

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