSIP Project 10/1/25-10/31/25	30,318.75
	CL-001 General Engineering Services 10/1/25-10/31/25	2,250.00
	CL-001 General Engineering Services 10/1/25-10/31/25	105.00
ImageTrend, Inc.	Fire Station Annual Image Trend RMS Fees	2,972.22
Jim Foley Trucking	Fire Station Sand for Storms	723.25
Longobardo	Reserve Stipend for November 2025	100.00
Love 4 Life Association	City Golf Tournament Third Place Winner-Charity Donation	500.00
Luke Jackson	Reserve Stipend for November 2025	100.00

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

Vendor ID	Invoice Description	Cash Required
Lundberg	Reserve Stipend for November 2025	100.00
Made Local Market	Vendor Coordination for 2025 Veterans Day Event	1,100.00
PORAC RMT	PORAC Contributions for November 2025	600.00
PZL, Inc.	Planning Services for November 2025	5,670.00
Ramirez, J	Reserve Stipend for November 2025	100.00
Red White & Blue	Final Payment for HVAC Compressor Replacement-31600 RRCR	2,720.79
Sanchez	Fire Station EMT Cert Renewal-H. Sanchez	200.00
Sean Rivello	Fire Station Paradmedic License Renewal-Rivello	250.00
Showboss	2025 Veterans Day Event Flyover-Remaining Balance	2,750.00
Silva	Refund for BL Duplicate Online Payment	45.00
Solar Tech Energy	Refund for BL Duplicate Online Payment	45.00
Spurling	Refund for Single Day BL-Event was Canceled	24.00
The Code	Plan Check Services 10/1/25-10/31/25	4,891.81
The Thomsen Company, Inc.	Survey Staking for New Median Barrier RRCR HSIP Project	13,170.50
West Coast Cable	Police Dept. Installation of Badge Readers & Cameras	42,713.83
Willdan	Water Quality Services thru 10/31/25	581.25
	Water Quality Services thru 10/03/2025	3,985.75
WRCOG	WRCOG Member Dues July 1, 2025-June 30, 2026 FY 25/26	3,106.02
Yesco	City of Canyon Lake Town Center Digital Sign Repair	1,797.78
Report Total		147,923.41

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

Vendor ID	Invoice Description	Cash Required
ALL AMERICAN ASPHALT	RRCR HSIP Safety Improvement CL-003 Progress Pymt 1	270,527.15
AUSS	2025 Pumpkin Bash Security Services	3,600.00
Clark Pest	Pest Control for Rental 31542 RRCR	260.00
Cole Huber	Attorney Services/General October 2025	9,102.00
	Attorney Services/Human Resources October 2025	2,029.40
	Attorney Services/Litigation October 2025	194.60
Control Pump	Landscape Booster Monitor Station Report November 2025	421.31
DATA TICKET	Monthly Parking Fees October 2025	100.00
	Code Enforcement Processing October 2025	119.00
	EMS Response Fee October 2025	100.00
	Miscellaneous Fees on Invoices October 2025	100.00
FRIDAY FLYER	Body Art Notice of Public Hearing	56.25
	Ordinance No. 269 First Reading	48.75
John Hancock	EE & ER Contributions for Check Date 11/21/2025	5,698.17
	EE & ER Contributions for Check Date 12/5/2025	5,698.17
Jon's	Embroidered Flag Replacements	238.78
Jonathan Sasse	Reissue Lost Check-Reimbursement for Parademic Renewal	50.00
Kasey Castillo	Reissue Lost Check-Auto Allowance May 2023	100.00
Mark Terry	Reissue Lost Check-Auto Allowance Nov 2023	100.00
Nate Volk	Council Meeting Video Broadcasting, Dec 1, 2025	350.00
Pin	City of Canyon Lake Logo Pins	513.00
PORAC	PORAC Quarter Dues (Assn ID: 3288)	82.50
Ritchie	Ads for 2025 State of the City & Pumpkin Bash-Reissue	419.00
riv Co Exec	Sheltering Costs for 3rd Quarter Jan-March 2026	12,630.00
STAPLES	City Hall & Admin Office Supplies	227.15
Steve's Towing	Towing Services for Sheriffs Case, 11/9/2025	320.00
The Faith Electric	Refund for BL Online Duplicate Payment	45.00
VC3, Inc	IT Remote & Onsite Support November 2025	5,800.00
Report Total		318,930.23

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniform Shirt-Garcia	87.00
	Fire Station Reserve Name Plates	65.25
	Fire Station Uniform Shirt- Moore	87.00
	Fire Station October T-Shirts	493.73
	Fire Station Promotion Uniform for Garcia	132.51
	Fire Station Uniform for Rehberg	3,093.51
ABI	Fire Station Background for Morrison, Rehberg & Healey	339.95
ABILA	Accounting Software 12/1/2025-12/31/2025	674.01
Amazon	Fire Station Supplies	12.02
	Fire Station Supplies	135.37
	Fire Station Office Supplies & Donuts with Santa Supplies	140.01
ANIMAL FRIENDS	Animal Control Services Month of January 2026	3,677.19
Bound Tree	Fire Station Medical Supplies	169.50
Champion Trophy	Fire Station Reserve Plaque	32.33
Cintas	Fire Station Weekly Mat Service, 12/2/2025	49.08
	Fire Station Weekly Mat Service, 12/9/25	49.08
CL PROPERTY OWNERS	Firehouse Note Payment 24	9,359.57
Concentra	Fire Station Medical Exam for Reserve Morrison	510.00
Corelogic	Database for Code Enforcement November 2025	221.54
CTAI	Landscape Maintenance Fee for Medians & Parkways Dec 2025	5,014.00
Curtis	Fire Station Gloves for FF/PM Rehberg	122.19
	Fire Station Sledge Hammer	57.41
	Fire Station Wildland Helmet	177.68
	Fire Station Helmet Lights	424.17
	Fire Station Safety Googles	90.68
Flock	ALPR Cameras for Railroad Canyon Road, 2025-2026	5,000.00
GREENHALGH	Retiree Health Insurance January 2026	319.29
John Hancock	Police Dept. PARS EE & ER Contributions 10/10/25-12/5/25	3,894.26
LANCE, SOLL	2025 Government Audit - Final Bill	2,000.00
Life-Assist	Fire Station Medical Supplies	210.54
Madalyne Gonzales	Reimbursement for 2025 MISAC Conference Hotel	781.29
Mermaids	2026 Canyon Lake Calendar two Single Date Spaces	60.00
Nate Volk	Video Broadcasting Meetings, Nov 12, 2025 and Dec 10, 2025	700.00
PARS	Monthly Administrative Fees Ending October 2025	400.00
RAMS	Accounting Services for November 2025	7,824.48
ReNewell Fleet Service	Fire Station Replacement Hose Cover for E-1	1,255.30
SDRMA	Dental and Vision Insurance January 2026	2,050.98
The Code	Staffing Services for Building Inspector 11/1/25-11/29/25	1,495.00

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
US Bank	See Credit Card Review, 11/6/2025	1,654.31
Van Scoyoc	Lobbyist for Zip Code Coalition Nov 2025	1,000.00
Zoll	Fire Station Medical Supplies	63.17
Report Total		<u>53,923.40</u>

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 12/1/2025 Through 12/31/2025

Check Number	Vendor Name	Effective Date	Check Amount
EFT 1594	SC Fuels	12/1/2025	492.02
EFT 1595	SOUTHERN CALIFORNIA EDISON	12/2/2025	1,497.48
EFT 1596	SOUTHERN CALIFORNIA EDISON	12/2/2025	323.69
EFT 1597	SOUTHERN CALIFORNIA EDISON	12/2/2025	678.99
EFT 1598	SOUTHERN CALIFORNIA EDISON	12/2/2025	495.29
EFT 1599	SOUTHERN CALIFORNIA EDISON	12/2/2025	17.57
EFT 1600	SOUTHERN CALIFORNIA EDISON	12/2/2025	882.67
EFT 1601	SOUTHERN CALIFORNIA EDISON	12/2/2025	149.52
EFT 1602	SOUTHERN CALIFORNIA EDISON	12/2/2025	649.01
EFT 1603	Standard Insurance Company	12/2/2025	128.50
EFT 1604	Standard Insurance Company	12/2/2025	35.69
EFT 1605	Standard Insurance Company	12/2/2025	160.43
EFT 1606	Standard Insurance Company	12/2/2025	139.31
EFT 1607	Standard Insurance Company	12/2/2025	27.90
EFT 1608	Standard Insurance Company	12/2/2025	18.60
EFT 1609	Standard Insurance Company	12/2/2025	285.80
EFT 1610	Aflac	12/2/2025	807.50
EFT 1611	Charter Communications	12/2/2025	290.57
EFT 1612	Cintas	12/2/2025	59.26
EFT 1613	Cintas	12/8/2025	59.26
EFT 1614	Cintas	12/8/2025	493.60
EFT 1615	Amazon Capital Services	12/8/2025	102.65
EFT 1616	Pitney Bowes Bank Inc. Purchase Power	12/8/2025	908.25
EFT 1617	SC Fuels	12/10/2025	128.36
EFT 1618	Cintas	12/15/2025	45.00
EFT 1619	SOUTHERN CALIFORNIA EDISON	12/15/2025	18.63
EFT 1620	Cintas	12/15/2025	59.26
EFT 1621	ELSINORE VALLEY MUNI WATER DIS	12/15/2025	116.68
EFT 1622	ELSINORE VALLEY MUNI WATER DIS	12/15/2025	100.48
EFT 1623	Eastern Municipal Water District	12/15/2025	263.58
EFT 1624	The Gas Company	12/15/2025	63.81
EFT 1625	The Gas Company	12/15/2025	112.69
EFT 1626	ELSINORE VALLEY MUNI WATER DIS	12/15/2025	250.43
EFT 1627	ELSINORE VALLEY MUNI WATER DIS	12/15/2025	848.45
EFT 1628	Charter Communications	12/16/2025	5.30
EFT 1629	Toshiba America Business Solutions	12/16/2025	373.89
EFT 1630	Toshiba America Business Solutions	12/16/2025	91.78
EFT 1631	Elan	12/16/2025	13,117.19
EFT 1632	Bankcard Center	12/18/2025	315.13
EFT 1633	Bankcard Center	12/18/2025	4,585.08
EFT 1634	Bankcard Center	12/18/2025	8,401.36
EFT 1635	Bankcard Center	12/18/2025	405.85
EFT 1636	Bankcard Center	12/18/2025	1,058.24
EFT 1637	Cintas	12/18/2025	59.26
EFT 1638	Cintas	12/18/2025	59.26
EFT 1639	SOUTHERN CALIFORNIA EDISON	12/18/2025	279.52
EFT 1640	CR&R	12/18/2025	223.18

City of Canyon Lake
Check/Voucher Register - Checks Prior Month
From 12/1/2025 Through 12/31/2025

EFT 1641	CR&R	12/18/2025	62.91
EFT 1642	Toshiba Financial Services	12/19/2025	742.04
EFT 1643	Toshiba Financial Services	12/19/2025	120.83
EFT 1644	SC Fuels	12/22/2025	28.93
EFT 1645	SC Fuels	12/22/2025	112.25
EFT 1646	SC Fuels	12/30/2025	140.42
EFT 1647	SC Fuels	12/30/2025	372.94
Report Total			41,266.29



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Steven Graham, City Attorney

DATE: 01/14/2026

SUBJECT: Approve a Resolution Authorizing the City Manager to Execute a Police Dispatch Services Agreement with the City of Hemet

Recommendation:

Adopt Resolution No. 2026-02 authorizing the City Manager to execute a Police Dispatch Services Agreement with the City of Hemet.

Background/Analysis:

As the City of Canyon Lake prepares to launch the Canyon Lake Police Department, establishing a reliable 9-1-1 Public Safety Answering Point (PSAP) and dispatch infrastructure is a critical requirement. The City of Hemet currently operates a high-quality law enforcement communications center equipped with the necessary technology and POST-certified personnel to fulfill these needs. The City Managers of Canyon Lake and Hemet have reached a conceptual agreement for Hemet to provide 24/7 emergency and non-emergency police dispatch services commencing July 1, 2026. The proposed agreement carries an initial five-year term, with subsequent options to extend. Because the agreement is currently being finalized, this Resolution provides the City Manager with the general authority to execute the agreement. Because Cole Huber LLP serves as the appointed City Attorney for both the City of Canyon Lake and the City of Hemet, a potential conflict of interest exists that the City Council is also asked to ratify as part of the resolution. The City Attorney did not participate in the negotiation process, but has been asked to memorialize the negotiations in the final agreement.

Key Operational Terms:

Service Scope: Comprehensive 24/7 police dispatch and resource tracking.

Performance Standards: Adherence to industry-standard metrics.

Liaison: Regular meetings between the respective Police Chiefs, or their designees, to ensure operational quality.

Fiscal Impact Yes/No: Yes

Additional Fiscal Information:

The fiscal authority granted by this Resolution is as follows:

Annual Service Fee: \$232,371.98 for the first year. This fee is subject to annual escalators, including labor cost adjustments, CPI increases, and fluctuations in Hemet's CAD/RMS licensing fees. This amount will be incorporated into the budget for the 2026-2027 fiscal year.

One-Time Start-Up Fee: A one-time payment not to exceed \$23,192.56 for initial equipment, training, and software integration. This fee is included in the \$1.2 million in start-up costs previously approved by the City Council.

Attachments:

1 - Resolution

RESOLUTION NO. 2026-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A POLICE DISPATCH SERVICES AGREEMENT WITH THE CITY OF HEMET AND APPROVING A JOINT CONFLICT OF INTEREST WAIVER

WHEREAS, as the City of Canyon Lake (“City”) begins operation of its own Canyon Lake Police Department, the City requires professional emergency and non-emergency police dispatch services, including 9-1-1 Public Safety Answering Point (PSAP) functions, to ensure the safety and welfare of its residents; and

WHEREAS, the City of Hemet (“Hemet”) owns and operates a law enforcement communications center with the specialized infrastructure and California POST-certified personnel necessary to provide high-quality dispatch services; and

WHEREAS, the City Managers of both agencies have reached a conceptual agreement for Hemet to provide these services to Canyon Lake commencing on July 1, 2026; and

WHEREAS, the City Council now desires to authorize the City Manager to finalize and execute an agreement for these essential public safety services.

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 hereby authorized to execute a Police Dispatch Services Agreement with the City of Hemet, or an agreement substantially similar thereto, for an initial term of five (5) years, with options to renew, commencing July 1, 2026.

Section 3. The authority granted in Section 2 is subject to the following compensation limits:

A. **Annual Service Fee:** An amount not to exceed \$232,371.98 for the initial year, subject to the annual adjustments and escalators defined in the agreement, including increases to Hemet’s Computer Aided Dispatch (CAD) and Records Management System (RMS) licensing costs, increases in the Consumer Price Index, and labor costs for City of Hemet Dispatchers.

B. **One-Time Start-Up Fee:** A one-time payment not to exceed \$23,192.56 for initial equipment and software integration.

Section 4. The City Manager is authorized to take all necessary steps to implement the terms of this Resolution and the resulting Agreement, including the coordination of 9-1-1 routing and technical integration.

Section 5. The City Council hereby ratifies and approves the Joint Conflict of Interest Waiver, previously executed by the City Manager, regarding Cole Huber LLP’s dual representation of the City of Canyon Lake and the City of Hemet for the limited purpose of drafting the Police Dispatch Services Agreement.

Section 6. 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 7. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 8. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 14th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor’s signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk



CITY COUNCIL 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: 01/14/2026
SUBJECT: Approval of City Council Meeting Minutes

Recommendation:

Approve the minutes of the December 10 2025, City Council meeting.

Background/Analysis:

Minutes of City Council meetings are prepared by the City Clerk to serve as the official record of City Council actions. City Council approval of the minutes ensures the accuracy of the record before they are entered into the City's permanent archives.

Fiscal Impact Yes/No: No

Attachments:

1 - Minutes

**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Canyon Lake City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
Wednesday, December 10, 2025**

Closed Session – 5:00 p.m.

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

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

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

Open Session – 6:30 p.m.

CALL TO ORDER

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

INVOCATION

The Invocation was led by Council Member Smith.

FLAG SALUTE

Battalion Chief Roberts led the Flag Salute.

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 the City Council were 100% satisfied with City Manager Brown.

CEREMONIAL MATTERS

Council Member Steeber recognized Emerson Castro and Evan Katsouridis as Students of the Month.

Mayor Terry recognized the Canyon Lake Junior Golf Champions.

PRESENTATIONS

Director Darcy Burke provided an update and recognition of Mayor Terry on behalf of the Elsinore Valley Municipal Water District.

Board Vice President Jeff Bill provided an update and recognition of Mayor Terry on behalf of the Canyon Lake Property Owners Association.

President Johnny Pineda provided an update and recognition of Mayor Terry on behalf of the Canyon Lake Chamber of Commerce.

Battalion Chief Roberts provided an update on behalf of the Canyon Lake Fire Department.

Chief Rayls provided an update on behalf of the Canyon Lake Police Department.

Mayor Terry introduced the non-profit spotlight on behalf of Art Not Drugs.

City Manager Brown announced that the City had been awarded the Government Finance Officers Association's Distinguished Budget Presentation.

PUBLIC COMMENT

Donna Ritchie recognized Mayor Terry for his contributions to the community over the past year.

CONSENT CALENDAR

Mayor Pro Tem Castillo pulled Consent Calendar Items 7 and 8 for discussion.

Motion and second by Council Member Smith/Council Member Welty to approve Consent Calendar Items 1-6.

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

1. Approve Claims and Demands of the City

Action taken: The City Council adopted Resolution No. 2025-51 Approving Claims and Demands of the City.

2. Approval of City Council Meeting Minutes

Action taken: The City Council approved the minutes of the November 12 and December 1, 2025, City Council meetings.

3. Adopt a Resolution Acknowledging Receipt of a Report made by the Fire Chief of the Canyon Lake Fire Department Regarding Compliance with the Annual Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code

Action taken: The City Council adopted Resolution No. 2025-52 acknowledging receipt of a report made by the Fire Chief of the Canyon Lake Fire Department regarding compliance with the annual inspection of certain occupancies pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code.

4. Second Reading and Adoption of Ordinance No. 266 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning and Zoning), Chapter 9.30 (Mixed Use Zones), Section 9.30.030 (Zones Established) of the Canyon Lake Municipal Code

Action taken: The City Council adopted Ordinance No. 266 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning and Zoning), Chapter 9.30 (Mixed Use Zones), Section 9.30.030 (Zones Established) of the Canyon Lake Municipal Code.

5. Second Reading and Adoption of Ordinance No. 268 - An Ordinance of the City Council of the City of Canyon Lake, California Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations) with Local Amendments and Repealing Conflicting Ordinances

Action taken: The City Council adopted Ordinance No. 268 - An Ordinance of the City Council of the City of Canyon Lake, California Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations) with Local Amendments and Repealing Conflicting Ordinances.

6. Second Reading and Adoption of Ordinance No. 269 – An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 4.20 (Commercial Cannabis Businesses) of the Canyon Lake Municipal Code to a Vacancy-Based Best Value Permitting Process

Action taken: The City Council adopted Ordinance No. 269 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 4.20 (Commercial Cannabis Businesses) of the Canyon Lake Municipal Code to a Vacancy-Based Best Value Permitting Process.

PULLED CONSENT CALENDAR ITEMS

7. Acceptance of a Notice of Completion for the Canyon Lake Police Department Construction Project

This item was pulled by Mayor Pro Tem Castillo for discussion.

City Manager Brown provided a presentation.

There were no public comments.

Motion and second by Mayor Pro Tem Castillo/Council Member Smith to: (1) accept the project as complete; and (2) authorize the City Clerk to execute and record the Notice of Completion.

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 Amending the City's Public Agency Retirement Services (PARS) Plan to Include the Canyon Lake Police Department

This item was pulled by Mayor Pro Tem Castillo for discussion.

City Manager Brown provided a presentation.

There were no public comments.

Motion and second by Mayor Pro Tem Castillo/Council Member Smith to adopt Resolution No. 2025-53 Authorizing an Amendment to the City's Public Agency Retirement System (PARS) Defined Contribution Plan to include all full-time City Police employees.

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

PUBLIC HEARINGS

9. Consideration of a Conditional Use Permit for the Establishment of a Body Art Business in the C-1 General Commercial Zone, located in the Eastport Market Shopping Center, located at 24370 Canyon Lake Drive, Suite/Unit 9

Mayor Terry opened the public hearing at 7:53 p.m.

City Manager Brown provided a presentation.

There was no public testimony.

Mayor Terry closed the public hearing at 7:55 p.m.

Motion and second by Council Member Smith/Council Member Steeber to: (1) find the proposed Zoning Ordinance amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment; and (2) approve Resolution No. 2025-54 (Conditional Use Permit 25-03), subject to the attached Findings and Conditions of Approval.

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

BUSINESS ITEMS

10. City Council Reorganization and Selection of Mayor and Mayor Pro Tem

City Clerk Garcia provided a presentation.

Motion by Mayor Terry to appoint Mayor Pro Tem Castillo as Mayor and Council Member Smith as Mayor Pro Tem for the coming year. Substitute motion and second by Mayor Pro Tem Castillo/Council Member Welty to appoint Council Member Smith as Mayor and Mayor Pro Tem Castillo as Mayor Pro Tem for the coming year.

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

Presentations to outgoing Mayor Terry were given by City Manager Brown, City Council, dignitaries and regional agencies.

Outgoing Mayor Terry spoke about his year as Mayor and reflected on the City's accomplishments.

The City Council took a brief recess.

Mayor Smith requested that Items 11 and 12 be heard together.

11. Appointment of Council Members to City Committees for 2026

12. Appointment of Council Members to Regional Agencies for 2026

There were no public comments.

Motion and second by Mayor Smith/Council Member Terry to maintain the existing delegates and alternates to City Committees and Regional Agencies for 2026 and adopt Resolution No. 2025-55 rescinding Resolution No. 2022-54 Re-Establishing City Council Committees.

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

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Mayor Pro Tem Castillo wished everyone a Merry Christmas.

Council Member Steeber recognized the Fire Department who spent Thanksgiving with a resident and wished everyone a Merry Christmas.

CITY MANAGER COMMENTS

City Manager Brown announced a Merchants Association meeting taking place on January 7, 2026, in Council Chambers.

ANNOUNCEMENTS

Mayor Smith announced that the next regular City Council meeting will be held on January 14, 2026.

ADJOURNMENT

At 8:56 p.m., Mayor Smith adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Kayla Malin, Administrative Services Senior Analyst

DATE: 01/14/2026

SUBJECT: Adopt a Resolution to Establish a Premium Pay Benefit for Part-time Employees In Lieu of the Public Agency Retirement System (PARS) Benefit

Recommendation:

Adopt Resolution No. 2026-03 authorizing the establishment of a Premium Pay benefit for all part-time employees of 7.5% of base pay.

Background/Analysis:

Federal law requires employers to cover all employees under Social Security, a qualified retirement plan, or an OBRA deferred compensation plan. Upon incorporation, the City of Canyon Lake opted out of Social Security by entering into a Section 218 agreement with PERS. Currently, full-time administrative employees are enrolled in PERS, full-time Fire employees in PARS, and part-time administrative employees in an OBRA plan with Nationwide.

With the City Council's direction to establish a Police Department, staff aims to attract and retain experienced employees. Competitive pay and benefits are key to successful recruiting.

On September 1, 2021, City Council adopted Resolution No. 2021-39 to provide PARS for full-time Fire personnel. On November 8, 2023, Resolution No. 2023-40 updated the plan's contribution tiers (see chart below). On December 10, 2025, Resolution No. 2025-53 extended PARS coverage to full-time Police personnel. Since PARS does not cover part-time employees, these staff currently have no comparable benefit.

Tier 1

Employee Classification	Hired As of Date	Length of Employment	Employer Contribution Rate	Employee Contribution Rate
Fire Safety Management	12/1/2021	N/A	15%	0%

Tier 2

Employee Classification	Hired as of Date	Length of Employment	Employer Contribution Rate	Employee Contribution Rate
Fire Safety Employees	12/1/2021	1+ years	12.5%	2.5%

Tier 3

Employee Classification	Hired as of Date	Length of Employment	Employer Contribution Rate	Employee Contribution Rate
Fire Safety Employees	7/1/2023	<1 year	7.50%	7.50%

Staff recommends adding a Premium Pay benefit of 7.5% to all part-time Fire, Police and City employees' base pay, with a required 7.5% offsetting contribution to the City's OBRA deferred compensation plan. This mirrors Tier 3 of the PARS plan and provides a similar benefit for part-time staff.

All full-time Fire and Police personnel participate in the PARS Defined Contribution Plan. The proposed Premium Pay benefit for all part-time employees would provide 7.5% of base wages, with a matching 7.5% contribution to an OBRA deferred compensation account, consistent with PARS Tier 3.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

Providing this Premium Pay benefit will cost the City 7.5% of part-time personnel salaries. Funding is included in the City's FY 2025/26 budget.

Attachments:

1 - Resolution

RESOLUTION NO. 2026-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING THE ESTABLISHMENT OF A PREMIUM PAY BENEFIT FOR ALL PART-TIME EMPLOYEES

WHEREAS, federal law requires all employees to be covered by Social Security, a qualified retirement plan, or an OBRA deferred compensation plan; and

WHEREAS, the City Council desires to provide competitive compensation and benefits to attract and retain qualified public safety personnel; and

WHEREAS, full-time Fire and Police personnel participate in the City's PARS Defined Contribution Plan, but part-time employees are not currently covered by PARS; and

WHEREAS, staff recommends establishing a Premium Pay benefit for all part-time employees equal to 7.5% of base pay, with a required employee contribution of 7.5% to the City's OBRA deferred compensation plan; and

WHEREAS, funding for this Premium Pay benefit is included in the Fiscal Year 2025/26 budget.

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 Council establishes a Premium Pay benefit for all part-time employees equal to 7.5% of base pay. Employees receiving this benefit are required to contribute 7.5% of their gross wages to the City's OBRA deferred compensation plan. The City Manager or designee is authorized to implement and administer this benefit in accordance with applicable laws.

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 14th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Arron Brown, City Manager

DATE: 01/14/2026

SUBJECT: Adopt a Resolution Approving the City's FY 2026/2027 Community Development Block Grant (CDBG) Funding Allocation

Recommendation:

Adopt Resolution No. 2026-08 authorizing the allocation of Fiscal Year 26/27 Community Development Block Grant (CDBG) funding.

Background/Analysis:

The City of Canyon Lake participates annually in the Community Development Block Grant (CDBG) Program administered by Riverside County Housing and Workforce Solutions (HWS). Each year, the City receives a federal funding allocation intended to support programs and projects that serve low- to moderate-income individuals within the community. Historically, City Council has allocated 15% of its annual CDBG allocation to an eligible non-profit public service agency, with the remaining funds directed toward a qualifying public facility project.

On December 5, 2025, city staff issued a public notice inviting nonprofit agencies to submit applications for the City's FY 2026-2027 CDBG funding allocation. Applications were due January 5, 2026. One application was received, submitted by Helping Our People of Elsinore (HOPE) for its Pantry Program.

City staff, in coordination with HWS, reviewed HOPE's application and confirmed it meets CDBG eligibility requirements. The proposed program provides direct services exclusively to low-income populations, including seniors; grandparents raising grandchildren; working poor families; single parents; and individuals who are disabled, homeless, or unemployed. Based on this evaluation, and with HWS's support, staff recommends allocating the maximum allowable 15% (\$3,195.00) of the City's FY 26/27 CDBG funds to HOPE.

Staff further recommends allocating the remaining FY 26/27 CDBG funds to the City's ongoing ADA Accessibility Project for City Hall. These funds will support completion of ADA improvements identified in the City Hall Accessibility Report.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

There is no fiscal impact to the City's General Fund. The City will be reimbursed \$21,300 through the CDBG allocation for eligible expenditures.

- HOPE will receive \$3,195 (15% of the allocation)
- City Hall ADA Accessibility Project \$18,105

Attachments:

1 - Resolution

RESOLUTION NO. 2026-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR FISCAL YEAR 2026/2027

WHEREAS, the City of Canyon Lake participates annually in the Community Development Block Grant (CDBG) Program administered by the Riverside County Housing and Workforce Solutions (HWS), which provides federal funding for eligible programs and projects benefiting low- to moderate-income persons; and

WHEREAS, for Fiscal Year 2026/2027, the City of Canyon Lake is projected to receive an estimated \$21,300 in CDBG funding; and

WHEREAS, City Council has historically allocated up to 15% of its annual allocation to an eligible nonprofit public service agency, with the remaining funds allocated to a qualifying public facility project; and

WHEREAS, on December 5, 2025, the City issued a public notice inviting nonprofit agencies to apply for the City’s FY 2026/2027 CDBG funds, with applications due January 5, 2026, and one application was received from Helping Our People of Elsinore (HOPE) for its Pantry Program; and

WHEREAS, staff recommends allocating \$3,195 of the FY 2026/2027 CDBG funds to Helping Our People of Elsinore and allocating the remaining \$18,105 to the City Hall ADA Accessibility Project.

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.** \$18,105 of the City’s FY 2026/2027 Community Development Block Grant funding shall be allocated to the City’s City Hall ADA Accessibility Project.
- Section 3.** \$3,195 of the City’s FY 2026/2027 Community Development Block Grant funding shall be allocated to Helping Our People of Elsinore for their Pantry Program.
- Section 4.** In the event the total CDBG allocation is more or less than anticipated, the City Manager is authorized and directed to increase or reduce the approximate amounts of funding based on the percentages set forth above.
- Section 5.** The City Manager or designee, is authorized to submit the required applications for funding for the approved project to Riverside County Housing and Workforce Solutions for further review.
- Section 6.** The City Manager is authorized to execute documents, including supplemental

agreements with Riverside County, necessary to carry out the intent of this Resolution.

Section 7. 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 8. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 9. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 14th day of January, 2026, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor’s signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Steven Graham, City Attorney

DATE: 01/14/2026

SUBJECT: Approval of a First Amendment to the Amended and Restated City Manager Employment Agreement with Arron Brown

Recommendation:

(1) Approve the First Amendment to the Amended and Restated City Manager Employment Agreement with Arron Brown; and (2) authorize the Mayor to execute the Amendment on behalf of the City.

Background/Analysis:

The City of Canyon Lake and Arron Brown ("City Manager") entered into an Amended and Restated Employment Agreement effective November 13, 2024. Section 8 of the existing Agreement provides for deferred compensation through a City matching contribution into a 401(a) account, with a total annual City contribution cap of \$25,000. The proposed First Amendment modifies Section 8 to restructure this benefit into a guaranteed annual lump-sum contribution. Under the new terms, the City will contribute \$25,000 into the City Manager's 401(a) account during the first pay period of each calendar year.

Key Provisions of the Amendment:

- **Simplified Administration:** The City's contribution is no longer contingent upon a personal contribution by the City Manager that must be tracked by the City each pay period. The benefit is now resolved in a single pay period per calendar year.
- **Market Growth Opportunity:** Payments will be made in a single lump sum during the first pay period of the calendar year rather than being distributed incrementally throughout the year. This allows the funds more time for potential market growth.

All other terms and conditions of the November 13, 2024, Agreement remain in full force and effect.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

The First Amendment does not increase the City's maximum annual liability for deferred compensation, which remains \$25,000 per year. The timing of the expenditure will shift from periodic payments throughout the year to a single lump-sum payment at the start of each calendar year. There are sufficient funds available in the adopted Fiscal Year 2025-26 Budget to accommodate the 2026 contribution.

Attachments:

1 - First Amendment

**FIRST AMENDMENT TO
AMENDED AND RESTATED EMPLOYMENT AGREEMENT**

BY AND BETWEEN

THE CITY OF CANYON LAKE

AND

ARRON BROWN

DATED: JANUARY 14, 2026



FIRST AMENDMENT TO AMENDED AND RESTATED EMPLOYMENT AGREEMENT

This First Amendment to the Amended and Restated City Manager Employment Agreement for the position of City Manager in the City of Canyon Lake is made and entered into as of this 14th day of January, 2026, by and between the City of Canyon Lake (“City”), a California municipal corporation, and Arron Brown, an individual (“Brown”). City and Brown are sometimes hereinafter referred to as “Party” and hereinafter collectively referred to as the “Parties”.

RECITALS

1. City and Brown entered into an agreement entitled “Amended and Restated City Manager Employment Agreement” dated November 13, 2024 (“Agreement”) for the purpose of retaining Brown as the City of Canyon Lake’s City Manager.
2. The Parties desire to amend the Agreement to modify the structure of the City’s deferred compensation contributions.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the promises made and recited herein, the Parties do hereby enter into this Amendment which modifies and amends the Agreement as follows:

1. **AMENDMENT.** Section 8 of the Agreement is hereby amended to read as follows:

8. DEFERRED COMPENSATION. As part of City Manager’s annual compensation, the City Manager may participate in the deferred compensation plan pursuant to Section 401 and Section 457 of the Internal Revenue Code as established by the City. The City shall contribute an amount not to exceed \$25,000 into the City Manager’s 401(a) account in a single lump-sum payment during the first pay period of each calendar year during the term of this Agreement. Each City contribution shall vest with the City Manager immediately. The City shall be responsible for all expenses associated with the 457 and 401 accounts during the term of this Agreement, including but not limited to administrative services fees and commissions. For the 2026 calendar year, the City shall make the required lump-sum contribution in the first full pay period beginning on or after the effective date of this First Amendment.

2. **REMAINDER UNCHANGED.** Except as specifically modified and amended in this Amendment, the Agreement remains in full force and effect and binding upon the Parties.
3. **INTEGRATION.** This Amendment consists of pages 1 through 3, inclusive, which constitute the entire understanding and agreement of the Parties and supersedes all negotiations or previous agreements, including written or verbal communications between the Parties with respect to all or any part of the transaction discussed in this Amendment.

4. **SEVERABILITY.** If any portion of this Amendment is declared invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
5. **EFFECTIVE DATE.** This Amendment shall not become effective until the date it has been executed by the Mayor of the City of Canyon Lake and Arron Brown.
6. **APPLICABLE LAW.** The laws of the State of California shall govern the interpretation and enforcement of this Amendment.
7. **REFERENCES.** All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Amendment.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment to the Agreement on the date and year first written above.

CITY OF CANYON LAKE

ARRON BROWN

 Jeremy Smith, Mayor
 Dated: January __, 2026

 Arron Brown
 Dated: January __, 2026

ATTEST:

By: _____
 Sheryl Garcia, City Clerk

APPROVED AS TO FORM:

By: _____
 Steven Graham Pacifico, City Attorney



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Kayla Malin, Administrative Services Senior Analyst

DATE: 01/14/2026

SUBJECT: Report on Employee Vacancies and Recruitment Efforts in Compliance with Assembly Bill 2561 and Approve Organizational Changes

Recommendation:

(1) Open the public hearing and take public testimony; (2) receive and file the annual report on employee vacancies, recruitment, and retention efforts as required by AB 2561 and approve job descriptions for reclassified and new positions; and (3) adopt Resolution No. 2026-04 approving job descriptions, Resolution No. 2026-05 adopting Salary and Wage Schedules for Non-Safety Employees and Resolution No. 2026-06 adopting Salary and Wage Schedules for Safety Employees.

Background/Analysis:

Effective January 1, 2025, Assembly Bill 2561 (AB 2561) requires public agencies to present an annual report on employee vacancies, recruitment, and retention efforts at a public hearing before adopting the final budget. This aims to address persistent job vacancies affecting public service delivery and employee morale. In compliance with AB 2561, this report provides an overview of the current status of employee vacancies within the City and details ongoing recruitment and retention efforts. Notice of the public hearing was published in the Friday Flyer on January 2, 2026.

Additionally, this report presents proposed organizational changes for City Council approval designed to improve operational efficiency, clarify roles and responsibilities, and support the City's ability to deliver services effectively. These changes include reclassifications, the creation of new positions, and the deletion of positions where appropriate, ensuring alignment with strategic priorities and resource optimization.

As part of the Fiscal Year 2025-26 budget process, the City Council approved the following staffing levels, effective July 1, 2025:

Positions and Vacancies

Non-Safety employees: 14 full-time positions and 3 part-time positions, with one current full-time vacancy.

Safety Fire employees: 11 full-time positions and 2 part-time positions, and up to 15 reserve volunteer firefighters, with no current full-time vacancies. Successful full-time recruitments since July 1 include the positions of Fire Captain (1) and Firefighter/Paramedic (2).

Safety Police employees: Successful full-time recruitments since July 1 include the position of Police Chief (1).

Recruitment and Retention Efforts

To maintain a competitive workforce, the City regularly reviews salaries, benefits, and workplace improvements, including:

- Implemented a new payroll services provider to more effectively manage the City's personnel and compensation complexities.
- Onboarded and fully reorganized the City's recruitment and hiring platform to streamline and modernize hiring processes, improving efficiency, consistency, and candidate outreach.
- Conducting ongoing evaluations of staffing needs to ensure organizational effectiveness and alignment with service demands.
- Reviewing and updating existing job descriptions on a regular basis to ensure they accurately reflect current duties, operational requirements, and organizational structure.
- Completed the construction of an in-house Police Department and are preparing for its launch later this year, transitioning from contracted law enforcement services to improve organizational stability, support recruitment and retention efforts, and enhance local control and community responsiveness.

No procedural or policy changes have been identified as obstacles to hiring.

Organizational Changes

To align roles with actual duties and improve operational efficiency, the following staffing adjustments are recommended:

Non-Safety

- **Reclassifications:**
 - Deputy Building Official/Senior Building Inspector → Building Official/Senior Building Inspector
 - Code Enforcement Supervisor → Community Development Manager
- **New Positions:**
 - Accounting Specialist (1)
- **Eliminated Positions:**
 - Office Assistant (1)

Safety

- **New Positions:**
 - Addition of 12 new Police Department positions, as included in the attached resolution and salary schedule.
 - Police Captain (1)
 - Police Sergeant (3)
 - Police Detective (1)
 - Police Officer (4)
 - Community Service Officer (3)

If adopted by City Council, all positions would be effective January 14, 2026; however, Police Department positions are not anticipated to be filled until approximately May or June 2026.

Salary Range Adjustment

In addition to the proposed position changes, a salary range adjustment is required for the Community Engagement Coordinator classification to comply with the Department of Industrial Relations' updated California minimum wage requirements for exempt employees, pursuant to AB 2561. Specifically, Step E of the salary range will be adjusted to the minimum exempt salary threshold of \$70,304, ensuring that no employee is compensated below the legally required minimum. This adjustment is intended to maintain compliance at the beginning of the year. A comprehensive review of the salary range will be

brought back to City Council at a later date for consideration and adoption of a revised range.

Employee Organization Presentation

In accordance with AB 2561, the Canyon Lake Firefighter's Association, as a recognized employee organization, has been provided an opportunity to present during the public hearing.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

Approval of the proposed job descriptions for the new Police Department has no fiscal impact in the current fiscal year. Any costs associated with staffing these positions will be incorporated into the FY 2026/27 Adopted Budget for Council consideration.

The proposed reclassifications, deletion of existing positions, and creation of new positions result in a minimal net fiscal impact, as cost increases are largely offset by savings from eliminated positions and salary savings associated with existing vacancies. Any unanticipated fiscal impacts may be addressed through the mid-year budget review and adjustment process.

Attachments:

- 1 - Resolution (Job Descriptions)
Ex A - Job Descriptions
- 2 - Resolution (Non-Safety Salary Schedule)
- 3 - Resolution (Safety Salary Schedule)

RESOLUTION NO. 2026-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING JOB DESCRIPTIONS AND PROVIDING AUTHORITY TO MODIFY EXISTING CLASSIFICATIONS

WHEREAS, the City periodically reviews its organizational structure and staffing classifications to ensure alignment with operational needs, service demands, and efficient use of resources; and

WHEREAS, to support effective recruitment and workforce planning, it is necessary to initiate recruitment for new and revised positions identified in the staff report; and

WHEREAS, in anticipation of the recruitment process, City staff has prepared job descriptions for the positions of Police Captain, Police Sergeant, Police Detective, Police Officer, Police Community Service Officer, Accounting Specialist, Community Development Manager, and Building Official/Senior Building Inspector, which outline the duties, responsibilities, and qualifications necessary to perform these roles; and

WHEREAS, pursuant to organizational and operational changes, the City Manager is authorized to revise and update existing job descriptions as necessary to reflect evolving operational needs and reporting structure adjustments; and

WHEREAS, this authority is limited to modifications of existing classifications and does not extend to the creation of new positions or job descriptions, which shall continue to require formal review and approval through the appropriate legislative and administrative processes; and

WHEREAS, adoption of the proposed job descriptions and the authority for limited modifications is necessary to support recruitment, maintain organizational flexibility, and promote operational efficiency.

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 Council hereby approves the proposed job descriptions attached hereto.

Section 3. The City Manager is authorized to revise and update existing job descriptions as necessary to reflect operational needs and reporting structure adjustments. This authority does not extend to the creation of new positions or job descriptions, which shall continue to require formal review and approval by the City Council.

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 14th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk



City of Canyon Lake Classification Specification

POLICE CAPTAIN

THE POSITION

Under administrative direction, the Police Captain is responsible for administrative and technical work, oversees the enforcement of laws, operations, department procedures, and manages assigned officers while coordinating field operations. The Police Captain instructs and leads department officers in their work and analyzes department efficiency. This role supports the Chief of Police with administrative or specialized activities as assigned. Work is performed within the established departmental rules and regulations. Within the Canyon Lake Police Department the Police Captain is second in command and in the absence of the Chief of Police, the Captain will assume the role of acting Chief of Police.

DISTINGUISHING CHARACTERISTICS

This position receives direct supervision from the Chief of Police. This position is distinguished from the Sergeant classification by its broader scope of responsibility, including department planning and management, involvement in departmental policy development, and a greater emphasis on administrative duties. The Captain exercises a higher level of independent judgment and decision-making and is expected to lead with minimal supervision while providing direct supervision to Sergeants and other subordinate staff.

REPRESENTATIVE DUTIES

- Plan, supervise, and coordinate the activities of an assigned division, such as Patrol, Investigations, or Administrative Services.
- Oversee daily operations and provide guidance and direction to Sergeants and line-level officers.
- Ensure proper enforcement of laws, ordinances, and department policies; reviews reports and monitors field activities for quality control and compliance.
- Assist in developing and implementing departmental policies, procedures, goals, and objectives.
- Prepare and review schedules to ensure adequate coverage and effective use of personnel.
- Participate in the recruitment, training, evaluation, and discipline of personnel; provides coaching and mentoring to subordinate staff.
- Review performance of Police Officers and civilian personnel under their command regularly.
- Respond to major incidents, crime scenes, or emergencies and assumes command when appropriate.
- Conduct or oversee internal investigations and handles citizen complaints in coordination with command staff.
- Prepare and present reports, correspondence, and documentation related to operations and personnel matters.

- Coordinate with other city departments, outside agencies, and community organizations to support law enforcement efforts and public safety initiatives.
- Participate in budget planning and monitor expenditures within assigned areas.
- Represent the department at community meetings, interagency committees, or public events as assigned.

POSITION SUMMARY DISCLAIMER

This job description is intended to describe the general nature and level of work performed by the person assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The City reserves the right to modify job duties or assign additional responsibilities as necessary to meet operational needs, consistent with applicable laws. At the discretion of the City Manager or their designee, adjustments to the job description may be made to address changing organizational requirements, provided such changes do not substantially alter the overall nature, essential functions, or classification of the position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

KNOWLEDGE AND ABILITIES

Knowledge:

- Principles, practices, and procedures of modern law enforcement, including patrol, investigations, traffic enforcement, and crime prevention.
- Supervisory and management principles, including team leadership, training, performance evaluation, and employee development.
- Federal, state, and local laws, ordinances, and court decisions affecting law enforcement operations.
- Department policies, procedures, rules, and regulations.
- Techniques of criminal investigation, including proper procedures for obtaining, preserving, and documenting evidence, and preparing cases for prosecution.
- Methods and techniques used in conducting criminal and traffic accident investigations.
- Community-oriented policing principles and public engagement strategies.
- Incident command system (ICS) and emergency response protocols.
- Report writing, documentation standards, and recordkeeping requirements.
- Municipal budget development and resource management at the division level.
- Use of law enforcement technology and software, including CAD/RMS systems and body-worn cameras.
- Geography of the local area and the availability and use of law enforcement resources.
- Procedures and practices related to police identification and investigative operations.
- Principles of workplace safety, risk management, and officer wellness.

Abilities:

- Plan, supervise, and coordinate the work of sworn and non-sworn personnel effectively.
- Make sound decisions quickly and calmly in high-pressure or emergency situations.
- Interpret and apply laws, regulations, policies, and procedures consistently and fairly.
- Analyze operational issues, identify problems, and implement effective solutions.
- Conduct thorough investigations and administrative reviews.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with subordinates, peers, other departments, outside agencies, and the community.
- Lead by example and maintain high standards of integrity, professionalism, and accountability.
- Manage time and resources efficiently; prioritize tasks and delegate responsibilities appropriately.

- Prepare clear, concise, and accurate reports, correspondence, and presentations.
- Operate police equipment, vehicles, firearms, communication devices, and standard office equipment.
- Perform criminal investigations involving complex and sensitive situations.
- Supervise and manage major incidents and crime scenes.
- Identify and respond to sensitive community and organizational needs.
- Remain calm in emergency situations and always perform responsibilities in a competent manner.
- Handle and safeguard confidential and sensitive information with discretion.
- Interpret and effectively execute both oral and written instructions.

EDUCATION AND EXPERIENCE

Education

- A Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, is preferred, but may be substituted with experience at the discretion of the Chief of Police.

Experience

- Six years of increasingly responsible law enforcement experience as a sworn peace officer, including two years at a supervisory or management level.
- Additional years of applicable experience may be substituted for education.

Certifications and Licenses

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.
- Possession of a Police Officer Standards and Training (P.O.S.T) Supervisory Certificate is required or must be obtained within 12 months of hire.
- Possession of a Police Officer Standards and Training (P.O.S.T) management Certificate is preferred.
- Certification in CPR and Basic First Aid
- Possession and maintenance of firearms qualification.

WORKING CONDITIONS

Environment

- Work is performed in both office and field settings, including emergency and high-stress situations.
- May be exposed to varying weather conditions, hazardous materials, and potentially dangerous individuals or situations.
- Regular interaction with the public, city officials, law enforcement personnel, and other agencies.
- May be required to work irregular hours, including nights, weekends, holidays, and during emergencies or special events.
- Operates standard office equipment, police vehicles, radios, and law enforcement tools.

Physical Demands

- Frequently required to sit, stand, walk, and drive for extended periods.
- Occasional physical activity may be required, including running, climbing, lifting, or restraining individuals.
- Must be able to meet physical standards for peace officers, including firearms qualifications and defensive tactics.

- Vision and auditory acuity must be sufficient to perform essential duties, including surveillance and emergency response.
- Must be able to operate standard law enforcement equipment and communicate effectively in high-stress environments.
- Ability to lift and carry equipment weighing up to 50 pounds.

Equal Opportunity Employer:

The City of Canyon Lake is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state and local laws.



City of Canyon Lake Classification Specification

POLICE SERGEANT

THE POSITION

Under direction of the Police Captain, the Police Sergeant is responsible for first-line supervision over sworn and non-sworn personnel engaged in law enforcement duties, including patrol, investigations, traffic enforcement, and community policing activities. The Sergeant ensures that personnel follow department policies and procedures, provides training and guidance, evaluates performance, and assists in coordinating daily operations. The position may also involve field supervision, responding to major incidents, assuming command in the absence of a higher-ranking officer, and actively participating in the investigation of traffic collisions, criminal cases, and homicides, in addition to overseeing investigative efforts.

DISTINGUISHING CHARACTERISTICS

The position is a sworn supervisory classification and serves as the immediate supervisor to Police Officers and other assigned staff. This position is distinguished from Police Officer by its responsibility for direct supervision, shift coordination, and performance management. It is distinguished from the Police Captain by a narrower scope of administrative responsibility and less involvement in policy development and division-level planning. The Sergeant acts as a critical link between line-level staff and command personnel, ensuring the effective implementation of departmental goals and objectives.

REPRESENTATIVE DUTIES

- Supervise and coordinate the work of assigned Police Officers and civilian personnel during a shift or within a specialized unit (e.g., investigations, traffic, community policing), while also actively participating in operations and tasks as needed. May also be assigned to special duties such as field training, task forces, or other departmental initiatives requiring both leadership and hands-on involvement.
- Review reports, case files, and citations for accuracy, completeness, and compliance with department policy and legal standards.
- Provide field supervision; respond to major incidents, crime scenes, or public disturbances to oversee operations and ensure appropriate procedures are followed.
- Conduct briefings and communicate operational priorities, policy updates, and safety information to shift personnel.
- Evaluate employee performance, provide coaching and training, and initiate disciplinary action when necessary.
- Assist in developing operational plans and deploying resources to address community concerns, crime trends, and special events.
- Act as a liaison between officers, command staff, and the community to foster effective communication and public trust.

- Investigate internal complaints and citizen concerns under the direction of higher command staff.
- Ensure the proper use and maintenance of equipment, vehicles, and departmental resources.
- Prepare a variety of written reports, including incident summaries, performance evaluations, and shift activity logs.
- Will serve as the Daily watch commander for patrol operations.

POSITION SUMMARY DISCLAIMER

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KNOWLEDGE AND ABILITIES

Knowledge:

- Principles, practices, and techniques of modern law enforcement, patrol procedures, and criminal investigations.
- California Penal Code, Vehicle Code, and other applicable federal, state, and local laws and regulations.
- Department policies, procedures, rules, and regulations.
- Supervisory principles and practices, including training, performance evaluation, and progressive discipline.
- Court procedures and rules of evidence.
- Report writing standards and recordkeeping practices.
- Emergency response procedures, including incident command and officer safety protocols.
- Community policing strategies and public engagement techniques.
- Use and maintenance of firearms, radios, and other law enforcement equipment.
- Basic First Aid and Pulmonary Resuscitation Techniques (CPR).
- Principles of workplace safety and risk management.

Abilities:

- Supervise, train, and evaluate the work of assigned personnel effectively.
- Analyze situations quickly and objectively, and make sound decisions under pressure.
- Interpret and apply laws, regulations, and department policies consistently.
- Communicate clearly and effectively, both orally and in writing.
- Prepare detailed, accurate, and timely reports.
- Establish and maintain effective working relationships with subordinates, peers, supervisors, and members of the public.
- Maintain composure and professionalism in high-stress or emergency situations.
- Lead by example and demonstrate integrity, sound judgment, and accountability.
- Use law enforcement tools and equipment safely and proficiently.
- Respond to and manage critical incidents and coordinate resources as needed.
- Administer first aid.
- Observe and memorize faces, events and situations.
- Work independently and as part of a team.

EDUCATION AND EXPERIENCE

Education

- Associate's degree from an accredited college or university (or 60 semester/90 quarter college units leading to a Bachelor's degree) with major coursework in Police Science, Criminal Justice Administration, Public Administration, or a related field is required. (Education May be substituted for prior work experience, at the discretion of the Chief of Police).

Experience

- Five years of service as a full-time, sworn Police Officer in a California law enforcement agency, with at least two years of patrol and/or investigations experience.

Certifications and Licenses

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.
- Possession of a Police Officer Standards and Training (P.O.S.T) Intermediate Certificate is required or must be obtained within 12 months of hire.
- Possession of a Police Officer Standards and Training (P.O.S.T) Advanced Certificate is preferred.
- Certification in CPR and Basic First Aid.
- Possession and maintenance of firearms qualification.
- Experience in specialized assignments (e.g., field training officer, investigations, traffic enforcement, or community policing) is preferred.

WORKING CONDITIONS

Environment

- Work is performed in both office and field settings, including routine patrol, traffic control, and emergency response situations.
- Exposure to varying weather conditions, hazardous materials, potentially hostile individuals, and stressful or dangerous situations.
- May be required to work extended hours, shift work, weekends, holidays, and be on-call, depending on operational needs.
- Frequent interaction with the public, city staff, law enforcement personnel, and outside agencies.
- Operates police vehicles, radios, firearms, and other standard law enforcement equipment.

Physical Demands

- Frequently required to walk, sit, stand, run, climb, kneel, stoop, and lift or carry objects weighing up to 50 pounds.
- Must possess the physical strength, stamina, and agility to perform the essential functions of the job, including apprehending suspects and responding to emergencies.
- Requires sufficient vision, hearing, and speech to perform duties safely and effectively, including operating a vehicle, using firearms, and communicating with others.
- Must meet and maintain California POST physical standards for peace officers.
- May be required to wear a uniform and personal protective equipment (PPE) including a duty belt and ballistic vest.

Equal Opportunity Employer:

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City of Canyon Lake Classification Specification

POLICE DETECTIVE

THE POSITION

Under direction of the Police Captain, the Police Detective is expected to perform comprehensive criminal investigation work; law enforcement and crime prevention work; to enforce state and local laws and ordinances; to train and mentor officers. The police detective is responsible for field supervision of crime scenes. When needed the Police Detective can be called upon to be the first-line supervisor over sworn and non-sworn personnel engaged in law enforcement duties for patrol operations. The position may also involve field supervision, responding to major incidents, assuming command in the absence of a higher-ranking officer, and actively supervising the investigation of traffic collisions, criminal cases, and homicides, in addition to overseeing investigative efforts, utilizing additional staff.

DISTINGUISHING CHARACTERISTICS

The Detective classification is assigned advanced journey level investigative and leadwork and may be called upon to act as the first line supervisor in the absence of the Sergeant. An incumbent in this class will be called upon to lead criminal investigation activities as determined by the captain.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

- Respond to in-progress calls requiring immediate law enforcement assistance.
- Conduct criminal and special investigations, including domestic violence, burglaries, thefts, robberies, assaults, homicides and the enforcement of City, County, and State laws.
- Prepare case documentation for filing with the District Attorney and present case evidence in Court as required.
- Receive calls from and assist other law enforcement agencies in emergencies or with requests for assistance with investigations.
- Coordinate with supervisor on progress and problems concerning assigned cases.
- Supervise crime scene investigations.
- Maintain records on investigative assignments.
- May perform duties in other areas of the Police Department, when called upon to do so.
- Assist other officers and sergeants with follow-up investigations and is actively involved in the routine gathering of evidence, questioning of witnesses and apprehension of suspects.
- Assist officers in preparing case reports for trial and preparing for appearances in court to present evidence testimony.
- Maintain facilitates and actively participate in the achievement of the Canyon Lake Police Department Mission, Goals and Values.

- Provide information and guidance to the public/victims regarding case status and processes.
- May review reports submitted by officers and/or other Detectives to ensure completeness.
- Conduct in-service training and provide input in the performance appraisal process for officers.

POSITION SUMMARY DISCLAIMER

This job description is intended to describe the general nature and level of work performed by the person assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The City reserves the right to modify job duties or assign additional responsibilities as necessary to meet operational needs, consistent with applicable laws. At the discretion of the City Manager or their designee, adjustments to the job description may be made to address changing organizational requirements, provided such changes do not substantially alter the overall nature, essential functions, or classification of the position. Reasonable accommodation may be made to enable individuals to perform the essential functions of the position.

KNOWLEDGE AND ABILITIES

Knowledge:

- Principles, practices, and techniques of modern law enforcement, patrol procedures, and criminal investigations.
- California Penal Code, Vehicle Code, and other applicable federal, state, and local laws and regulations.
- Department policies, procedures, rules, and regulations.
- Supervisory principles and practices, including training, performance evaluation, and progressive discipline.
- Court procedures and rules of evidence.
- Report writing standards and recordkeeping practices.
- Emergency response procedures, including incident command and officer safety protocols.
- Community policing strategies and public engagement techniques.
- Use and maintenance of firearms, radios, and other law enforcement equipment.
- Basic First Aid and Pulmonary Resuscitation Techniques (CPR).
- Principles of workplace safety and risk management.

Abilities:

- Gather, assemble, analyze, and evaluate facts and evidence.
- Draw logical conclusions from information and make proper recommendations.
- Interpret and apply laws and regulations.
- Train and mentor officers in the full range of investigative procedures.
- Analyze situations quickly and accurately, and take effective courses of action.
- Demonstrate keen powers of observation and memory.
- Meet established standards of physical endurance, agility, and vision.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Practically apply the philosophy of Community Policing, toward achieving the organizational mission statement.

EDUCATION AND EXPERIENCE

Education

Police Detective

2

- Associate's degree from an accredited college or university (or 60 semester/90 quarter college units leading to a Bachelor's degree) with major coursework in Police Science, Criminal Justice Administration, Public Administration, or a related field is required. (Education May be substituted for prior work experience, at the discretion of the Chief of Police).

Experience

- Five years of service as a full-time, sworn Police Officer in a California law enforcement agency, with at least two years of patrol and/or investigations experience.

Certifications and Licenses

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.
- Possession of a Police Officer Standards and Training (P.O.S.T) Intermediate Certificate is required or must be obtained within 12 months of hire.
- Possession of a Police Officer Standards and Training (P.O.S.T) Advanced Certificate is preferred.
- Certification in CPR and Basic First Aid.
- Possession and maintenance of firearms qualification.
- Experience in specialized assignments (e.g., field training officer, investigations, traffic enforcement, or community policing) is preferred.

WORKING CONDITIONS

Environment

- Work is performed in both office and field settings, including routine patrol, traffic control, and emergency response situations.
- Exposure to varying weather conditions, hazardous materials, potentially hostile individuals, and stressful or dangerous situations.
- May be required to work extended hours, shift work, weekends, holidays, and be on-call, depending on operational needs.
- Frequent interaction with the public, city staff, law enforcement personnel, and outside agencies.
- Operates police vehicles, radios, firearms, and other standard law enforcement equipment.

Physical Demands

- Frequently required to walk, sit, stand, run, climb, kneel, stoop, and lift or carry objects weighing up to 50 pounds.
- Must possess the physical strength, stamina, and agility to perform the essential functions of the job, including apprehending suspects and responding to emergencies.
- Requires sufficient vision, hearing, and speech to perform duties safely and effectively, including operating a vehicle, using firearms, and communicating with others.
- Must meet and maintain California POST physical standards for peace officers.
- May be required to wear a uniform and personal protective equipment (PPE) including a duty belt and ballistic vest.

Equal Opportunity Employer:

The City of Canyon Lake is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state and local laws.



City of Canyon Lake Classification Specification

POLICE OFFICER

THE POSITION

Under general supervision, the Police Officer performs a variety of law enforcement and crime prevention duties to protect life and property, maintain public order, enforce laws and ordinances, and build community relationships. Duties include patrolling assigned areas, responding to calls for service, investigating crimes and traffic accidents, making arrests, and preparing detailed reports. Police Officers also participate in crime deterrence and community policing activities.

DISTINGUISHING CHARACTERISTICS

The Police Officer is a fully sworn peace officer position and is the entry-level classification in the sworn law enforcement series. It is distinguished from higher-ranking positions such as Police Sergeant, or Lieutenant by the absence of supervisory responsibilities. Officers may work independently or as part of a team under the direction of a Police Chief's designee and are expected to use sound judgment and discretion in handling routine and emergency situations.

REPRESENTATIVE DUTIES

- Patrols assigned areas by vehicle or on foot to prevent and detect criminal activity, ensure public safety, and enforce laws and ordinances.
- Respond to calls for service, including disturbances, crimes in progress, traffic accidents, medical emergencies, and other incidents.
- Conduct preliminary and follow-up investigations of crimes, gathers evidence, interview witnesses and suspects, and prepares detailed police reports.
- Make arrests, serve warrants and subpoenas, and transport prisoners as necessary.
- Enforce traffic and parking regulations; issue citations and direct traffic as needed.
- Testify in court and prepare necessary documentation for legal proceedings.
- Engage in community policing efforts by building relationships with residents, local businesses, and community organizations to identify and solve public safety concerns.
- Provide assistance and information to the public in a courteous and professional manner.
- Participate in training sessions, firearms qualifications, and ongoing professional development as required by POST and department policy.
- Maintain and properly uses departmental-issued equipment, including firearms, radios, vehicles, and protective gear.
- May be assigned to specialized units such as traffic, investigations, or field training officer, depending on department needs.

POSITION SUMMARY DISCLAIMER

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KNOWLEDGE AND ABILITIES

Knowledge:

- Basic principles, practices, and procedures of modern law enforcement and public safety.
- Federal, state, and local laws, regulations, and ordinances, including the California Penal Code, Vehicle Code, and applicable municipal codes.
- Departmental policies, procedures, rules, and regulations.
- Community policing and crime prevention strategies.
- Techniques for conducting preliminary investigations and writing clear, concise reports.
- Defensive tactics, arrest and control techniques, and the lawful use of force.
- Safe operation and maintenance of police vehicles, firearms, and other standard law enforcement equipment.
- Court procedures and legal requirements for collecting and preserving evidence.
- Basic first aid and CPR techniques.

Abilities:

- Interpret and apply laws, regulations, and departmental policies consistently and appropriately.
- Analyze situations quickly and objectively and determine an appropriate course of action under stress.
- Communicate clearly and effectively, both verbally and in writing.
- Prepare accurate and comprehensive reports, citations, and other documentation.
- Establish and maintain effective working relationships with fellow officers, other agencies, and the public.
- Maintain professionalism, composure, and sound judgment in emergency or confrontational situations.
- Safely operate motor vehicles and use firearms and other law enforcement tools.
- Meet physical and psychological standards required for peace officer duties.
- Work independently and as part of a team in a variety of assignments and conditions.
- Engage with community members to promote public trust and resolve neighborhood concerns.

EDUCATION AND EXPERIENCE

Education

- High school diploma or equivalent is required.
- College coursework in criminal justice, law enforcement, or a related field is preferred.

Experience

- Prior experience in a law enforcement or public safety support role (e.g., reserve officer, police cadet, community service officer) is preferred.
- Additional years of applicable experience may be substituted for education.

Certifications and Licenses

- Possession of a valid Class “C” California driver's license and a satisfactory driving record.
- Possession of a Police Officer Standards and Training (P.O.S.T) Basic Certificate is required.
- Certification in CPR and Basic First Aid
- Possession and maintenance of firearms qualification.

WORKING CONDITIONS

Environment

- Work is performed in various environments including office, field, and vehicle settings.
- Regular exposure to all types of weather conditions, potentially hazardous situations, and dangerous individuals.
- May encounter hostile or emotionally charged individuals and situations, including emergencies, accidents, and crime scenes.
- Subject to shift work, including nights, weekends, holidays, and occasional overtime.
- Frequent interaction with the public, other law enforcement agencies, emergency services, and city personnel.
- Operates patrol vehicles and uses radios, firearms, and other law enforcement equipment on a daily basis.

Physical Demands

- Frequently required to walk, run, stand, sit, climb, kneel, and bend.
- Must be able to physically pursue and apprehend suspects, restrain individuals, and respond to emergencies.
- Occasionally lifts, carries, or drags objects or individuals weighing up to 100 pounds.
- Requires sufficient strength, stamina, agility, and coordination to perform law enforcement duties.
- Must have vision and hearing abilities sufficient to perform essential job functions, including operating a vehicle, identifying suspects, and responding to calls.
- Required to wear a duty belt and carry firearms and other standard police gear throughout the shift.
- Must meet and maintain POST-mandated physical and medical standards for peace officers.

Equal Opportunity Employer:

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City of Canyon Lake Classification Specification

COMMUNITY SERVICES OFFICER

THE POSITION

A Community Services Officer (CSO) is a civilian member of the police department who provides support to law enforcement operations by handling non-sworn duties, often related to public assistance, field reporting, traffic services, and administrative functions that follow or supplement primary emergency response. These duties typically include taking reports, assisting with traffic incidents, providing public information, and engaging in community outreach and crime prevention efforts. CSOs enhance department efficiency by handling service calls that do not require a sworn officer, allowing police officers to focus on critical law enforcement responsibilities.

DISTINGUISHING CHARACTERISTICS

This position is a non-sworn, civilian member of the police department who performs a range of public safety support duties without carrying a firearm or exercising arrest powers. In a small city setting, the CSO is often cross-trained in various functions and expected to work independently, providing vital support in areas such as traffic control, report writing, community outreach, and crime prevention. This position is distinguished by its strong emphasis on community engagement and service-oriented responsibilities. CSOs serve as a visible, approachable presence within the community and play a key role in fostering public trust and cooperation with law enforcement.

REPRESENTATIVE DUTIES

- Provide comprehensive non-sworn staff support to the Police Department on a wide variety of programs, projects, and services.
- Patrol the City in a marked vehicle to provide security support; responds to radio and phone dispatches of emergency and non-emergency calls; follows department protocols in actions to be taken.
- Take reports for incidents such as petty theft, vandalism, lost property, and vehicle burglaries.
- Issue parking citations, assist with vehicle abatement, and direct traffic at accident scenes, special events, or during road closures.
- Assist in documenting non-injury traffic collisions, photographing evidence, and collecting basic information at crime or accident scenes.
- Take information from the public regarding burglaries, thefts, missing persons, lost and found property, and other incidents that do not require the presence of a law enforcement officer at the scene; completes standard police reports for review by sworn officers.
- Participate in public outreach such as neighborhood watch programs, school visits, and community safety events.
- Assist with the enforcement of municipal codes (e.g., illegal dumping, abandoned vehicles) and follow up on minor code complaints.
- Follows-up on complaints regarding abandoned vehicles; issues citations and arranges for the towing or abatement of abandoned or illegally parked vehicles.

- Collect, document, and transport evidence or found property in accordance with department policy and chain-of-custody procedures.
- Complete police reports, data entry, filing, and assist the public at the police department front desk or over the phone.
- Deliver court documents, provide court testimony, and support logistical operations such as transporting supplies.
- Conduct basic vehicle inspections and report maintenance issues.
- Transport detainees, from crime scenes, to the holding area at the police station and or the county jail for booking.

POSITION SUMMARY DISCLAIMER

This job description is intended to describe the general nature and level of work performed by the person assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The City reserves the right to modify job duties or assign additional responsibilities as necessary to meet operational needs, consistent with applicable laws. At the discretion of the City Manager or their designee, adjustments to the job description may be made to address changing organizational requirements, provided such changes do not substantially alter the overall nature, essential functions, or classification of the position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

KNOWLEDGE AND ABILITIES

Knowledge:

- Basic law enforcement terminology, procedures, and practices.
- City codes, ordinances, and relevant local, state, and federal laws.
- Department protocols for responding to emergency and non-emergency calls.
- Police department policies, report writing, and documentation standards.
- Methods and techniques of interviewing and documenting victim and witness statements.
- Basic traffic control and parking regulations.
- Principles of community relations and customer service.
- Proper handling and storage of evidence and property.
- Radio communication procedures and use of public safety equipment.
- Office software applications (e.g., Microsoft Office, records management systems).
- Report writing techniques and basic investigative methods.

Abilities:

- Perform a diverse range of non-sworn tasks in support of the City's law enforcement program.
- Communicate clearly and effectively, both orally and in writing.
- Maintain professionalism and composure in stressful or sensitive situations.
- Work independently and exercise sound judgment in the field.
- Interpret and apply laws, regulations, and department policies accurately.
- Handle routine public safety incidents with tact and diplomacy.
- Prepare accurate reports and documentation.
- Establish and maintain positive relationships with the public and coworkers.
- Safely operate city vehicles and standard public safety equipment.
- Adapt quickly to changing priorities and respond to community needs.
- Learn and use police dispatch and records systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Perform physical tasks such as walking, standing, or lifting during fieldwork.

EDUCATION AND EXPERIENCE

Education

- High school diploma or equivalent is required.
- College coursework in criminal justice, public administration, or a related field is preferred.

Experience

- One year of public-facing experience is required, preferably in a law enforcement, public safety, or municipal services environment.
- Experience in report writing, fieldwork, or customer service.
- Prior work in a support role for a police or sheriff's department is preferred but not required.

Certifications and Licenses

- Possession of a valid California driver's license is required.
- Must possess, or be able to obtain within 12 months of hire, certification through the National Crime Information Center (NCIC).
- Certification in CPR and Basic First Aid (or ability to obtain within six months of appointment).

WORKING CONDITIONS

Environment

- Indoors in an office setting and outdoors in a variety of weather conditions.
- Exposure to traffic, noise, and environmental hazards during fieldwork.
- Loud or distracting noises from traffic, construction, or public events.
- Potentially hostile or emotionally distressed individuals during public interactions.
- May be required to work near moving vehicles and occasionally in low-visibility or nighttime conditions.
- Work hours may include evenings, weekends, holidays, and emergency response situations.

Physical Demands

- Frequent walking, standing, and sitting for extended periods.
- Repeated entry and exit from city vehicles.
- Occasional lifting and carrying of objects up to 30 lbs (e.g., traffic cones and barricades).
- Repetitive hand and arm movements for writing, typing, or using tools and equipment.
- Visual and auditory acuity for situational awareness and documentation.
- Occasional kneeling, bending, and reaching during inspections or field activities.
- Must be able to operate a motor vehicle for extended periods.

Equal Opportunity Employer:

The City of Canyon Lake is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state and local laws.



City of Canyon Lake Classification Specification

BUILDING OFFICIAL/SENIOR BUILDING INSPECTOR

THE POSITION

Under general direction of the City Manager or designee, provides oversight and technical expert guidance to engineers, Building Department staff, and the public on a variety of complex building and safety programs and projects; operates a computer; inspects work quality for compliance with applicable codes and materials used in a variety of commercial and industrial projects; oversees and monitors construction, repair, maintenance, or alterations to ensure conformance with approved plans, specifications, and regulations; conducts field inspections of building construction and safety, grading, off-site streets, code enforcement, and fire sprinklers; reviews plans and building change specifications; oversees and supervises the work of assigned Building Permit Technicians; performs other duties as assigned.

REPRESENTATIVE DUTIES

- Oversees and manages the Building Department; provides leadership to employees, including training and guidance; monitors and evaluates assigned department employee performance; supervises and directs the work of subordinates; assists staff in resolving complex or technical problems; coordinates in-house training; operates a computer.
- Manages field inspections of grading and building; develops and implements goals, policies, and procedures; performs inspections to ensure compliance with applicable codes, ordinances, and regulations; inspects foundation, concrete, framing, plastering, heating, and electrical installations.
- Conducts preliminary examination of plans and specifications of routine building, plumbing, mechanical and electrical facilities to determine compliance with the provisions of the construction codes, ordinances, and regulations.
- Observes work during various phases and upon completion; ensures safety procedures are followed; works collaboratively with vendors, contractors and building organizations on construction specifications and procedures; ensures compliance with City guidelines, requirements, procedures and regulations.
- Prepares a variety of inspection and activity reports as requested; maintains files and reports regarding inspection and plan check activities and findings; issues notice to comply on violations; prepares and issues correspondence including stop work and correction notices pursuant to job site field inspections; discusses job progress with inspectors and ensure that inspections are performed to City standards.
- Coordinates and supervises the City's building permit process; oversees and provides training for permit processing; guides; assists building permit staff in responding to and resolving difficult and sensitive citizen inquiries and complaints concerning construction and repair projects.
- Prepares and monitors project budgets and expenditures; drafts revenue projections; develops a variety of administrative reports, records and documents.
- Gathers data, researches, and prepares correspondence, memoranda, and technical advisory reports; develops new ordinances and municipal codes.

OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

KNOWLEDGE AND ABILITIES

Knowledge:

- Principles, methods, materials, equipment and techniques of municipal building inspection work.
- Building construction materials and methods used at various stages of construction.
- Methods and techniques applied to the design and construction of commercial and industrial buildings.
- Applicable laws, regulations, codes, ordinances, and policies governing construction, including the Uniform Building, Plumbing, Mechanical, Electrical, and Structural codes.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Accepted safety standards and methods of construction activities.
- Modern office methods, practices, procedures, and equipment including a computer.
- Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work

Abilities:

- Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- Read and interpret plans and specifications.
- Determine if construction conforms to plans, regulations, and City code requirements.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Respond to emergency and problem situations in an effective manner.
- Make mathematical computations rapidly and accurately.
- Operate a computer.
- Prepare a variety of reports and maintain accurate records.
- Enforce necessary regulations with firmness and tact.
- Understand, explain and apply policies and procedures.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.

EDUCATION AND EXPERIENCE

Education

- High School diploma, or equivalent, supplemented by technical training in building and construction.

Experience

Building Official/Senior Building Inspector

2

- Three years of increasingly responsible experience performing combination building inspections in a municipality including lead or supervisory level work.

Licenses and Certifications

- Possession of a valid State of California Driver's License, Class C.
- Possession of International Code Council (ICC) Combination Dwelling or Building Inspector Certificate.

WORKING CONDITIONS

Environment

- Indoor, office environment and at inspection sites environment.
- Exposure to dust, noise, fumes and inclement weather.

Physical Demands

- Lifting, standing, stooping, sitting for extended periods of time.
- Walking on even, uneven, and slippery surfaces.
- Climbing, squatting, crouching, kneeling, bending, leaning, turning, twisting, reaching, grasping, pushing, and pulling.
- Lifting, carrying, and pushing objects weighing up to 50 pounds.
- Inspecting in confined areas.
- Near and far vision required for performing inspections.
- Driving motorized vehicles and work around moving traffic

Equal Opportunity Employer:

The City of Canyon Lake is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state and local laws.



City of Canyon Lake Classification Specification

COMMUNITY DEVELOPMENT MANAGER

THE POSITION

Under general direction of the City Manager or designee, the Community Development Manager plans, organizes, manages, and coordinates assigned functions of the Community Development Department, including code enforcement, and related programs. The Manager is responsible for implementing departmental goals, overseeing daily operations, supervising assigned staff, coordinating with other departments and external agencies, and providing professional and technical support to City leadership. The position ensures programs and services are delivered effectively and in compliance with applicable laws and regulations; performs other duties as assigned.

REPRESENTATIVE DUTIES

- Manage and coordinate assigned Community Development Department programs and services, including code enforcement, and related operational activities.
- Assist in the implementation of the City's General Plan and related planning documents; oversee current and long-range planning activities as assigned.
- Oversee and coordinate functions such as business licensing, facility maintenance coordination, waste management contracts, hazard mitigation activities, ADA program coordination, and related administrative programs, as assigned.
- Develop, implement, and recommend departmental goals, policies, procedures, and work standards consistent with City policies and operational needs.
- Supervise, train, and evaluate assigned staff; participate in recruitment, selection and performance management activities.
- Assist in the preparation, administration, and monitoring of the department's budget; track expenditures and recommend adjustments as needed.
- Ensure efficient use of assigned resources, including personnel, equipment, and materials.
- Coordinate departmental activities with other City departments, outside agencies, consultants, and public and private stakeholders.
- Represent the department at meetings with regulatory agencies, community groups, contractors, vendors, and professional organizations.
- Serve as a liaison between the City and residents, business owners, and community organizations on development-related matters.
- Respond to public inquiries, concerns, and complaints related to community development issues and assist in resolving matters in a professional and timely manner.
- Facilitate and participate in public meetings, workshops and hearings, as assigned.
- Assist in coordinating updates and amendments to the General Plan and related policy documents.
- Coordinate with legal counsel and City staff regarding contractual services; assist in the development and administration of consultant and professional service agreements.
- Monitor contracted services to ensure compliance with scope, schedule, and budget requirements.

- Stay informed of legislative and regulatory changes affecting community development and recommend operational or procedural updates.
- Participate in professional development activities and maintain awareness of emerging trends, best practices, and technologies in community development.
- Prepare reports, staff analyses, and presentations for the City Manager, and City Council, as assigned.
- Promote a collaborative and service-oriented work environment that supports continuous improvement.

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OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

This job classification/specification is not exhaustive, and employee may perform additional related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge:

- Principles and practices of community development.
- Municipal government operations, administrative procedures, and organizational practices.
- Budget preparation, basic fiscal monitoring, and contract administration.
- Applicable Federal, State, and local laws, codes, regulations, and ordinances related to community development.
- Supervisory principles, including work planning, performance evaluation, and staff development.
- Techniques for customer service, conflict resolution, and public communication.
- Methods for preparing reports, staff analyses, correspondence, and presentations.
- Modern office practices, procedures, and computer applications related to the work.
- English grammar, spelling, punctuation, and business writing standards.

Abilities:

- Plan, organize, and manage assigned programs and operational activities.
- Supervise, train, motivate, and evaluate assigned staff.
- Interpret and apply applicable laws, regulations, and City policies.
- Analyze complex issues, develop recommendations, and implement solutions.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with City staff, elected officials, agencies, and the public.
- Manage multiple projects and priorities while meeting deadlines.
- Exercise sound judgment, initiative, and discretion within established guidelines.
- Operate modern office equipment and software applications.

EDUCATION AND EXPERIENCE

Education

- Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in urban planning, community development, public or business administration, engineering, or a related field.

Additional qualifying experience may be substituted for the required education

- Five (5) years of progressively responsible experience in community development, planning, or a closely related field, including at least two (2) years in a supervisory or lead capacity.

License and Certifications

- Possession of a valid State of California Driver's License, Class C.

WORKING CONDITIONS

Environment

- Indoor, primarily office environment.

Physical Demands

- Lifting, stooping, sitting for extended periods of time.
- Driving a vehicle in the commission of work tasks.

Equal Opportunity Employer:

The City of Canyon Lake is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state, and local laws.



City of Canyon Lake Classification Specification

ACCOUNTING SPECIALIST

THE POSITION

The Accounting Specialist is responsible for performing a variety of accounting functions to support the financial operations of the City. This involves handling financial transactions, reconciling records, and ensuring compliance with City policies, regulations, and generally accepted accounting principles (GAAP). The Accounting Specialist is skilled in government accounting, focuses on accuracy, and is adept with public sector financial software.

DISTINGUISHING CHARACTERISTICS

This position is distinguished by expertise in government accounting principles, including fund accounting and compliance with regulations such as GASB guidelines. They have strong skills in financial reporting, budgeting, and forecasting, and are proficient in accounting software. The role requires attention to detail, auditing experience, and knowledge of local tax laws. Effective communication, customer service, and the ability to handle sensitive financial information with integrity are key traits. Additionally, the Accounting Specialist must be skilled in reconciling accounts, solving financial issues, and managing multiple tasks with competing deadlines.

REPRESENTATIVE DUTIES

- Participate in a variety of accounting activities, including payroll, accounts payable, accounts receivable; balance cash drawer, prepare deposits and the preparation of departmental reports.
- Perform payroll-related accounting functions, including preparing and processing payroll; verifying timesheet hours worked and accrual usage; reviewing earnings, deductions, and approvals; reconciling payroll reports; and assisting with payroll adjustments, audits, and final payroll approval as assigned.
- Prepare, process, and record purchasing and accounting transactions, including purchase orders, invoices, deposits, and cash receipts; ensure compliance with purchasing policies; scan and upload checks; track deposits; monitor and balance budget accounts; and prepare account reconciliations and monthly cash receipt reconciliations.
- Prepare and process a variety of reports, including AVA and SB-1186, MSHCP, PERMA payroll report; submit quarterly forms to Building Department for SMIP, Green Fee reports, and Transient Occupancy Tax reports.
- Verify, post, and record a variety of financial transactions; prepare and maintain databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generate reports by computer and balance them appropriately.
- Enter and retrieve information and data using accounting and other related electronic information systems specific to the department to which assigned.
- Generate and assist in the preparation of monthly, quarterly, and year-end financial summary reports.
- Accountable for monitoring and processing all utility payments and related invoices online.

- Assist department, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; research issues regarding specific transactions; and update related files and departments on action items.
- Maintain credit card accounts; processes and reconcile receipts to credit card statements.
- Complete Claims and Demands Staff Report for Monthly Council Meetings.
- Prepare and process bank requisitions and related documentation; coordinate with financial institutions as needed to ensure timely and accurate transactions.
- Prepare and process budget adjustments; monitor appropriations and expenditures to ensure accuracy and compliance with approved budgets.
- Prepare, submit, and track journal entries; maintain supporting documentation and ensure entries are properly recorded and reconciled in the financial system.
- Process and reconcile monthly cleared checks from bank statements.
- Manage claims subrogation accounting activities, including tracking recoveries, coordinating with departments and insurers, and ensuring accurate financial recording.
- Perform accounting functions related to the City's rental building, including invoicing, revenue tracking, expense monitoring, and account reconciliation.

OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

KNOWLEDGE AND ABILITIES

Knowledge:

- Terminology and practices of financial and account document processing and recordkeeping, including accounts payable and accounts receivable.
- Modern principles and practices of municipal accounting.
- General accounting methods and internal control procedures.
- Principles and practices of auditing financial documents.
- Principles and practices of posting financial transactions to the general ledger.
- Methods and techniques of reconciling and balancing financial documents.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Computer software programs and data processing applications related to accounting.
- Principles of municipal administration, accounting and auditing, and budget and grants management.
- Related laws, ordinances, and regulations.
- Principles of research, statistical analysis, and report preparation.
- Information and data processing systems/applications.

Abilities:

- Perform technical accounting duties in support of general accounting programs.

- Apply principles of municipal budget preparation and control and personnel management practices and procedures.
- Apply pertinent Federal, State, and local laws, codes, and regulations.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Interpret and analyze financial and budgetary reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials, and the public.
- Interpret and apply related laws, ordinances, and policies.
- Prepare and present reports on a variety of subjects and maintain accurate records.
- Provide liaison to other City personnel, other agencies, and the public.
- Oversee work of others involved in related activities.
- Communicates clearly and concisely, both orally and in writing.
- Monitor budget expenditures.

EDUCATION AND EXPERIENCE

Education

- High school diploma or equivalent; some college coursework in accounting, or related field.
- A Bachelor's degree from an accredited college or university with major coursework in Accounting, Finance, Human Resources, Business Administration, Public Administration or related field is preferred.

Experience

- Three years of professional administrative, analytic, or budgetary experience
- Experience working in a government or municipal environment is preferred.

WORKING CONDITIONS

Environment

- Indoor, primarily office environment.

Physical Demands

- Lifting, stooping, sitting for extended periods of time.
- Ability to lift and carry office supplies (usually up to 15-20 pounds).

Equal Opportunity Employer:

The City of Canyon Lake is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state and local laws.

RESOLUTION NO. 2026-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING THE SALARY AND WAGE SCHEDULE FOR NON-SAFETY EMPLOYEES

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

WHEREAS, the City wishes to update the salary and wage schedule for non-safety personnel to ensure alignment with approved reclassifications, new positions and eliminated positions.

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 Council hereby authorizes the updates to the salary and wage schedule for non-safety personnel as attached hereto.
- 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 14th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk

NON-SAFETY SALARY SCHEDULE

Proposed – Effective January 14, 2026

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
Administrative Services Senior Analyst	1	\$93,330.48	\$97,997.01	\$102,896.86	\$108,041.70	\$113,443.79
Building Official / Sr. Building Inspector	1	\$102,896.86	\$108,041.70	\$113,443.79	\$119,115.98	\$125,071.78
Community Development Manager	1	\$82,350.43	\$86,467.95	\$90,791.35	\$95,330.91	\$100,097.46
Community Engagement Coordinator	1	\$57,840.13	\$60,732.14	\$63,768.74	\$66,957.18	\$70,305.04
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
Accounting Specialist	2	\$32.09/hr.	\$33.70/hr.	\$35.38/hr.	\$37.15/hr.	\$39.01/hr.
Building Permit Technician I	.5	\$32.23/hr.	\$33.84/hr.	\$35.54/hr.	\$37.31/hr.	\$39.18/hr.
Building Permit Technician II	1	\$36.12/hr.	\$37.93/hr.	\$39.82/hr.	\$41.81/hr.	\$43.90/hr.
Business License Technician	.5	\$24.70/hr.	\$25.94/hr.	\$27.23/hr.	\$28.60/hr.	\$30.03/hr.
Code Enforcement Officer	2	\$33.90/hr.	\$35.59/hr.	\$37.37/hr.	\$39.24/hr.	\$41.21/hr.
Office Assistant	1	\$22.22/hr.	\$23.33/hr.	\$24.50/hr.	\$25.73/hr.	\$27.01/hr.

Non-Safety Allocated Positions

Full Time: 14

Part-Time 2

RESOLUTION NO. 2026-06

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

WHEREAS, the City Council has authorized the establishment of a municipal police department to enhance public safety services and ensure local control over law enforcement operations; and

WHEREAS, to support the timely development and operational readiness of the new police department, it is necessary to initiate the recruitment process for all additional positions; and

WHEREAS, the City Police Chief requires the additional positions to implement the foundational operations and activities of the department; and

WHEREAS, staff has also developed a proposed Salary and Wage Schedule for safety personnel within the police department to ensure appropriate and competitive compensation for the recruitment and retention of qualified individuals; and

WHEREAS, the adoption of the proposed Salary and Wage Schedule is necessary to move forward with recruitment and ensure the successful implementation of the City’s municipal police department and achieve the proposed staffing level of 1 sworn officer per 1,000 residents.

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 Council hereby authorizes the updates to the salary and wage schedule for safety personnel as attached hereto.
- 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 14th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk

SAFETY SALARY SCHEDULE
Proposed – Effective January 14, 2026

FIRE DEPARTMENT

Fire Chief and Department Heads		
Job Title	Allocated	
Fire Chief	1	Per Contract Department Head Range: \$131,760.68 – \$166,829.09
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	3.5	\$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	\$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: Except for the Fire Chief, positions may be filled on a part-time basis as operational needs require; part-time staffing levels are flexible and not fixed.

POLICE DEPARTMENT

Police Chief and Department Heads		
Job Title	Allocated	
Police Chief	1	Per Contract Department Head Range: \$131,760.68 – \$166,829.09

Exempt Sworn Full Time Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Captain	1	\$102,476.90	\$107,600.75	\$112,980.79	\$118,629.83	\$124,561.32

Exempt Non - Sworn Full Time Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Supervising Community Services Officer	1	\$66,993.45	\$70,343.12	\$73,860.28	\$77,553.29	\$81,430.96
Records Clerk	1	\$56,307.08	\$59,122.43	\$62,078.56	\$65,182.48	\$68,441.61

Hourly/Non-Exempt Sworn Full Time Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Police Detective	1	\$35.39/hr.	\$37.16/hr.	\$39.02/hr.	\$40.97/hr.	\$43.02/hr.
Police Sergeant	3	\$37.15/hr.	\$39.01/hr.	\$40.96/hr.	\$43.01/hr.	\$45.16/hr.
Police Officer	4	\$33.70/hr.	\$35.39/hr.	\$37.15/hr.	\$39.01/hr.	\$40.96/hr.

Hourly/Non-Exempt Non - Sworn Full Time Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Community Service Officer 2	3	\$21.95/hr.	\$23.05/hr.	\$24.20/hr.	\$25.41/hr.	\$26.68/hr.
Community Service Officer 1	0	\$20.90/hr.				

Safety Allocated Positions

Full Time: 15

Part Time: Except for the Police Chief and Captain, positions may be filled on a part-time basis as operational needs require; part-time staffing levels are flexible and not fixed.



CITY COUNCIL 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: 01/14/2026

SUBJECT: Approve the Establishment of a Facilities Maintenance/Capital Improvement Program (CIP) Contingency Account Within the City Manager's FY 2025/26 Budget

Recommendation:

Adopt Resolution No. 2026-07 establishing a Facilities Maintenance/CIP Contingency account in the City Manager's budget and appropriate \$135,000 in one-time revenue for expenditures.

Background/Analysis:

The City received a one-time monetary settlement from a vendor who terminated a contract and paid a penalty totaling \$160,000. Of this amount, \$135,000 will be received during the current fiscal year. Staff recommends establishing a Facilities Maintenance/CIP Contingency account to allocate these funds toward priority facilities maintenance, capital improvement, and other critical needs such as IT infrastructure and software. The settlement payment schedule is as follows:

- \$85,000 received to date
- An additional \$50,000 to be received within the current fiscal year
- \$25,000 to be received in FY 2026/27

The proposed Facilities Maintenance/CIP Contingency account would be funded with \$135,000 received in FY 2025/26 and will:

- Transparently track the one-time settlement funds; and
- Provide flexibility to address facility maintenance, capital improvements, and critical needs such as IT hardware, software, and other system upgrades.

At this time, Staff recommends allocating approximately \$85,475 to the following identified needs:

Deferred Maintenance 31600 RRC	\$8,300
Deferred Maintenance 31542 RRC	\$25,300
Employee Assistance Program	\$1,075
GovCloud	\$6,000
IT Switch/Firewall	\$5,000
Memorial/Veterans Wall	\$25,000 (NTE)
NeoGov	\$7,300
Tech Fee Study	\$7,500
TOTAL	\$85,475

The remaining approximately \$49,525 will be retained in the contingency account and held for future allocation as additional facilities, capital, technology, or other needs are identified. It is recommended that the \$25,000 to be received in FY 2026/27 be included in the Facilities Maintenance/CIP account for FY 2026/27.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

This action has no impact on current or future general fund balances beyond receipt and appropriation of one-time settlement revenue. While certain software expenditures involve multi-year agreements, only the current fiscal year costs are being appropriated, and any future-year obligations remain subject to annual appropriation.

Attachments:

1 - Resolution

RESOLUTION NO. 2026-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A FACILITIES MAINTENANCE/CAPITAL IMPROVEMENT PROGRAM (CIP) CONTINGENCY ACCOUNT AND APPROPRIATING ONE-TIME FUNDS

WHEREAS, the City has received a one-time settlement from a vendor totaling \$160,000; and

WHEREAS, of the total settlement amount, \$135,000 will be received during Fiscal Year 2025/26, with the remaining \$25,000 to be received in Fiscal Year 2026/27; and

WHEREAS, the settlement funds include one-time revenue and may also be used to offset the initial or current-year costs of certain expenditures that may result in ongoing or multi-year financial obligations; and

WHEREAS, the City Council desires to establish a dedicated budget account to track and appropriately allocate these one-time funds.

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. A Facilities Maintenance/CIP Contingency account is hereby established within the City Manager’s Fiscal Year 2025/26 budget.

Section 3. The City Council hereby appropriates \$135,000 in vendor settlement revenue to the Facilities Maintenance/CIP Contingency account for Fiscal Year 2025/26.

Section 4. Any portion of the funds appropriated by this Resolution that remains unexpended or unencumbered at the close of Fiscal Year 2025/26 shall automatically carry forward into Fiscal Year 2026/27 within the Facilities Maintenance/CIP Contingency account. The remaining \$25,000 to be received in Fiscal Year 2026/27 shall be deposited into the Facilities Maintenance/CIP Contingency account for Fiscal Year 2026/27.

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

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

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

PASSED, APPROVED AND ADOPTED this 14th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk



CITY COUNCIL 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: 01/14/2026

SUBJECT: Designation of Voting Delegates for the Southern California Association of Governments (SCAG) 2026 Regional Conference and General Assembly

Recommendation:

Designate a delegate and alternate for the Southern California Association of Governments (SCAG) 2026 Regional Conference and General Assembly.

Background/Analysis:

SCAG's 2026 Regional Conference and General Assembly will be held on May 7-8, 2026, at the JW Marriott Desert Springs Resort in Palm Desert, California. SCAG requests that each member city appoint a delegate and alternate to vote at this Assembly. During the General Assembly, delegates will have the opportunity to consider and take action on proposed resolutions and/or SCAG Bylaw revisions that have been submitted and reviewed in accordance with SCAG policies.

Fiscal Impact Yes/No: No



CITY COUNCIL 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: 01/14/2026

SUBJECT: Consideration of Fees for the Emergency Medical Services Subscription Program for Fiscal Year 2026/2027 and Scheduling of Public Hearing

Recommendation:

Consider proposed EMS Program fees for Fiscal Year 2026/2027; and set a public hearing on the proposed EMS Program fees for June 10, 2026.

Background/Analysis:

On November 6, 2019, the City Council adopted Ordinance No. 187, establishing a voluntary Emergency Medical Services (EMS) Subscription Program. The program consists of an annual EMS Subscription Fee, collected through the property tax roll for participating properties, and an EMS Response Fee, charged on a per-call basis to non-subscribers who receive emergency medical services.

Initial EMS program fees were adopted on June 3, 2020, and set at \$192 annually for the EMS Subscription Fee and \$1,483 per call for the EMS Response Fee. As part of the Comprehensive Citywide User Fee and Rate Study adopted on December 14, 2022, updated EMS fees were recommended, including an increase to the EMS Subscription Fee and a reduction to the EMS Response Fee. The City Council deferred consideration of those recommendations at that time.

On March 8, 2023, the City Council approved a reduction of the EMS Response Fee to \$1,356 per call while maintaining the EMS Subscription Fee at \$192. On June 12, 2024, the City Council increased the EMS Subscription Fee to \$309 to address additional program costs, including the fire station purchase, equipment reserves, and cost-of-living adjustments, while retaining the EMS Response Fee at \$1,356. Most recently, on June 11, 2025, the City Council declined to increase EMS program fees and approved maintaining the EMS Subscription Fee at \$309 annually and the EMS Response Fee at \$1,545 per call.

The City Council conducts an annual review of EMS program fees and is required to set a public hearing to either revise or confirm them. A 90-day public notice period is provided, during which property owners may opt in or opt out of the subscription program. Existing subscribers remain enrolled unless they opt out.

The current EMS program fees are:

- \$309 annually for the EMS Subscription Fee
- \$1,545 per call for the EMS Response Fee

Staff do not recommend changes to these fees for Fiscal Year 2026/27, as they are anticipated to adequately cover the ongoing costs of the EMS Program.

Upon City Council direction, staff will mail the required public hearing notice in accordance with Municipal Code Section 3.44.030(c)(4) and schedule the public hearing for June 10, 2026.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

There is no fiscal impact associated with setting the public hearing on the proposed EMS Program fees for Fiscal Year 2026/27. If the City Council elects to revise the EMS program fees, any resulting fiscal impacts will be evaluated.