CITY COUNCIL AGENDA

City of Canyon Lake, California

Wednesday, May 13, 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 - ANTICIPATED LITIGATION - Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9: Number of Cases (3)

REGULAR SESSION

INVOCATION

CALL TO ORDER

FLAG SALUTE

ROLL CALL
Castillo, Steeber, Terry, Welty, Smith

CLOSED SESSION REPORT

CITY COUNCIL AND COMMITTEE REPORTS / COMMENTS

CEREMONIAL MATTERS

Swearing in: Canyon Lake Police Chief Jim Rayls

Essay Scholarship Winner: Carisa Ronchetti

Student of the Year: Linda Estrada

PRESENTATIONS

Elsinore Valley Municipal Water District

Canyon Lake Property Owners Association

Canyon Lake Chamber of Commerce

Canyon Lake Police 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. 2026-19 Approving Claims and Demands of the City.

2. Approval of City Council Meeting Minutes

   Recommendation:
   Approve the minutes of the April 14 and April 28, 2026, City Council meetings.

3. Second Reading and Adoption of Ordinance No. 274 - An Ordinance Of The City Council of the City of Canyon Lake, California, Repealing Ordinance No. 252 and Adding Chapter 3.48 (Transportation Uniform Mitigation Fee Program) to Title 3 (Revenue and Finance) of the Canyon Lake Municipal Code Relating to the Western Riverside County Transportation Uniform Mitigation Fee Program and Establishing Annual Construction Cost Index Adjustments

   Recommendation:
   Conduct second reading and adopt Ordinance No. 274 - An Ordinance Of The City Council of the City of Canyon Lake, California, Repealing Ordinance No. 252 and Adding Chapter 3.48 (Transportation Uniform Mitigation Fee Program) to Title 3 (Revenue and Finance) of the Canyon Lake Municipal Code Relating to the Western Riverside County Transportation Uniform Mitigation Fee Program and Establishing Annual Construction Cost Index Adjustments.

4. Second Reading and Adoption of Ordinance No. 275 - An Ordinance Of The City Council Of The City Of Canyon Lake, California, Amending Chapter 11.25 (Special Events) of the Canyon Lake Municipal Code to Clarify Special Event Permit Requirements and Exemptions; and Adoption of a Resolution Eliminating Certain Permit Fees

   Recommendation:
   Conduct second reading and adopt Ordinance No. 275 - An Ordinance Of The City Council Of The City Of Canyon Lake, California, Amending Chapter 11.25 (Special Events) of the Canyon Lake Municipal Code to Clarify Special Event Permit Requirements and Exemptions.

5. Second Reading and Adoption of Ordinance No. 277 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 9.25.050 of the Canyon Lake Municipal Code to Add Subsection 9.25.050(b)(4), Authorizing a Business Otherwise Eligible for a Monument Sign to Erect a Second Wall Sign in Lieu of Such Monument Sign

   Recommendation:
   Conduct second reading and adopt Ordinance No. 277 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 9.25.050 of the Canyon Lake Municipal Code to Add Subsection 9.25.050(b)(4), Authorizing a Business Otherwise Eligible for a Monument Sign to Erect a Second Wall Sign in Lieu of Such Monument Sign.

6. Receive and File the Quarterly Investment Report for the Period Ending March 31, 2026

   Recommendation:
   Receive and file the Quarterly Investment Report for the quarter ended March 31, 2026, in compliance with the City's Investment Policy.

7. Adopt a Resolution Approving CPI and Pass-Through Adjustments to Solid Waste Rates Consistent with Government Code Section 53756

   Recommendation:
   Adopt Resolution No. 2026-20 approving CPI and pass through adjustments to solid waste rates consistent with Government Code Section 53756.

8. Consideration of a 10-Year Agreement with AXON Enterprises, Inc. for Police Department Equipment

   Recommendation:
   Approve an agreement with AXON Enterprise, Inc. for a period of ten years and authorize the City Manager to execute all documents necessary to effectuate this action on forms acceptable to the City Attorney.

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

PUBLIC HEARINGS

9. Consideration of a Resolution Adopting a Fee Schedule for Law Enforcement Services

   Recommendation:
   (1) Open the public hearing and take public testimony; and (2) adopt Resolution No. 2026-21 establishing a fee schedule for law enforcement services.

10. Adoption of a Resolution Establishing a Technology User Fee of 8% Applied to Applicable Fee-Based Services Based on the Technology User Fee Study Prepared by Willdan Financial Services, to Partially Recover Costs of Citywide Technology Infrastructure and Services.

    Recommendation:
    (1) Open the public hearing and take public hearing testimony; (2) adopt Resolution No. 2026-22, establishing a Technology User Fee of 8% applied to applicable fee-based services to partially recover the City's cost of providing citywide technology infrastructure, systems, and support services.

BUSINESS ITEMS

11. Consideration of Adoption of the Fiscal Year 2026-2027 Budget and Related Actions

    Recommendation:
    (1) Adopt Resolution No. 2026-23, approving the budget, appropriating revenue and establishing the appropriations limit for Fiscal Year 2026-2027; (2) adopt Resolution No. 2026-24 and Resolution No. 2026-25 approving Updated Salary and Wage Schedules for Non-Safety and Safety Employees; (3) approve job descriptions for the Assistant City Manager, Administrative Assistant, Facilities Maintenance and Building Inspector and Records Clerk; (4) authorize the City Manager to execute contracts per the budget and Municipal Code; (5) approve a new fund for the Public, Educational, and Government Access (PEG) funds; and (6) provide any additional direction to Staff related to the proposed Fiscal Year 2026-2027 budget.

12. Consideration of a Remote Participation and Technology Disruption Policy Pursuant to Senate Bill 707 (Government Code § 54953.4)

    Recommendation:
    Adopt Resolution No. 2026-26 approving the SB 707 Remote Participation and Technology Disruption Policy.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The next regular City Council meeting will be held on June 10, 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: May 6, 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: 05/13/2026

SUBJECT: Approve Claims and Demands of the City

Recommendation:
Adopt Resolution No. 2026-19 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 April 14, 2026.

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
2 - Claims and Demands

RESOLUTION NO. 2026-19

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 May 13, 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 May 13th, in the amount of $670,075.50 as follows:

Payroll Earnings (Direct Deposit)	$167,544.20	(For Month of April)
Payroll Processing Fees	$779.08	(For Month of April)
Payroll Taxes - Employer & Employee	$45,364.58	(For Month of April)
Payroll CS	$795.04	(For Month of April)
On-line Retirement	$16,709.47	(For Month of April)
On-line Health	$34,852.84	(For Month of April)
Nationwide Deferred Comp.	$8,157.78	(For Month of April)
General	$395,872.51	(For Month of April)
Total	$670,075.50	

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 13th day of May 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
Abbate	UUT Refund-[redacted] 92587	87.94
Allen, R	UUT Refund	88.72
Almada JR	UUT Refund	125.41
Baldwin	UUT Refund	175.89
Bjelland	UUT Refund	103.47
Burns	UUT Refund	105.36
Campbell, G	UUT Refund	84.00
Castillo	UUT Refund	95.67
Chaplin	UUT Refund	112.88
Christopher	UUT Refund	119.92
Cregger	UUT Refund	88.27
Cullingford	UUT Refund	95.86
Cuzzart	UUT Refund	106.83
DiCrescenzo	UUT Refund	150.88
Dimpflmaier, L	UUT Refund	116.55
Drotman	UUT Refund	145.71
Eash	UUT Refund	139.44
Engel	UUT Refund	129.90
Enochs	UUT Refund-[redacted] 92587	107.29
	UUT Refund	84.27
Erwin	UUT Refund	143.16
Escobar	UUT Refund	97.59
Esposito	UUT Refund	89.10
Estes	UUT Refund	79.17
Fellhoelter	UUT Refund	168.51
Fonda	UUT Refund	102.41
Frakes	UUT Refund	104.95
Frankfather	UUT Refund	128.49
Gagnon, D	UUT Refund	118.23
Gallogly	UUT Refund	84.00
Gamble	UUT Refund	125.27
Garcia, J	UUT Refund	129.67
Gibson, M	UUT Refund	141.85
Goering	UUT Refund	90.47
Goforth	UUT Refund	83.45
Gray	UUT Refund	161.28
Grove, A	UUT Refund	114.30
Gunter	UUT Refund	109.14
Hall, C	UUT Refund	100.13
Hamilton	UUT Refund	121.41
Harbin	UUT Refund	83.96
Hemrich	UUT Refund	124.50

Vendor ID	Invoice Description	Cash Required
Hess	UUT Refund	82.34
Hirsch	UUT Refund	84.00
HoeschenM	UUT Refund	92.28
Hofmeister	UUT Refund	95.32
Innocenti	UUT Refund	103.76
Irvin	UUT Refund	100.64
JensenD	UUT Refund	76.63
Johnson, K	UUT Refund	113.70
Khoshal	UUT Refund	86.04
Kort	UUT Refund	119.84
Kromer	UUT Refund-[redacted] 92587	68.08
	UUT Refund	19.41
LaTendresse	UUT Refund	102.32
Lawrence, E	UUT Refund	115.91
Leewitt	UUT Refund	84.00
Legate	UUT Refund-[redacted] CA 92587	147.46
Marshall, D	UUT Refund	125.36
Martin, D	UUT Refund	118.03
Martini	UUT Refund	93.86
Meyer, J	UUT Refund-[redacted] 92587	99.01
	UUT Refund	81.44
Murray, B	UUT Refund	84.00
Nathan	UUT Refund	84.00
Nickel	UUT Refund	84.91
Nilsen	UUT Refund	100.29
Nordell	UUT Refund-[redacted] CA92587	93.52
Ogden	UUT Refund	111.64
Padden	UUT Refund	114.91
Parmenter	UUT Refund	115.39
Pepe	UUT Refund	84.00
PEPE'S	UUT Refund	1,110.68
Perline	UUT Refund-[redacted] CA 92587	84.00
Perry, D	UUT Refund	110.25
Perry, G	UUT Refund	130.55
POTTER, B	UUT Refund	118.10
Prichard	UUT Refund	134.50
Prichard, K	UUT Refund	85.02
Reichman	UUT Refund	110.93
Reyes	UUT Refund	133.88

Vendor ID	Invoice Description	Cash Required
Reynolds, C	UUT Refund	171.58
Robinson, L	UUT Refund	107.47
Ryder	UUT Refund	114.46
Saylor-Moisio	UUT Refund	122.30
Sides	UUT Refund	130.75
SproulL	UUT Refund	120.95
Summersgill	UUT Refund	122.96
Sundbeck	UUT Refund	118.34
Tapia	UUT Refund	114.06
Taylor	UUT Refund	84.00
Vujovich	UUT Refund	84.00
Weg	UUT Refund	103.07
Werner	UUT Refund	121.15
West	UUT Refund	76.00
Willard	UUT Refund	89.08
Williams, J	UUT Refund	128.32
Worotko	UUT Refund	81.22
Yanoschik	UUT Refund	128.21
Yellott	UUT Refund-[redacted] 92587	92.67
Report Total		11,775.89

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Reserve Firefighter Uniform Supplies	451.29
	Fire Station Reserve Firefighter Uniform Supplies	828.57
	Fire Station Reserve Firefighter Uniform	267.20
	Fire Station Uniform for New FF/PM Healey	3,049.65
ABI	Fire Station Backgrounds for Firefighters	527.45
ABILA	Accounting Software - Executive View - March 2026	17.52
Allstar Fire	Fire Station Helmets for New FF	1,808.79
Amazon	Fire Station Office Supplies	53.86
	Fire Station Office Supplies	77.96
Cintas	Fire Station Weekly Mat Service, 11/11/2025	49.08
	Fire Station Weekly Mat Service, 3/24/2026	49.08
	Fire Station Weekly Mat Service, 3/31/2026	49.08
CL FIREFIGHTERS	Firefighter's Union Dues Check Date 3/27/2026	415.44
Concentra	Fire Station Medical Exams for Belus & Stidman	879.00
Control Pump	Checked Landscape Station due to Excessive Filter Flushing	760.00
	Landscape Booster Station Report March 2026	442.37
Curtis	Fire Station New Turnouts for Rehberg	4,811.04
	Fire Station Annual Compressor Maintenance	1,052.00
Discount Hauling	Removal and Disposal of Old Furniture from PD Offices	400.00
	Removal and Disposal of Old Furniture-31542 RRCR Rental	300.00
DOJ	Fire Station Live Scans for Belus & Stidman	64.00
Edwards	Reserve Stipend for March 2026	200.00
Fast Signs	Fire Station Partial Payment for New Front Signage	3,146.89
FRIDAY FLYER	Public Hearing Notice-TUMF	61.25
	Ordinance No. 271 Second Reading	38.75
GMAT, Inc. dba Inland	Fire Station Replacement for Overhead Door Openers	5,977.00
Hernandez, Oscar	Reserve Stipend for March 2026	200.00
HINDERLITER	Contract Services- Sales Tax (April-June 2025)	1,381.06
ICG	CL-001 General Engineering Services February 2026	1,107.50
	CL-003 Railroad Canyon Rd HSIP Project February 2026	26,206.25
Inland Fleet	Fire Station Pump Repairs for E-201	391.96
	Fire Station Annual Pump/Dry Vac Test on P-1	1,010.63
Johnson Controls	Performed Elevator Recall Test	1,042.62
Luke Jackson	Reserve Stipend for March 2026	200.00
Lundberg	Reserve Stipend for March 2026	100.00
Mag Wire Electric	Deposit for Monument Sign Electrical Pedestal Installation	4,260.00
Nate Garcia	Fire Station Educational Reimbursement-Co Officer 2B	375.00

Vendor ID	Invoice Description	Cash Required
Ninyo & Moore	Geotech Services for HSIP Project through Feb 27, 2026	427.50
OES Office Furniture	Fire Station Furniture for Chief's Office	2,712.07
PORAC RMT	PORAC Contributions for March 2026	600.00
ReNewell Fleet Service	Fire Station Repairs to E1- Exhaust	4,458.67
RingCentral Inc.	Additional Phones & Lines for City Hall & Police Dept.	2,374.85
SDRMA	Dental and Vision Insurance May 2026	2,521.51
Sitar	Fire Station Training Peds Trauma	2,025.00
SUN BADGE	Police Dept. Badges	4,523.37
Swiss Electrical Company	Furniture Removal & Relocation for Electrical Work	375.00
VC3, Inc	IT Remote & Onsite Support March 2026	3,507.00
Report Total		85,577.26

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

Vendor ID	Invoice Description	Cash Required
Amber Management	UUT Refund-[redacted] Lake, CA 925	28.35
	UUT Refund-[redacted] Lake, CA 925	112.40
Baird	UUT Refund-[redacted] 92587	95.76
Barnes	UUT Refund [redacted]	128.04
Beye	UUT Refund [redacted]	66.86
	UUT Refund-[redacted] 92587	67.13
Biondi	UUT Refund [redacted]	93.04
BirchD	UUT Refund [redacted]	97.72
BrennanC	UUT Refund-[redacted] 92587	113.36
Bruin	UUT Refund [redacted]	94.04
Campbell, S	UUT Refund [redacted]	101.04
CL Commercial	UUT Refund-[redacted] Lake, CA 925	98.24
	UUT Refund-[redacted] Lake, CA 925	116.66
	UUT Refund-[redacted] Lake, CA 925	98.30
	UUT Refund-[redacted] Lake, CA 925	97.79
	UUT Refund-[redacted] Lake, CA 925	169.44
	UUT Refund-[redacted] Lake, CA 925	153.31
CL MERCHANTS	UUT Refund-[redacted] Lake, CA 925	843.60
Etebari	UUT Refund [redacted]	84.00
Hub Enterprises	UUT Refund-[redacted] Lake, CA 925	162.22
	UUT Refund-[redacted] Lake, CA 925	212.55
Knoblauch	UUT Refund	113.28
Laudermilk	UUT Refund	169.02
LAW	UUT Refund	139.78
Leigh	UUT Refund	40.19
Loney	UUT Refund	115.90
Martin-Estes	UUT Refund	155.48
Penny	UUT Refund	102.43
Robb	UUT Refund	120.16
Roberts	UUT Refund	131.77

Vendor ID	Invoice Description	Cash Required
Scott, R	UUT Refund	105.05
Shaffer, R	UUT Refund	97.46
Thibaudeau	UUT Refund	114.79
Tillery	UUT Refund	102.55
Tomlin	UUT Refund	90.19
Van Diest	UUT Refund	133.38
Wade	UUT Refund	116.75
Report Total		4,882.03

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniform for New FF/PM-Healey	143.50
	Fire Station Uniform Attire	304.50
	Fire Station Uniform Attire	202.28
ABILA	Accounting Software 4/1/26-4/30/26	694.12
Andy's Glass & Window	Fire Station Windows for Dorm	2,255.99
ANIMAL FRIENDS	Animal Control Services of May 2026	3,677.19
Badge Frame, Inc.	Fire Station Furniture Logos	3,831.46
Cintas	Fire Station Weekly Mat Service, 4/7/2026	49.08
	Fire Station Weekly Mat Service, 4/14/2026	49.08
CL FIREFIGHTERS	Firefighter Union Dues Check Date 4/10/2026	415.44
Clark Pest	Pest Conrol for Rental 31542 RRCR - April 2026	260.00
Concentra	Fire Station Medical Exam for Seward	364.00
	Police Dept. Physical Exam - Rayls	513.00
Corelogic	Database for Code Enforcement March 2026	158.34
CTAI	Landscape for Fire Station April 2026	263.00
DSA	Disability and Education Fee Quarter Ending 3/31/2026	155.20
Enterprise Fleet	City Vehicle Fleet Maintenance 4/1/26-4/30/26	36.96
Fire Smart	Fire Station Open House Supplies	594.78
FRIDAY FLYER	Ordinance No. 275 First Reading	52.50
	Ordinance No. 274 First Reading	63.75
	Oridinance No. 277 First Reading	50.00
GREENHALGH	Retiree Health Insurance May 2026	319.29
Harris & Associates	EMS & UUT Levy FY 26-27	3,439.00
hipprint	Reissue INV-000272-Fire Station Business Cards	120.72
	Reissue INV-000476-Fire Station Business Cards	76.02
John Hancock	EE & ER Contributions Check Date 4/10/2026	7,103.82
	EE & ER Contributions Check Date 3/27/2026	7,103.82
Jonathan Sasse	Fire Station Reimbursement for Training Class, S290	410.00
Kleinberg Tech	Fire Station Fire Prevention IT Support	781.25
Kolibrien Corp	Police Dept. Electrical, Architectural, Site Plan, Generator	24,000.00
Life-Assist	Fire Station Medical Supplies	165.64
MES	Fire Station SCBA Face Mask Replacement Straps	173.96
O'Marra	Fire Station Reimbursement for Instacart Membership	99.00
PARS	Monthly Administrative Fees Ending February 2026	400.00
Precision Technologies	Repaired Podium Mic in City Council Chambers	270.00
RCA	MSHCP Fees Collected March 2026	8,972.00
Red White & Blue	City Hall HVAC Diagnostic and Repair for Faulty Connection	155.00
	Final Pymt for Installation of New Duct Line-31542 RRCR	300.00

Vendor ID	Invoice Description	Cash Required
Ritchie	Advertisement for Fire Station 4th Annual Open House	150.00
Riv Co Flood	FY 25/26 NPDES Cost Sharing-Santa Ana NPDES Permit	3,468.65
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 1/8/26-2/4/26	166,722.87
Shuster	Quarter 1 Advisory Fee 1/1/2026-3/31/2026	800.00
STAPLES	City Hall & Admin Office Supplies	159.63
SUN BADGE	Fire Station Uniform Badges for Firefighters	604.39
The Breez Screen	Police Dept. Four Barrier One Screen Kits	2,298.29
The Code	Plan Check Services 3/1/26-3/31/26	5,669.44
Van Scoyoc	Lobbyist Services for March 2026	1,000.00
VC3, Inc	Microsoft 365 & Office Extra File Services April 2026	1,434.00
	Police Dept. Network Security Firewall	4,260.25
ZF	Fire Station Medical Director Jan-March 2026	600.00
Report Total		255,191.21

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

Vendor ID	Invoice Description	Cash Required
Adams, S	UUT Refund	149.84
Akins	UUT Refund	101.57
Arruda	UUT Refund	92.58
Biagio	UUT Refund	99.88
Bolger	UUT Refund	201.14
Briseno	UUT Refund	108.54
Carter	UUT Refund	86.48
Cascario	UUT Refund	130.35
Casey, C	UUT Refund	70.49
Clark, P	UUT Refund	173.89
Clement	UUT Refund	261.75
Clinkaberry	UUT Refund	84.00
Cossel	UUT Refund	85.58
Cuicchi, M	UUT Refund	99.61
Culbertson	UUT Refund	154.03
Davis	UUT Refund	84.00
Debry	UUT Refund	118.24
Delgadillo	UUT Refund	135.24
Eccles	UUT Refund	180.83
Ehlers Jr	UUT Refund	129.55
Filger	UUT Refund	100.71
Flecky	UUT Refund	121.77
Flores	UUT Refund	120.64
gALLAGHER	UUT Refund	148.05
Geer, C	UUT Refund	96.40
Giambra, J	UUT Refund	117.47
Hall, M	UUT Refund	151.92
Hardcastle	UUT Refund	104.94
Harmison	UUT Refund	76.00
Hixson	UUT Refund	111.81
Holmstrom	UUT Refund-[redacted] Lake, CA 925	76.00
Jeffries	UUT Refund-[redacted] Lake, CA 925	76.00
Johnston	UUT Refund-[redacted] Dr Canyon L	130.80
Kaffenberger	UUT Refund	116.32
Karpowitz	UUT Refund	79.13
Keeney	UUT Refund	92.36
Kluck	UUT Refund	103.60
Knight, N	UUT Refund	99.48
Knight, S	UUT Refund	120.09
Kooiman	UUT Refund	124.10
Larkin	UUT Refund	91.71

Vendor ID	Invoice Description	Cash Required
llauger	UUT Refund	124.35
Lopez, O	UUT Refund	163.03
Lundren	UUT Refund	128.14
Mackey	UUT Refund	129.24
Malone, J	UUT Refund-[redacted] 92587	80.00
Marshall, J	UUT Refund	112.94
Mason K	UUT Refund	84.00
McCollom	UUT Refund	409.39
Nailon	UUT Refund	145.54
PoeT	UUT Refund	114.97
Renk	UUT Refund	112.58
Simon	UUT Refund	147.87
Skidmore	UUT Refund-[redacted] 92587	82.14
Smith, G	UUT Refund	96.08
Stanovich	UUT Refund	129.95
Sullivan, K	UUT Refund	81.69
Sullivan, P	UUT Refund	119.78
Thompson, J	UUT Refund	96.53
Triolo	UUT Refund	104.71
Verdugo	UUT Refund	116.80
Verdugo-Garcia	UUT Refund	103.95
Waroff Falappino	UUT Refund	101.72
Wesolowski	UUT Refund-[redacted] CA 92587	118.08
Willis	UUT Refund	100.31
Report Total		7,810.68

City of Canyon Lake
Check/Voucher Register - Checks Prior Month
From 4/1/2026 Through 4/30/2026

Check Number	Vendor Name	Effective Date	Check Amount
EFT 1807	Aflac	4/1/2026	648.22
EFT 1808	Standard Insurance Company	4/1/2026	27.90
EFT 1809	Standard Insurance Company	4/1/2026	139.31
EFT 1810	Standard Insurance Company	4/1/2026	295.10
EFT 1811	Standard Insurance Company	4/1/2026	128.50
EFT 1812	Standard Insurance Company	4/1/2026	26.39
EFT 1813	Standard Insurance Company	4/1/2026	160.43
EFT 1814	Standard Insurance Company	4/1/2026	9.30
EFT 1815	Standard Insurance Company	4/1/2026	9.30
EFT 1816	SOUTHERN CALIFORNIA EDISON	4/1/2026	1,624.26
EFT 1817	SOUTHERN CALIFORNIA EDISON	4/1/2026	339.09
EFT 1818	SOUTHERN CALIFORNIA EDISON	4/1/2026	431.37
EFT 1819	SOUTHERN CALIFORNIA EDISON	4/1/2026	652.90
EFT 1820	Cintas	4/1/2026	57.37
EFT 1821	Cintas	4/1/2026	57.37
EFT 1822	Charter Communications	4/1/2026	294.47
EFT 1823	Kolibrien	4/3/2026	1,600.00
EFT 1824	SOUTHERN CALIFORNIA EDISON	4/8/2026	136.29
EFT 1825	Pitney Bowes Global Financial Services, LLC	4/8/2026	18.94
EFT 1826	SOUTHERN CALIFORNIA EDISON	4/8/2026	15.08
EFT 1827	SOUTHERN CALIFORNIA EDISON	4/8/2026	17.33
EFT 1828	SOUTHERN CALIFORNIA EDISON	4/8/2026	24.39
EFT 1829	SOUTHERN CALIFORNIA EDISON	4/8/2026	15.08
EFT 1830	Cintas	4/8/2026	57.37
EFT 1831	Amazon Capital Services	4/8/2026	638.59
EFT 1832	SOUTHERN CALIFORNIA EDISON	4/8/2026	789.14
EFT 1833	SOUTHERN CALIFORNIA EDISON	4/8/2026	15.08
EFT 1834	Kolibrien	4/9/2026	2,400.00
EFT 1835	SC Fuels	4/10/2026	720.66
EFT 1836	SC Fuels	4/10/2026	69.70
EFT 1837	SOUTHERN CALIFORNIA EDISON	4/16/2026	589.57
EFT 1838	Cintas	4/16/2026	57.37
EFT 1839	The Gas Company	4/16/2026	80.23
EFT 1840	The Gas Company	4/16/2026	49.35
EFT 1841	Charter Communications	4/16/2026	6.33
EFT 1842	Toshiba America Business Solutions	4/17/2026	487.94
EFT 1843	Toshiba America Business Solutions	4/17/2026	104.13
EFT 1844	Elan	4/17/2026	10,479.31
EFT 1845	SC Fuels	4/20/2026	807.72
EFT 1846	SC Fuels	4/20/2026	163.07
EFT 1847	Bankcard Center	4/20/2026	431.00
EFT 1848	Bankcard Center	4/20/2026	203.65
EFT 1849	Bankcard Center	4/20/2026	2,268.80
EFT 1850	ELSINORE VALLEY MUNI WATER DIS	4/23/2026	119.42
EFT 1851	ELSINORE VALLEY MUNI WATER DIS	4/23/2026	103.22
EFT 1852	ELSINORE VALLEY MUNI WATER DIS	4/23/2026	167.85
EFT 1853	ELSINORE VALLEY MUNI WATER DIS	4/23/2026	1,153.57

City of Canyon Lake
Check/Voucher Register - Checks Prior Month
From 4/1/2026 Through 4/30/2026

EFT 1854	ELSINORE VALLEY MUNI WATER DIS	4/23/2026	285.32
EFT 1855	CR&R	4/23/2026	223.18
EFT 1856	CR&R	4/23/2026	62.91
EFT 1857	SOUTHERN CALIFORNIA EDISON	4/29/2026	286.55
EFT 1858	Toshiba Financial Services	4/29/2026	742.04
EFT 1859	Toshiba Financial Services	4/29/2026	120.83
EFT 1860	Cintas	4/29/2026	57.37
EFT 1861	SC Fuels	4/30/2026	105.08
EFT 1862	SC Fuels	4/30/2026	60.70
Report Total			30,635.44

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: 05/13/2026

SUBJECT: Approval of City Council Meeting Minutes

Recommendation:
Approve the minutes of the April 14 and April 28, 2026, City Council meetings.

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 - 4-14-26 Minutes
2 - 4-28-26 Minutes

MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Canyon Lake City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
Wednesday, April 14, 2026

Closed Session – 3:30 p.m.

CALL TO ORDER

Mayor Smith called the meeting to order at 3:33 p.m.

ROLL CALL

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

Absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code Section 54956.9(d)(4):
   Number of potential cases: 1

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code Section 54956.9(d)(2):
   Number of potential cases: 2

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

The City Council entered Closed Session at 3:33 p.m.

Open Session – 5:30 p.m.

INVOCATION

The Invocation was led by Mayor Smith.

CALL TO ORDER

Mayor Smith called the meeting to order at 5:32 p.m.

FLAG SALUTE

Council Member Terry led the Flag Salute.

ROLL CALL

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

Absent: None.

CLOSED SESSION REPORT

Deputy City Attorney Nashed made a clarification for the record before reporting out of closed session. She noted that the descriptions of items 1 and 2 inadvertently contained some minor clerical errors. The agenda was noted as sufficient, but identifying those errors was to ensure a clear and accurate record.

Deputy City Attorney Nashed reported that direction was given by consensus on Items 1 and 2.

Deputy City Attorney Nashed reported that there was no reportable action on Item 3.

CITY COUNCIL AND COMMITTEE REPORTS / COMMENTS

Council Member Welty presented regional statistics from the Southern California Association of Governments (SCAG).

Council Member Mark Terry recognized the Interim Executive Director, Chris Gray, from WRCOG.

Council Member Steeber highlighted the LEUSD Articulation Meeting, the Student of the Month program, local events, and wished all moms happy early Mother's Day.

Mayor Pro Tem Castillo shared positive feedback about the LEUSD Articulation meeting and was grateful to her colleagues for the important work everyone is doing.

Mayor Smith discussed the cemetery public hearing that took place on April 1, 2026, and thanked everyone who attended. Mayor Smith also noted National Day of Prayer is May 7.

CEREMONIAL MATTERS

Council Member Terry presented certificates recognizing Kileigh Wilcox and Alannah Thomas for their student leadership achievement.

PRESENTATIONS

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

President Johnny Pineda and Vice President/Director of Events Rick Tobin provided an update on behalf of the Canyon Lake Chamber of Commerce.

Council Member Steeber introduced the non-profit spotlight on behalf of Michelle's Place.

PUBLIC COMMENT

Renne Griffiths commented on pay disparities between firefighters, police officers, and code enforcement.

Donna Ritchie commented that the National Day of Prayer Event is on May 7, 2026.

CONSENT CALENDAR

Council Member Steeber pulled Item No. 1 for further discussion.

Motion and second by Council Member Terry/Mayor Pro Tem Castillo to approve Consent
Calendar Items 2, 3 and 4.

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

2. Approval of City Council Meeting Minutes

Action taken: The City Council approved the minutes of the March 11 and March 17, 2026, City Council meeting.

3. Adopt a Resolution Approving a Budget Allocation of $16,782.50 from PEG Funds for the Purchase of Hybrid Meeting Equipment

Action taken: The City Council adopted Resolution No. 2026-15 approving a budget allocation of $16,782.50 from Public, Educational, and Government Access (PEG) funds for the purchase of a Crestron Automate VX system for hybrid public meetings.

4. Consideration of a PSEC Use Agreement with the County of Riverside for Public Safety Enterprise Communication System (PSEC) Radio Services

Action taken: The City Council approved the PSEC Use Agreement between the City of Canyon Lake and the County of Riverside.

PULLED CONSENT CALENDAR ITEMS

1. Approve Claims and Demands of the City

Council Member Steeber pulled this item for further discussion.

Council Member Steeber expressed concern regarding a $450 advertising expenditure included in the Claims and Demands and noted his preference that the funds be allocated toward the essay contest scholarship, while supporting advertising without compensation.

Mayor Pro Tem Castillo directed that her discretionary funds be allocated to cover advertising fees.

Further discussion occurred regarding the additional staff time associated with requests by individual Council Members to limit advertising with specific outlets, including Donna Ritchie and the Canyon Lake Insider.

At 6:42 p.m., City Manager Brown requested a recess to closed session.

The meeting reconvened at 7:02 p.m.

Motion and second by Council Member Terry/Council Member Welty to approve Consent Calendar Item 1.

Motion carried 4-0 with Mayor Pro Tem Castillo, Council Member Terry, Council Member Welty, and Mayor Smith voting aye, and Council Member Steeber abstained.

Mayor Smith requested that Item 8 be considered at this time.

8. Adoption of Urgency Ordinance No. 276 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 9.25.050 of the Canyon Lake Municipal Code to Add Subsection 9.25.050(b)(4), Authorizing a Business Otherwise Eligible for a Monument Sign to Erect a Second Wall Sign in Lieu of Such Monument Sign; and (2) Introduction and First Reading of Ordinance No. 277 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 9.25.050 of the Canyon Lake Municipal Code to Add Subsection 9.25.050(b)(4), Authorizing a Business Otherwise Eligible for a Monument Sign to Erect a Second Wall Sign in Lieu of Such Monument Sign

City Manager Brown provided a presentation.

There were no public comments.

Motion and second by Mayor Pro Tem Castillo/Mayor Smith to adopt Urgency Ordinance No. 276 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 9.25.050 of the Canyon Lake Municipal Code to Add Subsection 9.25.050(b) (4), Authorizing a Business Otherwise Eligible for a Monument Sign to Erect a Second Wall Sign in Lieu of Such Monument Sign; and (2) Introduction and First Reading of Ordinance No. 277 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 9.25.050 of the Canyon Lake Municipal Code to Add Subsection 9.25.050(b)(4), Authorizing a Business Otherwise Eligible for a Monument Sign to Erect a Second Wall Sign in Lieu of Such Monument Sign.

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

PUBLIC HEARINGS

5. Introduction And First Reading Of Ordinance No. 274 - An Ordinance Of The City Council of the City of Canyon Lake, California, Repealing Ordinance No. 252 and Adding Chapter 3.48 (Transportation Uniform Mitigation Fee Program) to Title 3 (Revenue and Finance) of the Canyon Lake Municipal Code Relating to the Western Riverside County Transportation Uniform Mitigation Fee Program and Establishing Annual Construction Cost Index Adjustments; and Adoption of a Resolution Establishing the Updated TUMF Fee Schedule

Mayor Smith opened the public hearing at 7:05 p.m.

City Manager Brown provided a presentation.

There was no public testimony.

Mayor Smith closed the public hearing at 7:06 p.m.

Motion and second by Mayor Pro Tem Castillo/Council Member Steeber to adopt Ordinance No. 274 - An Ordinance Of The City Council of the City of Canyon Lake, California, Repealing Ordinance No. 252 and Adding Chapter 3.48 (Transportation Uniform Mitigation Fee Program) to Title 3 (Revenue and Finance) of the Canyon Lake Municipal Code Relating to the Western Riverside County Transportation Uniform Mitigation Fee Program and Establishing Annual Construction Cost Index Adjustments; and Adoption of a Resolution Establishing the Updated TUMF Fee Schedule.

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

BUSINESS ITEMS

6. Presentation and Discussion of the Draft Fiscal Year 2026-27 Budget

City Manager Brown provided a presentation.

Contracted Municipal Finance Services Representative Terry Shea provided a presentation.

Renne Griffiths expressed concern regarding the City's budget, specifically noting increases in event-related expenditures.

Discussion ensued regarding the City's budgeting and financial position. City Manager Brown explained the special event budgeting process, noting expenditures are fully budgeted with anticipated offsetting sponsorship revenues.

Council Member Steeber inquired about the City's credit rating and requested a copy of the reserve policy.

Motion and second by Mayor Smith/Council Member Terry to present the budget at the next City Council meeting in its current form, with minor spelling and grammatical corrections.

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

7. Introduction and First Reading of Ordinance No. 275 - An Ordinance Of The City Council Of The City Of Canyon Lake, California, Amending Chapter 11.25 (Special Events) of the Canyon Lake Municipal Code to Clarify Special Event Permit Requirements and Exemptions; and Adoption of a Resolution Eliminating Certain Permit Fees

City Manager Brown provided a presentation.

There were no public comments.

Motion and second by Council Member Welty/Council Member Steeber to adopt Ordinance No. 275 - An Ordinance Of The City Council Of The City Of Canyon Lake, California, Amending Chapter 11.25 (Special Events) of the Canyon Lake Municipal Code to Clarify Special Event Permit Requirements and Exemptions; and Adoption of a Resolution Eliminating Certain Permit Fees.

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

CITY MANAGER COMMENTS

None.

ANNOUNCEMENTS

Mayor Smith announced that the next regular City Council Meeting will be held on May 13, 2026**.**

ADJOURNMENT

At 8:00 p.m., Mayor Smith adjourned the meeting.

Respectfully submitted,

_____
Sheryl L. Garcia, MMC, CPM
City Clerk

MINUTES
SPECIAL MEETING OF THE
CANYON LAKE CITY COUNCIL
Canyon Lake City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
Tuesday, April 28, 2026

Open Session – 4:00 p.m.

CALL TO ORDER

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

FLAG SALUTE

Council Member Welty led the Flag Salute.

ROLL CALL

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

Absent: None.

PUBLIC COMMENT

There were no public comments.

BUSINESS ITEMS

1. Adopt a Resolution Electing for the City to be Subject to the Public Employees' Medical and Hospital Care Act (PEMHCA) in order for Police Department Employees to Participate in the CalPERS Health Program

City Manager Brown provided a presentation.

There were no public comments.

Motion and second by Council Member Terry/Council Member Welty to adopt Resolution No. 2026-18, electing to be subject to the Public Employees' Medical and Hospital Care Act at an equal amount for employees and annuitants with respect to a recognized employee organization.

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

ADJOURNMENT

At 4:02 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: Arron Brown, City Manager

DATE: 05/13/2026

SUBJECT: Second Reading and Adoption of Ordinance No. 274 - An Ordinance Of The City Council of the City of Canyon Lake, California, Repealing Ordinance No. 252 and Adding Chapter 3.48 (Transportation Uniform Mitigation Fee Program) to Title 3 (Revenue and Finance) of the Canyon Lake Municipal Code Relating to the Western Riverside County Transportation Uniform Mitigation Fee Program and Establishing Annual Construction Cost Index Adjustments

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Recommendation:
Conduct second reading and adopt Ordinance No. 274 - An Ordinance Of The City Council of the City of Canyon Lake, California, Repealing Ordinance No. 252 and Adding Chapter 3.48 (Transportation Uniform Mitigation Fee Program) to Title 3 (Revenue and Finance) of the Canyon Lake Municipal Code Relating to the Western Riverside County Transportation Uniform Mitigation Fee Program and Establishing Annual Construction Cost Index Adjustments.

Background/Analysis:
At the April 14, 2026, City Council meeting, the City Council approved the first reading of Ordinance No. 274 and adopted Resolution No. 2026-16 establishing the updated TUMF fee schedule.

The most recent update to the TUMF Nexus Study and Administrative Plan was completed in September 2024. Following this update, the WRCOG Executive Committee recommended that member agencies amend their ordinances to reflect changes in the TUMF network and updated construction costs. The City previously adopted Ordinance No. 252, on April 9, 2025, to implement these changes; however, it was adopted as an uncodified ordinance.

Ordinance No. 274 will repeal Ordinance No. 252 and add Chapter 3.48 to the Canyon Lake Municipal Code, formally establishing the City's participation in the TUMF Program and providing for annual CCI adjustments. The ordinance also clarifies residential land use definitions to ensure consistency with current development patterns, state housing law, and WRCOG TUMF land use classifications.

Ordinance No. 274 updates the TUMF fee schedule for new development, as follows:

- $12,705 per single-family residential unit 1,800 square feet or less
- $14,292 per single-family residential unit between 1,801 and 2,300 square feet
- $15,881 per single-family residential unit between 2,301 and 2,700 square feet
- $19,851 per single-family residential unit greater than 2,700 square feet
- $8,021 per multi-family residential unit
- $2.39 per square foot of an industrial project
- $7.92 per square foot of a retail commercial project

- $5.02 per square foot of a service commercial project
- $2.51 per square foot of Class A and B office

Resolution No. 2026-16, approved by the City Council on April 14, 2026, establishing the updated TUMF fee schedule which will go into effect on July 1, 2026.

Fiscal Impact Yes/No: No

Attachments:
1 - Ordinance

ORDINANCE NO. 274

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, REPEALING ORDINANCE NO. 252 AND ADDING CHAPTER 3.48 (TRANSPORTATION UNIFORM MITIGATION FEE PROGRAM) TO TITLE 3 (REVENUE AND FINANCE) OF THE CANYON LAKE MUNICIPAL CODE RELATING TO THE WESTERN RIVERSIDE COUNTY TRANSPORTATION UNIFORM MITIGATION FEE PROGRAM AND ESTABLISHING ANNUAL CONSTRUCTION COST INDEX ADJUSTMENTS

WHEREAS, the City of Canyon Lake is a member agency of the Western Riverside Council of Governments ("WRCOG"), a joint powers agency comprised of the County of Riverside and 18 cities located in Western Riverside County; and

WHEREAS, acting in concert, the WRCOG member agencies developed a plan whereby the shortfall in funds needed to enlarge the capacity of the Regional System of Highways and Arterials in Western Riverside County (the "Regional System") could be made up in part by a Transportation Uniform Mitigation Fee ("TUMF") on future residential, commercial, and industrial development; and

WHEREAS, the TUMF Program is supported by nexus studies prepared pursuant to Government Code sections 66000 *et seq.* (the Mitigation Fee Act), which demonstrate a reasonable relationship between new development and the need for regional transportation improvements; and

WHEREAS, the City previously adopted ordinances participating in the TUMF Program and authorizing the collection of the TUMF on new development within the City; and

WHEREAS, the WRCOG Executive Committee periodically updates the TUMF Nexus Study and Administrative Plan to reflect updated land use assumptions, transportation improvements, and construction costs; and

WHEREAS, the most recent update, in September 2024, the WRCOG Executive Committee reviewed the 2024 Nexus Study and TUMF Program and recommended TUMF member agencies amend their applicable TUMF ordinances to reflect changes in the TUMF network and the cost of construction in order to update the TUMF Program; and

WHEREAS, on April 9, 2025, the City Council approved the Western Riverside County Transportation Uniform Mitigation Fee Program Ordinance of 2024 ("Ordinance No. 252"), which amended and superseded prior TUMF ordinances to update the City's participation in the WRCOG TUMF Program consistent with the 2024 Nexus Study; and

WHEREAS, Ordinance No. 252 was adopted as an uncodified ordinance and the City Council now desires to repeal Ordinance No. 252 and codify the City's participation in the TUMF Program into the Canyon Lake Municipal Code, including provisions for annual Construction Cost Index ("CCI") adjustments; and

WHEREAS, the TUMF Administrative Plan calls for a CCI adjustment to be brought forth to the WRCOG Executive Committee on an annual basis; and

WHEREAS, on December 1, 2025, the WRCOG Executive Committee approved the implementation of an automatic CCI adjustment for all TUMF land uses tied to the September indices of the National Association of Realtors and Engineering News Record with a cap at 5% of any annual adjustments; and

WHEREAS, an automatic CCI adjustment ensures that fee levels keep pace with increases in cost of constructing transportation projects and avoids large increases at comprehensive TUMF Nexus Study updates; and

WHEREAS, this approach also allows for consistency and predictability for the TUMF Program, while ensuring that the fair share principles under AB 1600 are satisfied; and

WHEREAS, the City Council desires to provide for automatic inflationary adjustments to the TUMF to reflect changes in construction costs over time, without modifying the underlying fee nexus, land use assumptions, or fee methodology; and

WHEREAS, in codifying the City's participation in the TUMF Program into the Municipal Code, the City Council also finds it appropriate to clarify and update certain definitions related to residential land uses to ensure consistency with current development patterns, state housing law, and WRCOG TUMF land use classifications.

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

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

Section 2. CEQA. The adoption of this Ordinance is not subject to the California Environmental Quality Act because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

Section 3. Repeal of Ordinance No. 252. Ordinance No. 252, adopted April 9, 2025, relating to the City's participation in the Western Riverside County Transportation Uniform Mitigation Fee (TUMF) Program, is hereby repealed in its entirety. The provisions of Chapter 3.48 of the Canyon Lake Municipal Code, as adopted by this Ordinance, shall supersede and replace Ordinance No. 252.

Section 4. **Effect of Repeal of Ordinance No. 252.** The repeal of Ordinance No. 252 shall not affect any TUMF obligation, fee calculation, credit agreement, reimbursement agreement, appeal, enforcement action, administrative determination, pending application, approval, or vested right existing or accrued prior to the effective date of this Ordinance. All such matters shall remain valid and enforceable and shall continue to be administered in accordance with Chapter 3.48 of the Canyon Lake Municipal Code and the TUMF Program.

Section 5. Municipal Code Amendment. TITLE 3, REVENUE AND FINANCE, CHAPTER 3.48 TRANSPORTATION UNIFORM MITIGATION FEE PROGRAM is hereby added to read as follows:

CHAPTER 3.48 TRANSPORTATION UNIFORM MITIGATION FEE PROGRAM

3.48.010 Participation in Transportation Uniform Mitigation Fee Program.
3.48.020 Definitions.
3.48.030 Establishment of the Transportation Uniform Mitigation Fee.
3.48.040 Exemptions.
3.48.050 Annual Construction Cost Index Adjustment.
3.48.060 Reimbursements.
3.48.070 Procedures for Levy, Collection and Disposition of Fees.
3.48.080 TUMF Administrator.

3.48.010 Participation.

]The City participates in the Western Riverside County Transportation Uniform Mitigation Fee ("TUMF") Program administered by the Western Riverside Council of Governments ("WRCOG"). The purpose of the TUMF is to fund transportation improvements to the Regional System of Highways and Arterials in Western Riverside County that are necessary to mitigate the cumulative traffic impacts of new development. The TUMF shall apply to all new development within the City, unless otherwise exempt pursuant to this Chapter or the TUMF Administrative Plan.

3.48.020 Definitions.

For the purpose of this Chapter, the following words, terms and phrases shall have the following meanings:

a. *Class 'A' Office* means an office building that is typically characterized by high quality design, use of high end building materials, state of the art technology for voice and data, on-site support services/maintenance, and often includes full service ancillary uses such as, but not limited to a bank, restaurant/office coffee shop, health club, printing shop, and reserved parking. The minimum requirements of an office building classified as Class 'A" Office shall be as follows: (i) minimum of three stories (exception will be made for March JPA, where height requirements exist); (ii) minimum of 10,000 square feet per floor; (iii) steel frame construction; (iv) central, interior lobby; and (v) access to suites shall be from inside the building unless the building is located in a central business district with major foot traffic, in which case the first floor may be accessed from the street to provide entrances/ exits for commercial uses within the building.
b. *Class 'B' Office* means an office building that is typically characterized by high quality design, use of high end building materials, state of the art technology for voice and data, on-site support services/maintenance, and often includes full service ancillary uses such as, but not limited to a bank, restaurant/office coffee shop, health club, printing shop, and reserved parking. The minimum requirements of an office building classified as Class 'B"

Office shall be as follows: (i) minimum of two stories; (ii) minimum of 15,000 square feet per floor; (iii) steel frame, concrete or masonry shell construction; (iv) central, interior lobby; and (v) access to suites shall be from inside the building unless the building is located in a central business district with major foot traffic, in which case the first floor may be accessed from the street to provide entrances/exits for commercial uses within the building**.**

c. *Development Project or Project* means any project undertaken for the purposes of development, including the issuance of a permit for construction.

d. *Gross Acreage* means the total property area as shown on a land division of a map of record or described through a recorded legal description of the property. This area shall be bound by road rights of way and property lines.

e. *Habitable Structure* means any structure or part thereof where persons reside, congregate or work and which is legally occupied in whole or part in accordance with applicable building codes, and state and local laws.

f. *Industrial Project* means any development project that proposes any industrial or manufacturing use allowed in the following zoning classifications: I-P, M-S-C, M-M, M-H, M-R, M-R-A, A-1, A-P, A-2, A-D, W-E, or SP with one of the aforementioned zones used as the base zone.

g. *Low Income Residential Housing* means Residential Affordable Units: (A) for rental housing, the units shall be made available, rented and restricted to "lower income households" (as defined in Health and Safety Code Section 50079.5) at an "affordable rent" (as defined in Health and Safety Code Section 50053),). Affordable units that are rental housing shall be made available, rented, and restricted to lower income households at an affordable rent for a period of at least fifty-five (55) years after the issuance of a certificate of occupancy for new residential development. and (B) for for-sale housing, the units shall be sold to "persons or families of low or moderate income" (as defined in Health and Safety Code Section 50093) at a purchase price that will not cause the purchaser's monthly housing cost to exceed "affordable housing cost (as defined in Health and Safety Code Section 50052.5) Affordable units that are for- sale housing units shall be restricted to ownership by persons and families of low or moderate income for at least forty-five (45) years after the issuance of a certificate of occupancy for the new residential development.

h. *Multi-Family Residential Unit* means a residential dwelling unit that is physically attached to one or more other dwelling units by a shared wall, floor, ceiling, roof, or structural foundation, regardless of the lot or parcel configuration, ownership structure, or type of subdivision (including condominium subdivisions). Multi-family residential units include, but are not limited to, duplexes, townhomes, apartments, and condominiums with attached units. As outlined in the Chapter, accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs), as defined by state law, are exempt from TUMF and shall not be counted in determining residential land use classification.

i. *Non-Residential Unit* means retail commercial, service commercial and industrial development, which is designed primarily for non-dwelling use, but shall include hotels and motels.

j. *Recognized Financing District* means a Financing District as defined in the TUMF Administrative Plan as may be amended from time to time.

k. *Residential Dwelling Unit* means a building or portion thereof used by one (1) family and containing but one (1) kitchen, which is designed primarily for residential occupancy including single-family and multi-family dwellings. "Residential Dwelling Unit" shall not include hotels or motels.

l. *Retail Commercial Project* means any development project that proposes any retail commercial activity use not defined as a service commercial project allowed in the following zoning classifications: R-1, R-R, R-R-O, R- 1-A, R-A, R-2, R-2-A, R-3, R-3-A, R-T, R-T-R, R-4, R-5, R-6, C-1/C-P, C-T, C-P-S, C-R, C-O, R-V-C, C-V, W-2, R-D, N-A, W-2-M, W-1, or SP with one of the aforementioned zones used as the base zone, which can include any eating/dining facility residing on the retail commercial development premises.

m. *Service Commercial Project* means any development project that is predominately dedicated to business activities associated with professional or administrative services, and typically consists of corporate offices, financial institutions, legal, and medical offices eating/dining facilities, and other uses related to personal or professional services.

n. *Single Family Residential Unit* means a residential dwelling unit that is physically detached from any other dwelling unit, sharing no common wall, floor, ceiling, roof, or structural foundation with another dwelling unit, regardless of the lot or parcel configuration, ownership structure, or type of subdivision (including condominium subdivisions). As outlined in the Chapter, accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs), as defined by state law, are exempt from TUMF and shall not be counted in determining residential land use classification.

o. *TUMF Participating Jurisdiction* means a jurisdiction in Western Riverside County which has adopted and implemented an ordinance authorizing participation in the TUMF Program and complies with all regulations established in the TUMF Administrative Plan, as adopted and amended from time to time by the WRCOG.

p. *Disabled Veteran* means any veteran who is retired or is in process of medical retirement from military service who is or was severely injured in a theatre of combat operations and has or received a letter of eligibility for the Veterans Administration Specially Adapted Housing (SAH) Grant Program.

q. *Government/public buildings, public schools, and public facilities* means any owned and operated facilities by a government entity in accordance with Section 3.48.040 of this Chapter. A new development that is subject to a long-term lease with a government agency for government/public buildings, public schools, and public facilities shall apply only if all of the following conditions are met:

    i. The new development being constructed is subject to a long-term lease with a government agency.

    ii. The project shall have a deed restriction placed on the property that limits the use of the government/public facility for the term of the lease, including all extension options, for a period of not less than 20 years. Any change in the use of the facility by the government shall trigger the payment of the TUMF in effect at the time the change is made.

    iii. No less than ninety percent of the total square footage of the building is leased to the government agency during the term of deed restriction the long term and any extensions thereof.

    iv. The new development is constructed at prevailing wage rates.

v. A copy of the lease is provided to the applicable jurisdiction and to WRCOG.
vi. Based on the facts and circumstances WRCOG determines that the intent of the lease is to provide for long-term government use, and not to evade payment of TUMF.

r. *Non-profit Organization* means an organization operated exclusively for exempt purposes set forth in section 501(c)(3) of the Internal Revenue Code, and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an action organization, i.e., it may not attempt to influence legislation as a substantial part of its activities, and it may not participate in any campaign activity for or against political candidates. For the purposes of the TUMF Program, the non-profit may be a 501(c)(3) charitable organization as defined by the Internal Revenue Service.

s. *Long-Term Lease* as used in the TUMF Program, a "long-term lease" shall mean a lease with a term of no less than twenty years.

t. *Mixed-Use Development* as used in the TUMF Program, means Developments with the following criteria: (1) three or more significant revenue-producing uses, and (2) significant physical and functional integration of project components.

u. *Guest Dwellings and Detached Second Units* according to the State of California legal definition as following: (1) Complies with the State of California Department of Housing and Community Development *Accessory Dwelling Unit* Handbook and (2) Are ministerially approved by each jurisdiction's local codes.

v. *TUMF Administrative Plan* means that the TUMF Administration Plan adopted by the WRCOG Executive Committee on May 5, 2003, as amended, setting forth detailed administration procedures and requirements for the TUMF program.

3.48.030 Establishment of the Transportation Uniform Mitigation Fee.

a. Adoption of TUMF Schedule. The City Council shall adopt an applicable TUMF schedule by resolution, which may be amended from time to time.

b. Fee Calculation. The fees shall be calculated by WRCOG according to the calculation methodology fee set forth in the WRCOG TUMF Fee Calculation Handbook adopted July 14, 2003, as amended from time to time. In addition to the data in the Fee Calculation Handbook, WRCOG Staff may consider the following items when establishing the appropriate fee calculation methodology:

i. Underlying zoning of the site
ii. Land-use classifications in the latest Nexus Study
iii. Project specific traffic studies
iv. Latest Standardized reference manuals such as the Institute of Traffic Engineers Trip Generation Manual
v. Previous TUMF calculations for similar uses
vi. WRCOG staff shall approve final draft credit/reimbursement agreement prior to execution
vii. WRCOG shall have final determination regarding the appropriate methodology to calculate the fee based on the information provided by the local agency. In case of a conflict between the applicant, WRCOG, and/or the local agency regarding the fee calculation methodology, the

dispute resolution process in the TUMF Administrative Plan will apply.

c. Fee Adjustment. The fee schedule may be periodically reviewed and adjusted by the WRCOG Executive Committee, and the City Council may amend the applicable fee schedule by resolution. The fees may be increased or decreased to reflect changes in actual or estimated costs of the Regional System, including, but not limited to, debt service, lease payments, and construction costs. Adjustments to the fee schedule may also reflect changes in the transportation facilities required to be constructed, changes in estimated revenues, and the availability or lack of other funding sources for Regional System improvements. The WRCOG shall periodically review the TUMF Program, but no less than every four (4) years, in accordance with the TUMF Administrative Plan.

d. Credit. Regional System improvements may be credited toward the TUMF in accordance with the TUMF Administrative Plan and the following:

Regional Tier

i. Arterial Credits: If a developer constructs arterial improvements identified on the Regional System, the developer shall receive credit for all costs associated with the arterial component based on approved Nexus Study for the Regional System effective at the time the credit agreement is entered into. WRCOG staff must pre-approve any credit agreements that deviate from the standard WRCOG approved format.

ii. Other Credits: In special circumstances, when a developer constructs off-site improvements such as an interchange, bridge, or railroad grade separation, credits shall be determined by WRCOG and the City in consultation with the developer. All such credits must have prior written approval from WRCOG.

iii. The amount of the development fee credit shall not exceed the maximum amount determined by the Nexus Study for the Regional System at the time the credit agreement is entered into or actual costs, whichever is less.

Local Tier

i. The local jurisdictions shall compare facilities in local fee programs against the Regional System and eliminate any overlap in its local fee program except where there is a Recognized Financing District has been established.

ii. If there is a Recognized Financing District established, the local agency may credit that portion of the facility identified in both programs against the TUMF in accordance with the TUMF Administrative Plan.

3.48.040 Exemptions.

The following types of new development shall be exempt from the provisions of this Chapter and in TUMF Administrative Plan:

(1) Low-income residential housing is described in Section 3.48.020 Definitions, and in the TUMF Administrative Plan.

(2) Government/public buildings, public schools, and public facilities as described in Section 3.48.020 Definitions and in the TUMF Administrative Plan, and airports that are public use airports and are appropriately permitted by Caltrans or another state agency.

(3) Development Projects which are the subject of a Public Facilities Development Agreement entered into pursuant to Government Code section 65864 *et seq*, prior to the effective date of the ordinance imposing the TUMF, where the imposition of new fees are expressly prohibited, provided that if the term of such a Development Agreement is extended by amendment or by any other manner after the effective date of TUMF ordinance, the TUMF shall be imposed.

(4) The rehabilitation and/or reconstruction of any habitable structure in use on or after January 1, 2000, provided that the same or fewer traffic trips are generated as a result thereof.

(5) Guest Dwellings and Detached Second Units as described in Section 3.48.020 Definitions, and in the Administrative Plan.

(6) Kennels and Catteries established in connection with an existing single family residential unit.

(7) Any sanctuary, or other activity under the same roof of a church or other house of worship that is not revenue generating and is eligible for a property tax exemption (excluding concert venues, coffee/snack shops, bookstores, for-profit pre-school day-cares, etc., which would be assessed TUMF.)

(8) Any nonprofit corporation or nonprofit organization offering and conducting full-time day school at the elementary, middle school or high school level for students between the ages of five and eighteen years.

(9) New single-family homes, constructed by non-profit organizations, specially adapted and designed for maximum freedom of movement and independent living for qualified Disabled Veterans.

(10) Other uses may be exempt as determined by the WRCOG Executive Committee as further defined in the TUMF Administrative Plan.

3.48.050 Annual Construction Cost Index Adjustment.

Beginning July 1, 2026, and annually thereafter, the TUMF shall be automatically adjusted to reflect changes in construction costs.

a. The annual adjustment shall be calculated by WRCOG based on a blended Construction Cost Index derived from: (1) the National Association of Realtors – Median Sales Price of Existing Single-Family Homes, and (2) the Engineering News-Record (ENR) Construction Cost Index, using the September values of each index from the prior calendar year.
b. The percentage adjustment applied to the TUMF shall equal the annual percentage change in the blended index; provided, however, that in no event shall the annual adjustment exceed five percent (5%), whether positive or negative.
c. The calculated adjustment shall be implemented on July 1 of the year following index calculation.
d. If either referenced index is discontinued or materially altered, WRCOG shall apply a comparable, industry-recognized index that most closely reflects regional transportation construction costs.

3.48.060 Reimbursements.

Should the developer construct Regional System improvements in excess of the TUMF fee obligation, the developer may be reimbursed based on actual costs or the approved Nexus Study effective at the time the agreement was entered into, whichever is less. Reimbursements shall be enacted through an agreement between the developer and the City, contingent on funds being available and approved by WRCOG. In all cases, however, reimbursements under such special agreements must coincide with construction of the transportation improvements as scheduled in the five-year Zone Transportation Improvement Program's adopted annually by WRCOG.

3.48.070 Procedures for Levy, Collection and Disposition of Fees.

a. Authority. The City Manager, or his/her designee, is hereby authorized to provide WRCOG with development project specifics for the calculation of TUMF in a manner consistent with the TUMF Administrative Plan.
b. Payment and Collection. Payment of the fees shall be as follows:
    i. All fees collected hereunder shall be collected by WRCOG for deposit, investment, accounting and expenditure in accordance with the provisions of this Chapter, TUMF Administrative Plan, and the Mitigation Fee Act.
    ii. The fees shall be paid at the time a certificate of occupancy is issued for the Development Project or upon final inspection, whichever comes first (the "Payment Date"). However, this section should not be construed to prevent payment of the fees prior to issuance of an occupancy permit or final inspection. Fees may be paid at the issuance of a building permit, and the fee payment shall be calculated based on the fee in effect at that time, provided the developer tenders the full amount of his/her TUMF obligation. If the developer makes only a partial payment prior to the Payment Date, the amount of the fee due shall be based on the TUMF fee schedule in place on the Payment Date. The fees shall be calculated according to the fee schedule set forth in the Ordinance and the calculation methodology set forth in the Fee Calculation Handbook adopted July 14, 2003, as amended from time to time.
    iii. The fees required to be paid shall be the fee amounts in effect at the time of payment is due. The City shall not enter into a development agreement which freezes future adjustments of the TUMF.
    iv. If all or part of any development project is sold prior to payment of the fee, the property shall continue to be subject to the requirement for payment of the fee. The obligation to pay the fee shall run with the land and be binding on all the successors in interest to the property.
    v. Fees shall not be waived.
c. Issuance of Certificate of Occupancy. The City shall not issue a certificate of occupancy for any Development Project until WRCOG has provided written evidence that it has collected the fee.
d. Appeals. Appeals shall be filed with WRCOG in accordance with the provisions of the TUMF Administrative Plan. Appealable issues shall be the application of the fee, application of credits, application of reimbursement, application of the legal action stay and application of exemption.

e. Reports to WRCOG. The City Manager, or his/her designee, shall prepare and deliver to the Executive Director of WRCOG, periodic reports as will be established under Section 3.48.080 of this Chapter.

3.48.080 TUMF Administrator.

a. WRCOG is hereby appointed as the Administrator of the TUMF Program. WRCOG is hereby authorized to collect all fees generated from the TUMF within the City, and to invest, account for and expend such fees in accordance with the provisions of this Chapter and the Mitigation Fee Act. The detailed administrative procedures concerning the implementation of this Chapter shall be contained in the TUMF Administrative Plan. Furthermore, the TUMF Administrator shall use the Fee Calculation Handbook adopted July 14, 2003, as amended from time to time, for the purpose of calculating a developer's TUMF obligation. In addition to detailing the methodology for calculating all TUMF obligations of different categories of new development, the purpose of the Fee Calculation Handbook is to clarify for the TUMF Administrator, where necessary, the definition and calculation methodology for uses not clearly defined in the respective TUMF ordinances.
b. WRCOG shall expend only that amount of the funds generated by the TUMF for staff support, audit, administrative expenses, and contract services that are necessary and reasonable to carry out its responsibilities and in no case shall the funds expended for salaries and benefits exceed two percent (2%) of the revenue raised by the TUMF Program. The TUMF Administrative Plan further outlines the fiscal responsibilities and limitations of the Administrator.

Section 6. Clerical Errors. The City Council directs the City Clerk to correct any clerical errors found in this Ordinance, including, but not limited to, typographical errors, irregular numbering, and incorrect section references.

Section 7. Severability. Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 8. Effective Date. This Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 9. **Publication.** The City Clerk shall cause the Ordinance or a summary thereof to be published in accordance with state law.

PASSED, APPROVED, AND ADOPTED this13th day of May 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 Ordinance as recorded in the vote tally stated herein.

_____
Sheryl L. Garcia, MMC, CPM
City Clerk

APPROVED AS TO FORM:

_____
Steven Graham Pacifico, City Attorney

CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Arron Brown, City Manager

DATE: 05/13/2026

SUBJECT: Second Reading and Adoption of Ordinance No. 275 - An Ordinance Of The City Council Of The City Of Canyon Lake, California, Amending Chapter 11.25 (Special Events) of the Canyon Lake Municipal Code to Clarify Special Event Permit Requirements and Exemptions; and Adoption of a Resolution Eliminating Certain Permit Fees

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Recommendation:

Conduct second reading and adopt Ordinance No. 275 - An Ordinance Of The City Council Of The City Of Canyon Lake, California, Amending Chapter 11.25 (Special Events) of the Canyon Lake Municipal Code to Clarify Special Event Permit Requirements and Exemptions.

Background/Analysis:

At the April 14, 2026, City Council meeting, the City Council approved the first reading of Ordinance No. 275 and adopted Resolution No. 2026-17 eliminating certain special event permit fees. The amendments to the ordinance are intended to clarify event classifications, eliminate redundancies, and improve overall usability based on administrative experience.

The proposed ordinance includes several key updates:

- Increased Event Threshold: The definition of a Special Event has been revised to increase the attendance threshold from events with 50 or more persons to events with 100 or more persons. This change ensures that permit requirements focus on events that have significant impacts on traffic, public safety, and City services. Smaller gatherings will continue to be regulated under existing municipal code provisions.
- Exemptions: Certain activities are exempt from permit requirements, including funeral processions, governmental activities, and private residential gatherings that are incidental and accessory to residential use. Exempt residential gatherings must remain private, not to be conducted for commercial purposes, and comply with applicable provisions of the Municipal Code, including zoning, noise, parking, and public safety requirements.
- Coordination with Other Regulations: The ordinance clarifies that the issuance of a Special Event Permit does not exempt an applicant from compliance with other applicable municipal permits, licenses, or code requirements.

Elimination of Certain Permit Fees: As part of updates to the City's Special Events program, on April 14, 2026, the City Council adopted Resolution No. 2026-17 removing specific permit categories and their associated fees from the adopted fee schedule. The fees are:

- Minor Permit Fee — $21.
- Tier 1A "Private Event at Home" Permit Fee — $68

Fiscal Impact Yes/No: No

Additional Fiscal Information:
There is no anticipated fiscal impact associated with this item, and it will not affect overall cost recovery.

Attachments:
1 - Ordinance

ORDINANCE NO. 275

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING CHAPTER 11.25 (SPECIAL EVENTS) OF THE CANYON LAKE MUNICIPAL CODE TO CLARIFY SPECIAL EVENT PERMIT REQUIREMENTS AND EXEMPTIONS

WHEREAS, Chapter 11.25 of the Canyon Lake Municipal Code establishes regulations governing special events within the City, including permitting requirements intended to protect the public health, safety, and welfare; and

WHEREAS, the City Council has reviewed the existing definition of "special events," which currently applies to activities attracting 50 or more persons, and finds that increasing this threshold to 100 or more persons better reflects the level of activity warranting municipal oversight; and

WHEREAS, the City Council finds that certain activities should be exempt from the Special Event Permit requirements, including funeral processions, governmental activities conducted within the scope of official duties, and private residential gatherings that are incidental and accessory to residential use and not conducted for commercial purposes, because such activities generally do not constitute organized public events requiring City event permitting and are more appropriately regulated through other provisions of the Canyon Lake Municipal Code, including zoning, noise, parking, and public safety regulations; and

WHEREAS, the City Council further finds that clarification is needed to ensure that the issuance of a special event permit does not supersede or exempt any person from compliance with other applicable provisions of the Canyon Lake Municipal Code, including but not limited to zoning, noise, public safety, and business licensing requirements; and

WHEREAS, the City Council desires to amend Chapter 11.25 of the Canyon Lake Municipal Code to promote clarity, consistency, and effective enforcement.

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

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

Section 2. CEQA. The adoption of this Ordinance is not subject to the California Environmental Quality Act because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

Section 3. Municipal Code Amendment.

3.1 Section 11.25.010 of the Canyon Lake Municipal Code shall be amended to read as follows:

11.25.010 Special Events Permit.

The purpose of this Chapter is to provide for the regulation of special events on public and certain private property to ensure the health and safety of the public, the protection of property, and the efficient transition of traffic, while protecting the constitutional rights of all persons to free speech and assembly.

(a) No person shall conduct, manage, or sponsor a Special Event, as defined herein, without first obtaining a Special Event Permit from the City Manager or their designee. This requirement applies to events held on public property (including streets, parks, and sidewalks) and events on private property, including Canyon Lake Property Owners Association property, that meet the criteria in subsection (b).

(b) As used in this Chapter, "Special Event" means any assembly, congregation, attraction, display, parade, race, entertainment, demonstration, carnival, bazaar, circus, rodeo, or other traveling show, fair, "party house," festival, food faire, cookoff, dance, concert, party, or performance, block party or any other planned occurrence which is reasonably expected to involve 100 or more persons (including participants and spectators).

(c) This permit requirement shall not apply to:

(i) Funeral processions;
(ii) Activities conducted by a governmental agency within the scope of its official functions;
(iii) Gatherings conducted on residential property that are incidental and accessory to the primary residential use of the property, provided that: (A) the gathering is private in nature and not open or advertised to the general public; (B) the gathering is not conducted for commercial purposes, including but not limited to charging admission, fees, whether directly or indirectly, or being promoted, marketed, or made available through any website, platform, or other medium for the purpose of hosting events in exchange for compensation; (C) the residential property is not rented, leased, licensed, or otherwise used as an event venue; and (D) the gathering otherwise complies with all applicable provisions of this Code, including but not limited to zoning, noise, parking, and public safety requirements.

(d) This permit requirement shall not supersede any other temporary outdoor event permit, business license, or other permit required by City Code. The City shall coordinate the processing of multiple permits to the extent feasible.

3.2 Section 11.25.090 of the Canyon Lake Municipal Code shall be amended to read as follows:

11.25.090 Compliance with Other Laws; Conflicts.

The issuance of a special event permit pursuant to this Chapter shall not supersede, replace, or eliminate the requirement to obtain or comply with any other applicable permit, license, or approval or requirement imposed by this Code or other applicable laws. All such permits, licenses, and approvals shall be obtained and complied with independently, and, to the extent possible, coordinated by the City. Where any provision of this Chapter imposes a standard or requirement that differs from any other applicable permit, license, or approval or requirement imposed by this Code or other applicable laws, the provision which is more specific to the nature of the Special Event shall control. In all other instances, the provision that imposes the more restrictive standard for the protection of public health and safety shall govern.

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

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

Section 6. Effective Date. This Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 7. **Publication.** The City Clerk shall cause the Ordinance or a summary thereof to be published in accordance with state law.

PASSED, APPROVED, AND ADOPTED this 13th day of May 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 Ordinance as recorded in the vote tally stated herein.

_____
Sheryl L. Garcia, MMC, CPM
City Clerk

APPROVED AS TO FORM:

_____
Steven Graham Pacifico, City Attorney

CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Arron Brown, City Manager

DATE: 05/13/2026

SUBJECT: Second Reading and Adoption of Ordinance No. 277 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 9.25.050 of the Canyon Lake Municipal Code to Add Subsection 9.25.050(b)(4), Authorizing a Business Otherwise Eligible for a Monument Sign to Erect a Second Wall Sign in Lieu of Such Monument Sign

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Recommendation:

Conduct second reading and adopt Ordinance No. 277 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 9.25.050 of the Canyon Lake Municipal Code to Add Subsection 9.25.050(b)(4), Authorizing a Business Otherwise Eligible for a Monument Sign to Erect a Second Wall Sign in Lieu of Such Monument Sign.

Background/Analysis:

At the April 14, 2026, City Council meeting, the City Council adopted Urgency Ordinance No. 276 and approved the first reading of Ordinance No. 277, authorizing business eligible for a monument sign to erect a second wall sign in lieu of the monument sign. Adoption of the urgency provided the City with immediate flexibility to avoid unnecessary monument sign construction or permitting in locations where a wall sign would be a safer or more appropriate option.

The Canyon Lake Municipal Code currently allows each business in a nonresidential area to have one attached sign and one freestanding monument sign per street frontage, subject to applicable development standards. In certain commercial locations, monument signs located near the public right-of-way can create site constraints, including visibility issues, pedestrian circulation conflicts, utility conflicts, landscaping conflicts, and maintenance concerns. In some cases, monument signs may also require placement in constrained areas adjacent to drive aisles, sidewalks, or landscaped areas.

The proposed ordinance would amend Section 9.25.050 of the Canyon Lake Municipal Code by adding subsection (b)(4) to allow a single-use business that is otherwise eligible for a monument sign to elect to forgo the monument sign and instead install a second wall or fascia sign. The additional wall or fascia sign would replace the ability of the business to establish a monument sign otherwise permitted for that frontage. The wall sign would still be required to comply with applicable wall sign development standards and would be reviewed through the City's sign permit process to ensure that the sign does not create traffic safety issues and complies with applicable building, fire, and electrical requirements.

This amendment is intended to provide flexibility for businesses while reducing the need for additional freestanding sign structures near the public right-of-way and in constrained site areas. Allowing a second wall sign in lieu of a monument sign will reduce potential conflicts related to pedestrian circulation, vehicle visibility, utilities, and landscaping while still allowing adequate business identification.

Fiscal Impact Yes/No: No

Attachments:
1 - Ordinance

ORDINANCE NO. 277

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING SECTION 9.25.050 OF THE CANYON LAKE MUNICIPAL CODE TO ADD SUBSECTION 9.25.050(b)(4), AUTHORIZING A BUSINESS OTHERWISE ELIGIBLE FOR A MONUMENT SIGN TO ERECT A SECOND WALL SIGN IN LIEU OF SUCH MONUMENT SIGN

WHEREAS, the City of Canyon Lake regulates signs in Chapter 9.25 of the Canyon Lake Municipal Code; and

WHEREAS, Section 9.25.050(b) presently provides that each business in a nonresidential area may have one attached sign and one freestanding sign per street frontage, subject to applicable development standards; and

WHEREAS, on certain developed commercial sites, a monument sign located at or near the public right-of-way may create or exacerbate visibility, access, utility, maintenance, landscaping, or pedestrian circulation conflicts, or may require encroachment into constrained areas adjacent to the public right-of-way; and

WHEREAS, allowing a qualified business to elect a second wall sign in lieu of a monument sign can provide business identification while reducing the need for additional freestanding sign structures, foundations, and encroachments near pedestrian and vehicular travel paths; and

WHEREAS, the City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that the Ordinance will not have a significant effect on the environment.

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

Section 1. Recitals. The foregoing recitals are true and correct and are incorporated herein by this reference. The City Council expressly finds that the facts set forth in the recitals constitute the facts establishing the urgency for adoption of this Ordinance.

Section 2. CEQA. The City Council finds that this Ordinance is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that adoption of this Ordinance may have a significant effect on the environment.

Section 3. Municipal Code Amendment. Section 9.25.050(b)(4) is hereby added to the Canyon Lake Municipal Code to read in full as follows:

"(4) Alternative Second Wall Sign in Lieu of Monument Sign.

Notwithstanding subsections (b)(1) through (b)(3) of this Section, or any other provision of this Code to the contrary, a single-use business in a nonresidential area that is otherwise eligible to erect a monument sign for a street frontage pursuant to subsection (b)(3) may elect to forgo one such monument sign and instead erect one additional wall or fascia sign on the building occupied by that business, subject to the following:

(A) The additional wall or fascia sign authorized by this subsection shall be in lieu of, and not in addition to, the monument sign otherwise permitted for the applicable street frontage.

(B) A business that elects to utilize this subsection shall not erect the monument sign otherwise allowed for the street frontage for which the election is made.

(C) The additional wall or fascia sign authorized by this subsection may be approved notwithstanding the aggregate sign area provisions of subsection (b)(1), the limitation of one attached sign in subsection (b)(2), and the monument-sign provisions of subsection (b)(3), but shall otherwise comply with the wall or fascia sign development standards in subsection (b)(2), including the maximum sign area and height limitations applicable to wall or fascia signs.

(D) The additional wall or fascia sign may be placed on any building frontage occupied by the business, as approved through the sign permit process, provided the sign does not create a traffic safety hazard and otherwise complies with applicable Building Code, Fire Code, and electrical requirements.

(E) The applicant shall identify in the sign permit application the street frontage for which the monument sign entitlement is being relinquished in exchange for the additional wall or fascia sign authorized by this subsection.

(F) Nothing in this subsection shall be construed to authorize more than two attached signs for a single-use business, unless additional signage is separately approved through a comprehensive sign program or other discretionary approval authorized by this Code."

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

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

that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 6. Effective Date. This Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 7. Publication. The City Clerk shall cause the Ordinance or a summary thereof to be published in accordance with state law.

PASSED, APPROVED, AND ADOPTED this 13th day of May 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 Ordinance as recorded in the vote tally stated herein.

_____
Sheryl L. Garcia, MMC, CPM
City Clerk

APPROVED AS TO FORM:

_____
Steven Pacifico, City Attorney

CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Arron Brown, City Manager

DATE: 05/13/2026

SUBJECT: Receive and File the Quarterly Investment Report for the Period Ending March 31, 2026

Recommendation:
Receive and file the Quarterly Investment Report for the quarter ended March 31, 2026, in compliance with the City's Investment Policy.

Background/Analysis:
The attached Quarterly Investment Report presents the City's cash and investments for the quarter that ended March 31, 2026. This report is in compliance with the California Government Code Section 53646 regarding the reporting of detailed information on all securities, investments, and monies of the City, as well as the reporting of the market value of the investments held. All the investments contained within the portfolio are in full compliance with the City's Investment Policy and Government Code Section 53601 as to the types of investments allowed. It is recommended that the City Council receive and file the attached Quarterly Investment Report.

The City maintains a portfolio of investments in order to earn interest in cash balances that are not currently required to fund operations. California Government Code Sections 53601 and 53646 establish the types of investments allowed, the governing restrictions on these investments, the third-party custodian arrangement for certain investments, and the reporting practices related to the portfolios of local agencies. In keeping with best practices, the City has implemented an Investment Policy, which was last reviewed by the City Council on September 13, 2023. The policy is in full compliance with the requirements of both of the above-mentioned Code Sections.

The attached Quarterly Investment Report presents the City's cash and investments for the quarter that ended March 31, 2026. The report complies with California Government Code Section 53646 regarding the reporting of detailed information on all securities, investments, and monies of the City, as well as the reporting of the market value of the investments held. All the investments contained within the portfolio are in full compliance with the City's Investment Policy and Government Code Section 53601 as to the types of investments allowed. As stated in the attached report, there is more than adequate liquidity within the portfolio for the City to meet its budgeted expenditures over the next six months.

The City's investment policy has set the primary goals of the portfolio management as Safety and Liquidity followed by Yield. The City's cash flow requirements are evaluated on an ongoing basis, with short-term needs accommodated through the City's pooled investment funds with Local Agency Investment Fund (LAIF) and Citizens Trust Allspring Funds Trust Government Money Market Funds. LAIF is a pool of public funds managed by the State Treasurer of California, providing 24-hour liquidity while yielding a rate of return approximately equivalent to a one-year treasury bill. With the combined use of a conservative approach to evaluating cash flow needs and LAIF and the Allspring Funds Trust

Government Money Market liquidity, the City will not have to liquidate securities at current market rates that are intended to be held for longer-term investment.

The table below shows the average yield to maturity for the quarter ending March 31, 2026, compared to the quarter ending March 31, 2025.

	Portfolio Balance At Cost	Average Yield to Maturity March 31,	
		2026	2025
Investments	$ 5,854,729	3.26%	3.40%

Fiscal Impact Yes/No: No

Additional Fiscal Information:

Attachments:
1 - Schedule of Investments
2 - Investment Policy
3 - Citizens Bank Statement
4 - Multi Bank Securities Statement

City of Canyon Lake
Schedule of Investments
as of March 31, 2026

Institution	Par Value	Book Value Price @ Cost	(Fair Value) Market Value	Yield	Purchase Date	Maturity Date
ACTIVE DEPOSITS						
Money Market Accounts:						
Citizens Business Bank - Money Market	$ 313,874.00	$ 313,874.00	$ 313,874.00	0.100%	N/A	N/A
Total Money Market	**$ 313,874.00**	**$ 313,874.00**	**$ 313,874.00**			
Pooled Investment Accounts:						
Local Agency Investment Fund	$ 11,781.00	$ 11,781.00	$ 11,781.00	3.980%	N/A	N/A
Total Pooled Investment	**$ 11,781.00**	**$ 11,781.00**	**$ 11,781.00**			
Multi-Bank Securities						
Cash Balance	$ 9,401.26	$ 9,401.26	$ 9,401.26	0.000%	N/A	N/A
Kemba Financial Credit Union CD	249,000.00	249,000.00	248,684.00	3.700%	10/23/25	10/23/26
Wells Fargo Bank CD	210,000.00	210,000.00	209,674.00	3.650%	10/23/25	10/23/26
Transportation Alliance Bank CD	249,000.00	249,000.00	248,375.00	3.650%	10/23/25	04/23/27
Seven Seventeen Credit Union CD	247,000.00	247,000.00	246,800.00	3.800%	10/24/25	04/26/27
Vibrant Credit Union CD	249,000.00	249,000.00	248,761.00	3.800%	10/27/25	04/26/27
California Credit Union CD	245,000.00	245,000.00	244,735.00	3.800%	10/28/25	04/28/27
Dort Financial Credit Union CD	247,000.00	247,000.00	246,541.00	3.700%	10/28/25	04/28/27
Live Oak Bank CD	249,000.00	249,000.00	248,368.00	3.650%	10/28/25	04/28/27
First Freedom Bank CD	210,000.00	210,000.00	209,675.00	3.650%	10/23/25	10/23/26
Total MBS	**$ 2,164,401.26**	**$ 2,164,401.26**	**$ 2,161,014.26**			
Citizens Trust:						
Allspring Funds TR Government MMKT	$ 2,893,493.45	$ 2,893,493.45	$ 2,893,493.45	3.550%	N/A	N/A
Federal Home Loan Bank	150,000.00	150,000.00	148,355.00	1.050%	08/26/21	08/26/26
Federal Farm Credit Bank	100,000.00	99,925.00	98,808.00	0.900%	08/26/21	08/26/26
Federal Home Loan Bank	100,000.00	100,000.00	99,691.00	1.000%	08/12/21	05/12/26
Apple Inc.	125,000.00	121,254.58	124,414.00	3.350%	02/23/23	02/09/27
Total Citizens Trust	**$ 3,368,493.45**	**$ 3,364,673.03**	**$ 3,364,761.45**			
ACTIVE DEPOSITS TOTAL	**$ 5,858,549.71**	**$ 5,854,729.29**	**$ 5,851,430.71**	Effective Interest Rate		**3.26%**
Unrealized Gains (Losses)			**$ (3,298.58)**			
INACTIVE DEPOSITS						
Checking Account:						
Citizens Business Bank - Checking		$ 648,041.31	$ 648,041.31	0.000%	N/A	N/A
Citizens Business Bank - Rental		13,682.88	13,682.88	0.000%	N/A	N/A
California Bank & Trust - Checking		8,036.82	8,036.82	0.000%	N/A	N/A
Investment in Real Estate		2,222,501.37	2,222,501.37	0.000%	N/A	N/A
Total		**$ 2,892,262.38**	**$ 2,892,262.38**	0.000%		
INACTIVE DEPOSITS TOTAL		**$ 2,892,262.38**	**$ 2,892,262.38**			
GRAND TOTAL CASH		**$ 8,746,991.67**	**$ 8,743,693.09**			

Per Government Code requirements, the Investment Report is in compliance with the City of Canyon Lake's Investment Policy, and there are adequate funds available to meet budgeted and actual expenditures for the next six months.

Terry Shea
3/31/2026

INVESTMENT POLICY

The City of Canyon Lake has adopted the following policy for the investment of City funds.

I. The Legal Authority

The Authority governing investments for the City of Canyon Lake is set forth in the California Government Code, sections 53601 et. Seq. The City Treasurer is granted authority to make investments on behalf of the City.

Government Code Section 53607 states ".....the authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for such transactions until such time as the delegation of authority is revoked, and shall make a monthly report of such transaction to the legislative body."

Government Code Section 53649 states "...the treasurer is responsible for the safekeeping of money in his custody and shall enter into any contract with a depository relating to any inactive deposits which in his judgment is to the public advantage." The City Treasurer will enter into purchases subject to this policy and at the direction of City Council.

In addition, Government Code Section 53607 provides the authority for the legislative body of the local agency to invest the funds of the local agency or to delegate the full responsibility to the treasurer of the local agency.

II. Investment Objectives

A. The purpose of this policy is to provide guidelines for the investment of the City's funds based upon State law and prudent money management. This policy is designed according to the specific needs of the City of Canyon Lake. The ultimate goal is to enhance the economic status of the City while ensuring the safety of funds.

B. The City holds to the "prudent investor rule" in that investments shall be made with a degree of judgment and care, not for speculation, but considering the safety of the monies and acting as a custodian of the public trust. Related activities, which comprise good cash management, include cash projections, the expeditious collection of revenue, disbursement control and a cost effective banking relationship.

C. The investment of the funds of the City of Canyon Lake shall be guided by the goals of safety, liquidity, diversification and return on investments in that order of priority.

Safety: Safety of principal is the foremost objective of the City of Canyon Lake. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk; credit risk and market risk.

> Credit Risk - Credit Risk; defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing only with issuers whose financial strength and reputation can be verified to be the highest as rated by nationally known rating agencies and by diversifying the investment portfolio so that the failure of any one issuer would not unduly harm the City's cash flow.
>
> Market Risk - Market risk, the risk of the market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by (a) structuring the portfolio so that securities mature earlier than or concurrent with the timing of major cash outflows, thus eliminating the need to sell securities prior to their maturity; (b) prohibiting the use of leverage or margin accounts; (c) prohibiting the taking of short positions, that is, selling securities which the City does not own; (d) prohibiting the use of reverse repurchase agreements and repurchase agreements; and (e) prohibiting the use of "inverse floaters". It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured loses are inevitable, and must be considered within the context of the overall investment return.

Liquidity: The City's financial portfolio must be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands.

Return on Investments: The investment portfolio shall be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.

III. Deposits/Authorized Investments

A. Deposits

Money must be deposited in State or national banks, State or Federal savings associations, or State or Federal Credit unions within the State. It may be in inactive

deposits, active deposits or interest-bearing active deposits. The FDIC must insure the first $250,000 of a deposit.

The bank or savings and loan must secure the active and inactive deposits with eligible securities having a market value of 110% of the total amount of the deposits. State law also allows as an eligible security, first trust deeds having a value of 150% of the total amount of the deposits. A third class of collateral is letter of credit drawn on the Federal Home Loan Bank (FHLB).

B. Authorized Investments

General Guidelines that the City should follow in managing its investments are as follows:

- No investment will be purchased which matures more than five years from the date of purchase without the prior approval of the City Council.
- Maturities of individual investments shall be diversified, attempting to match, where possible, cyclical cash flow requirements.
- The use of callable securities is permitted.

To reduce overall portfolio risk while attempting to attain market value rates of return consistent with the primary objectives of safety and availability of funds, investments shall be diversified cross types of investments, maturities of those investments, and institutions in which those investments are made. Generally, the portfolio is to be invested in Federal Agency securities, with a modest addition of high-grade Medium Term Corporate Notes, Certificates of Deposit (CD's), U.S. Treasuries and Commercial Paper.

The City specifically prohibits investments in Bonds issued by other local agencies, Reverse Repurchase Agreements and Derivatives (Interest rate floaters, range notes, interest-only strips)

Permitted Investments Per City Policy:

Investments shall be made only in those instruments specifically authorized by California State laws (section 53600-53609), and to no greater an extent than those authorized by those laws.

The City's specific permitted investment guidelines are listed below. It should be noted that the City's permitted investments are moderately more restrictive than the State guidelines. Attachment A provides a summary of the State of California Statues Applicable to Municipal Investments and a Glossary.

PERMITTED INSTRUMENTS	CITY GUIDELINES
State or County Investment Pool (LAIF)	LAIF $75,000,000 / 50% of portfolio maximum

Federally Insured Banks/Time Deposits	5 Years / No limit
U.S. Treasuries	5 Years / No limit
Government Sponsored Enterprises *(US Agencies)	5 Years / No limit
Bankers Acceptances	180 Days / 10% max / 5% per issuer
Commercial Paper	270 Days / 10% max / 10% per issuer combined
Medium-Term Notes	5 Years / 15% max / 5% per issuer combined / 10% max by sector classification
Negotiable Certificates of Deposit	5 Years / 30% max / lesser of 5% or $1 million per issuer
Repurchase Agreements	1 Year / 10% max Only with Master Repurchase Agreement / Daily mark to market valuation
Money Market Mutual Funds	10% max / $500 million assets / 5% per issuer
Reverse Repurchase Agreements	Not Allowed
California State Obligations	Not Allowed
California Local Obligations	Not Allowed
Mutual Funds	Not Allowed
Mortgage Pass Through	Not Allowed

IV. Investment Program Controls

A. Separation of Reconciliation. A separation of responsibilities of reconciling bank statements and conducting investment transactions provides an internal control of checks and balances. Only individuals authorized by the City Manager and City Clerk may conduct investment transactions. Consequently, individuals responsible for reconciling bank statements may not conduct investment transactions.

B. Third Party Safekeeping Agreements. Contractual agreement between the City and third-party custodian public investment agencies (LAIF) is used to secure City invested funds.

C. Quarterly Treasurer's Report. The City Treasurer shall submit a quarterly investment report to the City Council. This report shall include types of investment, investment ratings, institutions involved, dates of purchases, dates of maturity, amount of deposits or cost of the security, current market value of securities, interest rates, investment fund balances and a statement that there are sufficient funds to meet the City's cash obligations.

D. Annual Policy Review. The City Manager shall review the City's investment policies annually and as needed to make recommendations for improvements to the City Council.

ATTACHMENT A:

Summary of State of California Statutes Applicable to Municipal Investment

The following investments are authorized by California State Code, Title 5, Division 2, Sections53600 et seq. and 16429.1.

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2023)[A] APPLICABLE TO ALL LOCAL AGENCIES[B]

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM MATURITY[C]	MAXIMUM SPECIFIED % OF PORTFOLIO[D]	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations–CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40%[E]	None	53601(g)
Commercial Paper–Non-Pooled Funds[F] (under $100,000,000 of investments)	270 days or less	25% of the agency's money[G]	Highest letter and number rating by an NRSRO[H]	53601(h)(2)(c)
Commercial Paper–Non-Pooled Funds (min. $100,000,000 of investments)	270 days or less	40% of the agency's money[G]	Highest letter and number rating by an NRSRO[H]	53601(h)(2)(c)
Commercial Paper–Pooled Funds[I]	270 days or less	40% of the agency's money[G]	Highest letter and number rating by an NRSRO[H]	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30%[J]	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50%[K]	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50%[K]	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days[L]	20% of the base value of the portfolio	None[M]	53601(j)
Medium-Term Notes[N]	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple[P,Q]	53601(l) and 53601.6(b)
Collateralized Bank Deposits[R]	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple[S]	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund[T]	N/A	None	None	16340
Supranational Obligations[U]	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

LOCAL AGENCY INVESTMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

[A] *Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.*

[B] *Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.*

[C] *Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years from the settlement date. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.*

[D] *Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.*

[E] *No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.*

[F] *Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.*

[G] *Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper and medium-term notes of any single issuer.*

[H] *Issuing corporation must be organized and operating within the U.S., have assets in excess of $500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.*

[I] *Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).*

[J] *No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).*

[K] *Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent. Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.*

[L] *Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.*

[M] *Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.*

[N] *"Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."*

[O] *No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.*

[P] *A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of $500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.*

[Q] *A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of $500 million.*

[R] *Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.*

[S] *A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of $500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).*

[T] *Local entities can deposit between $200 million and $10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.*

[U] *Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.*

GLOSSARY

ACTIVE DEPOSITS: Demand or checking accounts, which receive revenues and pay disbursements.

AGENCIES: Federal agency securities.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): short-term credit arrangements to enable businesses to obtain funds to finance commercial transactions. They are time drafts drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. By its acceptance, the bank becomes primarily liable for the payment of the draft at its maturity. An acceptance is a highgrade negotiable instrument. Acceptances are purchased in various denominations for 30, 60, or 90 days, but no longer than 180 days. The interest is calculated on a 360-day discount basis similar to treasury bills. Local agencies may not invest more than 40% of their surplus money in banker's acceptance.

BASIS POINT: A basis point equals one one-hundredth of 1% (.01%).

BID: The price offered for securities.

BOOK-ENTRY SECURITIES: All U.S. Treasury and Federal Agencies are maintained on computerized records at the Federal Reserve now known as "wireable" securities.

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides. In the money market, brokers are active in markets in which
banks buy and sell money and in inter-dealer markets.

CERTIFICATES OF DEPOSIT (CD): Time deposits of a bank or savings and loan. They are purchased in various denominations with maturities ranging from 30 to 360 days. The interest is calculated on a 360-day, actual day month basis and is payable monthly.

NEGOTIABLE CERTIFICATES OF DEPOSIT: Unsecured obligations of the financial institution, bank or savings and loan, bought at par value with the promise to pay face value plus accrued interest at maturity. They are high-grade negotiable instruments, paying a higher interest rate than regular certificates of deposit. The primary market issuance is in multiples of $1,000,000, the secondary market usually trades in denominations of $500,000, although smaller lots are occasionally available. As a matter of practice, only the ten largest U.S. banks, where there is a secondary market established for continued liquidity are considered for investment.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Canyon Lake. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related, legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COMMERCIAL PAPER: Short-term unsecured promissory note issued by a corporation to raise working capital. These negotiable instruments are purchased at a discount to par value or at par value with interest bearing. Local agencies are permitted by State law to invest in commercial paper of "prime" quality of the highest ranking or of the highest letter and numerical ratings as provided by Moody's Investor's Service, Inc., or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed 270 days maturity nor exceed 30% of the local agency's surplus funds.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipts is delivery of securities with an exchange of a signed receipt for the securities.

DEBENTURE: A bond secured only by the general credit of the issuer.

DISCOUNT: The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value (e.g., U.S. Treasury bills).

DIVERSIFICATION: Dividing investment funds among a variety of securities and issuers offering independent returns.

DERIVATIVE: An asset that derives its value from another asset. For example, a call option on the stock of Coca-Cola is a derivative security that obtains value from the shares of Coca-Cola that can be purchased with the call option. Call options, put options, convertible bonds, futures contracts, and convertible preferred stock are examples of derivatives. A derivative can be either a risky or low-risk investment, depending upon the type of derivative and how it is used.

FEDERAL CREDIT AGENCIES: Guaranteed directly or indirectly by the United States Government. All agency obligations qualify as legal investments and are acceptable as security for public deposits. They usually provide higher yields than regular Treasury issues with all of the same advantages. Examples include Federal Home Loan Bank, Federal Farm Credit Bank, FNMA (Fannie Mae) and Federal Home Loan Mortgage Corp. (Freddie Mac).

FEDERAL FUNDS: Non-interest-bearing deposits held by member banks at the Federal Reserve. Also used to denote "immediately available" funds in the clearing sense. "Fed Funds" also used to refer to these funds.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 Regional Banks and about 5,700 commercial banks that are members of the system.

INTEREST-BEARING ACTIVE DEPOSITS: Money-market accounts at a financial institution, (e.g., bank, savings and loan, credit union). These accounts are demand accounts (i.e., checking accounts) with restricted transaction activity.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LAIF (Local Agency Investment Fund): A special fund in the State Treasury which local agencies may use to deposit funds for investment. There is no minimum investment period, and the minimum transaction is $5,000, in multiples of $1,000 above that, with a maximum balance of $75,000,000 for any agency. The City is restricted to a maximum of fifteen transactions per month. It offers high liquidity because deposits can be converted to cash in twenty-four hours and no interest is lost. All interest is distributed to those agencies participating on a proportionate share basis determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly. The State retains an amount for reasonable costs of making the investments, not to exceed one-quarter of one percent of the earnings. The interest rates are fairly high because of pooling the State's surplus cash with the surplus cash deposited. This creates a multi-billion-dollar money pool and allows diversified investments.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase--reverse agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MEDIUM-TERM CORPORATE NOTES: Unsecured promissory notes issued by a corporation organized and operating in the United States. These are negotiable instruments and are traded in the secondary market. Medium-term corporate notes can be defined as extended-maturity commercial paper. Local agencies are restricted by the Government Code to investments in corporations rated in the top three note categories by a nationally recognized rating service. Further restrictions are a maximum term of five years to maturity and total investments in medium-term corporate notes may not exceed 30% of the local agency's surplus funds.

MONEY MARKET FUNDS: Open-ended mutual fund that invests in highly liquid and safe securities (bills, commercial paper, bankers' acceptances, CD's, etc.) and pays money market rates of interest. The fund's net asset value remains a constant $1 a share.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank, as directed by the FOMC, in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PASSBOOK SAVINGS ACCOUNTS: Similar to an inactive deposit except that the period of time is not fixed. The interest rate is much lower than for a certificate of deposit, but the savings account is more flexible. Funds can be deposited and withdrawn according to daily needs.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks, and a few unregulated firms.

PRIME RATE: The rate at which banks lend to their best or "prime" customers. Also known as the "reference rate."

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the state (the so-called legal list). In other states, the trustee may invest in a security if it is one which would be brought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

REPURCHASE AGREEMENTS (RP OR REPO): A repo or reverse-repo is a short-term investment transaction. Banks buy temporarily idle funds from a customer by selling U.S. Government or other securities with a contractual agreement to repurchase the same securities on a future date. Repurchase agreements are typically for one to ten days in maturity. The customer receives interest from the bank. The interest rate reflects both the prevailing demand for Federal funds and the maturity of the repo. Some banks will execute repurchase agreements for a minimum of $100,000 to $500,000, but most banks have a minimum of $1,000,000. A reverse-repo is exactly what the name implies.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SETTLEMENT DATE: The date on which a trade is cleared by delivery of securities against funds. This date may be the same as the trade date or later.

TRADE DATE: The date on which a transaction is initiated or entered into by the buyer and seller.

TREASURY BILLS: Issued weekly with maturity dates up to one year. They are issued and traded on a discount basis with interest figured on 1 360-day basis, actual number of days. They are issued in amounts of $10,000 and up, in multiples of $5,000. They are a highly liquid security.

TREASURY NOTES: Initially issued with two- to ten-year maturities. They are actively traded in a large secondary market and are very liquid. The Treasury may issue note issues with a minimum of $1,000; however, the average minimum is $5,000.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more than ten years.

UNIFORM NET CAPITAL RULE (SEC RULE 15C3-1): Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

WHEN-ISSUED TRADES: Typically, there is a lag between the time a new bond is announced and sold, and the time when it is actually issued. During this interval, the security trades "when, as, and if issued."

YIELD: The rate of annual income returns on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

YIELD TO MATURITY: The rate of return yielded by a debt security held to maturity when both interest payments and the investor's capital gain or loss on the security are taken into account.

CITIZENSTRUST™

Account Summary Statement

Account Number: [redacted]

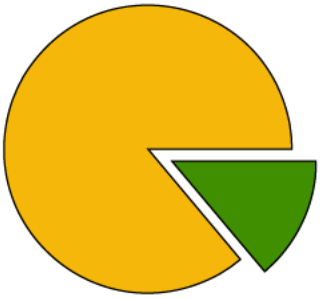
March 01, 2026 To March 31, 2026

TERRY SHEA
735 E. CARNEGIE DRIVE, STE 100
SAN BERNARDINO, CA 92408

Account Name:	CITY OF CANYON LAKE (PLEDGED) CITIZENS BUSINESS BANK
Account Number:	[redacted]
Your Relationship Manager Is:	ADAM T. COPPERSMITH
Phone:	[redacted]

Portfolio Manager

Market Value As Of	03/01/2026	03/31/2026	% Of Account
CASH AND CASH EQUIVALENTS	2,886,833.46	2,893,493.45	86.0%
FIXED INCOME	470,794.50	471,267.25	14.0%
Total	3,357,627.96	3,364,760.70	100.0%



Investment Portfolio Summary

	This Period	Year To Date
Beginning Market Value	3,357,627.96	3,336,374.72
Bank Fees	516.25-	1,654.31-
Cash Management	6,659.99-	325,172.73-
Interest	0.00	4,903.75
Dividends	7,176.24	21,923.29
Change In Market Value	7,132.74	328,385.98
Ending Market Value	3,364,760.70	3,364,760.70

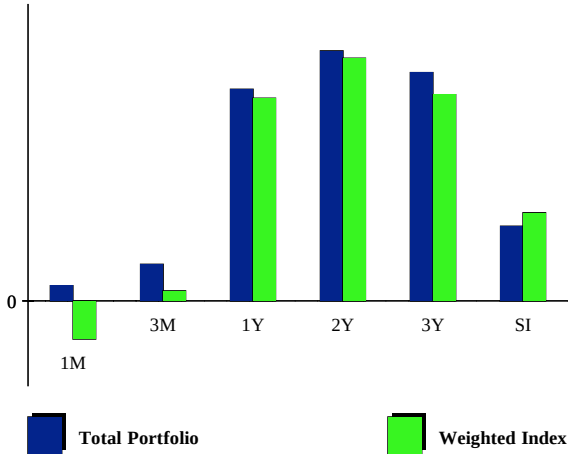
Realized Capital Gains / Losses

	This Period	Year To Date
Total Gains / Losses	0.00	0.00

Performance Summary - Total Returns

	Market Value	1 Month	3 Months	1 Year	2 Years	3 Years	Since Inception 03/01/2010
Total Portfolio	3,374,689	0.29	0.70	4.06	4.80	4.38	1.43
Return On Indexes							
Gov Bench 2		0.73-	0.19	3.89	4.66	3.96	1.69

Return Comparison



PAST RESULTS ARE NOT INDICATIVE OF FUTURE INVESTMENT RESULTS. FUND DATA IS ON TRADE DATE BASIS. PERFORMANCE RESULTS ARE GROSS OF MANAGEMENT FEES. RETURNS FOR PERIODS LONGER THAN ONE YEAR ARE ANNUALIZED. MARKET VALUE DOES NOT INCLUDE ACCRUED INCOME.

Portfolio Statement

Quantity	Description	Market Value	Cost Basis
Fixed Income			
125,000.000	037833CJ7 APPLE INC DTD 02/09/2017 3.35% 02/09/2027-2026	124,413.75	121,254.58
100,000.000	3130ANCF5 FEDERAL HOME LOAN BANKS CONS DTD 08/12/2021 1% 05/12/2026	99,691.00	100,000.00
100,000.000	3130ANJT8 FEDERAL HOME LOAN BANKS CONS DTD 08/26/2021 .9% 08/26/2026	98,808.00	99,925.00
150,000.000	3130ANND8 FEDERAL HOME LOAN BANKS CONS DTD 08/26/2021 1.05% 08/26/2026-2022	148,354.50	150,000.00
Total	**Fixed Income**	471,267.25	471,179.58
Cash And Cash Equivalents			
2,893,493.450	94975P405 ALLSPRING FUNDS TR GOVT MMKT I	2,893,493.45	2,893,493.45
Total	**Cash And Cash Equivalents**	2,893,493.45	2,893,493.45
Miscellaneous			
1.000	CBB000AB6 INVESTMENT MANAGEMENT AGREEMENT CITY OF CANYON LAKE A/C# 1035003119	0.00	0.00
Total	**Miscellaneous**	0.00	0.00
Grand Total Assets		**3,364,760.70**	**3,364,673.03**

Account Activity Summary

	Total Cash	Cost Basis Excluding Cash	Market Value Including Cash
Balances Beginning Of Period	0.00	3,358,013.04	3,365,397.26
Prior Accruals			7,769.30-
Unrealized Appreciation This Period			7,132.74
Current Accruals			9,928.06
Bank Fees	516.25-	0.00	516.25-
Cash Management	6,659.99-	6,659.99	6,659.99-
Dividends	7,176.24	0.00	7,176.24
Realized Gain/loss			0.00
Non Cash Asset Changes			
Balances End Of Period	0.00	3,364,673.03	3,374,688.76

Transaction Statement

Date	Quantity	Description	Transaction Type	Cash	Cost Basis
03/01/26		**Beginning Balance**		**0.00**	**3,358,013.04**
Bank Fees					
03/27/26		MANAGEMENT FEES CITIZENS BUSINESS BANK FOR THE PERIOD ENDING 03/20/2026	DISBURSEMENT	516.25-	
Total Bank Fees				**516.25-**	**0.00**
Cash Management					
03/31/26	6,659.990	94975P405 NET CASH MANAGEMENT	NET CASH MGMT	6,659.99-	6,659.99
Total Cash Management				**6,659.99-**	**6,659.99**
Dividends					
03/02/26		94975P405 DIVIDEND ON ALLSPRING FUNDS TR GOVT MMKT I PAYABLE 03/02/2026 EFFECTIVE 02/28/2026 TAX EFFECTIVE 02/28/2026	DIVIDEND	7,176.24	
Total Dividends				**7,176.24**	**0.00**
03/31/26		**Ending Balance**		**0.00**	**3,364,673.03**

Important Information

Year-end statement REMINDER:
If your account was active on our trust and investment system that was upgraded on 2/3/25, your 12/31/25 annual statement will only include eleven (11) months of information from the new system under your new account number. This information should be reviewed along with your separate January, 2025 monthly statement which was generated under your old account number in order to represent a complete, full year of statement activity. Weblink users can readily obtain that historical statement from that site. Clients who receive printed statements in the mail were notified to retain those statements for reference. If you need additional assistance, please contact your relationship manager.

Important Information

1099S WILL BE POST-MARKED ON OR BEFORE FEBRUARY 27TH. UNLESS THE ACCOUNT HOLDS COMPLEX ASSETS (REITS, GNMA, FNMA, OTHER GOV'T AGY) OR MASTER LIMITED PARTNERSHIPS (MLPS). THE LATTER WILL BE POST-MARKED BY MARCH 20TH. MAILING OF FIDUCIARY TAX INFORMATION WILL BEGIN MID-FEBRUARY AND CONTINUE THROUGH EARLY APRIL.

MBS MULTI-BANK SECURITIES, INC.®
1000 Town Center, Suite 2300
Southfield, MI 48075
(800) 967-9045
Member of FINRA & SIPC, MSRB Registered.

Brokerage
Account Statement

Scan for
Online Access

March 1, 2026 - March 31, 2026 [redacted]

CITY OF CANYON LAKE
31516 RAILROAD CANYON RD
CANYON LAKE CA 92587-9400

Your Account Executive:
PETER YANEZ

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	$2,159,810.12
Dividends, Interest and Other Income	3,415.00
Net Change in Portfolio[1]	-2,211.67
ENDING ACCOUNT VALUE	$2,161,013.45
Estimated Annual Income	$80,017.00

[1] *Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.*

Asset Summary

Percent	Asset Type	Last Period	This Period
1%	Cash, Money Funds, and Bank Deposits	5,986.26	9,401.26
99%	Fixed Income/Debt Securities	2,153,823.86	2,151,612.19
100%	**Account Total**	**$2,159,810.12**	**$2,161,013.45**

Please review your allocation periodically with your Account Executive.

Client Service Information

[redacted]

Client Service Information
Service Hours: Weekdays 09:00 a.m. - 05:00 p.m. (EST)
Client Service Telephone Number: (800) 967-9045
Web Site: WWW.MBSSECURITIES.COM

GOPAPERLESS ASK ABOUT EDELIVERY
Rated Excellent Every Year Since 2007 DALBAR RATED COMMUNICATIONS EXCELLENCE
Clearing through Pershing LLC, a wholly owned subsidiary of The Bank of New York Mellon Corporation (BNY)
Pershing LLC, member FINRA, NYSE, SIPC

Your Account Information

INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED
Please discuss your investment objective with your Account Executive.

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds:	First In First Out
Default Method for Stocks in a Dividend Reinvestment Plan:	First In First Out
Default Method for all Other Securities:	First In First Out

BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method:	Yes
Accrual market discount method for all other bond types:	Constant Yield Method
Include market discount in income annually:	No

ELECTRONIC DELIVERY

You have **not** enrolled any documents for electronic delivery. The following documents are available for electronic delivery:

Statements and Reports	Notifications	Tax Documents
Trade Confirmations	Prospectus	Proxy/Shareholder Communications

Please log in to your account or contact your Account Executive to make any changes to your electronic delivery preferences.

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Interest Income				
Bond Interest	3,415.00	0.00	14,482.30	0.00
Total Income	**$3,415.00**	**$0.00**	**$14,482.30**	**$0.00**

Portfolio Holdings

Description	Quantity	Opening Balance	Closing Balance	Accrued Income	30-Day Yield
CASH, MONEY FUNDS AND BANK DEPOSITS 1.00% of Portfolio					
Cash Balance		5,986.26	9,401.26		
TOTAL CASH, MONEY FUNDS AND BANK DEPOSITS		**$5,986.26**	**$9,401.26**	**$0.00**	

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME/DEBT SECURITIES 99.00% of Portfolio *(In Maturity Date Sequence)*						
Certificates of Deposit						
FIRST FREEDOM BK LEBANON TENN CTF DEP 3.650% 10/23/26 B/E DTD 10/23/25 ACT/365 1ST CPN DTE 11/23/25 Security Identifier: 32027BAY3	210,000.0000	99.8450	209,674.50	168.00	7,665.00	3.65%

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Portfolio Holdings *(continued)*

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME/DEBT SECURITIES *(continued)*						
Certificates of Deposit *(continued)*						
KEMBA FINL CR UN GAHANNA OHIO SH CTF 3.700% 10/23/26 B/E DTD 10/23/25 Security Identifier: 48836LCW0	249,000.0000	99.8730	248,683.77	201.93	9,213.00	3.70%
WELLS FARGO BK N A SIOUX FALLS S D CTF DEP 3.650% 10/23/26 B/E DTD 10/23/25 ACT/365 Security Identifier: 949764SN5	210,000.0000	99.8450	209,674.50	3,339.00	7,665.00	3.65%
TRANSPORTATION ALLIANCE BK INC OGDEN UTAH CTF DEP 3.650% 04/23/27 B/E DTD 10/23/25 ACT/365 Security Identifier: 89388CKV9	249,000.0000	99.7490	248,375.01	199.20	9,088.50	3.65%
SEVEN SEVENTEEN CR UN WARREN OHIO SH CTF 3.800% 04/26/27 B/E DTD 10/24/25 Security Identifier: 81788WAE7	247,000.0000	99.9190	246,799.93	2,288.64	9,386.00	3.80%
VIBRANT CR UN MOLINE IL SH CTF 3.800% 04/27/27 B/E DTD 10/27/25 Security Identifier: 92559TAR9	249,000.0000	99.9040	248,760.96	777.70	9,462.00	3.80%
CALIFORNIA FED CR UN GLENDALE CALIF SH CTF 3.800% 04/28/27 B/E DTD 10/28/25 Security Identifier: 130162BU3	245,000.0000	99.8920	244,735.40	3,928.05	9,310.00	3.80%
DORT FINL CR UN GRAND BLANC MI SH CTF 3.700% 04/28/27 B/E DTD 10/28/25 Security Identifier: 25844MCK2	247,000.0000	99.8140	246,540.58	2,228.41	9,139.00	3.70%
LIVE OAK BKG CO WILMINGTON N C CTF DEP 3.650% 04/28/27 B/E DTD 10/28/25 ACT/365 Security Identifier: 5380365X8	249,000.0000	99.7460	248,367.54	747.00	9,088.50	3.65%
Total Certificates of Deposit	2,155,000.0000		$2,151,612.19	$13,877.93	$80,017.00	
TOTAL FIXED INCOME/DEBT SECURITIES	2,155,000.0000		$2,151,612.19	$13,877.93	$80,017.00	

	Market Value	Accrued Interest	Estimated Annual Income
Total Portfolio Holdings	$2,161,013.45	$13,877.93	$80,017.00

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Portfolio Holdings Disclosures

Pricing

This section includes the net market value of the securities in your account on a settlement date basis, including short positions, at the close of the statement period. The market prices, unless otherwise noted, have been obtained from independent vendor services, which we believe to be reliable. In some cases the pricing vendor may provide prices quoted by a single broker or market maker. Market prices do not constitute a bid or an offer, and may differ from the actual sale price. Securities for which a price is not available are marked "N/A" and are omitted from the Total.
THE AS OF PRICE DATE ONLY APPEARS WHEN THE PRICE DATE DOES NOT EQUAL THE STATEMENT DATE.

Estimated Annual Figures

The estimated annual income (EAI) and estimated annual yield (EAY) figures are estimates and for informational purposes only. These figures are not considered to be a forecast or guarantee of future results. These figures are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time, and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. These figures assume that the position quantities, interest and dividend rates, and prices remain constant. A capital gain or return of principal may be included in the figures for certain securities, thereby overstating them. Refer to www.bny.com/pershing/us/en/disclosures.html for specific details as to formulas used to calculate the figures. Accrued interest represents interest earned but not yet received.

Reinvestment

The dollar amount of Mutual Fund distributions, Money Market Fund dividend income, Bank Deposit interest income, or dividends for other securities shown on your statement may have been reinvested. You will not receive confirmation of these reinvestments. Upon written request to your financial institution, information pertaining to these transactions, including the time of execution and the name of the person from whom your security was purchased, may be obtained. In dividend reinvestment transactions, Pershing acts as your agent and receives payment for order flow.

Option Disclosure

Information with respect to commissions and other charges incurred in connection with the execution of option transactions has been included in confirmations previously furnished to you. A summary of this information is available to you promptly upon your written request directed to your introducing firm. In order to assist your introducing firm in maintaining current background and financial information concerning your option accounts, please promptly advise them in writing of any material change in your investment objectives or financial situation. Expiring options which are valuable are exercised automatically pursuant to the exercise by exception procedure of the Options Clearing Corporation. Additional information regarding this procedure is available upon written request to your introducing firm.

Certificates of Deposit

Certificates of Deposit acquired through the Certificate of Deposit Account Registry Service ("CDARS") and held in your brokerage account are subject to Securities Investor Protection Corporation (SIPC) coverage. Please see additional information about SIPC under Important Information and Disclosures on this statement.

Please be advised that the secondary market for CDs is generally illiquid; the actual value of CDs may be different from their purchase price; and a significant loss of principal could result if your CDs are sold prior to maturity. In the event that the CDs listed above do not indicate a market valuation, an accurate market value could not be determined. In the event that a price is listed above for your CDs, Pershing has obtained a price from sources deemed to be reliable or has priced your CDs using a matrix formula. Prices are estimates and the actual value you may obtain for your CD may be different if you elect to sell your CD in the secondary market.

Foreign Currency Transactions

Pershing will execute foreign currency transactions as principal for your account. Pershing may automatically convert foreign currency to or from U.S. dollars for dividends and similar corporate action transactions unless you instruct your financial organization otherwise. Pershing's currency conversion rate will not exceed the highest interbank conversion rate identified from customary banking sources on the conversion date or the prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Your financial organization may also increase the currency conversion rate. This conversion rate may differ from rates in effect on the date you executed a transaction, incurred a charge, or received a credit. Transactions converted by agents (such as depositories) will be billed at the rates such agents use.

Proxy Vote

Securities not fully paid for in your margin account may be lent by Pershing to itself or others in accordance with the terms outlined in the Margin Agreement. The right to vote your

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Portfolio Holdings Disclosures *(continued)*

Proxy Vote *(continued)*

shares held on margin may be reduced by the amount of shares on loan. The Proxy Voting Instruction Form sent to you may reflect a smaller number of shares entitled to vote than the number of shares in your margin account.

Variable Rate Securities

Interest rate data for certain complex and/or variable rate securities is provided to Pershing by third-party data service providers pursuant to contractual arrangements. Although we seek to use reliable sources of information, the accuracy, reliability, timeliness, and completeness of interest rate data may vary sometimes, particularly for complex and/or variable rate securities and those with limited or no secondary market. As a result, we can offer no assurance as to the accuracy, reliability, timeliness, or completeness of interest rate data for such securities. Pershing may also occasionally make interest rate updates and adjustments based on its reasonable efforts to obtain accurate, reliable, timely, and/or complete interest rate data from other data sources, but we can similarly provide no assurance that those rates or adjustments will be accurate, reliable, timely, or complete.

When updated interest rate data is received from a third-party data service provider or adjusted by Pershing, the updated data will be reflected in various sources where interest rate data is used or viewed, including both paper and electronic communications and data sources. Prior use or communication of interest rate-related data will not be revised. Since variable interest rates may be subject to change at any time and are only as accurate as the data received from third-party data service providers or otherwise obtained by Pershing, interest rate data should not be relied on for making investment, trading, or tax decisions. All interest rate data and other information derived from and/or calculated using interest rates are not warranted as to accuracy, reliability, timeliness, or completeness and are subject to change without notice. Pershing disclaims any responsibility or liability to the fullest extent permitted by applicable law for any loss or damage arising from any reliance on or use of the interest rate data or other information derived from and/or calculated using interest rates in any way. You should request a current valuation for your securities from your financial adviser or broker prior to making a financial decision or placing an order or requesting a transaction in these securities.

Structured Products

Structured products in this section are complex products and may be subject to special risks, which may include, but are not limited to: loss of initial investment; issuer credit risk; limited or no appreciation; risks associated with the underlying reference asset(s); no periodic payments; call prior to maturity (a redemption could affect the yield represented); early redemption fees or other applicable fees; price volatility resulting from issuer's and/or guarantor's credit quality; lower interest rates and/or yield compared to conventional debt with a comparable maturity; unique tax implications; concentration risk of owning the related security; limited or no secondary market; restrictions on transferability; conflicts of interest; and limits on participation in appreciation of underlying asset(s). To review a complete list of risks, please refer to the offering documents for the structured product. For more information about the risks specific to your structured products, you should contact your financial institution or advisor. Certain structured products are designed to make periodic distributions to you and any such structured product distributions you receive will be listed in the Transactions section of your statement. Structured product distributions may be listed there as "Bond Interest Received"; however, this description is not intended to reflect a determination as to either the asset classification of the product or the U.S. tax treatment of such distributions.

Activity Summary *(All amounts shown are in base currency)*

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Dividends and Interest	$3,415.00	$0.00	$3,415.00	$14,482.30	$0.00	$14,482.30
Cash						
Withdrawals	0.00	0.00	0.00	0.00	-12,764.05	-12,764.05

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Activity Summary *(continued)*

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Total Cash	$0.00	$0.00	$0.00	$0.00	-$12,764.05	-$12,764.05
Totals	$3,415.00	$0.00	$3,415.00	$14,482.30	-$12,764.05	$1,718.25

Transactions by Type of Activity

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
Dividends and Interest							
03/02/26	BOND INTEREST RECEIVED 538O365X8	249000 LIVE OAK BKG CO WILMINGTON N C CTF DEP 3.650% 04/28/27 B/E DTD 10/28/25 RD 02/27 PD 03/01/26				697.20	USD
03/02/26	BOND INTEREST RECEIVED 92559TAR9	249000 VIBRANT CR UN MOLINE IL SH CTF 3.800% 04/27/27 B/E DTD 10/27/25 RD 02/27 PD 03/01/26				725.85	USD
03/23/26	BOND INTEREST RECEIVED 32027BAY3	210000 FIRST FREEDOM BK LEBANON TENN CTF DEP 3.650% 10/23/26 B/E DTD 10/23/25 RD 03/08 PD 03/23/26				588.00	USD
03/23/26	BOND INTEREST RECEIVED 48836LCWO	249000 KEMBA FINL CR UN GAHANNA OHIO SH CTF 3.700% 10/23/26 B/E DTD 10/23/25 RD 03/20 PD 03/23/26				706.75	USD
03/23/26	BOND INTEREST RECEIVED 89388CKV9	249000 TRANSPORTATION ALLIANCE BK INC OGDEN UTAH CTF DEP 3.650% 04/23/27 B/E DTD 10/23/25 RD 03/20 PD 03/23/26				697.20	USD
Total Dividends and Interest					$0.00	$3,415.00	USD
Total Value of Transactions					$0.00	$3,415.00	USD

The price and quantity displayed may have been rounded.

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MBS MULTI-BANK SECURITIES, INC.®
1000 Town Center, Suite 2300
Southfield, MI 48075
(800) 967-9045
Member of FINRA & SIPC; MSRB Registered.

Fixed Income/Debt Securities Analysis

Bond Quality

Bond Quality	Market Value	% of Bond Market Value
Unrated	2,151,612.19	100%
Total	**2,151,612.19**	**100%**

Bond Maturity Schedule



Bond Maturity	Market Value	% of Bond Market Value
7 to 12 months	668,032.77	31%
1 to 5 years	1,483,579.42	69%
Total	**2,151,612.19**	**100%**

Percentages of bond market values are rounded to the nearest whole percentage.
Bond quality ratings reflect Moody's or Standard and Poor's ratings. Bonds may be rated by other services. Bonds that are in default are not included. Please refer to your Portfolio Holdings section.
You are 100% invested in bonds with a bond quality of Unrated.
Fixed income securities which appear as "NR" in the description have been marked "Not Rated" by a ratings agency. If there is no rating information in the description of the fixed income securities, then there is no rating information available, and these securities are "Unrated". Ratings information has been obtained from rating sources; however, accuracy cannot be guaranteed.

Messages

Although a money market mutual fund (money fund) seeks to preserve the value of your investment at $1 per share, it is possible to lose money by investing in a money fund. The money fund's sponsor has no legal obligation to provide financial support to a money fund, and you should not expect that the sponsor will provide financial support to a money fund at any time. Although no money fund's board has current intentions to impose a fee upon the sale of shares, each board reserves the ability to impose liquidity fees if it determines it's in the best interest of the fund. Pursuant to SEC Rule 10b-10(b)(1) confirmations are not sent for purchases into money funds processed on the sweep platform. Pursuant to applicable regulation, account statements will be produced monthly or quarterly. Federal Deposit Insurance Corporation (FDIC) eligible bank deposit sweep products automatically deposit any available cash into FDIC member banks where those balances are eligible for pass through FDIC insurance coverage on swept balances. Balances in FDIC member banks in bank deposit sweep products are not protected by Securities Investor Protection Corporation (SIPC). Shares of a money fund or the balance of a bank deposit product held in your brokerage account may be liquidated upon request with the proceeds credited to your brokerage account. Please see the money fund's prospectus or the bank deposit product's disclosure document or contact your advisor for additional information.

PERSHING LLC (BNY PERSHING) ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

BNY Pershing, as the custodian for your accounts, is required to disclose certain information to you on an annual basis. This document contains those disclosures.

ACCOUNT-RELATED ACTIVITY DISCLOSURES

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Messages (continued)

FEDERAL AND STATE TAX WITHHOLDING FOR RETIREMENT ACCOUNTS

You may, at any time, by contacting your firm, designate or change the federal and state income tax withholding election for distributions from your individual retirement account, 403(b)(7) custodial account or qualified retirement plan. If you do not have enough federal or state income tax withheld, you may be responsible for payment of estimated taxes. Penalties and interest may also apply.

SPECIAL NOTE FOR NON-U.S. ACCOUNTS

With respect to assets custodied by BNY Pershing on your behalf, income and capital gains or distributions to you from your account may be taxable in your home jurisdiction and/or country of tax residence. Please consult your tax advisor for the appropriate tax treatment of your transactions.

NEGATIVE INTEREST RATES

In response to certain extraordinary economic conditions, some foreign countries have implemented a negative interest rate policy to stabilize their economies. Under such a policy, a central bank charges banks a fee to hold reserves, and, as a result, the banks then charge depositors a fee to maintain their deposits. Historically, the U.S. has not adopted policies resulting in negative interest rates, and there is no indication that the Federal Reserve Board plans to adopt such a policy in the future. If, however, such a policy is adopted in the U.S., banks may begin to charge fees to maintain deposits, which could result in fees being applied to certain balances such as those held through products like bank deposit sweep products. In such an event, a fee could be charged for maintaining deposits in certain scenarios.

TRADING ACTIVITY DISCLOSURES

PAYMENT FOR ORDER FLOW PRACTICES

BNY Pershing sends equity orders to exchanges or broker- dealers for execution. Some of these market centers provide payments to BNY Pershing or charge access fees depending upon the characteristics of the order and execution. Orders executed on one or more exchange(s) will either earn a rebate or be assessed an access fee based on each exchange's published fee schedule, which can typically be found on each exchange's web site. Exchange listed equity orders routed to an over the counter (OTC) market maker typically earn a cash payment per share for or per executed order with certain exclusions for OTC securities. The details of these payments and fees are available upon written request. BNY Pershing receives payments for directing U.S. exchange listed options order flow to broker-dealers using Smart Order Routing technology, which allows BNY Pershing to access price improvement auctions on the various options exchanges. Generally, BNY Pershing receives a per-option contract cash payment. This disclosure only applies to orders routed to BNY Pershing, for further routing and handling, by your firm. For a list of organizations that pay BNY Pershing for nondirected order flow, please visit www.orderroutingdisclosure.com. BNY Pershing executes certain equity orders with a fractional share component as principal. All orders with a fractional share component will be treated as "Not Held", which allows BNY Pershing to execute the order without being held to the current national best bid and offer.

BEST EXECUTION

BNY Pershing selects certain market centers for routing non-directed orders that provide automated execution of substantially all electronically transmitted orders in exchange-listed equity securities and/or price improvement opportunities in exchange listed and certain OTC equity securities. In the case of U.S. listed options BNY Pershing selects certain wholesale brokers for routing non directed orders that provide access to option exchange price improvement auctions. The designated market centers and wholesale brokers to which orders are routed are selected based on the following:

- The consistent high quality of their executions in one or more market segments;
- Their ability to provide opportunities for executions at prices superior to the national best bid and offer (NBBO);
- Service, technology reliability, accessibility, speed of execution; and
- Cost and counterparty credit worthiness

BNY Pershing regularly reviews reports for execution quality and other factors. BNY Pershing routes orders to their hosted room, BNYX. BNYX is managed by IntelligentCross. All orders are traded at the midpoint and monitored by the Client Execution Quality team for Best Execution. Additional fees may be included in foreign market transactions. Additional

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Messages (continued)

fees for benchmark strategies in Exchange Traded Products (ETPs) may be included. Details on additional fees will be furnished upon request.

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ACCOUNT-RELATED ACTIVITY DISCLOSURES

MARGIN DISCLOSURE

Securities held in your margin account will be used as collateral for margin loans made to you. Some firms increase the rate of interest BNY Pershing charges on margin loans and in those cases, BNY Pershing and your firm share in the interest you pay. If the securities in your margin account decline in value, your financial organization or BNY Pershing can take action, such as issuing a margin call and/or selling securities or other assets in any of your accounts held with BNY Pershing to maintain the required equity in the margin account. It is important that you fully understand the risks involved in purchasing securities on margin. These risks include:

- You may lose more funds or securities than you deposited in your margin account;
- Your financial organization or BNY Pershing may force the sale of securities or other assets in your account(s);
- Your financial organization or BNY Pershing can sell your securities or other assets in your account(s) without contacting you;
- You are not entitled to choose which securities or other assets in your account(s) are to be liquidated or sold to meet a margin call;
- Your financial organization or BNY Pershing can increase its maintenance margin requirements at any time without advance written notice to you; and
- You are not entitled to an extension of time on a margin call.

Your Margin Agreement with BNY Pershing and your firm outlines your important obligations. The Margin Agreement is a legally binding contract, and it cannot be modified by conduct. The failure on the part of BNY Pershing or your firm at any time to enforce its rights under the Margin Agreement will not, in any way, be deemed to waive, modify or relax any of the rights granted to BNY Pershing or your firm to deal with the collateral on all loans advanced to you.

COVERED AGENCY TRANSACTIONS

Covered Agency Transactions include (1) To Be Announced Transactions, inclusive of adjustable-rate mortgage transactions, (2) Specified Pool Transactions and (3) transactions in Collateralized Mortgage Obligations (CMO), issued in conformity with a program of an agency or Government-Sponsored Enterprise, with a forward settlement date. If your financial Institution transacts in one of these securities with a Non-Netting FICC member, BNY Pershing, a BNY company is not a party to these transactions and cannot guarantee settlement. If your financial institution were to encounter financial difficulty prior to the security converting to an industry (street) CUSIP BNY Pershing will not be obligated to clear and settle those transactions.

SUBSTITUTE PAYMENT REIMBURSEMENT

As permitted under your Margin Agreement, BNY Pershing may lend securities in your account when there is a debit balance. You are not entitled to receive a dividend when your securities are on loan over an ex-dividend date. BNY Pershing may issue a substitute payment in lieu of the dividend and compensate you for the tax difference. A substitute payment received in lieu of a dividend may be eligible for a reimbursement to your account only if the account is open on the reimbursement date. Please note that these reimbursements are:

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(1) credited at BNY Pershing's discretion; (2) subject to change; and (3) may be eliminated without advance notification. BNY Pershing suggests that you contact your tax advisor to discuss the treatment of substitute payments.

SUBSTITUTE PAYMENT ON MUNICIPAL BOND INTEREST

Due to operational or other technical issues that BNY Pershing, or your introducing firm may be experiencing, one or more of the municipal securities reflected in your account may not be in BNY Pershing's possession and or control. If the municipal security is not in BNY Pershing's possession and/or control by the next regularly scheduled interest payment, a taxable substitute payment in lieu of tax-exempt municipal bond interest may have been paid. BNY Pershing suggests that you contact your tax advisor to discuss the treatment of substitute payments.

CASH BALANCE/"FLOAT" DISCLOSURE

BNY Pershing obtains a financial benefit attributable to the cash balances in any account (including Employee Retirement Income Security Act accounts that are held by BNY Pershing) for the exclusive benefit of clients. BNY Pershing routinely performs required regulatory calculations which results in an amount of client cash balances being segregated from firm cash in order to protect customer assets. BNY Pershing realizes a financial benefit from this segregated cash position, typically in the form of interest earned on such balances. These cash balances in client accounts typically result from: (1) cash awaiting investment; or (2) cash pending distribution. With respect to cash awaiting investment (e.g., new contributions), BNY Pershing obtains a financial benefit until the funds are automatically invested into a money market fund or bank deposit sweep product ("Sweep Product") or are used for other purposes, such as to purchase securities. If your account agreement provides for the automatic investment into a Sweep Product, such investment will take place on the day after the receipt of cash (and the financial benefit will be one day), unless timely instructions are received to manually purchase the Sweep Product on the same day that cash is received, which may be accommodated in certain cases. If your account agreement does not provide for automatic investment into a Sweep Product, no automatic investment will occur until the day after the appropriate instructions are added to your account by your firm. When BNY Pershing receives a request for a distribution by check, the account is charged (debited) on the date the check is written. BNY Pershing mails disbursement checks on the same day that they are written. BNY Pershing may obtain the financial benefit described above from the date the check is written until the date the check is presented for payment, the timing of which is beyond BNY Pershing's control. When a distribution is requested using an Automated Clearing House instruction, BNY Pershing receives a one-day financial benefit in connection with the distribution. If the distribution is made using the Federal Reserve wire system, BNY Pershing receives no financial benefit in connection with the distribution.

PERSHING LLC (BNY PERSHING) ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

BNY Pershing, as the custodian for your accounts, is required to disclose certain information to you on an annual basis. This document contains those disclosures.

GENERAL DISCLOSURES

STATEMENT OF FINANCIAL CONDITION DATED DECEMBER 31, 2025

On December 31, 2025, BNY Pershing regulatory net capital of $3.97 billion was 19.61% of aggregate debit items and $3.57 billion in excess of the minimum requirement. A complete copy of the December 31, 2025 Statement of Financial Condition is available at www.bny.com/pershing/us/en/statement-of-financial-condition. You may request a free printed copy by calling (888) 860-8510.

RESPONSIBILITIES OF BNY PERSHING

BNY Pershing is a clearing broker that provides clearing, custody, execution services and other financial solutions to registered broker dealers that introduce clients to us. Your firm has the primary responsibility for contact and communication with you and is also responsible for account opening document review, approval and investment advice.

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Messages (continued)

ANTI-MONEY LAUNDERING, FIGHTING TERRORISM, AND OFAC

To help the government fight the funding of terrorism and money laundering activities, financial organizations are required by federal law to obtain, verify, and record information that identifies each individual or entity that opens an account or requests credit. What this means for individuals: When an individual opens an account or requests credit, we will ask for that person's name, residence address, date of birth, tax identification number and other information that allows us to identify them. We may also ask to see a driver's license, passport or other identifying documents. What this means for other legal entities: When a corporation, partnership, trust or other legal entity opens an account or requests credit, we will ask for the entity's name, physical address, tax identification number and other information that will allow us to identify the entity. If applicable, the same information will be collected about the beneficial owner(s) of the entity. We may also ask for certain identifying documents, such as certified articles of incorporation, partnership agreements or a trust instrument. The Department of Treasury's Office of Foreign Assets Control (OFAC) administers and enforces economic sanctions programs implemented by the government. BNY Pershing is required to comply with all OFAC sanctions. This may include blocking or rejecting transactions or funds of certain individuals and entities if it reasonably believes violates any of the OFAC sanctions programs.

SECURITIES INVESTOR PROTECTION CORPORATION® (SIPC®) INFORMATION

Information regarding SIPC, including a SIPC brochure, may be obtained by contacting SIPC via its website at www.sipc.org or by telephone at (202) 371-8300. An investment in a bank deposit program insured by the Federal Deposit Insurance Corporation (FDIC) is covered by FDIC insurance (up to allowable limits), but not eligible for SIPC coverage. Please review your statement for additional information on the sweep product in your brokerage account(s).

FINANCIAL INDUSTRY REGULATORY AUTHORITY® (FINRA®) INVESTOR EDUCATION AND PROTECTION

An investor brochure that includes information describing FINRA BrokerCheck® may be obtained from FINRA at www.finra.org. The FINRA BrokerCheck hotline number is (800) 289-9999.

MUNICIPAL SECURITIES RULEMAKING BOARD® (MSRB®) RULE G-10 INVESTOR AND MUNICIPAL ADVISORY CLIENT EDUCATION AND PROTECTION

An investor brochure that describes the protections available under MSRB rules and instructions on how to file a complaint with an appropriate regulatory authority can be found on the MSRB website at www.msrb.org. BNY Pershing is registered with the Securities and Exchange Commission (SEC), MSRB and is a member of FINRA and the New York Stock Exchange (NYSE).

BUSINESS CONTINUITY

BNY Pershing maintains a business continuity plan that includes geographically dispersed data centers and processing facilities. The plan is reviewed annually and updated as necessary. The plan outlines the actions BNY Pershing will take in the event of an incident, including:

- Continuous processing support by personnel located in unaffected facilities;
- Relocating technology or operational personnel to alternate regional facilities; and
- Switching of technology processing to an alternate regional data center.

All BNY Pershing operational facilities are equipped for resumption of business and are tested. In circumstances within BNY Pershing's control, it is BNY Pershing's objective to resume business within four (4) hours or less, depending upon the availability of external resources. If your firm experiences a significant business interruption, you may contact BNY

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Messages *(continued)*

Pershing directly to process limited trade- related transactions, cash disbursements and security transfers. Instructions to BNY Pershing must be in writing to general.customer.service@bny.com or by mail to Pershing LLC, P.O. Box 2065, Jersey City, NJ 07303-2065. For additional information about how to request funds and securities when your firm cannot be contacted due to a significant business interruption, please access the information located in the Business Continuity and Other Disclosures link on the BNY Pershing website at www.bny.com/pershing/us/en/disclosures. You may also call (201) 413-3635 for recorded instructions.

PROHIBITION AGAINST UNLAWFUL INTERNET GAMBLING

In accordance with the Unlawful Internet Gambling Enforcement Act (Act), transactions associated with unlawful internet gambling are prohibited. Specifically, the Act "prohibits any person engaged in the business of betting or wagering from knowingly accepting payments in connection with the participation of another person in unlawful internet gambling." Accordingly, you must not initiate or receive wire transfers, checks, drafts or other debit/credit transactions that are restricted by the Act. For more information, please refer to https://www.federalreserve.gov/newsevents/pressreleases/bcreg20081112b.htm.

IMPORTANT NOTICE FOR CALIFORNIA RESIDENTS

Pursuant to California state law (Part 3, Title 10 Chapter 7), as custodian of your assets, BNY Pershing may be required to transfer your assets to the state of California if no activity occurs within the statutorily defined time period. The state law defines the time period to be 36 months, during which time there is no activity within the account or communication between the account owner and the financial organization.

Cash Not Yet Received

Security	Record Date	Payable Date	Quantity Held	Rate	Dividend Option	Amount of Payment
Interest						
DORT FINL CR UN GRAND BLANC MI SH CTF	03/31/26	04/01/26	247,000.0000	9.123287	Cash	2,253.45
LIVE OAK BKG CO WILMINGTON N C CTF DEP	03/31/26	04/01/26	249,000.0000	3.100000	Cash	771.90
SEVEN SEVENTEEN CR UN WARREN OHIO SH CTF	03/17/26	04/01/26	247,000.0000	9.369863	Cash	2,314.36
Total Cash Not Yet Received						**$5,339.71**

Assets shown here are not reflected in your account. This information has been received from sources we believe to be reliable. Pershing does not guarantee the accuracy of the information.

Important Information and Disclosures

The Role of Pershing

- **Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution.** Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.

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Important Information and Disclosures *(continued)*

The Role of Pershing *(continued)*

- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the **Pershing Customer Service Department at (201) 413-3333.** All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. An explanatory brochure is available upon request at www.sipc.org. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.bny.com/pershing/us/en/about/strength-and-stability.html
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.** Errors and Omissions excepted.

Important Arbitration Disclosures

- All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- The arbitrators do not have to explain the reason(s) for their award, unless, in an eligible case, a joint request for an explained decision has been submitted by all parties to the panel at least 20 days prior to the first scheduled hearing date.
- The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
- The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement.

Important Arbitration Agreement

Any controversy between you and Pershing LLC shall be submitted to arbitration before the Financial Industry Regulatory Authority. No person shall bring a putative or certified class action to arbitration, nor seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action, who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action until; (I) the class certification is denied; (II) the class is decertified; or (III) the client is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this agreement except to the extent stated herein. The laws of the State of New York govern.

Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.**

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TERMS AND CONDITIONS

GENERAL INFORMATION

- WHENEVER YOU ARE INDEBTED TO PERSHING LLC ("BNY PERSHING") FOR ANY AMOUNT, ALL SECURITIES HELD BY IT FOR YOU IN ANY ACCOUNT IN WHICH YOU HAVE ANY INTEREST SHALL SECURE ALL YOUR LIABILITIES TO BNY PERSHING, AND BNY PERSHING MAY IN ITS DISCRETION AT ANY TIME, WITHOUT TENDER, DEMAND OR NOTICE TO YOU, CLOSE OR REDUCE ANY OR ALL OF YOUR ACCOUNTS BY PUBLIC OR PRIVATE SALE OR PURCHASE OR BOTH OF ALL OR ANY SECURITIES CARRIED IN SUCH ACCOUNTS; ANY BALANCE REMAINING DUE BNY PERSHING TO BE PROMPTLY PAID BY YOU.
- WHENEVER YOU ARE INDEBTED TO BNY PERSHING FOR ANY AMOUNT, ALL SECURITIES CARRIED FOR YOUR ACCOUNT ARE OR MAY BE, WITHOUT FURTHER NOTICE TO YOU, LOANED OR PLEDGED BY BNY PERSHING, EITHER SEPARATELY OR UNDER CIRCUMSTANCES WHICH WILL PERMIT THE COMMINGLING THEREOF, WITH OTHER SECURITIES FOR ANY AMOUNT LESS THAN, EQUAL TO OR GREATER THAN YOUR LIABILITIES TO BNY PERSHING, BUT NOT UNDER CIRCUMSTANCES FOR AN AMOUNT PROHIBITED BY LAW.
- BNY PERSHING MAY TRADE FOR ITS OWN ACCOUNT AS A MARKET MAKER, SPECIALIST, ODD LOT DEALER, BLOCK POSITIONER, ARBITRAGEUR, OR INVESTOR. CONSEQUENTLY, AT THE TIME OF ANY TRANSACTION YOU MAY MAKE, BNY PERSHING MAY HAVE A POSITION IN SUCH SECURITIES, WHICH POSITION MAY BE PARTIALLY OR COMPLETELY HEDGED.
- IF AVERAGE PRICE TRANSACTION IS INDICATED ON THE FRONT OF THIS STATEMENT YOUR FINANCIAL INSTITUTION OR BNY PERSHING MAY HAVE ACTED AS PRINCIPAL, AGENT, OR BOTH. DETAILS AVAILABLE UPON REQUEST.
- A FINANCIAL STATEMENT OF BNY PERSHING IS AVAILABLE FOR YOUR PERSONAL INSPECTION AT BNY PERSHING'S OFFICES. A COPY OF IT WILL BE MAILED UPON YOUR WRITTEN REQUEST OR YOU CAN VIEW IT ONLINE AT www.bny.com/pershing.
- FOR BUSINESS CONTINUITY AND ADDITIONAL DISCLOSURES: www.bny.com/pershing/us/en/disclosures.html
- THIS STATEMENT SHOULD BE RETAINED FOR YOUR RECORDS.

TRANSACTIONS

- ALL ORDERS AND TRANSACTIONS SHALL BE SOLELY FOR YOUR ACCOUNT AND RISK SHALL BE SUBJECT TO THE CONSTITUTION, RULES, REGULATIONS, CUSTOMS, USAGES, RULINGS AND INTERPRETATIONS OF THE EXCHANGE OR MARKET AND THE CLEARING FACILITY, IF ANY, WHERE THE TRANSACTIONS ARE EXECUTED AND/OR SETTLED, OR IF APPLICABLE, OF THE FINANCIAL INDUSTRY REGULATORY AUTHORITY AND TO ALL APPLICABLE LAWS AND REGULATIONS.
- TITLE TO SECURITIES SOLD TO YOU, WHERE BNY PERSHING HAS ACTED AS PRINCIPAL, SHALL REMAIN WITH BNY PERSHING UNTIL THE ENTIRE PURCHASE PRICE IS RECEIVED OR UNTIL THE SETTLEMENT DATE, WHICHEVER IS LATER.
- YOU MAY HAVE RECEIVED CONFIRMATIONS FOR TRANSACTIONS WHICH DO NOT APPEAR ON YOUR STATEMENT. IF SO, THE TRANSACTIONS WILL APPEAR ON YOUR NEXT PERIODIC STATEMENT. SUCH TRANSACTIONS MUST BE CONSIDERED BY YOU WHEN COMPUTING THE VALUE OF YOUR ACCOUNT. THIS IS ESPECIALLY TRUE IF YOU HAVE WRITTEN OPTIONS WHICH HAVE BEEN EXERCISED.

FREE CREDIT BALANCES: ANY FREE CREDIT BALANCE CARRIED FOR YOUR ACCOUNT REPRESENTS FUNDS PAYABLE UPON DEMAND WHICH, ALTHOUGH PROPERLY ACCOUNTED FOR ON BNY PERSHING'S BOOKS OF RECORD, ARE NOT SEGREGATED AND MAY BE USED IN THE CONDUCT OF ITS BUSINESS.

DEBIT BALANCES: INTEREST CHARGED ON DEBIT BALANCES IN YOUR ACCOUNT APPEARS ON THE STATEMENT. THE RATE OF INTEREST AND PERIOD COVERED ARE INDICATED. THE RATE MAY CHANGE FROM TIME TO TIME DUE TO FLUCTUATIONS IN MONEY RATES OR OTHER REASONS. INTEREST IS COMPUTED AS DESCRIBED IN MATERIAL PREVIOUSLY FURNISHED TO YOU. PLEASE CONTACT YOUR FINANCIAL INSTITUTION IF YOU DESIRE ADDITIONAL COPIES.

MARGIN INFORMATION: IF YOU MAINTAIN A MARGIN ACCOUNT, THIS IS A COMBINED STATEMENT OF YOUR GENERAL ACCOUNT AND A SPECIAL MEMORANDUM ACCOUNT MAINTAINED FOR YOU UNDER REGULATION T OF THE BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM. THE PERMANENT RECORD OF THE SEPARATE ACCOUNT AS REQUIRED BY REGULATION T IS AVAILABLE FOR YOUR INSPECTION UPON REQUEST.

TAX INFORMATION

- AFTER YEAR END, BNY PERSHING IS REQUIRED TO PROVIDE TAX INFORMATION TO THE INTERNAL REVENUE SERVICE AND OTHER GOVERNMENTAL AUTHORITIES. AT THAT TIME BNY PERSHING WILL PROVIDE THAT INFORMATION ON THE ANNUAL TAX INFORMATION STATEMENT TO YOU; USE THAT STATEMENT TO PREPARE YOUR TAX FILINGS. THE TAX STATEMENT ALSO INCLUDES OTHER USEFUL INFORMATION TO ASSIST IN ACCUMULATING THE DATA TO PREPARE YOUR TAX RETURNS.
- DIVIDENDS, INTEREST AND OTHER DISTRIBUTIONS SHOWN ON THIS STATEMENT WERE CLASSIFIED AS TAXABLE OR NONTAXABLE BASED ON CERTAIN INFORMATION KNOWN AS OF THE DISTRIBUTION DATE. THIS CLASSIFICATION IS SUBJECT TO CHANGE AND IS SOLELY INTENDED FOR USE AS GENERAL INFORMATION.
- BNY PERSHING DOES NOT PROVIDE TAX, INVESTMENT OR LEGAL ADVISORY SERVICES AND NO ONE ASSOCIATED WITH BNY PERSHING IS AUTHORIZED TO RENDER SUCH ADVICE. DO NOT RELY UPON ANY SUCH ADVICE, IF GIVEN. INVESTORS ARE ENCOURAGED TO CONSULT THEIR TAX ADVISORS TO DETERMINE THE APPROPRIATE TAX TREATMENT OF THEIR BUSINESS.

PAYMENT FOR ORDER FLOW AND ORDER ROUTING POLICY DISCLOSURES (REGULATION NMS – RULE 607 (A) (1) – (2))

BNY PERSHING SENDS EQUITY AND OPTION ORDERS TO EXCHANGES, OR BROKER–DEALERS AS MARKET MAKERS OR AUTOMATED TRADING SYSTEMS (ATSS). CERTAIN OF THESE VENUES PROVIDE PAYMENTS TO BNY PERSHING OR CHARGE ACCESS FEES TO BNY PERSHING DEPENDING UPON THE CHARACTERISTICS OF THE ORDER AND ANY SUBSEQUENT EXECUTION. THE DETAILS OF THESE PAYMENTS AND FEES ARE AVAILABLE UPON WRITTEN REQUEST. COMPENSATION IS GENERALLY IN THE FORM OF A PER SHARE OR PER OPTION CONTRACT CASH PAYMENT. IN ADDITION, BNY PERSHING EXECUTES CERTAIN TRANSACTIONS IN EQUITY PREFERRED SECURITIES AND FRACTIONAL SHARES AS PRINCIPAL. BNY PERSHING ALSO ROUTES CERTAIN EQUITY ORDERS TO ITS AFFILIATE, BNY MELLON CAPITAL MARKETS, LLC, FOR EXECUTION AS PRINCIPAL.

BEST EXECUTION: NOTWITHSTANDING THE PREVIOUS PARAGRAPH REGARDING PAYMENT FOR ORDER FLOW, BNY PERSHING SELECTS CERTAIN MARKET CENTERS TO PROVIDE EXECUTION OF OVER-THE-COUNTER AND EXCHANGE-LISTED SECURITIES TRANSACTIONS WHICH AGREE TO ACCEPT ORDERS, TRANSMITTED ELECTRONICALLY UP TO A SPECIFIED SIZE, AND TO EXECUTE THEM AT OR BETTER THAN THE NATIONAL BEST BID OR OFFER (NBBO). IN CERTAIN SECURITIES THAT ARE NOT ELECTRONICALLY QUOTED, BNY PERSHING DIRECTLY CONTACTS MARKET CENTERS TO OBTAIN AN EXECUTION. THE DESIGNATED MARKET CENTERS TO WHICH ORDERS ARE AUTOMATICALLY ROUTED ARE SELECTED BASED ON THE CONSISTENT HIGH QUALITY OF THEIR EXECUTIONS AND THEIR ABILITY TO PROVIDE OPPORTUNITIES FOR EXECUTIONS AT PRICES SUPERIOR TO THE NBBO. BNY PERSHING ALSO REGULARLY REVIEWS REPORTS FOR QUALITY OF EXECUTION PURPOSES.

IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE UNACCEPTABLE TO YOU, PLEASE NOTIFY BNY PERSHING IMMEDIATELY IN WRITING BY CERTIFIED MAIL TO ONE PERSHING PLAZA, JERSEY CITY, NJ 07399, ATTN: LEGAL DEPT

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CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Ruby Manzano, Community Development Manager

DATE: 05/13/2026

SUBJECT: Adopt a Resolution Approving CPI and Pass-Through Adjustments to Solid Waste Rates Consistent with Government Code Section 53756

Recommendation:
Adopt Resolution No. 2026-20 approving CPI and pass through adjustments to solid waste rates consistent with Government Code Section 53756.

Background/Analysis:
As provided for in the franchise agreement, and consistent with the City's obligation to protect the public health and safety by ensuring that solid waste is regularly collected and processed in compliance with state law, the City regularly monitors the fees charged for solid waste collection services to ensure they are adequate to fund this necessary service.

On April 8, 2026, the City received correspondence from its contract solid waste hauler, CR&R Incorporated, requesting increased in the various rates charged for their services. A review of the change in the annual data from Bureau of Labor Statistics (BLS) for calendar year 2025 revealed an increase in Consumer Price Index (CPI) for all urban consumers by 3.28%. In addition, the County of Riverside's Waste Management Department has indicated that they will be adjusting their disposal rate for FY 2026-2027 TO $45.06 per ton.

Therefore, based upon the data supplied by both BLS and the Couty of Riverside, CR&R has prepared a new rate schedule which passes these adjustments through to the various rates.

Based on the current rate structure, the CPI adjustment would result in an increase to the standard single-family residential month rate from $35.61 to approximately 36.78, an increase of approximately $1.17 per month. Similarly for commercial, industrial and multi-family residential refuse service, the typical three cubic yard bin with one pickup per week would increase from $201.31 to approximately $207.91 per month, an increase of approximately $6.60 per month.

All other service rates will be adjusted in accordance with the CPI and applicable disposal cost increases as reflected in the updated rate schedule (Exhibit "A").

Fiscal Impact Yes/No: Yes

Additional Fiscal Information:
Increased revenue to the General Fund from the solid waste franchise fee as well as the utility user tax.

Attachments:
1 - Resolution

RESOLUTION NO. 2026-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING CPI AND PASS-THROUGH ADJUSTMENTS TO SOLID WASTE RATES CONSISTENT WITH GORVERNMENT CODE SECTION 53756

WHEREAS, Proposition 218 was adopted on November 6, 1996, adding Article XIIID, Section 6, to the California Constitution; and

WHEREAS, the City of Canyon Lake has adopted an exclusive franchise agreement ("Agreement") with CR&R Environmental Services, Inc. ("CR&R"), the City's waste hauler; and

WHEREAS, under the Agreement, CR&R provides solid waste collection services for the City of Canyon Lake; and

WHEREAS, pursuant to the provisions of State Law, including, but not limited to Health & Safety Code Sections 5470 et seq., the City of Canyon Lake may adopt and implement fees and charges to cover the cost of collection of solid waste within the City and, when adopted, may collect such fees for residential service on the property tax rolls; and

WHEREAS, the City received correspondence from its solid waste hauler, CR&R, requesting increases in the various rates charged for their services in order to pass through increases in the Consumer Price Index (CPI) and Riverside County Waste Management Department disposal charges; and

WHEREAS, the proposed solid waste fees are set out in Exhibit "A", attached, and incorporated hereto.

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 adoption of this resolution is exempt from the Requirements of the California Environmental Quality Act ("CEQA") pursuant to Public Resources Cose Section 2108(b) and Section 15273 of the State CEQA Guidelines because the Resolution pertains to the approval of rates necessary to maintain services within the City's existing service area.

Section 3. Pursuant to Government Code Section 53756, the City Council authorizes the automatic adjustments to the rates as described in Exhibit "A" beginning July 1, 2026, that pass through the increases tipping fees charged by Riverside County and adjustments for inflation.

Section 4. Such residential solid waste fees shall be collected on the property tax rolls. The City Clerk is directed to file a certified copy of this resolution and of the report with the County Auditor. The County Auditor is designated and empowered to collect the assessment as set out herein as necessary. For the purpose of tax roll collection, the fees set forth in the report shall be deemed to constitute special assessments against the respective parcels on which they are levied without regard to property valuation. The assessment shall be collected at the same time and subject to the same procedures provided for such taxes. All laws applicable to the levy, collection and enforcement of ad valorem property taxes shall be applicable to such assessments, except that if any real property to which such fess or charges relate has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been created and attached thereon, prior to the date on which the first installment of such taxes would become delinquent, then the lien which would otherwise be imposed shall not attach to such real property and the fees or charges and interest shall be transferred to the unsecured roll for collection.

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 13th day of May 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

EXHIBIT "A"

CR&R INCORPORATED
environmental services

April 8, 2026

Mr. Arron Brown
City Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake CA 92587

Re: Annual Consumer Price Index Rate Adjustment

Dear Arron,

Pursuant to our current agreement to provide Solid Waste and Recycling Services to the City of Canyon Lake, CR&R Incorporated respectfully submits the attached information which outlines our Annual Rate Adjustment request for fiscal year 2026-2027. As provided for in the contract between the City of Canyon Lake and CR&R Incorporated, the rates illustrated in Exhibit "A" shall be adjusted annually to reflect the change in the Consumer Price Index (CPI).

In reviewing the change in the Annual data from the Bureau of Labor Statistics (BLS) for calendar year 2025, the CPI for All Urban Consumers (Series ID CUURS49CSA0) has increased by 3.28%. In addition, the County of Riverside's Waste Management Department has indicated that they will be adjusting their disposal rate for fiscal year 2026-2027 up to $45.06/ton.

Therefore, based upon the data supplied by both the BLS and the County of Riverside, we have prepared the attached rate schedules which pass these adjustments through to the various rates. We have also prepared a new Exhibit "A" to reflect the incremental increases that will become effective July 1, 2026.

Please do not hesitate to call us if you should have any questions or comments. We look forward to any further assistance that we may be able to provide.

Respectfully,

J. Alex Braicovich
Senior Regional Vice President

Cc: Sheryl Garcia, City of Canyon Lake
Chrystal Denning, Bill Higginbotham CR&R

CANYON LAKE
2026 ANNUAL PRICE ADJUSTMENT

CPI - Annual Average

		Previous	New			
CUURS49CSA0 - All Items, Riverside-SB-Ont		132.932	137.293	3.28%	100%	3.28%
	Landfill	$ 39.21	$ 45.06	14.92%	100%	14.92% * Provided by County Waste Management Dept
	MRF	$ 66.11	$ 68.05	2.93%	100%	2.94% *
	AD Digester	$ 97.76	$ 100.63	2.94%	100%	2.94% *

		Previous Rate						Change in Rate				Proposed Rate							Procurement Fee		
		Service Component			Landfill Component		Total	Service	Extra-ordinary	Disposal		Service Component			Landfill Component			%	Fee	Proposed	%
		% of Rate	Service	20% Fee	% of Rate	Landfill	Rate	Change		Change		Service	20% Fee	% of Rate	Landfill	% of Rate	Total	Change	0.00%	Total	Change
Standard service	per month	87%	$ 24.73	$ 6.18	13%	$ 4.62	$ 35.53	$ 0.81	$ -	$ 0.69		$ 25.54	$ 6.39	86%	$ 5.31	14%	$ 37.23	4.8%		$ 37.23	4.8%
Residential Organic AD Rate	per month	100%	$ 2.46	$ 0.62	0%	$ -	$ 3.08	$ 0.07	$ -	$ -		$ 2.54	$ 0.63	100%	$ -	0%	$ 3.17	2.9%		$ 3.17	2.9%
Residential Recycling Fee	per month	100%	$ 0.80	$ 0.20	0%	$ -	$ 1.00		$ -	$ -		$ 0.80	$ 0.20	100%	$ -	0%	$ 1.00	0.0%		$ 1.00	0.0%
Additional Cart	per month	87%	$ 10.66	$ 2.67	13%	$ 1.99	$ 15.32	$ 0.35	$ -	$ 0.30		$ 11.01	$ 2.75	86%	$ 2.29	14%	$ 16.05	4.8%		$ 16.05	4.8%
Additional Bulky pick up	per month	87%	$ 11.28	$ 2.82	13%	$ 2.11	$ 16.21	$ 0.37	$ -	$ 0.31		$ 11.65	$ 2.91	86%	$ 2.42	14%	$ 16.99	4.8%		$ 16.99	4.8%
Temporary 3 cubic yard bin	per load	87%	$ 113.76	$ 28.44	13%	$ 21.25	$ 163.45	$ 3.73	$ -	$ 3.17		$ 117.49	$ 29.37	86%	$ 24.42	14%	$ 171.29	4.8%	$ -	$ 171.29	4.8%
Re-deliver and re-instatement	per occurrence	100%	$ 61.01	$ 15.25	0%	$ -	$ 76.26	$ 2.00	$ -	$ -		$ 63.01	$ 15.75	100%	$ -	0%	$ 78.76	3.3%	$ -	$ 78.76	3.3%
40 cubic yard roll-off	per load	100%	$ 320.21	$ 80.05	0%	$ -	$ 400.26	$ 10.50	$ -	$ -		$ 330.71	$ 82.68	100%	$ -	0%	$ 413.39	3.3%	$ -	$ 413.39	3.3%
10 cubic yard roll-off	per load	100%	$ 320.21	$ 80.05	0%	$ -	$ 400.26	$ 10.50	$ -	$ -		$ 330.71	$ 82.68	100%	$ -	0%	$ 413.39	3.3%	$ -	$ 413.39	3.3%
Rolloff compactor service	per load	100%	$ 460.63	$ 115.16	0%	$ -	$ 575.79	$ 15.11	$ -	$ -		$ 475.74	$ 118.94	100%	$ -	0%	$ 594.68	3.3%	$ -	$ 594.68	3.3%
Additional Food Scrap Pail	per pail	100%	$ 9.05	$ 2.26	0%	$ -	$ 11.31	$ 0.30	$ -	$ -		$ 9.34	$ 2.34	100%	$ -	0%	$ 11.68	3.3%		$ 11.68	3.3%
Residential New Account Set up		100%	$ 34.87	$ 8.72	0%	$ -	$ 43.59	$ 1.14	$ -	$ -		$ 36.02	$ 9.00	100%	$ -	0%	$ 45.02	3.3%	$ -	$ 45.02	3.3%
Commercial New Account Set up		100%	$ 69.77	$ 17.44	0%	$ -	$ 87.21	$ 2.29	$ -	$ -		$ 72.06	$ 18.01	100%	$ -	0%	$ 90.07	3.3%	$ -	$ 90.07	3.3%
Commercial Bin Delivery		100%	$ 53.73	$ 13.43	0%	$ -	$ 67.16	$ 1.76	$ -	$ -		$ 55.49	$ 13.87	100%	$ -	0%	$ 69.36	3.3%	$ -	$ 69.36	3.3%
Commercial Convert To Locking Bin	Per bin, one-time	100%	$ 63.67	$ 15.92	0%	$ -	$ 79.59	$ 2.09	$ -	$ -		$ 65.76	$ 16.44	100%	$ -	0%	$ 82.20	3.3%	$ -	$ 82.20	3.3%
Rolloff New Account Set up		100%	$ 69.77	$ 17.44	0%	$ -	$ 87.21	$ 2.29	$ -	$ -		$ 72.06	$ 18.01	100%	$ -	0%	$ 90.07	3.3%	$ -	$ 90.07	3.3%
Commercial Overflow		100%	$ 73.18	$ 18.29	0%	$ -	$ 91.47	$ 2.40	$ -	$ -		$ 75.58	$ 18.89	100%	$ -	0%	$ 94.47	3.3%	$ -	$ 94.47	3.3%
Rolloff Delivery		100%	$ 106.45	$ 26.61	0%	$ -	$ 133.06	$ 3.49	$ -	$ -		$ 109.94	$ 27.49	100%	$ -	0%	$ 137.43	3.3%	$ -	$ 137.43	3.3%
Rolloff False Run		100%	$ 106.45	$ 26.61	0%	$ -	$ 133.06	$ 3.49	$ -	$ -		$ 109.94	$ 27.49	100%	$ -	0%	$ 137.43	3.3%	$ -	$ 137.43	3.3%
Rolloff Relocation		100%	$ 118.42	$ 29.61	0%	$ -	$ 148.03	$ 3.89	$ -	$ -		$ 122.31	$ 30.58	100%	$ -	0%	$ 152.89	3.3%	$ -	$ 152.89	3.3%
Organic (Food/Green) - Bin Additional Pick up		100%	$ 245.75	$ 61.44	0%	$ -	$ 307.19	$ 8.06	$ -	$ -		$ 253.81	$ 63.45	100%	$ -	0%	$ 317.27	3.3%	$ -	$ 317.27	3.3%
Commercial Organic Cart Replacement Fee		100%	$ 53.34	$ 13.34	0%	$ -	$ 66.68	$ 1.75	$ -	$ -		$ 55.09	$ 13.77	100%	$ -	0%	$ 68.87	3.3%	$ -	$ 68.87	3.3%
Commercial Organics Contamination Fee	per occurrence	100%	$ 53.34	$ 13.34	0%	$ -	$ 66.68	$ 1.75	$ -	$ -		$ 55.09	$ 13.77	100%	$ -	0%	$ 68.87	3.3%	$ -	$ 68.87	3.3%
Commercial Bulky Item	per item	100%	$ 20.76	$ 5.19	0%	$ -	$ 25.95	$ 0.68	$ -	$ -		$ 21.44	$ 5.36	100%	$ -	0%	$ 26.80	3.3%	$ -	$ 26.80	3.3%
Stinger Truck Fee	per bin, per picku	100%	$ 32.44	$ 8.11	0%	$ -	$ 40.55	$ 1.06	$ -	$ -		$ 33.50	$ 8.38	100%	$ -	0%	$ 41.88	3.3%	$ -	$ 41.88	3.3%
Complete Refuse 3 yd Bin Rates																					
1 x week	per month	87%	$ 149.43	$ 37.36	13%	$ 27.91	$ 214.70	$ 4.90	$ -	$ 4.16		$ 154.33	$ 38.58	86%	$ 32.08	14%	$ 224.99	4.8%	$ -	$ 224.99	4.8%
2 x week	per month	87%	$ 297.55	$ 74.39	13%	$ 55.58	$ 427.51	$ 9.76	$ -	$ 8.29		$ 307.31	$ 76.83	86%	$ 63.87	14%	$ 448.00	4.8%	$ -	$ 448.00	4.8%
3 x week	per month	87%	$ 445.65	$ 111.41	13%	$ 83.24	$ 640.30	$ 14.62	$ -	$ 12.42		$ 460.27	$ 115.07	86%	$ 95.66	14%	$ 670.99	4.8%	$ -	$ 670.99	4.8%
4 x week	per month	87%	$ 593.73	$ 148.43	13%	$ 110.90	$ 853.06	$ 19.48	$ -	$ 16.55		$ 613.21	$ 153.30	86%	$ 127.44	14%	$ 893.95	4.8%	$ -	$ 893.95	4.8%
5 x week	per month	87%	$ 741.86	$ 185.46	13%	$ 138.57	$ 1,065.89	$ 24.34	$ -	$ 20.67		$ 766.20	$ 191.55	86%	$ 159.24	14%	$ 1,116.99	4.8%	$ -	$ 1,116.99	4.8%
6 x week	per month	87%	$ 889.95	$ 222.49	13%	$ 166.23	$ 1,278.67	$ 29.20	$ -	$ 24.80		$ 919.15	$ 229.79	86%	$ 191.03	14%	$ 1,339.97	4.8%	$ -	$ 1,339.97	4.8%
Complete Recycle 3 yd Bin Rates																					
1 x week	per month	100%	$ 74.69	$ 18.67	0%	$ -	$ 93.36	$ 2.45	$ -	$ -		$ 77.14	$ 19.28	100%	$ -	0%	$ 96.42	3.3%	$ -	$ 96.42	3.3%
2 x week	per month	100%	$ 149.41	$ 37.35	0%	$ -	$ 186.76	$ 4.90	$ -	$ -		$ 154.31	$ 38.58	100%	$ -	0%	$ 192.89	3.3%	$ -	$ 192.89	3.3%
3 x week	per month	100%	$ 224.10	$ 56.02	0%	$ -	$ 280.12	$ 7.35	$ -	$ -		$ 231.45	$ 57.86	100%	$ -	0%	$ 289.31	3.3%	$ -	$ 289.31	3.3%
4 x week	per month	100%	$ 298.83	$ 74.71	0%	$ -	$ 373.54	$ 9.80	$ -	$ -		$ 308.64	$ 77.16	100%	$ -	0%	$ 385.79	3.3%	$ -	$ 385.79	3.3%
5 x week	per month	100%	$ 373.51	$ 93.38	0%	$ -	$ 466.89	$ 12.25	$ -	$ -		$ 385.77	$ 96.44	100%	$ -	0%	$ 482.21	3.3%	$ -	$ 482.21	3.3%
6 x week	per month	100%	$ 448.22	$ 112.05	0%	$ -	$ 560.27	$ 14.70	$ -	$ -		$ 462.92	$ 115.73	100%	$ -	0%	$ 578.65	3.3%	$ -	$ 578.65	3.3%
Recycle 95-gallon cart																					
1x week	per month	100%	$ 47.04	$ 11.76	0%	$ -	$ 58.80	$ 1.54	$ -	$ -		$ 48.58	$ 12.15	100%	$ -	0%	$ 60.73	3.3%	$ -	$ 60.73	3.3%
Each additional cart	per month	100%	$ 38.94	$ 9.73	0%	$ -	$ 48.67	$ 1.28	$ -	$ -		$ 40.21	$ 10.05	100%	$ -	0%	$ 50.27	3.3%	$ -	$ 50.27	3.3%
Recycle Container Contamination Fee	per occurrence	100%	$ 66.53	$ 16.63	0%	$ -	$ 83.16	$ 2.18	$ -	$ -		$ 68.71	$ 17.18	100%	$ -	0%	$ 85.89	3.3%	$ -	$ 85.89	3.3%
Organic (AD) Rates																					
2- Yard Commercial Food Waste Bin																					
1 x week	per month	57%	$ 166.12	$ 41.53	43%	$ 156.59	$ 364.25	$ 5.45	$ -	$ 4.60		$ 171.57	$ 42.89	57%	$ 161.20	43%	$ 375.67	3.1%	$ -	$ 375.67	3.1%
2 x week	per month	56%	$ 324.49	$ 81.12	44%	$ 312.90	$ 718.52	$ 10.65	$ -	$ 9.20		$ 335.14	$ 83.78	57%	$ 322.10	43%	$ 741.03	3.1%	$ -	$ 741.03	3.1%
3 x week	per month	56%	$ 485.60	$ 121.40	44%	$ 469.33	$ 1,076.32	$ 15.93	$ -	$ 13.80		$ 501.53	$ 125.38	56%	$ 483.12	44%	$ 1,110.03	3.1%	$ -	$ 1,110.03	3.1%
4 x week	per month	56%	$ 646.68	$ 161.67	44%	$ 625.72	$ 1,434.07	$ 21.22	$ -	$ 18.40		$ 667.89	$ 166.97	56%	$ 644.12	44%	$ 1,478.99	3.1%	$ -	$ 1,478.99	3.1%
5 x week	per month	56%	$ 807.78	$ 201.95	44%	$ 782.14	$ 1,791.87	$ 26.50	$ -	$ 22.99		$ 834.28	$ 208.57	56%	$ 805.14	44%	$ 1,847.99	3.1%	$ -	$ 1,847.99	3.1%
6 x week	per month	56%	$ 968.90	$ 242.22	44%	$ 938.56	$ 2,149.68	$ 31.79	$ -	$ 27.59		$1,000.68	$ 250.17	56%	$ 966.15	44%	$ 2,217.01	3.1%	$ -	$ 2,217.01	3.1%
2- Yard Commercial Green Waste Only Bin																					
1 x week	per month	73%	$ 170.22	$ 42.55	27%	$ 80.23	$ 293.00	$ 5.58	$ -	$ 2.36		$ 175.80	$ 43.95	73%	$ 82.59	27%	$ 302.34	3.2%	$ -	$ 302.34	3.2%
2 x week	per month	72%	$ 332.54	$ 83.13	28%	$ 160.34	$ 576.01	$ 10.91	$ -	$ 4.71		$ 343.45	$ 85.86	72%	$ 165.05	28%	$ 594.36	3.2%	$ -	$ 594.36	3.2%
3 x week	per month	72%	$ 497.64	$ 124.41	28%	$ 240.47	$ 862.52	$ 16.33	$ -	$ 7.07		$ 513.96	$ 128.49	72%	$ 247.54	28%	$ 890.00	3.2%	$ -	$ 890.00	3.2%
4 x week	per month	72%	$ 662.74	$ 165.69	28%	$ 320.63	$ 1,149.06	$ 21.74	$ -	$ 9.43		$ 684.48	$ 171.12	72%	$ 330.06	28%	$ 1,185.66	3.2%	$ -	$ 1,185.66	3.2%
5 x week	per month	72%	$ 827.85	$ 206.96	28%	$ 400.79	$ 1,435.60	$ 27.16	$ -	$ 11.78		$ 855.01	$ 213.75	72%	$ 412.57	28%	$ 1,481.33	3.2%	$ -	$ 1,481.33	3.2%
6 x week	per month	72%	$ 992.97	$ 248.24	28%	$ 480.94	$ 1,722.15	$ 32.58	$ -	$ 14.14		$1,025.54	$ 256.39	72%	$ 495.08	28%	$ 1,777.01	3.2%	$ -	$ 1,777.01	3.2%
64-gal Food Waste Cart																					
1 x week	per month	56%	$ 37.54	$ 9.38	44%	$ 37.30	$ 84.22	$ 1.23	$ -	$ 1.10		$ 38.77	$ 9.69	56%	$ 38.40	44%	$ 86.86	3.1%	$ -	$ 86.86	3.1%
2 x week	per month	56%	$ 76.63	$ 19.16	44%	$ 74.65	$ 170.44	$ 2.51	$ -	$ 2.19		$ 79.14	$ 19.79	56%	$ 76.85	44%	$ 175.78	3.1%	$ -	$ 175.78	3.1%
3 x week	per month	56%	$ 114.97	$ 28.74	44%	$ 111.99	$ 255.70	$ 3.77	$ -	$ 3.29		$ 118.74	$ 29.69	56%	$ 115.28	44%	$ 263.71	3.1%	$ -	$ 263.71	3.1%
4 x week	per month	56%	$ 153.28	$ 38.32	44%	$ 149.32	$ 340.92	$ 5.03	$ -	$ 4.39		$ 158.31	$ 39.58	56%	$ 153.71	44%	$ 351.60	3.1%	$ -	$ 351.60	3.1%
5 x week	per month	56%	$ 191.60	$ 47.90	44%	$ 186.65	$ 426.14	$ 6.29	$ -	$ 5.49		$ 197.88	$ 49.47	56%	$ 192.13	44%	$ 439.48	3.1%	$ -	$ 439.48	3.1%
6 x week	per month	56%	$ 229.92	$ 57.48	44%	$ 223.98	$ 511.38	$ 7.54	$ -	$ 6.58		$ 237.46	$ 59.37	56%	$ 230.56	44%	$ 527.39	3.1%	$ -	$ 527.39	3.1%

CITY OF CANYON LAKE

EXHIBIT "A"

Schedule of Rates
(effective July 1, 2026)

2	Fully automated single family residential collection, fully mechanized recycling, composting, transfer and disposal:		
	Monthly Rate: (includes Extraordinary Recycling Fee)	$	38.23
3	Fully automated single family residential additional refuse, recycling or composting container:		
	Monthly Rate Per Container:	$	16.05
4	Single family residential additional bulky item pick up:		
	Per Pick Up (two items per pick up):	$	16.99
	Residential Organic AD Service	$	3.17
	Additional Food Scrap Pail	$	11.68
5	Commercial, industrial, and multi-family residential refuse monthly bin rates (one 3 cubic yard bin) with the following pick ups per week:		
	1 x week	$	224.99
	2 x week	$	448.00
	3 x week	$	670.99
	4 x week	$	893.95
	5 x week	$	1,116.99
	6 x week	$	1,339.97
6	Commercial, industrial, and multi-family residential recycle monthly bin rates (one 3 cubic yard bin) with the following pick ups per week:		
	1 x week	$	96.42
	2 x week	$	192.89
	3 x week	$	289.31
	4 x week	$	385.79
	5 x week	$	482.21
	6 x week	$	578.65
	Commercial, industrial, and multi-family residential recycle monthly cart rate (one 96 gallon cart) with the following pick ups per week:		
	1 x week	$	60.73
	Each Additional Commercial Recycling Cart	$	50.27
	Each Additional Commercial Organic Bin Per Pick Up*	$	317.27
	Commerical Organic Cart Replacement Fee*	$	68.87
	Commercial Convert To Locking Bin- One Time Fee Per Bin*	$	82.20
	Organic Container Contamination Fee Per Occurrence*	$	68.87
	Recycle Container Contamination Fee	$	85.89
7	Temporary 3 cubic yard bin rate:	$	171.29 per bin

CITY OF CANYON LAKE

EXHIBIT "A"

Schedule of Rates
(effective July 1, 2026)

8	Redeliver and reinstatement rate:	$	78.76	per occurrence
9	40 cubic yard roll-off bin rate:	$	413.39	+ MRF/landfill fees
10	10 cubic yard roll-off/lowboy bin rate:	$	413.39	+ MRF/landfill fees
	Compactor roll-off bin rate*:	$	594.68	+ MRF/landfill fees
	Residential New Account Set up	$	45.02	
	Commercial New Account Set up	$	90.07	
	Commercial Bin Delivery (Permanent /Temp)*	$	69.36	
	Rolloff New Account Set up	$	90.07	
	Commercial Overflow	$	94.47	
	Commercial Bulky Item Per Item*	$	26.80	
	Rolloff Delivery	$	137.43	
	Rolloff False Run	$	137.43	
	Rolloff Relocation	$	152.89	
	Stinger Truck Fee Per Bin, Per Frequency*	$	41.88	

*Denotes 2021 Fee

Organic AD Rates

Anaerobic Digester Rate Per Ton	$	100.63	

Commercial, industrial, and multi-family residential food monthly bin rates (one 2 cubic yard bin) with the following pick ups per week:

1 x week	$	375.67
2 x week	$	741.03
3 x week	$	1,110.03
4 x week	$	1,478.99
5 x week	$	1,847.99
6 x week	$	2,217.01

Commercial, industrial, and multi-family residential non-food monthly bin rates (one 2 cubic yard bin) with the following pick ups per week:

1 x week	$	302.34
2 x week	$	594.36
3 x week	$	890.00
4 x week	$	1,185.66
5 x week	$	1,481.33
6 x week	$	1,777.01

Commercial, industrial, and multi-family residential food monthly cart rate (one 64-gallon cart) with the following pick ups per week:

1 x week	$	86.86
2 x week	$	175.78
3 x week	$	263.71
4 x week	$	351.60
5 x week	$	439.48
6 x week	$	527.39

U.S. BUREAU OF LABOR STATISTICS

Databases, Tables & Calculators by Subject

Special Notices *1/14/2026*

Change Output Options: From: 2017 To: 2026 GO

include graphs include annual averages More Formatting Options

Data extracted on: March 5, 2026 (6:47:46 PM)

Consumer Price Index for All Urban Consumers (CPI-U)

Series Id: CUURS49CSA0
Not Seasonally Adjusted
Series Title: All items in Riverside-San Bernardino-Ontario, CA, all urban consumers, not seasonally adjusted
Area: Riverside-San Bernardino-Ontario, CA
Item: All items
Base Period: DECEMBER 2017=100

Download: xlsx

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2017												100.000			
2018	100.916		101.897		102.929		103.139		103.241		103.616		102.732	102.023	103.441
2019	103.991		104.749		105.959		105.816		106.412		106.573		105.697	104.998	106.397
2020	107.143		107.162		106.899		107.640		108.201		108.626		107.672	107.068	108.275
2021	109.550		110.981		113.222		114.682		115.557		117.206		113.875	111.588	116.162
2022	118.963		122.127		123.893		125.262		125.272		125.983		123.784	122.018	125.551
2023	127.683		127.707		128.768		129.525		131.372		131.372		129.545	128.130	130.961
2024	131.358		133.144		133.943		133.113		133.179		132.853		132.932	132.817	133.046
2025	135.215		136.511		137.456		137.708		138.029		138.851		137.293	136.528	138.211
2026	139.602														

12-Month Percent Change
Series Id: CUURS49CSA0
Not Seasonally Adjusted
Series Title: All items in Riverside-San Bernardino-Ontario, CA, all urban consumers, not seasonally adjusted
Area: Riverside-San Bernardino-Ontario, CA
Item: All items
Base Period: DECEMBER 2017=100

Download: xlsx

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2019	3.0		2.8		2.9		2.6		3.1		2.9		2.9	2.9	2.9
2020	3.0		2.3		0.9		1.7		1.7		1.9		1.9	2.0	1.8
2021	2.2		3.6		5.9		6.5		6.8		7.9		5.8	4.2	7.3
2022	8.6		10.0		9.4		9.2		8.4		7.5		8.7	9.3	8.1
2023	7.3		4.6		3.9		3.4		4.9		4.3		4.7	5.0	4.3
2024	2.9		4.3		4.0		2.8		1.4		1.1		2.6	3.7	1.6
2025	2.9		2.5		2.6		3.5		3.6		4.5		3.3	2.8	3.9
2026	3.2														

U.S. BUREAU OF LABOR STATISTICS Office of Publications and Special Studies Suitland Federal Center Floor 7 4600 Silver Hill Road Washington, DC 20212-0002

Telephone: 202-691-5200_ Telecommunications Relay Service: 7-1-1_ www.bls.gov Contact Us

RIVERSIDE COUNTY
DEPARTMENT OF
WASTE RESOURCES

Andy Cortez, General Manager-Chief Engineer

February 19, 2026

Alex Braicovich
CR&R
P.O. Box 1208
Perris, CA 92570

RE: Disposal Fee Increase – FY 2026/27

The Riverside County Department of Waste Resources (Department) is responsible for assuring that there is, and will be in the future, sufficient and accessible landfill space to properly serve the population of the County in its disposal needs. To fulfill this mandate, the Department continually maintains and expands County landfill sites, and encourages, supports, and develops recycling programs that minimize the dependence on landfill disposal facilities.

Due to sustained increases in labor expenses, capital improvement costs, regulatory compliance costs, and closed site maintenance, an increase in disposal rates is essential to allow for continued and improved services. This letter serves as a notice that subject to approval by the Riverside County Board of Supervisors, landfill disposal rates will increase in FY 26/27 by the Consumer Price Index (CPI), which is 2.94% for calendar year 2025. The FY 26/27 rate for the Perris Valley Transfer Station will be $45.06 per ton and $41.28 per ton for the Area 8 Transfer Station(s). The new rates will become effective for tonnage deliveries starting on July 1, 2026.

Thank you for your past cooperation and support.

Sincerely,

Andy Cortez Digitally signed by Andy Cortez Date: 2026.02.18 14:20:30 -08'00'

Andy Cortez
General Manager-Chief Engineer

cc: Steve Van Stockum, LEA (via email)

14310 Frederick Street • Moreno Valley, CA 92553 - (951) 486-3200 • Fax (951) 486-3205 • Fax (951) 486-3230
www.rcwaste.org

Printed on recycled paper

CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Jim Rayls, Chief of Police

DATE: 05/13/2026

SUBJECT: Consideration of a 10-Year Agreement with AXON Enterprises, Inc. for Police Department Equipment

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Recommendation:
Approve an agreement with AXON Enterprise, Inc. for a period of ten years and authorize the City Manager to execute all documents necessary to effectuate this action on forms acceptable to the City Attorney.

Background/Analysis:
The city has authorized the establishment of a municipal police department to enhance public safety services and ensure local control over law enforcement operations. To ensure operational readiness the city is working on purchasing necessary and required equipment for its police officers. AXON Enterprise is the industry leader in developing equipment, technology and software for law enforcement agencies. This includes Taser technology, body-worn cameras, in-car cameras and management software. The city has been negotiating with AXON technologies since the implementation of the Canyon Lake Police Department. The goal of the city has been to set up the municipal police department, for long term sustainability regarding equipment and services. The latest agreement with AXON Enterprises provides, **12 Tasers**, including all hardware, holsters, virtual training and an unlimited supply of replacement cartridges, **12 Body Worn Cameras,** including hardware, uniform clips, software and unlimited video and digital evidence storage, **6 in-vehicle cameras**, including installation and unlimited video storage, **3 ALPR pole cameras,** including installation and unlimited video storage. (The ALPR cameras were provided free of charge). The agreement also includes a 10-year warranty on all equipment with a replacement of all Tasers and cameras, updated to the latest equipment and technology, at the five-year mark.

The proposed agreement will ensure the yearly rate does not change from year 1 to year 10. This ten-year agreement will allow the city to control the rising costs for technology and equipment as it relates to the establishment and long-term sustainability of the city police department.

Fiscal Impact Yes/No: Yes

Dollar Amount Requested: $514,245.59

Additional Fiscal Information:
Payment schedule:

Year 1 $35,902.32

Year 2 $36,348.29
Year 3 $55.249.39
Year 4 $55.249.39
Year 5 $55.249.39
Year 6 $55.249.39
Year 7 $55.249.39
Year 8 $55.249.39
Year 9 $55.249.35
Year 10 $55.249.39

Attachments:
1 - AXON Agreement

Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic:(800) 978-2737
International: +1.800.978.2737

Q-824286-46134SB

Issued: 04/22/2026

Quote Expiration: 04/30/2026

Estimated Contract Start Date: 07/01/2026

Account Number: 613647

Payment Terms: N30

Mode of Delivery: AUTO-GND

Credit/Debit Amount: $0.00

SHIP TO	BILL TO
Canyon Lake PD 31516 Railroad Canyon Rd Canyon Lake, CA 92587-9400 USA	Canyon Lake PD - CA 31516 Railroad Canyon Rd Canyon Lake CA 92587-9400 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Spencer Brachman Phone: Email: sbrachman@axon.com Fax:	James Rayls Phone: (951) 329-7235 Email: jrayls@canyonlakeca.gov Fax:

Quote Summary

Program Length	120 Months
TOTAL COST	$495,170.60
ESTIMATED TOTAL W/ TAX	$514,245.59

Discount Summary

Average Savings Per Year	$24,936.34
TOTAL SAVINGS	$249,363.39

Payment Summary

Date	Subtotal	Tax	Total
Jul 2026	$34,570.60	$1,331.72	$35,902.32
May 2027	$35,000.00	$1,348.29	$36,348.29
Jul 2028	$53,200.00	$2,049.39	$55,249.39
Jul 2029	$53,200.00	$2,049.39	$55,249.39
Jul 2030	$53,200.00	$2,049.39	$55,249.39
Jul 2031	$53,200.00	$2,049.39	$55,249.39
Jul 2032	$53,200.00	$2,049.39	$55,249.39
Jul 2033	$53,200.00	$2,049.39	$55,249.39
Jul 2034	$53,200.00	$2,049.39	$55,249.39
Jul 2035	$53,200.00	$2,049.25	$55,249.25
Total	**$495,170.60**	**$19,074.99**	**$514,245.59**

Quote Unbundled Price:	**$731,987.00**
Quote List Price:	**$580,286.60**
Quote Subtotal:	**$495,170.60**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
C00031	TASER 10 CERTIFICATION PRO PLAN	12	120	$167.96	$123.87	$123.87	$178,372.80	$9,375.96	$187,748.76
HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	120			$1,049.00	$12,588.00	$975.57	$13,563.57
BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	120	$157.40	$110.46	$110.46	$159,062.40	$3,668.38	$162,730.78
Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	120	$201.93	$198.58	$184.68	$132,969.60	$4,801.04	$137,770.64
B00075	OUTPOST PLAN	3	120	$294.17	$243.60	$0.00	$0.00	$0.00	$0.00
A la Carte Hardware									
H00002	AB4 Multi Bay Dock Bundle	2			$1,638.90	$1,638.90	$3,277.80	$254.04	$3,531.84
A la Carte Services									
102531	PSO VIRTUAL TRAINING	1			$2,500.00	$2,500.00	$2,500.00	$0.00	$2,500.00
102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1			$6,400.00	$6,400.00	$6,400.00	$0.00	$6,400.00
Total							**$495,170.60**	**$19,074.99**	**$514,245.59**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 CONNECTED HARDWARE BUNDLE	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	12	1	06/01/2026
AB4 CONNECTED HARDWARE BUNDLE	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	14	1	06/01/2026
AB4 CONNECTED HARDWARE BUNDLE	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	14	1	06/01/2026
AB4 CONNECTED HARDWARE BUNDLE	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	14	1	06/01/2026
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	2	1	06/01/2026
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	2	1	06/01/2026
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	2	1	06/01/2026
Fleet 3 Basic + TAP 10 Year	101675	AXON FLEET - ERICSSON CRADLEPOINT R980-5GD-A+5YR NETCLOUD	6	1	06/01/2026
Fleet 3 Basic + TAP 10 Year	101924	AXON FLEET - TAOGLAS ANT - 7-IN-1 4CELL 2WIFI 1GNSS INT	6	1	06/01/2026
Fleet 3 Basic + TAP 10 Year	70112	AXON SIGNAL - VEHICLE	6	1	06/01/2026
Fleet 3 Basic + TAP 10 Year	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	6	1	06/01/2026
OUTPOST PLAN	102032	AXON OUTPOST - CAMERA	3	1	06/01/2026
OUTPOST PLAN	102488	AXON OUTPOST - SOLAR PANEL - 100W	3	1	06/01/2026
OUTPOST PLAN	102538	AXON OUTPOST - TOP MOUNT END CAP - STANDARD	3	1	06/01/2026
OUTPOST PLAN	102543	AXON OUTPOST - BATTERY & CHARGER ENCLOSURE - EXTENDED	3	1	06/01/2026
OUTPOST PLAN	102552	AXON OUTPOST - POLE - STANDARD	3	1	06/01/2026
OUTPOST PLAN	102737	AXON OUTPOST - STANDARD SOLAR HARDWARE KIT	3	1	06/01/2026

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
TASER 10 CERTIFICATION PRO PLAN	100122	AXON VR - HEADSET - BATTERY	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100126	AXON VR - TACTICAL BAG	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	12	2	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100396	AXON TASER 10 - MAGAZINE - INERT RED	12	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100399	AXON TASER 10 - CARTRIDGE - LIVE	240	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100400	AXON TASER 10 - CARTRIDGE - HALT	120	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100401	AXON TASER 10 - CARTRIDGE - INERT	120	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100591	AXON TASER - CLEANING KIT	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	12	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100748	AXON VR - CONTROLLER - TASER 10	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100832	AXON VR - CONTROLLER - HANDGUN VR19H	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	101122	AXON VR - HOLSTER - T10 SAFARILAND GRAY - RH	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	101294	AXON VR - TABLET	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	101300	AXON VR - TABLET CASE	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	101751	AXON VR - HEADSET - HTC FOCUS VISION	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	101755	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2	12	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	101757	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE V2	12	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	102186	AXON TASER 10 - COMMAND BOX	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	102389	AXON VR - MULTI-USER ROOM MARKER	2	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	20018	AXON TASER - BATTERY PACK - TACTICAL	2	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	20018	AXON TASER - BATTERY PACK - TACTICAL	12	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	06/01/2026
TASER 10 CERTIFICATION PRO PLAN	100400	AXON TASER 10 - CARTRIDGE - HALT	100	1	06/01/2027
TASER 10 CERTIFICATION PRO PLAN	100400	AXON TASER 10 - CARTRIDGE - HALT	100	1	06/01/2028
BWC Unlimited with TAP 10YR	73309	AXON BODY - TAP REFRESH 1 - CAMERA	12	1	12/01/2028
BWC Unlimited with TAP 10YR	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	2	1	12/01/2028
TASER 10 CERTIFICATION PRO PLAN	100210	AXON VR - TAP REFRESH 1 - TABLET	1	1	12/01/2028
TASER 10 CERTIFICATION PRO PLAN	101009	AXON VR - TAP REFRESH 1 - HANDGUN CONTROLLER	1	1	12/01/2028
TASER 10 CERTIFICATION PRO PLAN	101012	AXON VR - TAP REFRESH 1 - TASER CONTROLLER	1	1	12/01/2028
TASER 10 CERTIFICATION PRO PLAN	20373	AXON VR - TAP REFRESH 1 - HEADSET	1	1	12/01/2028
TASER 10 CERTIFICATION PRO PLAN	100400	AXON TASER 10 - CARTRIDGE - HALT	90	1	06/01/2029
TASER 10 CERTIFICATION PRO PLAN	100400	AXON TASER 10 - CARTRIDGE - HALT	100	1	06/01/2030
BWC Unlimited with TAP 10YR	73310	AXON BODY - TAP REFRESH 2 - CAMERA	12	1	06/01/2031
BWC Unlimited with TAP 10YR	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	2	1	06/01/2031
Fleet 3 Basic + TAP 10 Year	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	6	1	06/01/2031
TASER 10 CERTIFICATION PRO PLAN	100211	AXON VR - TAP REFRESH 2 - TABLET	1	1	06/01/2031
TASER 10 CERTIFICATION PRO PLAN	101010	AXON VR - TAP REFRESH 2 - HANDGUN CONTROLLER	1	1	06/01/2031
TASER 10 CERTIFICATION PRO PLAN	101013	AXON VR - TAP REFRESH 2 - TASER CONTROLLER	1	1	06/01/2031
TASER 10 CERTIFICATION PRO PLAN	20242	AXON TASER - CERTIFICATION PROGRAM YEAR 6-10 HARDWARE	12	1	06/01/2031
TASER 10 CERTIFICATION PRO PLAN	20374	AXON VR - TAP REFRESH 2 - HEADSET	1	1	06/01/2031
BWC Unlimited with TAP 10YR	73345	AXON BODY - TAP REFRESH 3 - CAMERA	12	1	12/01/2033

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BWC Unlimited with TAP 10YR	73347	AXON BODY - TAP REFRESH 3 - DOCK MULTI BAY	2	1	12/01/2033
TASER 10 CERTIFICATION PRO PLAN	100212	AXON VR - TAP REFRESH 3 - TABLET	1	1	12/01/2033
TASER 10 CERTIFICATION PRO PLAN	101011	AXON VR - TAP REFRESH 3 - HANDGUN CONTROLLER	1	1	12/01/2033
TASER 10 CERTIFICATION PRO PLAN	101014	AXON VR - TAP REFRESH 3 - TASER CONTROLLER	1	1	12/01/2033
TASER 10 CERTIFICATION PRO PLAN	20375	AXON VR - TAP REFRESH 3 - HEADSET	1	1	12/01/2033
BWC Unlimited with TAP 10YR	73346	AXON BODY - TAP REFRESH 4 - CAMERA	12	1	06/01/2036
BWC Unlimited with TAP 10YR	73348	AXON BODY - TAP REFRESH 4 - DOCK MULTI BAY	2	1	06/01/2036
Fleet 3 Basic + TAP 10 Year	100092	AXON FLEET - TAP REFRESH 2 - 2 CAMERA KIT	6	1	06/01/2036

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BWC Unlimited with TAP 10YR	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	12	07/01/2026	06/30/2036
BWC Unlimited with TAP 10YR	73746	AXON EVIDENCE - ECOM LICENSE - PRO	12	07/01/2026	06/30/2036
Fleet 3 Basic + TAP 10 Year	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	6	07/01/2026	06/30/2036
Fleet 3 Basic + TAP 10 Year	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	12	07/01/2026	06/30/2036
OUTPOST PLAN	102142	AXON VEHICLE INTELLIGENCE - ALPR LICENSE	3	07/01/2026	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	101180	AXON TASER - DATA SCIENCE PROGRAM	12	07/01/2026	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	20248	AXON TASER - EVIDENCE.COM LICENSE	1	07/01/2026	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	20248	AXON TASER - EVIDENCE.COM LICENSE	12	07/01/2026	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	20370	AXON VR - USER ACCESS - FULL VR	12	07/01/2026	06/30/2036

Services

Bundle	Item	Description	QTY
Fleet 3 Basic + TAP 10 Year	100738	AXON FLEET 3 - SIM INSERTION - VZW 4FF	6
Fleet 3 Basic + TAP 10 Year	73391	AXON FLEET 3 - DEPLOYMENT PER VEHICLE - NOT OVERSIZED	6
Fleet 3 Basic + TAP 10 Year	73392	AXON FLEET 3 - INSTALLATION - UPGRADE (PER VEHICLE)	6
OUTPOST PLAN	102136	AXON OUTPOST - STANDARD INSTALLATION	3
TASER 10 CERTIFICATION PRO PLAN	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	12
TASER 10 CERTIFICATION PRO PLAN	101193	AXON TASER - ON DEMAND CERTIFICATION	12
A la Carte	102531	PSO VIRTUAL TRAINING	1
A la Carte	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BWC Unlimited with TAP 10YR	80464	AXON BODY - TAP WARRANTY - CAMERA	12	06/01/2027	06/30/2036
BWC Unlimited with TAP 10YR	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	2	06/01/2027	06/30/2036
Fleet 3 Basic + TAP 10 Year	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	6	06/01/2027	06/30/2036
Fleet 3 Basic + TAP 10 Year	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	6	06/01/2027	06/30/2036
OUTPOST PLAN	102135	AXON OUTPOST - EXT WARRANTY - CAMERA	3	06/01/2027	06/30/2036
OUTPOST PLAN	102137	AXON OUTPOST - MAINTENANCE	3	06/01/2027	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	100197	AXON VR - EXT WARRANTY - HEADSET	1	06/01/2027	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	100213	AXON VR - EXT WARRANTY - TABLET	1	06/01/2027	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	12	06/01/2027	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	101007	AXON VR - EXT WARRANTY - TASER CONTROLLER	1	06/01/2027	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	101008	AXON VR - EXT WARRANTY - HANDGUN CONTROLLER	1	06/01/2027	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	2	06/01/2027	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	12	06/01/2027	06/30/2036
TASER 10 CERTIFICATION PRO PLAN	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	06/01/2027	06/30/2036

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	31516 Railroad Canyon Rd	Canyon Lake	CA	92587-9400	USA
2	31516 Railroad Canyon Rd	Canyon Lake	CA	92587-9400	USA

Payment Details

Jul 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	102531	PSO VIRTUAL TRAINING	1	$174.54	$0.00	$174.54
Annual Payment 1	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1	$446.82	$0.00	$446.82
Annual Payment 1	BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	$11,105.01	$256.11	$11,361.12
Annual Payment 1	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$12,453.20	$654.58	$13,107.78
Annual Payment 1	Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	$9,283.35	$335.18	$9,618.53
Annual Payment 1	H00002	AB4 Multi Bay Dock Bundle	2	$228.84	$17.74	$246.58
Annual Payment 1	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	$878.84	$68.11	$946.95
Invoice Upon Fulfillment	B00075	OUTPOST PLAN	3	$0.00	$0.00	$0.00
Invoice Upon Fulfillment	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$0.00	$0.00	$0.00
Total				**$34,570.60**	**$1,331.72**	**$35,902.32**

May 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	102531	PSO VIRTUAL TRAINING	1	$176.71	$0.00	$176.71
Annual Payment 2	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1	$452.37	$0.00	$452.37
Annual Payment 2	BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	$11,242.94	$259.29	$11,502.23
Annual Payment 2	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$12,607.90	$662.75	$13,270.65
Annual Payment 2	Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	$9,398.64	$339.34	$9,737.98
Annual Payment 2	H00002	AB4 Multi Bay Dock Bundle	2	$231.69	$17.95	$249.64
Annual Payment 2	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	$889.75	$68.96	$958.71
Total				**$35,000.00**	**$1,348.29**	**$36,348.29**

Jul 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	102531	PSO VIRTUAL TRAINING	1	$268.59	$0.00	$268.59
Annual Payment 3	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1	$687.60	$0.00	$687.60
Annual Payment 3	BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	$17,089.33	$394.12	$17,483.45
Annual Payment 3	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$19,163.95	$1,007.35	$20,171.30
Annual Payment 3	Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	$14,285.94	$515.82	$14,801.76
Annual Payment 3	H00002	AB4 Multi Bay Dock Bundle	2	$352.16	$27.29	$379.45
Annual Payment 3	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	$1,352.43	$104.81	$1,457.24
Total				**$53,200.00**	**$2,049.39**	**$55,249.39**

Jul 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	102531	PSO VIRTUAL TRAINING	1	$268.59	$0.00	$268.59
Annual Payment 4	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1	$687.60	$0.00	$687.60
Annual Payment 4	BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	$17,089.33	$394.12	$17,483.45

Jul 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$19,163.95	$1,007.35	$20,171.30
Annual Payment 4	Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	$14,285.94	$515.82	$14,801.76
Annual Payment 4	H00002	AB4 Multi Bay Dock Bundle	2	$352.16	$27.29	$379.45
Annual Payment 4	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	$1,352.43	$104.81	$1,457.24
Total				**$53,200.00**	**$2,049.39**	**$55,249.39**

Jul 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	102531	PSO VIRTUAL TRAINING	1	$268.59	$0.00	$268.59
Annual Payment 5	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1	$687.60	$0.00	$687.60
Annual Payment 5	BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	$17,089.33	$394.12	$17,483.45
Annual Payment 5	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$19,163.95	$1,007.35	$20,171.30
Annual Payment 5	Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	$14,285.94	$515.82	$14,801.76
Annual Payment 5	H00002	AB4 Multi Bay Dock Bundle	2	$352.16	$27.29	$379.45
Annual Payment 5	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	$1,352.43	$104.81	$1,457.24
Total				**$53,200.00**	**$2,049.39**	**$55,249.39**

Jul 2031

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 6	102531	PSO VIRTUAL TRAINING	1	$268.59	$0.00	$268.59
Annual Payment 6	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1	$687.60	$0.00	$687.60
Annual Payment 6	BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	$17,089.33	$394.12	$17,483.45
Annual Payment 6	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$19,163.95	$1,007.35	$20,171.30
Annual Payment 6	Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	$14,285.94	$515.82	$14,801.76
Annual Payment 6	H00002	AB4 Multi Bay Dock Bundle	2	$352.16	$27.29	$379.45
Annual Payment 6	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	$1,352.43	$104.81	$1,457.24
Total				**$53,200.00**	**$2,049.39**	**$55,249.39**

Jul 2032

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 7	102531	PSO VIRTUAL TRAINING	1	$268.59	$0.00	$268.59
Annual Payment 7	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1	$687.60	$0.00	$687.60
Annual Payment 7	BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	$17,089.33	$394.12	$17,483.45
Annual Payment 7	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$19,163.95	$1,007.35	$20,171.30
Annual Payment 7	Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	$14,285.94	$515.82	$14,801.76
Annual Payment 7	H00002	AB4 Multi Bay Dock Bundle	2	$352.16	$27.29	$379.45
Annual Payment 7	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	$1,352.43	$104.81	$1,457.24
Total				**$53,200.00**	**$2,049.39**	**$55,249.39**

Jul 2033

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 8	102531	PSO VIRTUAL TRAINING	1	$268.59	$0.00	$268.59
Annual Payment 8	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1	$687.60	$0.00	$687.60
Annual Payment 8	BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	$17,089.33	$394.12	$17,483.45
Annual Payment 8	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$19,163.95	$1,007.35	$20,171.30
Annual Payment 8	Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	$14,285.94	$515.82	$14,801.76
Annual Payment 8	H00002	AB4 Multi Bay Dock Bundle	2	$352.16	$27.29	$379.45
Annual Payment 8	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	$1,352.43	$104.81	$1,457.24
Total				**$53,200.00**	**$2,049.39**	**$55,249.39**

Jul 2034						
Invoice Plan	**Item**	**Description**	**Qty**	**Subtotal**	**Tax**	**Total**
Annual Payment 9	102531	PSO VIRTUAL TRAINING	1	$268.59	$0.00	$268.59
Annual Payment 9	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1	$687.60	$0.00	$687.60
Annual Payment 9	BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	$17,089.33	$394.12	$17,483.45
Annual Payment 9	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$19,163.95	$1,007.35	$20,171.30
Annual Payment 9	Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	$14,285.94	$515.82	$14,801.76
Annual Payment 9	H00002	AB4 Multi Bay Dock Bundle	2	$352.16	$27.29	$379.45
Annual Payment 9	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	$1,352.43	$104.81	$1,457.24
Total				**$53,200.00**	**$2,049.39**	**$55,249.39**

Jul 2035						
Invoice Plan	**Item**	**Description**	**Qty**	**Subtotal**	**Tax**	**Total**
Annual Payment 10	102531	PSO VIRTUAL TRAINING	1	$268.59	$0.00	$268.59
Annual Payment 10	102597	TASER CEW + VR INSTRUCTOR CERT + VR IMPLEMENTATION (2-DAY)	1	$687.60	$0.00	$687.60
Annual Payment 10	BWCUwTAP10Yr	BWC Unlimited with TAP 10YR	12	$17,089.33	$394.14	$17,483.47
Annual Payment 10	C00031	TASER 10 CERTIFICATION PRO PLAN	12	$19,163.95	$1,007.18	$20,171.13
Annual Payment 10	Fleet3B+TAP10Yr	Fleet 3 Basic + TAP 10 Year	6	$14,285.94	$515.78	$14,801.72
Annual Payment 10	H00002	AB4 Multi Bay Dock Bundle	2	$352.16	$27.32	$379.48
Annual Payment 10	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	12	$1,352.43	$104.83	$1,457.26
Total				**$53,200.00**	**$2,049.25**	**$55,249.25**

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at https://www.axon.com/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Rewrite Estimates

Estimated Amounts and Contract Terminations. Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

Refresh Shipment Timing

Technology Assurance Plan (TAP) Refresh Prior to Renewal. For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

Shipment Timing

Shipment Variance. Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.

Signature

Date Signed

4/22/2026



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Jim Rayls, Chief of Police

DATE: 05/13/2026

SUBJECT: Consideration of a Resolution Adopting a Fee Schedule for Law Enforcement Services

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Recommendation:
(1) Open the public hearing and take public testimony; and (2) adopt Resolution No. 2026-21 establishing a fee schedule for law enforcement services.

Background/Analysis:
The Riverside County Sheriff's Department ("Sheriff's Department") currently provides law enforcement services within the City of Canyon Lake ("City") pursuant to the City's contract with the Sheriff's Department. The Sheriff's Department maintains a fee schedule for various law enforcement-related services presently provided within the City. The Sheriff's Department has calculated its fee schedule using billing rates designed to achieve full cost recovery for the services provided, except where fees are set by State law.

The proposed City fee schedule for law enforcement services is based on the Sheriff's Department's current fee schedule (FY 25-26) and is scheduled to be assumed by the Canyon Lake Police Department in the future. The proposed City fees will not exceed the fees currently established by the Sheriff's Department for the same or similar services. Furthermore, the proposed fees are charges for specific government services or products provided directly to the person requesting or receiving the service, are not imposed for general law-enforcement availability or readiness, and are intended to recover no more than the City's reasonable costs of providing those services. For the interim period, the City has reviewed the Riverside County Sheriff's Department FY 2025-26 fee schedule for comparable services and determined that the proposed fees are a reasonable proxy for the City's anticipated near-term costs pending completion of a comprehensive Citywide fee study.

The proposed fee schedule is intended to serve as an interim measure. After the City has established the Police Department, the City intends to conduct a Citywide comprehensive fee study, including law enforcement-related services to further evaluate and refine such fees.

Notice of this public hearing was published on May 1, 2026, as required by applicable law.

Fiscal Impact Yes/No: No

Additional Fiscal Information:
The proposed fees are intended to recover only the City's reasonable costs of processing and providing the services identified in in the proposed Resolution. No net fiscal impact is anticipated.

Attachments:
1 - Resolution
2- Exhibit A

RESOLUTION NO. 2026-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A FEE SCHEDULE FOR LAW ENFORCEMENT SERVICES CURRENTLY PROVIDED BY THE RIVERSIDE COUNTY SHERIFF'S DEPARTMENT AND TO BE ASSUMED BY THE CANYON LAKE POLICE DEPARTMENT IN THE FUTURE

WHEREAS, the City of Canyon Lake ("City") is authorized to impose fees to recover the reasonable costs of services it provides pursuant to its police power under Article XI, Section 7 of the California Constitution and applicable law; and

WHEREAS, the City currently contracts with the Riverside County Sheriff's Department ("Sheriff's Department") for the provision of law enforcement services within the City; and

WHEREAS, the City has established a municipal police department, which has not yet commenced operations and is anticipated to assume responsibility for providing law enforcement services within the City; and

WHEREAS, the Sheriff's Department presently maintains a fee schedule for various law enforcement-related services, which is intended to reflect the costs incurred to provide such services, and has calculated such fees using billing rates designed to achieve full cost recovery, except where fees are set by State law; and

WHEREAS, the City seeks to establish a fee schedule for law enforcement services presently provided by the Sheriff's Department and scheduled to be assumed by the Canyon Lake Police Department in the future; and

WHEREAS, the proposed fees are intended to recover no more than the reasonable costs of providing the services for which the fees are charged; and

WHEREAS, the City Council further finds that the fees established by this Resolution will not exceed the fees currently established by the Sheriff's Department for the same or similar services; and

WHEREAS, the City intends for the fee schedule established by this Resolution to serve as an interim measure pending completion of a Citywide comprehensive fee study, including for law enforcement-related services to further evaluate and refine such fees, anticipated by December 31, 2030; and

WHEREAS, a duly noticed public hearing was held prior to adoption of this Resolution, at which time all interested persons were given the opportunity to be heard and present evidence.

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 adopts the fee schedule set forth in Exhibit "A," attached hereto and incorporated herein by this reference.

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 13th day of May 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

EXHIBIT "A"

Law Enforcement Fee Schedule

[to be attached]

ATTACHMENT -- A

Schedule of Fees
FY 25/26

	Legal Authority Notes	Revenue Code	6/22/2010 Approved Schedule	New Proposed Schedule
ABC Letters (Charitable Organizations Exempt)				
New permit / Letter		773510	$ 172.00	$ 99.00
CRIME ANALYSIS				
Information on local area crime statistics (Per hour, 1 hour minimum)		773530	$ 50.00	$ 81.00
FINGERPRINTING / LIVESCAN				
County Fingerprint Fee	PC 13300(e)	773550	$ 10.00	$ 31.00
(Fee does not include CA DOJ or FBI fee)				
LICENSES				
Bingo License				
Initial/Renewal	Ordinance 558.13	726060	$ 50.00	$ 90.00
Massage License (Non Refundable)				
Business - Initial	Ordinance 596.2	721040	$ 585.00	$ 968.00
County Fingerprint Fee		773550	$ 10.00	$ 31.00
TOTAL - Massage License Business - Initial			$ 595.00	$ 999.00
(Fee does not include CA DOJ or FBI fee)				
Renewal		721040	$ 316.00	$ 559.00
Technicians - Initial	Ordinance 596.2	721040	$ 214.00	$ 181.00
County Fingerprint Fee		773550	$ 10.00	$ 31.00
TOTAL - Massage License Technicians - Initial			$ 224.00	$ 212.00
(Fee does not include CA DOJ or FBI fee)				
Renewal		721040	$ 120.00	$ 151.00
Palm Readers / Fortune Teller License - Initial (Non Refundable)	Ordinance 508.2	721020	$ 120.00	$ 151.00
County Fingerprint Fee	PC 13300(e)	773550	$ 10.00	$ 31.00
TOTAL - Palm Readers/Fortune Teller License			$ 130.00	$ 182.00
(Fee does not include CA DOJ or FBI fee)				
Renewal	Ordinance 508.1	721020	$ 111.00	$ 136.00
Secondhand Dealer License				
County Processing Fee - Initial	B&P 21641		$ 107.00	$ 229.00
County Fingerprint Fee	PC 13300 (e)	773550	$ 10.00	$ 31.00
TOTAL - Secondhand Dealers License - Initial			$ 117.00	$ 260.00
(Fee does not include CA DOJ or FBI fee)				
County Processing Fee - Renewal	B&P 21642		$ 59.00	$ 127.00
(Fee does not include CA DOJ or FBI fee)				
Sex-Oriented Business License (Non-Refundable Fee)	Ordinance 743.2			
Initial		721060	$ 510.00	$ 847.00
County Fingerprint Fee			$ 10.00	$ 31.00
TOTAL - Sex-Oriented Business License - Initial			$ 520.00	$ 878.00
Renewal		721060	$ 276.00	$ 449.00
PERMITS				
Dance Permit	Ordinance 366.12			
Daily (Charitable / Non-Profit Organizations Exempt)		726100	$ 3.00	$ 3.00
Monthly (Charitable / Non-Profit Organizations Exempt)		726100	$ 25.00	$ 27.00
Explosive Handling Permit				
Under 100 Pounds				
County Processing Fee		726140	$ 252.00	$ 341.00
Under 100 Pounds Fee	Health & Safety Code 12105		$ 2.00	$ 2.00
TOTAL - Explosive Permits Under 100 Pounds			$ 254.00	$ 343.00
Over 100 Pounds				
County Processing Fee		726140	$ 252.00	$ 341.00
Over 100 Pounds Fee	Health & Safety Code 12105		$ 10.00	$ 10.00
TOTAL - Explosive Permits Over 100 Pounds			$ 262.00	$ 351.00

ATTACHMENT -- A

Schedule of Fees
FY 25/26

	Legal Authority Notes	Revenue Code	6/22/2010 Approved Schedule	New Proposed Schedule
Magazine Inspection		726140	$ 382.00	$ 500.00
REPORTS				
Arrest / Booking Report	GC 7922.525 and GC 7922.545	777060	$ 12.00	$ 24.00
Clearance Letters		726220	$ 17.00	$ 33.00
Book and Release Letters		726220		$ 28.00
Crime/Traffic Collision Reports	GC 7922.525 and GC 7922.545	777060	$ 13.00	$ 25.00
Crime/Traffic Collision Reports with Photos	GC 7922.525 and GC 7922.545	777060		$ 30.00
Jail Log (Initial Request)	GC 7922.525 and GC 7922.545	777060	$ 20.00	$ 39.00
Jail Log (Daily Rate)	GC 7922.525 and GC 7922.545	777060	$ 5.00	$ 10.00
CAD Call Logs	GC 7922.525 and GC 7922.545	777060		$ 32.00
Photographs/Digital Photos				
1. Mug shots		777500	$ 8.00	$ 16.00
2. 35mm to Computer to DVD		777500	$ 42.00	$ 61.00
3. Digital to Computer to DVD		777500	$ 20.00	$ 34.00
4. Computer to DVD		777500	$ 13.00	$ 32.00
Record check inquiry (non-criminal justice agencies)		777060	$ 7.00	$ 13.00
Record review subject of inquiry		777060	$ 23.00	$ 42.00
Reproduction of audio or video tape (blank tape supplied) (Per hour, 1 hour minimum)		777500	$ 32.00	$ 73.00
VICR FEE				
Vehicle Impound Cost Recovery Fee	R-96-269, VC 22650	773600	$ 92.00	$ 181.00
CLETS ONBOARDING FEE	EDC 35021.1, EDC 45125.5, PC 11105.3	777500		$ 933.00

B&P --- BUSINESS AND PROFESSIONS CODE
CJIS --- CALIFORNIA JUSTICE INFORMATION SERVICES
EDC --- EDUCATION CODE
GC --- GOVERNMENT CODE
HS --- HEALTH & SAFETY
PC --- PENAL CODE
VC --- VEHICLE CODE

CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Ruby Manzano, Community Development Manager

DATE: 05/13/2026

SUBJECT: Adoption of a Resolution Establishing a Technology User Fee of 8% Applied to Applicable Fee-Based Services Based on the Technology User Fee Study Prepared by Willdan Financial Services, to Partially Recover Costs of Citywide Technology Infrastructure and Services.

Recommendation:

(1) Open the public hearing and take public hearing testimony; (2) adopt Resolution No. 2026-22, establishing a Technology User Fee of 8% applied to applicable fee-based services to partially recover the City's cost of providing citywide technology infrastructure, systems, and support services.

Background/Analysis:

The City of Canyon Lake relies on a variety of technology systems to support municipal operations, including permitting, financial management, records management, public safety, and administrative services.

To evaluate the full cost of these systems and identify appropriate cost recovery strategies, the City retained Willdan Financial Services to prepare a Technology User Fee Study. The study evaluated technology costs across multiple City departments and identified those costs attributable to fee-based services.

The study identified total annual fee-related and attributable citywide technology costs of approximately $183,874, which support shared systems used across departments, including IT support services, software subscriptions, permitting systems, finance and City Clerk systems, fire technology platforms, website services, and hardware replacement.

Based on a three-year average of fee-related revenues of approximately $648,807, full cost recovery would require a fee of approximately 28%. However, to balance cost recovery with maintaining reasonable and competitive fee levels, staff recommend establishing a Technology User Fee of 8%. This fee is projected to generate approximately $51,905 annually and will provide partial recovery of technology-related costs.

The City also incurs technology costs within the Police Department, estimated at approximately $165,233 annually, representing approximately 7% of the Police Department's operating budget. Dividing the technology costs by the rest of the Police Department budget resulted in 8% Police Technology overhead factor and would be applied to Police Department fee services to recover 100% of Police-related technology costs. This methodology provides a practical and administratively efficient approach to allocating department-specific technology costs without requiring modifications to existing fee structures.

Because Police services are primarily funded through general revenues rather than fee-based services, these technology costs are not included in the calculation of the proposed Technology User Fee. Accordingly, the proposed fee is limited to recoverable costs associated with City-managed systems that support fee-based services.

Notice of this public hearing was published on May 1, 2026, as required by applicable law.

Fiscal Impact Yes/No: Yes

Additional Fiscal Information:
The proposed 8% Technology User Fee is projected to generate approximately $51,905 annually in revenue, which will partially offset the City's ongoing costs for technology infrastructure, systems, and support services.

Attachments:
1 - Resolution

RESOLUTION NO. 2026-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A TECHNOLOGY USER FEE OF 8% APPLIED TO APPLICABLE FEE BASED SERVICES TO PARTIALLY RECOVER THE CITY'S COST OF PROVIDING CITYWIDE TECHNOLOGY INFRASTTRUCTURE, SYSTEMS AND SUPPORT SERVICES

WHEREAS, the City of Canyon Lake relies on a variety of technology systems to support municipal operations, including permitting, financial management, records management, public safety, and administrative services; and

WHEREAS, the City retained Willdan Financial Services to prepare a Technology User Fee Study to evealuate the full cost of these systems and identify appropriate cost recovery strategies; and

WHEREAS, the technology User Fee Study identified total annual fee-related and attributable citywide technology costs of approximately $183,874, including IT support services, software subscriptions, permitting systems, finance and City Clerk systems, fire technology platforms, website services, and hardware replacement; and

WHEREAS, the study determined that based on a three-year average of fee-related revenues of approximately $648,807, full cost recovery would require a fee of approximately 28%, and staff recommends a reduced fee of 8% to balance cost recovery with maintaining reasonable and competitive fee levels; and

WHEREAS, to balance cost recovery with maintaining reasonable and competitive fee levels, staff recommends adopting a Technology User Fee of 8%, which is projected to generate approximately $51,905 annually and provided partial recovery of technology related costs; and

WHEREAS, the City also incurs technology costs withing the Police Department estimated at approximately $165,233 annually, representing approximately 7% of the Police Department's operating budget, and an 8% Police Technology overhead factor has been identified to recover department specific technology costs through Police fee services; and

WHEREAS, Police services are primarily funded through general revenues rather than fee-based services; Police Department technology costs are not included in the calculation of the proposed Technology User Fee.

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 establishes a Technology User Fee of eight percent (8%), to be applied to applicable fee-based services, for the purpose of partially recovering the City's costs of providing citywide technology infrastructure, systems, and support services.

Section 3. The Technology User Fee shall be applied to eligible fee-based services as determined by the City and incorporated into the City's Fee Schedule.

Section 4. The City Council authorizes the City Manager, or designee, to implement and administer the Technology User Fee.

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

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

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

PASSED, APPROVED AND ADOPTED this 13th day of May 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

Exhibit "A"

Citywide Technology Fee

Fee attached as a percentage of Fee Activity

Yearly Cost Need	$183,874
Total Fee Revenue (3 yr avg)	$648,807
Full Cost Technology Fee	28%
Suggested Fee	8%
Cost Recovery level	28%
Projected IT Fee Revenue	$51,905

Police Technology Cost

Fee attached as a percentage of Police Budget

Yearly Cost Need	$165,233
Total Police Budget	$2,159,294
Full Cost Technology Overhead	8%
Suggested Overhead Factor	8%
Overhead Cost Recovery level	100%

CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Terry Shea, Finance Director

DATE: 05/13/2026

SUBJECT: Consideration of Adoption of the Fiscal Year 2026-2027 Budget and Related Actions

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Recommendation:
(1) Adopt Resolution No. 2026-23, approving the budget, appropriating revenue and establishing the appropriations limit for Fiscal Year 2026-2027; (2) adopt Resolution No. 2026-24 and Resolution No. 2026-25 approving Updated Salary and Wage Schedules for Non-Safety and Safety Employees; (3) approve job descriptions for the Assistant City Manager, Administrative Assistant, Facilities Maintenance and Building Inspector and Records Clerk; (4) authorize the City Manager to execute contracts per the budget and Municipal Code; (5) approve a new fund for the Public, Educational, and Government Access (PEG) funds; and (6) provide any additional direction to Staff related to the proposed Fiscal Year 2026-2027 budget.

Background/Analysis:
On April 14, 2026, City staff presented a draft Fiscal Year 2026-2027 budget to the City Council for review and feedback. No substantive changes to the draft budget were identified by the City Council. Minor corrections were made to the draft budget for consistency and to correct typographical errors. No changes were made to proposed budget amounts. The attached Proposed Budget for Fiscal Year 2026-2027 is presented to the City Council for review and approval.

Request for Additional Funding – Public Records Act Compliance

Since presentation of the draft budget to the City Council, staff has identified an increased need to ensure timely and compliant responses under the California Public Records Act, resulting in additional resource demands not fully anticipated during budget development.

The City has received 27 Public Records Act requests from a single requestor since October 2024, including 24 within the past 12 months. These requests are typically multi-part and include numerous distinct and independent records demands within a single submission, effectively functioning as multiple requests consolidated into one. The scope and complexity of these requests have increased over time, requiring staff to identify, collect, and review substantial volumes of records across multiple departments. This has resulted in a significant and ongoing impact on staff workload and available resources. Copies of the requests are attached for City Council's reference.

The total estimated cost of reviewing and responding to these requests is approximately $19,687.50 in City staff time (157.5 hours at a blended rate of $125/hour) and $21,402.00 in City Attorney time (87 hours at $246/hour), for a combined total of $41,089.50.

In response to the sustained increase in volume and complexity of requests submitted by this requestor,

staff has determined that additional legal support from the City Attorney's Office is necessary to ensure timely and compliant responses. This level of support exceeds the scope of services contemplated under the City's current agreement for routine legal services.

Accordingly, staff is requesting an appropriation of $19,678.00 to a Public Records Compliance Contingency account to address the increased demand for legal services associated with Public Records Act compliance. This expense was not anticipated at the time the draft budget was prepared and is therefore not reflected in the Proposed Budget totals above. The recommended appropriation is equal to the City's proposed revenues over expenditures, which staff recommends be applied for this purpose.

Proposed Fiscal Year 2026-2027 Budget Overview

The Proposed General Fund revenues are $9,202,730, which is an increase of $419,080 over the previous Fiscal Year budget. Estimated General Fund expenditures are $9,313,052, an increase of $688,703 over the previous Fiscal Year Budget. The Proposed Budget reflects General Fund Expenditures over Revenues of $110,322 for Fiscal Year 2026-27, however, this includes $130,000 in the use of Restricted Reserves for Equipment Replacement for equipment for the new fire engine which was previously approved by the City Council.

The major changes from the City's Fiscal Year 2025-2026 Budget are as follows:

• An increase in tax revenues of $246,890 with the largest projected increase in Property Tax, Property Tax Fire, and Property Tax VLF due to higher assessed valuations and an increase in actual revenues received in FY 2025-2026.

• An increase in Construction/Building Permit Fee revenues of $178,240 based on the Fiscal Year 2025-2026 actual revenues received, new commercial cannabis projections and new fees.

• An increase in Miscellaneous revenue of $51,700 based on the Fiscal Year 2025-2026 actual revenue received as well as projected reimbursements for Police and Fire services as well as an administrative reimbursement for the management of the City's owned commercial property.

• The Proposed Budget for staff salaries for non-sworn positions includes a cost-of-living increase of 3.00% and a planned merit increase of 5.00%, where applicable. It also includes a proposed new position for $102,440 which will be partially funded by the City's Rental Fund. In addition, it includes the elimination of the Code Enforcement Division and the three full-time and one part-time positions.

• The City Council's Budget decreased by ($1,940). This includes a decrease in promotion and advertising of $11,000 offset by small increases in other line items.

• The City Manager's Department Budget increased by $37,581. The increase includes an increase in salaries and wages of $26,831 and $12,000 in professional services.

• The Community Development Department decreased by ($39,357). The decrease is due to a change in salary and benefits of ($86,057) offset by an increase in professional and specialized services of $38,250 for software and IT support.

• The City Clerk's Division Budget increased by $81,615. The increase includes an increase in salaries and benefits of $29,655 for a proposed change in a staff position, and an increase of $45,000 for the upcoming municipal election.

• The Finance Division Budget decreased by ($80,942). This includes a decrease of ($67,417) in salaries and benefits which is the result of moving the administrative Services Senior Analyst position to the newly created Human Resources Division, offset by the new Accounting Specialist position. Additional reductions include other items moved to the Human Resources Division.

• For Fiscal Year 2026-2027 the City established the proposed new Human Resources Division, this is

necessary due to the increase in the number of employees added with the City's Fire and Police Departments, and the complex issues involved. The Administrative Services Senior Analyst position has been moved from Finance Division as well as some of the human resources portions of that budget.

• The Planning Division Budget decreased by ($27,800), which includes a decrease for General Plan services of ($30,000) offset by an increase of $2,200 in the regular planning costs.

• The Building & Safety Division Budget increased by $94,798. The increase is due to the proposed new position with salary and benefits of $102,437, which will be partially funded by the City's Rental Fund.

• The Law Enforcement Budget decreased by ($1,947,120), the decrease is due to the City's proposed new Municipal Police Department. The proposed budget reflects only one month of the Contract Law Enforcement services provided by Riverside County Sheriff.

• The FY 2026-2027 Budget includes the new City Municipal Police Department, which includes projected salary and benefits of $1,757,325, Operation and Maintenance costs of $636,930 offset by CalCOPS revenues of $210,000. The City is also saving costs as the Code Enforcement Division was eliminated with a small amount of those costs being transferred to the Police Department. The FY 2025-2026 Code Enforcement costs were $401,896.

• The Fire Department Budget increased by $333,785, of which $133,902 is related to salary and benefit increases and $27,883 in operations. Salary increases are based on the agreed-upon 4% increase and where applicable 5.00% Step Increases.

• The Emergency Division Budget decreased by ($36,000), $30,000 for the contract with Riverside County for EMD services and $5,000 for CERT training with Riverside County.

• The Public Works Admin Division Budget decreased by ($10,000), $5,000 for on call maintenance services and $5,000 for Interwest Consulting Group services.

• The NPDES Division Budget increased by $5,200 due to the increased costs for the LE/CL TMDL agreement.

• The Code Enforcement Division decreased by ($401,896), as the Division was discontinued.

• The Building & Facilities Maintenance Division Budget increased by $342,343. Most of the increase is an increase of $317,970 in insurance costs, due to the rising costs of liability insurance and the new Municipal Police Department. Additional increases are due to the additional space occupied by the Police Department for utilities and maintenance costs

Organizational Changes

As presented at the April 14, 2026, City Council meeting, the following staffing adjustments are recommended and will become effective as of July 1, 2026:

New Positions:

- Assistant City Manager
- Administrative Assistant (fire department)
- Facilities Maintenance and Building Inspector
- Records Clerk (police department)

Eliminated Positions:

- Administrative Services Director
- Office Assistant (fire department)
- Supervising CSO

Recommended Actions

Staff are requesting that the City Council take the following actions related to the Fiscal Year 2026-2027 budget:

1. Adopt the fiscal year 2026-2027 budget and appropriations limit.
2. Adopt salary schedules for non-safety and safety personnel.
3. Approve the requested job descriptions.
4. Authorize the City Manager to execute contracts per the budget and Municipal Code.
5. Establish a new Fund (23) for the Public, Educational, and Government Access (PEG) funds that the City receives annually

Additionally, staff is requesting an appropriation of $19,678.00 to be allocated to a Public Records Compliance Contingency account to address the increased demand for legal services associated with Public Records Act compliance.

Fiscal Impact Yes/No: Yes

Additional Fiscal Information:
See attached Proposed Budget document.

Attachments:
1 - Proposed Budget
2 - Resolution Budget Appropriations
3 - Resolution Salary Non-Safety
4 - Resolution Salary Safety
5 - Job Descriptions
6 - Records Requests

OPERATING AND CAPITAL IMPROVEMENT BUDGET



FY 2026-2027

City of Canyon Lake
Revenue Summary by Fund
Fiscal Year 2026-27

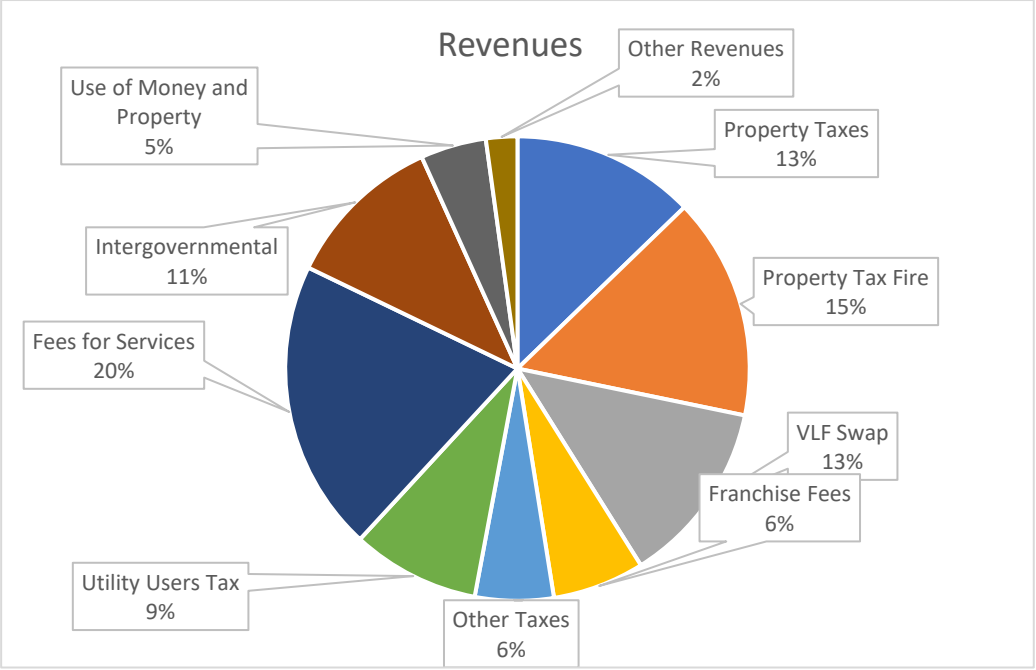
Fund Type & Name	Actual Revenue 2023-24	Actual Revenue 2024-25	Budgeted Revenue 2025-26	Proposed Revenue 2026-27
GENERAL FUND				
General Fund	**$ 9,104,637**	**$ 9,179,341**	**$ 8,783,650**	**$ 9,202,730**
SPECIAL REVENUE FUNDS				
Gas Tax	638,928	664,232	624,050	**650,600**
Measure A	330,754	338,253	307,000	**310,000**
AQMD Trust	16,846	17,031	15,900	**16,300**
Law Enforcement Grants	186,159	194,663	202,500	**210,000**
Miscellaneous Grants (ARPA)	1,560,984	154,731	-	**-**
TOTAL SPECIAL REVENUE	**$ 2,733,671**	**$ 1,368,910**	**$ 1,149,450**	**$ 1,186,900**
ENTERPRISE FUND				
Rental Fund	**$ 84,003**	**$ 116,823**	**$ 254,315**	**$ 277,000**
CAPITAL IMPROVEMENT FUND				
Capital Projects	**$ -**	**$ -**	**$ 1,229,806**	**$ -**
TOTAL	**$ 11,922,311**	**$ 10,665,074**	**$ 11,417,221**	**$ 10,666,630**

City of Canyon Lake
Revenue Sources by Type
Fiscal Year 2026-27

Fund Type & Name	Actual Revenue 2023-24	Actual Revenue 2024-25	Budgeted Revenue 2025-26	Proposed Revenue 2026-27
GENERAL FUND				
Property Taxes	$ 1,170,257	$ 1,202,490	$ 1,275,250	**$ 1,362,040**
Property Taxes Fire	1,451,624	1,489,817	1,585,900	**1,650,000**
VLF Swap	1,201,066	1,254,342	1,317,100	**1,370,000**
Sales Tax	423,227	405,285	406,400	**434,000**
Utility Users Tax	954,656	1,365,858	952,500	**950,000**
Franchise Fees	658,981	667,655	696,100	**682,800**
Other Taxes	160,500	162,202	156,000	**149,550**
Fees for Services	1,851,383	1,958,841	1,987,100	**2,165,340**
Intergovernmental	244,814	213,499	26,000	**26,000**
Use of Money and Property	274,557	268,208	200,000	**180,000**
Fines and Forfeitures	10,951	11,255	15,000	**15,000**
Other Revenues	702,621	155,531	166,300	**218,000**
Transfers In		24,358		
Total General Fund	**$ 9,104,637**	**$ 9,179,341**	**$ 8,783,650**	**$ 9,202,730**
SPECIAL REVENUE FUNDS				
Gas Tax				
Intergovernmental Revenue	$ 594,680	$ 619,159	$ 609,050	**$ 640,600**
Use of Money and Property	44,248	45,073	15,000	**10,000**
Measure A				
Intergovernmental Revenue	284,590	281,427	285,000	**290,000**
Use of Money and Property	46,164	56,826	22,000	**20,000**
AQMD Trust				
Intergovernmental Revenue	14,775	14,222	14,800	**14,900**
Use of Money and Property	2,071	2,809	1,100	**1,400**
Law Enforcement Grants				
Intergovernmental Revenue	186,159	194,663	202,500	**210,000**
Miscellaneous Grants Fund				
Intergovernmental Revenue	1,560,984	154,731	-	**-**
Total Special Revenue	**$ 2,733,671**	**$ 1,368,910**	**$ 1,149,450**	**$ 1,186,900**

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

Fund Type & Name	Actual Revenue 2023-24	Actual Revenue 2024-25	Budgeted Revenue 2025-26	Adopted Revenue 2026-27
ENTERPRISE FUND				
Rental Fund				
Use of Money and Property	$ 84,003	$ 116,823	$ 254,315	**$ 277,000**
Contributions	-	-	-	**-**
Total Enterprise	**$ 84,003**	**$ 116,823**	**$ 254,315**	**$ 277,000**
CAPITAL IMPROVEMENT FUND				
Capital Projects				
Intergovernmental Revenue	$ -	$ -	$ 1,229,806	**$ -**
Transfers In	-	-	-	**-**
Total Capital Projects	**$ -**	**$ -**	**$ 1,229,806**	**$ -**
TOTAL	**$ 11,922,311**	**$ 10,665,074**	**$ 11,417,221**	**$ 10,666,630**



City of Canyon Lake
Fiscal Year 2026-27
General Fund Revenue Detail

Code	Description	Actual 2023-24	Actual 2024-25	Budget 2025-26	Proposed 2026-27
	Taxes				
4020	Base Property Tax (S)	$ 1,034,516	$ 1,077,407	$ 1,140,050	**$ 1,211,540**
4030	Base Property Tax (U)	51,829	58,015	58,200	**69,200**
4032	Property Tax Fire	1,451,624	1,489,817	1,585,900	**1,650,000**
4040	Homeowner-S Exemption Reimb	7,817	7,702	8,900	**9,200**
4050	Real Property Transfer Tax	83,548	96,521	84,000	**102,000**
4060	Property Tax-Py (S)	19,968	20,417	19,600	**19,600**
4070	Property Tax -Py (U)	1,525	91	2,500	**2,500**
4080	Property Tax 2345/Cur/Sup	37,350	29,244	31,000	**35,000**
4090	Property Tax 2345/Py/Sup	17,252	9,614	15,000	**15,000**
4705	Property Tax Vlf Swap	1,201,066	1,254,342	1,317,100	**1,370,000**
4100	Sales & Use Tax	423,227	405,285	406,400	**434,000**
4130	Utility Users Tax	954,656	1,365,858	952,500	**950,000**
4150	Franchise Fee - Cable Tv	117,025	103,800	128,000	**100,000**
4160	Transient Lodging Tax	76,952	65,681	72,000	**47,550**
4170	Edison Franchise Fee	159,055	160,188	165,000	**165,000**
4180	Refuse Disposal Franchise Fee	379,838	401,488	400,000	**415,000**
4190	So. Cal Gas Franchise Fee	3,063	2,179	3,100	**2,800**
	Subtotal Taxes	**$ 6,020,311**	**$ 6,547,649**	**$ 6,389,250**	**$ 6,598,390**
	Licenses, Permits & Fees				
4200	Construction/Bldg Permit Fee	$ 496,642	$ 463,302	$ 455,000	**$ 455,000**
4201	CBSC Green Fees	897	1,043	1,200	**1,200**
4202	SMIP Fees	2,311	2,486	3,000	**2,800**
4220	Site Plan Review	9,854	23,398	15,000	**17,500**
4231	Grading Fees	33,012	26,547	20,000	**23,000**
4250	Encroachment Fees	1,294	4,343	2,000	**2,000**
4420	Fire Plan Check Permits	11,185	5,786	10,000	**5,000**
4786	Cable Access Fee	23,529	20,892	22,000	**17,500**
4787	AMR System Enhancement Fee	13,875	13,264	20,900	**5,000**
4798	Stormwater Fees	9,108	12,678	10,000	**8,000**
4450	Foreclosure Fees	1,282	942	2,000	**1,500**
4400	Business License Fee	58,842	64,108	**69,000**	**72,000**
4405	EMS Subscription Program	815,872	1,283,740	**1,300,000**	**1,300,000**
4406	Commercial Cannabis	335,828	2,250	-	**120,000**
4410	Residential Rental Registration	21,843	11,577	**40,000**	**26,000**
4415	Fire Life Safety Inspection Program	1,565	5,994	2,000	**5,000**
4416	Defensible Space Inspection	-	-	-	**7,840**
	Tech Enhancement Fee	-	-	-	**72,000**
4794	Rental Inspection Fees	14,444	16,491	15,000	**24,000**
	Subtotal Licenses, Permits & Fees	**$ 1,851,383**	**$ 1,958,841**	**$ 1,987,100**	**$ 2,165,340**
	Use of Money & Property				
4900	Interest Income	$ 274,557	$ 268,208	$ 200,000	**$ 180,000**
	Subtotal Use of Money & Property	**$ 274,557**	**$ 268,208**	**$ 200,000**	**$ 180,000**
	Intergovernmental				
4700	Motor Vehicle License Fee	$ 13,673	$ 17,439	$ 18,000	**$ 18,000**
4578	OTS Grant	-	32,915	-	**-**
4596	AVA Funds	12,641	5,335	8,000	**8,000**
4784	Strike Team Reimbursement	-	157,810	-	**-**
4593	Grant Revenues LEAP SB 2	218,500	-	-	**-**
	Subtotal Intergovernmental	**$ 244,814**	**$ 213,499**	**$ 26,000**	**$ 26,000**
	Fines & Forfeitures				
4600	Court, Vehicle & Parking Fees	**$ 10,951**	**$ 11,255**	**$ 15,000**	**$ 15,000**
	Other Income				
4790	Miscellaneous	$ 129,618	$ 77,473	$ 142,000	**$ 115,000**
4791	Insurance Reimbursements	42,329	48,951	24,300	**-**
	Administrative Reimbursement	-	-	-	**85,000**
4799	Fire Department Reimbursements	-	-	-	**8,000**
	Police Departments Reimbursements	-	-	-	**10,000**
5010	Proceeds from Long-term Debt	530,474	29,107	-	**-**
4796	Military Banner Program	200	-	-	**-**
		$ 702,621	**$ 155,531**	**$ 166,300**	**$ 218,000**
5900	Transfers In	**$ -**	**$ 24,358**	**$ -**	**$ -**
	TOTAL REVENUE	**$ 9,104,637**	**$ 9,179,341**	**$ 8,783,650**	**$ 9,202,730**

City of Canyon Lake
Fiscal Year 2026-27
General Fund Expenditure Detail

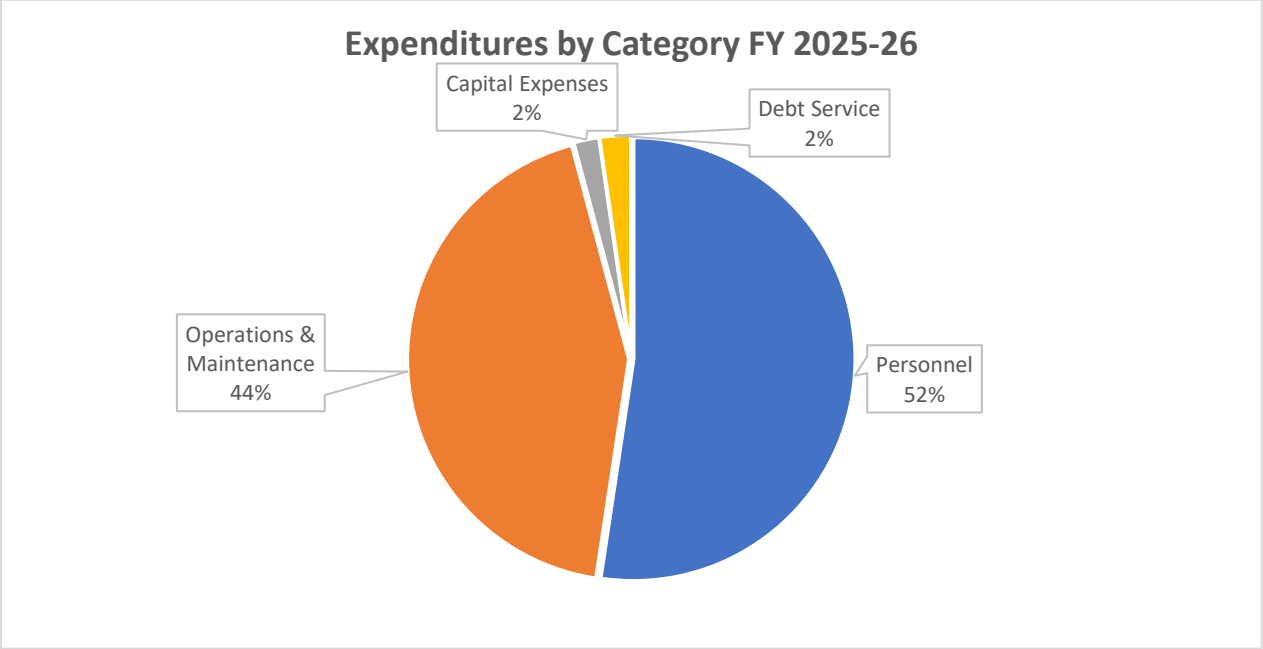
Department/Division	Actual 2023-24	Actual 2024-25	Budget 2025-26	Proposed 2026-27
City Council				
Personnel	$ 18,686	$ 46,206	$ 66,012	**$ 66,009**
Operations & Maintenance	198,610	192,964	63,600	**61,660**
City Attorney				
Operations & Maintenance	186,567	472,597	159,224	**144,685**
City Manager				
Personnel	680,671	800,915	462,205	**209,262**
Operations & Maintenance	277,627	198,391	33,950	**44,700**
Community Development				
Personnel	-	-	340,217	**356,597**
Operations & Maintenance	-	-	276,582	**323,282**
City Clerk				
Personnel	180,309	218,816	204,893	**234,548**
Operations & Maintenance	36,517	100,539	102,050	**154,010**
Finance				
Personnel	217,106	217,755	255,781	**188,364**
Operations & Maintenance	181,347	233,209	231,845	**218,320**
Human Resources				
Personnel	-	-	-	**159,313**
Operations & Maintenance	-	-	-	**15,160**
Planning				
Operations & Maintenance	152,944	86,821	162,800	**135,000**
Building & Safety				
Personnel	230,005	261,808	254,723	**257,334**
Operations & Maintenance	105,509	132,474	161,500	**151,250**
Law Enforcement				
Operations & Maintenance	645,365	1,810,468	2,111,890	**169,770**
Capital Outlay	6,192	5,000	5,000	-
City Police Department				
Personnel	-	-	-	**1,757,567**
Operations & Maintenance	-	-	-	**426,930**
City Fire Department				
Personnel	1,515,897	1,768,461	1,724,502	**1,864,404**
Operations & Maintenance	516,798	474,617	582,267	**610,150**
Capital Outlay	30,642	50,224	-	**166,000**
Emergency Preparedness				
Operations & Maintenance	27,058	27,352	45,000	**9,000**
Animal Control				
Operations & Maintenance	166,784	133,873	126,350	**120,600**
Public Works				
Operations & Maintenance	18,345	16,218	30,000	**20,000**
NPDES				
Operations & Maintenance	130,200	190,282	159,200	**164,400**
Code Enforcement				
Personnel	360,946	389,576	379,396	-
Operations & Maintenance	24,939	65,764	22,500	-
Building & Facilities Maintenance				
Operations & Maintenance	534,620	524,783	524,546	**876,875**
Debt Service	56,157	129,880	112,316	**112,330**
Capital Outlay	499,999	557,323	26,000	**16,000**
Transfers Out	1,284,692	57,000	-	-
TOTAL EXPENDITURES	**$ 8,284,532**	**$ 9,163,316**	**$ 8,624,349**	**$ 9,033,520**

City of Canyon Lake
Expenditure Summary by Fund
Fiscal Year 2026-27

Fund Type & Name	Actual 2023-24	Actual 2024-25	Budget 2025-26	Proposed 2026-27
GENERAL FUND				
General Fund	$ 8,284,532	$ 9,163,316	$ 8,624,349	**$ 9,033,520**
SPECIAL REVENUE FUNDS				
Gas Tax	$ 1,311,691	$ 161,521	$ 250,500	**$ 204,800**
Measure A	362,710	44,185	76,150	**-**
AQMD Trust	-	-	-	**-**
Law Enforcement Grants	160,000	224,000	204,000	**210,000**
Miscellaneous Grants	1,560,984	170,549	-	**-**
TOTAL SPECIAL REVENUE	$ 3,395,385	$ 600,255	$ 530,650	**$ 414,800**
ENTERPRISE FUND				
Rental	$ 75,820	$ 162,858	$ 265,044	**$ 276,750**
CAPITAL IMPROVEMENT FUND				
Capital Projects	$ -	$ 1,416,047	$ 1,368,806	**$ -**
TOTAL	**$ 11,755,737**	**$ 11,342,476**	**$ 10,788,849**	**$ 9,725,070**

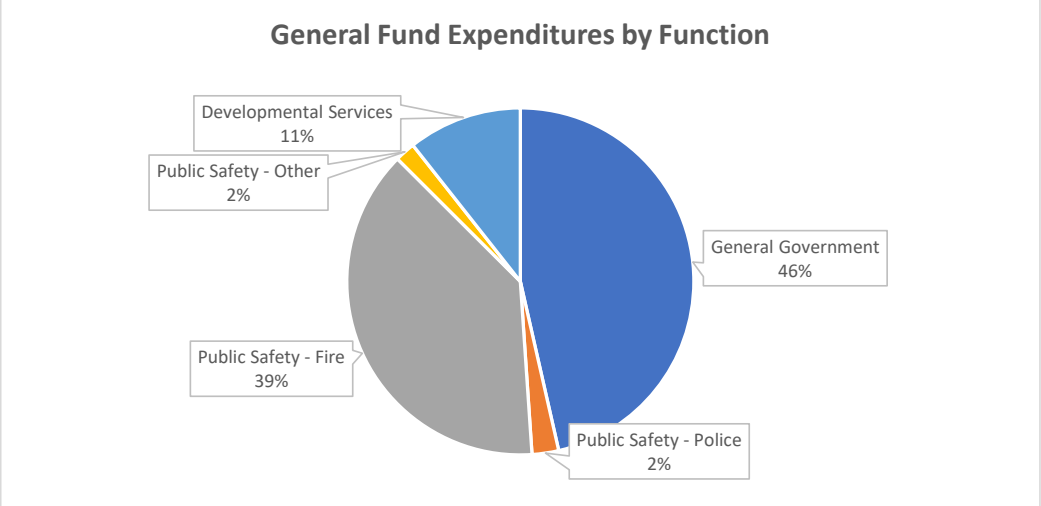
City of Canyon Lake
Expenditure Summary by Category
Fiscal Year 2026-27

CATEGORY/TYPE	Actual 2023-24	Actual 2024-25	Budget 2025-26	Proposed 2026-27
Personnel	$ 3,203,620	$ 3,703,537	$ 3,687,729	**$ 5,093,398**
Operations & Maintenance	6,095,135	5,264,857	5,380,417	**4,227,042**
Capital Expenses	1,116,133	2,159,754	1,475,956	**182,000**
Debt Service	56,157	157,328	244,747	**222,630**
Transfers Out	1,284,692	57,000	-	**-**
TOTAL	**$ 11,755,737**	**$ 11,342,476**	**$ 10,788,849**	**$ 9,725,070**



City of Canyon Lake
General Fund Budget Expenditure Summary
Fiscal Year 2026-27

	Department/Division	Personnel	O & M	Capital	Debt Service	Total
GENERAL GOVERNMENT						
100	City Council	$ 66,009	$ 61,660	$ -	$ -	**$ 127,669**
200	City Attorney	-	144,685	-	-	**144,685**
310	City Manager	209,262	44,700	-	-	**253,962**
311	Community Development	356,597	323,282	-	-	**679,879**
320	City Clerk	234,548	154,010	-	-	**388,558**
330	Finance	188,364	218,320	-	-	**406,684**
340	Human Resources	159,313	15,160	-	-	**174,473**
550	Building & Fac Maint	-	876,875	16,000	112,330	**1,005,205**
	SUBTOTAL	$ 1,214,093	$ 1,838,692	$ 16,000	$ 112,330	**$ 3,181,115**
DEVELOPMENT SERVICES						
350	Planning	$ -	$ 135,000	$ -	$ -	**$ 135,000**
360	Building and Safety	257,334	151,250	-	-	**408,584**
510	Public Works Administration	-	20,000	-	-	**20,000**
515	NPDES	-	164,400	-	-	**164,400**
520	Code Enforcement	-	-	-	-	**-**
	SUBTOTAL	$ 257,334	$ 470,650	$ -	$ -	**$ 727,984**
PUBLIC SAFETY						
410	Law Enforcement	$ -	$ 169,770	$ -	$ -	**$ 169,770**
416	City Police Department	1,757,567	426,930	-	$ -	**2,184,497**
421	City Fire Department	1,864,404	610,150	166,000	-	**2,640,554**
425	Emergency Preparedness	-	9,000	-	-	**9,000**
430	Animal Control	-	120,600	-	-	**120,600**
	SUBTOTAL	$ 3,621,971	$ 1,336,450	$ 166,000	$ -	**$ 5,124,421**
	Transfers Out	$ -	$ -	$ -	$ -	**$ -**
	TOTAL	**$ 5,093,398**	**$ 3,645,792**	**$ 182,000**	**$ 112,330**	**$ 9,033,520**



City of Canyon Lake
Fund Balance Summary
Fiscal Year 2026-27

Fund Type & Name	Estimated Available Balance 06/30/26	+	Estimated Revenues 2026-27	=	Funds Available 2026-27	-	Budgeted Appropriations 2026-27	=	Estimated Available Balance 06/30/27
GENERAL FUND									
General Fund	**$ 7,300,030**		**$ 9,202,730**	*	**$ 16,502,760**		**$ 9,033,520**	*	**$ 7,469,240**
SPECIAL REVENUE FUNDS									
Gas Tax	$ 1,855,020		$ 650,600		$ 2,505,620		$ 204,800		**$ 2,300,820**
Measure A	1,931,394		310,000		2,241,394		-		**2,241,394**
AQMD Trust	102,936		16,300		119,236		-		**119,236**
Law Enforcement Grants	3,835		210,000		213,835		210,000		**3,835**
Miscellaneous grants	-		-		-		-		**-**
TOTAL SPECIAL REVENUE	**$ 3,893,185**		**$ 1,186,900**		**$ 5,080,085**		**$ 414,800**		**$ 4,665,285**
ENTERPRISE FUND									
Rental	**$ 342,726**		**$ 277,000**		**$ 619,726**		**$ 276,750**		**$ 342,976**
CAPITAL IMPROVEMENT FUND									
Capital Projects	**$ 65,262**		**$ -**		**$ 65,262**		**$ -**		**$ 65,262**
TOTAL	**$ 11,601,203**	+	**$ 10,666,630**	=	**$ 22,267,833**	-	**$ 9,725,070**	=	**$ 12,542,763**

* The adopted General Fund Budget anticipates revenues over expenditures of $ 169,210
Add back amount for the new Fire Truck Equipment from Restricted Reserves $ 130,000
Budgeted Revenues over Expenditures **$ 299,210**

Rental Fund Budgeted Revenues over Expenses **$ 250**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government **Function - Department**				**City Council - 100** **Department - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6010	Salaries and Wages	$ 18,000	$ 43,613	$ 63,000	**$ 63,000**
6080	Benefits	686	2,593	3,012	**3,009**
	Personnel Total:	**$ 18,686**	**$ 46,206**	**$ 66,012**	**$ 66,009**
	OPERATIONS & MAINTENANCE COSTS				
6220	Departmental Expense	$ 14,901	$ 6,731	$ 2,300	**$ 4,000**
6225	Council Meeting Expense	6,762	6,952	12,000	**14,000**
6510	Conference/Meeting/Travel Exp	16,067	4,976	17,100	**20,300**
6520	Membership/Dues/Publications	8,584	14,324	15,950	**18,110**
6610	Professional/Specialized Services	32,270	-	-	**-**
6830	Promotion and Advertising	26,894	8,142	16,250	**5,250**
6831	City Events	93,132	151,839	-	**-**
	O & M Total:	**$ 198,610**	**$ 192,964**	**$ 63,600**	**$ 61,660**
	CAPITAL COSTS				
	None	**$ -**	**$ -**	$ -	$ -
	DIVISION SUMMARY				
	Personnel	**$ 18,686**	**$ 46,206**	**$ 66,012**	**$ 66,009**
	Operations & Maintenance	**198,610**	**192,964**	**63,600**	**61,660**
	Capital	**-**	**-**	-	**-**
		$ 217,296	**$ 239,170**	**$ 129,612**	**$ 127,669**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

General Government **Function - Department**				**City Council - 100** **Department - Code**	
Object Acct #	Description and Justification			**Budget** **2025-26**	**Proposed** **2026-27**
6010	**Salaries and Wages**			$ 63,000	**$ 63,000**
	City Council Members (5)				
6080	**Benefits**			3,012	**3,009**
	Medicare/SUTA				
	Personnel Total:			$ 66,012	**$ 66,009**
6220	**Departmental Expense**			$ 2,300	**$ 4,000**
6225	**Council Meeting Expense**			12,000	**14,000**
	Meeting Taping	**$**	**7,500**		
	Closed Session Meals	**$**	**5,000**		
	Presentation Materials	**$**	**1,500**		
6510	**Conference/Meeting/Travel Exp**			17,100	**20,300**
6520	**Membership/Dues/Publications**			15,950	**18,110**
	League of CA Cities	**$**	**7,500**		
	Riverside Division	**$**	**100**		
	SCAG	**$**	**1,220**		
	WRCOG	**$**	**3,110**		
	WRCOG Solid Waste	**$**	**4,800**		
	LAFCO	**$**	**1,000**		
	2-1-1 Riverside County	**$**	**380**		
6830	**Promotion and Advertising**			16,250	**5,250**
	Chamber of Commerce	**$**	**1,000**		
	City Attire	**$**	**750**		
	Trauma Intervention Program	**$**	**1,500**		
	Youth in Government	**$**	**2,000**		
	Community Benefit Funds	**$**	**-**		
6831	**City Events**			-	-
	O & M Total:			**$ 63,600**	**$ 61,660**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government **Function - Department**				**City Attorney - 200** **Department - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
	None	$ -	$ -	$ -	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
6610	Professional/Specialized Services	$ 186,567	$ 136,602	$ 159,224	**$ 144,685**
6930	Settlement	-	335,995	-	**-**
	O & M Total:	**$ 186,567**	**$ 472,597**	**$ 159,224**	**$ 144,685**
	CAPITAL COSTS				
	None	$ -	$ -	$ -	**$ -**
	DIVISION SUMMARY				
	Personnel	$ -	$ -	$ -	**$ -**
	Operations & Maintenance	186,567	472,597	159,224	**144,685**
	Capital	-	-	-	**-**
		$ 186,567	**$ 472,597**	**$ 159,224**	**$ 144,685**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

General Government **Function - Department**				**City Attorney - 200** **Department - Code**	
Object Acct #	Description and Justification			**Budget** **2025-26**	**Proposed** **2026-27**
	None			$ -	**$ -**
	Personnel Total:			$ -	**$ -**
6610	**Professional/Specialized Services**			$ 159,224	**$ 144,685**
	Attorney services	**$**	**114,685**		
	Litigation	**$**	**15,000**		
	Human Resources	**$**	**10,000**		
	Code Enforcement	**$**	**5,000**	-	
	O & M Total:			**$ 159,224**	**$ 144,685**
	None			$ -	**$ -**
	Capital Total:			**$ -**	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government				**City Manager - 310**	
Function - Department				**Department - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6010	Salaries and Wages (See next Page)	$ 546,370	$ 636,587	$ 355,426	**$ 97,864**
6080	Benefits	134,301	164,328	106,779	**111,398**
	Personnel Total:	**$ 680,671**	**$ 800,915**	**$ 462,205**	**$ 209,262**
	OPERATIONS & MAINTENANCE COSTS				
6210	Office Expense and Supplies	$ 29,535	$ 50,163	$ -	**$ -**
6220	Departmental Expense	6,982	4,015	5,500	**5,500**
6310	Communications	27,382	119	1,000	**1,000**
6415	Fleet Maintenance	3,621	23,814	-	**-**
6425	Fuels & Lubricants	1,162	1,775	-	**-**
6440	Mileage Reimbursement	-	-	500	**150**
6510	Conference/Meeting/Travel Exp	10,615	15,748	18,950	**22,050**
6520	Membership/Dues/Publications	7,422	5,784	4,000	**4,000**
6610	Professional/Specialized Services	167,947	73,231	-	**12,000**
6710	Training and Education	5	342	2,000	**-**
6245	Tuition Reimbursement	-	-	2,000	**-**
6855	Contingency	22,956	23,400	-	**-**
6856	Facilities Maintenance/CIP Contingency	-	-	-	**-**
	O & M Total:	**$ 277,627**	**$ 198,391**	**$ 33,950**	**$ 44,700**
	CAPITAL COSTS				
		$ -	**$ -**	**$ -**	$ -
		-	**-**	**-**	-
	Capital Total:	**$ -**	**$ -**	**$ -**	$ -
	DIVISION SUMMARY				
	Personnel	$ 680,671	**$ 800,915**	**$ 462,205**	**$ 209,262**
	Operations & Maintenance	277,627	**198,391**	**33,950**	**44,700**
	Capital	**-**	**-**	**-**	**-**
		$ 958,298	**$ 999,306**	**$ 496,155**	**$ 253,962**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

General Government **Function - Department**			**City Manager - 310** **Department - Code**	
Object Acct #	Description and Justification		**Budget** **2025-26**	**Proposed** **2026-27**
6010	**Salaries and Wages**		$ 355,426	**$ 97,864**
	City Manager	**$ -**		
	Executive Asst to the City Manager	**$ 97,864**		
6080	**Benefits**		106,779	**111,398**
	Health/PERS/Medicare/SUTA/Deferred Comp/Auto/Life Ins.			
	Personnel Total:		**$ 462,205**	**$ 209,262**
6210	**Office Expense and Supplies**		$ -	**$ -**
6220	**Departmental Expense**		5,500	**5,500**
6310	**Communications**		1,000	**1,000**
	Equipment	**$ 1,000**		
6440	**Mileage Reimbursement**		500	**150**
6510	**Conference/Meeting/Travel Exp**		18,950	**22,050**
6520	**Membership/Dues/Publications**		4,000	**4,000**
	ICMA/CCMF/MMASC/League	**$ 4,000**		
6610	**Professional/Specialized Services**		-	**12,000**
6710	**Training and Education**		2,000	
6245	**Tuition Reimbursement**		2,000	**-**
6855	**Contingency**			
6856	**Facilities Maintenance/CIP Contingency**		-	**-**
	O & M Total:		**$ 33,950**	**$ 44,700**
8000	**Capital Outlay**		$ -	**$ -**
	Capital Total:		**$ -**	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government				**Community Development - 311**	
Function - Department				**Department - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6010	Salaries and Wages	$ -	$ -	$ 271,255	**$ 278,418**
6080	Benefits	-	-	68,962	**78,179**
	Personnel Total:	**$ -**	**$ -**	**$ 340,217**	**$ 356,597**
	OPERATIONS & MAINTENANCE COSTS				
6210	Office Expense and Supplies	**$ -**	**$ -**	$ 18,000	**$ -**
6220	Departmental Expense	-	-	24,832	**43,432**
6415	Fleet Maintenance	-	-	8,000	**5,400**
6425	Fuels & Lubricants	-	-	7,000	**5,500**
6440	Mileage Reimbursement	-	-	500	**250**
6510	Conference/Meeting/Travel Exp	-	-	2,000	**3,000**
6610	Professional/Specialized Services	-	-	63,650	**101,900**
6710	Training and Education	-	-	1,000	**-**
6245	Tuition Reimbursement	-	-	2,500	**2,500**
6831	City Events	-	-	149,100	**161,300**
	O & M Total:	**$ -**	**$ -**	**$ 276,582**	**$ 323,282**
	CAPITAL COSTS				
	None	**$ -**	**$ -**	$ -	$ -
	DIVISION SUMMARY				
	Personnel	**$ -**	**$ -**	**$ 340,217**	**$ 356,597**
	Operations & Maintenance	-	-	**276,582**	**323,282**
	Capital	-	-	-	**-**
		$ -	**$ -**	**$ 616,799**	**$ 679,879**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

General Government				**Community Development - 311**	
Function - Department				**Department - Code**	
Object				**Budget**	**Proposed**
Acct #	Description and Justification			**2025-26**	**2026-27**
6010	**Salaries and Wages**			$ 271,255	**$ 278,418**
	Community Development Manager	**$**	**103,100**		
	Community Engmt Coordinator	**$**	**72,414**		
	PT Business License Technician	**$**	**29,693**		
	Facilities Maintenance & Bldg Inspector	**$**	**73,211**		
6080	**Benefits**			68,962	**78,179**
	Health/PERS/Medicare/SUTA/Deferred Comp/Auto/Life Ins.				
	Personnel Total:			**$ 340,217**	**$ 356,597**
6210	**Office Expense and Supplies**			$ 18,000	**$ -**
6220	**Departmental Expense**			24,832	**43,432**
	Microsoft Subscriptions	**$**	**21,600**		
	Adobe Pro Subscriptions	**$**	**3,832**		
	Office Expense & Supplies	**$**	**18,000**		
6415	**Fleet Maintenance**			8,000	**5,400**
6425	**Fuels & Lubricants**			7,000	**5,500**
6440	**Mileage Reimbursement**			500	**250**
6510	**Conference/Meeting/Travel Exp**			2,000	**3,000**
6610	**Professional/Specialized Services**			63,650	**101,900**
	Support Services IT	**$**	**69,600**		
	IworQ	**$**	**32,300**		
6710	**Training and Education**			1,000	**-**
6245	**Tuition Reimbursement**			2,500	**2,500**
6831	**City Events**			149,100	**161,300**
	State of the City	**$**	**35,350**		
	Veterans Day Celebration	**$**	**1,500**		
	CLFD Open House	**$**	**6,000**		
	9/11 Event	**$**	**500**		
	Memorial Day Event	**$**	**7,000**		
	National Night Out	**$**	**1,500**		
	Pumpkin Bash	**$**	**55,000**		
	Employee Christmas Party	**$**	**2,500**		
	Video Production-State of the City	**$**	**25,000**		
	Video Production-Pumpkin Bash	**$**	**10,000**		
	Video Production-Other	**$**	**3,000**		
	City Golf Championship	**$**	**11,250**		
	Community Cleanup	**$**	**1,700**		
	Donuts with Santa	**$**	**1,000**		
	O & M Total:			**$ 276,582**	**$ 323,282**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government				**City Clerk - 320**	
Function - Division				**Division - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6010	Salaries and Wages	$ 154,505	$ 186,526	$ 164,061	**$ 189,017**
6080	Benefits	25,804	32,290	40,832	**45,531**
	Personnel Total:	**$ 180,309**	**$ 218,816**	**$ 204,893**	**$ 234,548**
	OPERATIONS & MAINTENANCE COSTS				
6210	Office Expense and Supplies	$ 719	$ 1,080	$ 500	**$ -**
6220	Departmental Expense	9,341	18,902	19,000	**20,000**
6240	Printing	1,332	887	10,000	**8,000**
6245	Tuition Reimbursement	-	-	2,500	**-**
6330	Rental and Leases	-	-	16,300	**15,000**
6510	Conference/Meeting/Travel Exp	750	-	2,000	**6,500**
6511	Military Banner Expense	103	-	-	**-**
6520	Membership/Dues/Publications	250	474	2,250	**6,410**
6610	Professional/Specialized Services	24,022	79,196	46,500	**98,100**
6710	Training and Education	-	-	3,000	**-**
	O & M Total:	**$ 36,517**	**$ 100,539**	**$ 102,050**	**$ 154,010**
	CAPITAL COSTS				
		$ -	**$ -**	**$ -**	**$ -**
	Capital Total:	**$ -**	**$ -**	**$ -**	**$ -**
	DIVISION SUMMARY				
	Personnel	**$ 180,309**	**$ 218,816**	**$ 204,893**	**$ 234,548**
	Operations & Maintenance	**36,517**	**100,539**	**102,050**	**154,010**
	Capital	**-**	**-**	**-**	**-**
		$ 216,826	**$ 319,355**	**$ 306,943**	**$ 388,558**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

General Government **Function - Division**				**City Clerk - 320** **Division - Code**	
Object Acct #	Description and Justification			Budget 2025-26	**Proposed** **2026-27**
6010	**Salaries and Wages**			$ 164,061	**$ 189,017**
	Assistant City Manager	**$**	**189,017**		
6080	**Benefits**			40,832	**45,531**
	Health/PERS/Medicare/SUTA/Life Ins.				
	Personnel Total:			**$ 204,893**	**$ 234,548**
6210	**Office Expense and Supplies**			$ 500	**$ -**
	Postage	**$**	**-**		
6220	**Departmental Expense**			19,000	**20,000**
	Records Management & Retention	**$**	**8,000**		
	Mailing (Yearly EMS Hearing)	**$**	**6,000**		
	Miscellaneous	**$**	**5,500**		
	Postage	**$**	**500**		
6240	**Public Notices**			10,000	**8,000**
6245	**Tuition Reimbursement**	**$**	**-**	2,500	**-**
6330	**Rental and Leases**			16,300	**15,000**
	Copy Costs	**$**	**6,000**		
	Copier Lease	**$**	**9,000**		
6510	**Conference/Meeting/Travel Exp**			2,000	**6,500**
6520	**Membership/Dues/Publications**			2,250	**6,410**
	Notary	**$**	**250**		
	IIMC	**$**	**200**		
	Elections Code, Muni Law Book	**$**	**3,000**		
	CMCA	**$**	**500**		
	Miscellaneous	**$**	**-**		
	SHRM	**$**	**300**		
	Archival & Election Supplies	**$**	**2,000**		
	CSMFO	**$**	**160**		
6610	**Professional/Specialized Services**			46,500	**98,100**
	Harris & Associates	**$**	**8,000**		
	Imaging Annual Renewal	**$**	**11,000**		
	American Legal Publishing	**$**	**5,500**		
	Agenda Management Software	**$**	**8,000**		
	Public Records Portal	**$**	**9,500**		
	Records Retention Update	**$**	**600**		
	Annual Website/Domain	**$**	**7,500**		
	Miscellaneous Software	**$**	**3,000**		
	2026 Municipal Election	**$**	**45,000**		
6710	**Training and Education**			3,000	-
	O & M Total:			**$ 102,050**	**$ 154,010**
				$ -	**$ -**
	Capital Total:			$ -	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government					**Finance - 330**
Function - Division					**Division - Code**

Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6010	Salaries and Wages	$ 159,267	$ 153,139	$ 182,341	**$ 147,983**
6080	Benefits	57,839	64,616	73,440	**40,381**
	Personnel Total:	**$ 217,106**	**$ 217,755**	**$ 255,781**	**$ 188,364**
	OPERATIONS & MAINTENANCE COSTS				
6210	Office Expense and Supplies	$ 1,553	$ 1,259	$ 740	**$ -**
6220	Departmental Expense	36,115	45,195	63,600	**71,140**
6245	Tuition Reimbursement	-	-	5,000	**-**
6440	Mileage Reimbursement	-	-	205	**250**
6520	Membership/Dues/Publications	780	125	830	**120**
6530	Software	2,497	5,749	7,640	**10,500**
6610	Professional/Specialized Services	117,170	149,040	126,650	**112,210**
6612	Annual Audit Expense	19,000	24,950	20,500	**21,500**
6710	Training and Education	4,232	6,891	6,680	**2,600**
	O & M Total:	**$ 181,347**	**$ 233,209**	**$ 231,845**	**$ 218,320**
	CAPITAL COSTS				
		$ -	**$ -**	$ -	**$ -**
	Capital Total:	**$ -**	**$ -**	$ -	**$ -**

	DIVISION SUMMARY				
	Personnel	**$ 217,106**	**$ 217,755**	**$ 255,781**	**$ 188,364**
	Operations & Maintenance	**181,347**	**233,209**	**231,845**	**218,320**
	Capital	**-**	**-**	-	**-**
		$ 398,453	**$ 450,964**	**$ 487,626**	**$ 406,684**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

General Government **Function - Division**			**Finance - 330** **Division - Code**	
Object Acct #	Description and Justification		**Budget** **2025-26**	**Proposed** **2026-27**
6010	**Salaries and Wages**		$ 182,341	**$ 147,983**
	Accounting Specialist	**$ 68,587**		
	Accounting Specialist	**$ 79,396**		
6080	**Benefits**		73,440	**40,381**
	Retiree Medical	**$ 4,100**		
	Benefits	**$ 36,281**		
	Health/PERS/Medicare/SUTA/Life Ins.			
	Personnel Total:		**$ 255,781**	**$ 188,364**
6210	**Office Expense and Supplies**		$ 740	**$ -**
	Checks and Miscellaneous items	**$ 740**		
6220	**Departmental Expense**		63,600	**71,140**
	PERS Unfunded Liability	**$ 66,000**		
	PERS Actuarial Fee	**$ 500**		
	Data Ticket/Revenue Experts	**$ 1,300**		
	Bank Fees/Checks/Supplies	**$ 3,340**		
6440	**Mileage Reimbursement**		205	**250**
6520	**Membership/Dues/Publications**		830	**120**
	CSMFO	**$ 120**		
6530	**Software**		7,640	**10,500**
	Abila MIP Licensing Online	**$ 10,500**		
6610	**Professional/Specialized Services**		126,650	**112,210**
	Contract Accounting Firm	**$ 16,000**		
	HDL Sales Tax Consutltant	**$ 5,710**		
	GASB 75 Acturarial	**$ 1,500**		
	Advisory Services	**$ 3,200**		
	Payroll Service	**$ 12,000**		
	HDL Property Tax Consultant	**$ 13,800**		
	Contract Acct Firm-Payroll & Related	**$ 60,000**		
6612	**Annual Audit Expense**		20,500	**21,500**
6510	**Conference/Meeting/Travel Exp**		6,680	**2,600**
6245	**Tuition Reimbursement**		5,000	**-**
	O & M Total:		**$ 231,845**	**$ 218,320**
			$ -	**$ -**
	Capital Total:		$ -	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government					**Human Resources - 340**
Function - Division					**Division - Code**
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6010	Salaries and Wages	$ -	$ -	$ -	**$ 116,847**
6080	Benefits	-		-	**42,466**
	Personnel Total:	**$ -**	**$ -**	**$ -**	**$ 159,313**
	OPERATIONS & MAINTENANCE COSTS				
6220	Departmental Expense	-	-	-	**800**
6245	Tuition Reimbursement	-	-	-	**2,500**
6440	Mileage Reimbursement	-	-	-	**100**
6520	Membership/Dues/Publications	-	-	-	**760**
6610	Professional/Specialized Services	-	-	-	**6,800**
6510	Conference/Meeting/Travel Exp	-	-	-	**4,200**
	O & M Total:	**$ -**	**$ -**	**$ -**	**$ 15,160**
	CAPITAL COSTS				
		$ -	**$ -**	$ -	**$ -**
	Capital Total:	**$ -**	**$ -**	$ -	**$ -**
	DIVISION SUMMARY				
	Personnel	**$ -**	**$ -**	**$ -**	**$ 159,313**
	Operations & Maintenance	-	-	-	**15,160**
	Capital	-	-	-	**-**
		$ -	**$ -**	**$ -**	**$ 174,473**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

General Government **Function - Division**				**Human Resources - 340** **Division - Code**	
Object Acct #	Description and Justification			**Budget** **2025-26**	**Proposed** **2026-27**
6010	**Salaries and Wages**				**$ 116,847**
	Adminstrative Services Senior Analyst	**$**	**116,847**		
6080	**Benefits**				**42,466**
	Benefits	**$**	**42,466**		
	Health/PERS/Medicare/SUTA/Life Ins.				
	Personnel Total:			**$ -**	**$ 159,313**
6220	**Departmental Expense**				**800**
	Miscellaneous Supplies	**$**	**800**		
6440	**Mileage Reimbursement**				**100**
6520	**Membership/Dues/Publications**				**760**
	MMASC	**$**	**125**		
	CSMFO	**$**	**155**		
	SRHM	**$**	**300**		
	GFOA	**$**	**180**		
6610	**Professional/Specialized Services**				**6,800**
	NeoGov-Recruitment System	**$**	**5,200**		
	SDRMA-EAP Program	**$**	**1,600**		
6612	**Annual Audit Expense**				
6510	**Conference/Meeting/Travel Exp**				**4,200**
	SHRM Conference	**$**	**3,200**		
	Training	**$**	**1,000**		
6245	**Tuition Reimbursement**				**2,500**
	O & M Total:			**$ -**	**$ 15,160**
				$ -	**$ -**
	Capital Total:			**$ -**	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Development Services **Function - Division**				**Planning - 350** **Division - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6010	Salaries and Wages	$ -	$ -	$ -	**$ -**
6080	Benefits	-	-	-	**-**
	Personnel Total:	**$ -**	**$ -**	**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
6616	Regular Planning Services	$ 51,000	$ 61,358	$ 72,800	**$ 75,000**
6619	General Plan Services	101,944	25,463	90,000	**60,000**
	O & M Total:	**$ 152,944**	**$ 86,821**	**$ 162,800**	**$ 135,000**
	CAPITAL COSTS				
	None	**$ -**	**$ -**	**$ -**	$ -
	DIVISION SUMMARY				
	Personnel	**$ -**	**$ -**	**$ -**	**$ -**
	Operations & Maintenance	**152,944**	**86,821**	**162,800**	**135,000**
	Capital	-	-	-	-
		$ 152,944	**$ 86,821**	**$ 162,800**	**$ 135,000**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

Development Services **Function - Division**				**Planning - 350** **Division - Code**	
Object Acct #	Description and Justification			**Budget** **2025-26**	**Proposed** **2026-27**
6010	**Salaries and Wages**			$ -	**$ -**
	Planning Tech	**$**	**-**		
6080	**Benefits**			-	**-**
	Medicare, SUI, WC	**$**	**-**		
	Personnel Total:			**$ -**	**$ -**
6616	**Regular Planning Services**			$ 72,800	**$ 75,000**
	Contract City Planner	**$**	**75,000**		
6619	**General Plan Services**			90,000	**60,000**
	O & M Total:			**$ 162,800**	**$ 135,000**
	None				
	Capital Total:			**$ -**	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Development Services				**Building & Safety - 360**	
Function - Division				**Division - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6010	Salaries and Wages	$ 177,869	$ 217,765	$ 201,178	**$ 212,044**
6080	Benefits	52,136	44,043	53,545	**45,290**
	Personnel Total:	**$ 230,005**	**$ 261,808**	**$ 254,723**	**$ 257,334**
	OPERATIONS & MAINTENANCE COSTS				
6210	Offce Expense and Supplies	$ 646	$ 78	$ 1,000	**$ -**
6220	Departmental Expenses	6,671	3,208	2,000	**4,000**
6310	Communications	832	774	-	**-**
6415	Fleet Maintenance	314	377	-	**-**
6425	Fuels & Lubricants	977	1,856	-	**-**
6440	Mileage Reimbursements	-	-	500	**250**
6520	Membership/Dues/Publications	125	125	1,500	**3,000**
6610	Professional/Specialized Services	95,402	125,192	150,000	**140,000**
6510	Conference/Meeting/Travel Exp	542	864	1,500	**1,500**
6245	Tuition Reimbursement	-	-	5,000	**2,500**
	O & M Total:	**$ 105,509**	**$ 132,474**	**$ 161,500**	**$ 151,250**
	CAPITAL COSTS				
	None	$ -	**$ -**	$ -	$ -
	DIVISION SUMMARY				
	Personnel	**$ 230,005**	**$ 261,808**	**$ 254,723**	**$ 257,334**
	Operations & Maintenance	**105,509**	**132,474**	**161,500**	**151,250**
	Capital	-	**-**	-	**-**
		$ 335,514	**$ 394,282**	**$ 416,223**	**$ 408,584**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

Development Services **Function - Division**				**Building & Safety - 360** **Division - Code**	
Object Acct #	Description and Justification			**Budget** **2025-26**	**Proposed** **2026-27**
6010	**Salaries & Wages**			$ 201,178	**$ 212,044**
	Deputy Building Official/Sr. Inspector	**$**	**122,689**		
	Building Permit Technician II	**$**	**89,355**		
	Building Permit Technician I	**$**	**-**		
6080	**Benefits**			53,545	**45,290**
	Health/PERS/Medicare/SUTA/Life Ins.	**$**	**45,290**		
	Personnel Total:			**$ 254,723**	**$ 257,334**
6210	**Office Expense and Supplies**			$ 1,000	**$ -**
	Miscellaneous	**$**	**1,000**		
6220	**Departmental Expense**			2,000	**4,000**
	Printing	**$**	**1,000**		
	Miscellaneous	**$**	**3,000**		
6310	**Communications**			-	-
6415	**Fleet Maintenance**			-	-
6425	**Fuels & Lubricants**			-	-
6440	**Mileage Reimbursment**			500	**250**
6520	**Membership/Dues/Publications**			1,500	**3,000**
	State Building Officials	**$**	**3,000**		
6610	**Professional/Specialized Services**			150,000	**140,000**
	VCA Code	**$**	**140,000**		
6510	**Conference/Meeting/Travel Exp**			1,500	**1,500**
6245	**Tuition Reimbursement**			5,000	**2,500**
	O & M Total:			**$ 161,500**	**151,250**
	None			$ -	**$ -**
	Capital Total:			$ -	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Public Safety - Police				**Law Enforcement - 410**	
Function - Department				**Department - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
	None	**$ -**	**$ -**	**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
6335	Facility Rate	$ 25,817	$ 27,581	$ 29,000	**$ 2,420**
6410	Vehicle & Equip Maint/Support	-	-	3,000	**-**
6610	Professional/Specialized Services	590,347	1,755,041	2,052,390	**165,000**
6845	Booking Fees	7,741	5,532	7,500	**600**
6850	Cal ID	11,056	10,949	11,000	**1,000**
6861	County RMS System	10,404	11,365	9,000	**750**
	O & M Total:	**$ 645,365**	**$ 1,810,468**	**$ 2,111,890**	**$ 169,770**
	CAPITAL COSTS				
8000	ALPR Cameras	$ 6,192	$ 5,000	$ 5,000	**$ -**
	Capital Total:	**$ 6,192**	**$ 5,000**	**$ 5,000**	**$ -**
	DIVISION SUMMARY				
	Personnel	**$ -**	**$ -**	**$ -**	$ -
	Operations & Maintenance	**645,365**	**1,810,468**	**2,111,890**	**169,770**
	Capital	**6,192**	**5,000**	**5,000**	**-**
		$ 651,557	**$ 1,815,468**	**$ 2,116,890**	**$ 169,770**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

Public Safety - Police **Function - Department**			**Law Enforcement - 410** **Department - Code**	
Object Acct #	Description and Justification		**Budget** **2025-26**	**Proposed** **2026-27**
	None		$ -	**$ -**
	Personnel Total:		$ -	**$ -**
6335	**Facility Rate**		$ 29,000	**$ 2,420**
6410	**Vehicle & Equip Maint/Support**		3,000	**-**
6610	**Professional/Specialized Services**		2,052,390	**165,000**
	Police Services (total)	**$ 160,000**		
6620	Extra Duty - Events	**$ 5,000**		
6845	**Booking Fees**		7,500	**600**
6846	Blood/Alcohol Analysis	**$ 600**		
6850	**Cal ID**		11,000	**1,000**
6861	**County RMS System**		9,000	**750**
	O & M Total:		**$ 2,111,890**	**$ 169,770**
8000	**ALPR Cameras**		$ 5,000	**$ -**
	Capital Total:		**$ 5,000**	**$ -**

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

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Public Safety - Police				**City Police Department - 416**	
Function - Department				**Department - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6030	Salaries PD Management	$ -	$ -	$ -	$ 262,981
6031	Salaries PD CSO's	-	-	-	288,118
6033	Salaries PD Officers	-	-	-	706,738
6034	Salaries PD Officers OT	-	-	-	20,000
6035	Salaries PD Officers FSLA	-	-	-	-
6091	Benefits PD Mgmt	-	-	-	8,130
6092	Benefits PD Officers	-	-	-	13,407
6080	Benefits PD CSO's	-	-		31,712
6093	Beneifts PD Health Ins Mgmt	-	-	-	41,827
6094	Beneifts PD Health Ins Officers	-	-	-	176,000
6095	Benefits PD PARS Mgmt	-	-	-	39,447
6096	Benefits PD PARS Officers	-	-	-	53,005
6097	Benefits PD Health Ins CSO's	-	-	-	116,202
6090	Benefits Workers Compensation	-	-	-	-
	Personnel Total:	$ -	$ -	$ -	$ 1,757,567
	OPERATIONS & MAINTENANCE COSTS				
6220	Departmental Expense	-	-	-	49,530
6222	Emergency Response Equip	-	-	-	10,000
6232	Printing	-	-	-	5,000
6310	Communications	-	-	-	5,400
6325	Repairs and Maintenance	-	-	-	2,000
6330	Rents & Leases	-	-	-	149,820
6410	Fleet & Equipment Maint	-	-	-	21,300
6425	Fuels & Lubricants	-	-	-	9,000
6520	Membership/Dues/Publications	-	-	-	2,000
6530	Software	-	-	-	4,000
6610	Professional/Specialized Services	-	-	-	336,080
6631	Explorer Program	-	-	-	2,800
6710	Training & Education	-	-	-	15,000
6845	Booking Fees	-	-	-	14,000
6850	Cal ID	-	-	-	11,000
	CalCOPS Offset	-	-	-	(210,000)
6841	Claim Payments Workers Comp	-	-	-	-
	O & M Total:	$ -	$ -	$ -	$ 426,930
	CAPITAL OUTLAY				
8000	Capital Outlay	$ -	$ -	$ -	$ -
	Capital Total:	$ -	$ -	$ -	$ -
	DIVISION SUMMARY				
	Personnel	$ -	$ -	$ -	$ 1,757,567
	Operations & Maintenance	-	-	-	426,930
	Capital	-	-	-	-
		$ -	$ -	$ -	$ 2,184,497

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

Public Safety - Police **Function - Department**				**City Police Department - 416** **Department - Code**	
Object Acct #	Description and Justification			**Budget** **2025-26**	**Proposed** **2026-27**
	Salaries and Wages				
6030	Salaries PD Management			$ -	**$ 262,981**
6031	Salaries PD CSO's			-	**288,118**
6033	Salaries PD Officers			-	**706,738**
6034	Salaries PD Officers OT			-	**20,000**
6035	Salaries PD Officers FSLA			-	**-**
6091	Benefits PD Mgmt			-	**8,130**
6092	Benefits PD Officers			-	**13,407**
6080	Benefits PD CSO's			-	**31,712**
6093	Beneifts PD Health Ins Mgmt			-	**41,827**
6094	Beneifts PD Health Ins Officers			-	**176,000**
6095	Benefits PD PARS Mgmt			-	**39,447**
6096	Benefits PD PARS Officers			-	**53,005**
6097	Benefits PD Health Ins CSO's			-	**116,202**
6090	Benefits Workers Compensation			-	-
	Personnel Total:			**$ -**	**$ 1,757,567**
6220	**Departmental Expense**			-	**$ 49,530**
6222	**Uniforms**			-	**10,000**
6232	**Police Equipment**			-	**5,000**
6310	**Communications**			-	**5,400**
6325	**Repairs & Maintenance**			-	**2,000**
6330	**Rents & Leases**			-	**149,820**
	Vehicles	**$**	**144,820**		
	Copier Lease	**$**	**5,000**		
6410	**Fleet & Equipment Maintenance**			-	**21,300**
6425	**Fuels & Lubricants**			-	**9,000**
6520	**Membership/Dues/Publications**			-	**2,000**
6530	**Software**			-	**4,000**
6610	**Professional/Specialized Services**			-	**336,080**
	Crime Scene Cleaning	**$**	**5,000**		
	Polygraph INV	**$**	**5,000**		
	Dispatch-City of Hemet	**$**	**232,380**		
	Security Alarm	**$**	**3,000**		
	Background Investigations/Medical	**$**	**10,000**		
	Medical Arrests	**$**	**10,000**		
	PSEC/Radio	**$**	**65,000**		
	Corelogic/Real Quest	**$**	**2,500**		
	Data Ticket	**$**	**3,200**		
6631	Explorer Program				**2,800**
6710	**Training & Education**			-	**15,000**
6845	**Booking Fees**			-	**14,000**
	Booking Fees	**$**	**7,000**		
	Laboratory	**$**	**7,000**		
6850	**Cal ID**			-	**11,000**
	CalCOPS Offset			-	**(210,000)**
	O & M Total:			**$ -**	**$ 426,930**
8000	Capital Outlay			$ - -	$ - -
	Capital Total:			**$ -**	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Public Safety - Fire **Function - Department**				**City Fire Department - 421** **Department - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6020	Salaries FD Management	$ 321,044	$ 370,761	$ 320,804	**$ 350,135**
6023	Salaries FD Firefighters	705,492	808,498	822,383	**833,647**
6024	Salaries FD Firefighters OT	148,264	220,558	182,471	**204,284**
6025	Salaries FD Firefighters FSLA	17,149	20,588	21,629	**22,330**
6026	Reserve Firefighter Stipends	11,000	7,300	20,000	**20,000**
6027	Salaries FD Part-Time	-	-	-	**42,358**
6081	Benefits FD Management	32,777	49,848	25,228	**37,953**
6083	PORAC	4,505	9,921	-	-
6086	Benefits FD FF	47,928	36,319	33,289	**34,668**
6087	Benefits Health Insurance FD	108,326	116,111	155,107	**167,968**
6088	Benefits PARS Firefighters	85,153	111,022	103,641	**106,997**
6089	Benefits PARS FD Management	34,259	17,535	39,950	**44,064**
6090	Benefits Workers Compensation	-	-	-	-
	Personnel Total:	**$ 1,515,897**	**$ 1,768,461**	**$ 1,724,502**	**$ 1,864,404**
	OPERATIONS & MAINTENANCE COSTS				
6210	Office Expense & Supplies	$ 4,402	$ 4,100	$ 5,050	**$ -**
6220	Departmental Expense	9,772	8,982	11,315	**17,150**
6231	Emergency Response Equip	44,451	50,689	56,815	**63,080**
6240	Printing	1,097	837	1,500	**1,500**
6310	Communications	3,198	2,861	2,904	**2,910**
6330	Rents & Leases	125,214	125,214	125,215	**125,220**
6410	Fleet & Equipment Maint	63,909	65,136	71,500	**76,900**
6425	Fuels & Lubricants	17,564	15,761	23,112	**23,200**
6440	Mileage Reimbursment	119	565	2,000	**2,000**
6450	EMS Enhancement Funds	11,766	7,998	20,900	**23,100**
6455	CalRecycle Grant Exp	-	3,829	2,000	**2,000**
6510	Conference/Meeting/Travel	3,094	2,083	8,800	**8,800**
6520	Membership/Dues/Publications	1,589	1,148	2,300	**3,350**
6530	Software	14,117	7,574	18,400	**18,400**
6610	Professional/Specialized Services	135,979	145,841	187,456	**202,540**
6710	Training & Education	14,814	22,663	33,000	**32,000**
6245	Tuition Reimbursement	-	-	10,000	**8,000**
6841	Claim Payments Workers Comp	65,713	9,336	-	-
	O & M Total:	**$ 516,798**	**$ 474,617**	**$ 582,267**	**$ 610,150**
	STARTUP COSTS				
8017	Fire & Life Saving Equipment	$ 12,846	$ 50,224	**$ -**	**$ 36,000**
8017	Equipment for New Engine *	-	-	-	**130,000**
8018	Station Upgrades	17,796	-	-	-
	Capital Total:	**$ 30,642**	**$ 50,224**	**$ -**	**$ 166,000**
	DIVISION SUMMARY				
	Personnel	**$ 1,515,897**	**$ 1,768,461**	**$ 1,724,502**	**$ 1,864,404**
	Operations & Maintenance	**516,798**	**474,617**	**582,267**	**610,150**
	Capital	**30,642**	**50,224**	-	**166,000**
		$ 2,063,337	**$ 2,293,302**	**$ 2,306,769**	**$ 2,640,554**

*** - From Equipment Replacement Reserve**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

Public Safety - Fire **Function - Department**				**City Fire Department - 421** **Department - Code**	
Object Acct #	Description and Justification			**Budget** **2025-26**	**Proposed** **2026-27**
	Salaries and Wages (See detail schedule)				
6020	Salaries FD Management			$ 320,804	**$ 350,135**
6023	Salaries FD Firefighters			822,383	**833,647**
6024	Salaries FD Firefighters OT			182,471	**204,284**
6025	Salaries FD Firefighters FSLA			21,629	**22,330**
6026	Reserve Firefighter Stipends			20,000	**20,000**
6027	Salaries FD Part-Time				**42,358**
6081	Benefits FD Management			25,228	**37,953**
6086	Benefits FD Firefighters			33,289	**34,668**
6087	Benefits Health Insurance FD			155,107	**167,968**
6088	Benefits PARS Fire Fighters			103,641	**106,997**
6089	Benefits PARS FD Management			39,950	**44,064**
	Personnel Total:			**$ 1,724,502**	**$ 1,864,404**
6210	**Office Expense & Supplies**			$ 5,050	**$ -**
6220	**Departmental Expense**			11,315	**17,150**
6231	**Emergency Response Equipment**			56,815	**63,080**
6240	**Printing**			1,500	**1,500**
6310	**Communications**			2,904	**2,910**
6330	**Rents & Leases**			125,215	**125,220**
	Type I Engine Lease	**$**	**84,155**		
	Type VI Engine Lease	**$**	**41,065**		
6410	**Fleet & Equipment Maintenance**			71,500	**76,900**
6425	**Fuels & Lubricants**			23,112	**23,200**
6440	**Mileage Reimbursement**			2,000	**2,000**
6450	**EMS Enhancement Funds**			20,900	**23,100**
6455	**CalRecycle Grant Exp**			2,000	**2,000**
6510	**Conference/Meeting/Travel**			8,800	**8,800**
6520	**Membership/Dues/Publications**			2,300	**3,350**
6530	**Software**			18,400	**18,400**
	Lexipol Policy Computer Application	**$**	**6,600**		
	Training Computer Module	**$**	**5,000**		
	Fire Prevention Computer Mod	**$**	**3,300**		
	Slate Staffing	**$**	**3,000**		
	Fire Simulation Software	**$**	**500**		
6610	**Professional/Specialized Services**			187,456	**202,540**
	Public Education Supplies	**$**	**6,500**		
	IworQ Fire Prevention Software	**$**	**1,221**		
	Dispatch Riverside County	**$**	**170,000**		
	MDC Annual Rents	**$**	**7,500**		
	Background Investigations/Medica	**$**	**11,000**		
	Annual SCBA Fit Testing	**$**	**1,000**		
	Other Items	**$**	**5,319**		
6710	**Training & Education**			33,000	**32,000**
	Training Supplies	**$**	**13,000**		
	Certifications	**$**	**7,000**		
	Outside Instructors	**$**	**12,000**		
6245	**Tuition Reimbursement**			10,000	**8,000**
	O & M Total:			**$ 582,267**	**$ 610,150**
8017	Fire & Life Saving Equipment			$ -	**$ 166,000**
	Capital Total:			**$ -**	**$ 166,000**

City of Canyon Lake
Budget Summary
Fiscal 2026-27

Public Safety - Emergency Preparedness		**Emergency Preparedness - 425**			
Function - Division				**Division - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
	None	**$ -**	**$ -**	**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
6215	EOC Equipment/Supplies	$ -	$ -	$ 4,000	**$ 4,000**
6220	Departmental Expense	1,792	1,538	5,000	**5,000**
6310	Communications	201	814	1,000	**-**
6610	Professional/Specialized Service	25,065	25,000	35,000	**-**
	O & M Total:	**$ 27,058**	**$ 27,352**	**$ 45,000**	**$ 9,000**
	CAPITAL COSTS				
	None	**$ -**	**$ -**	**$ -**	**$ -**
	DIVISION SUMMARY				
	Personnel	**$ -**	**$ -**	**$ -**	**$ -**
	Operations & Maintenance	**27,058**	**27,352**	**45,000**	**9,000**
	Capital	**-**	**-**	**-**	**-**
		$ 27,058	**$ 27,352**	**$ 45,000**	**$ 9,000**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

Public Safety - Emergency Preparedness				**Emergency Preparedness - 425**	
Function - Division				**Division - Code**	
Object Acct #	Description and Justification			**Budget 2025-26**	**Proposed 2026-27**
	None			$ -	**$ -**
	Personnel Total:			**$ -**	**$ -**
6215	**EOC Equipment/Supplies**			**$ 4,000**	**$ 4,000**
6220	**Departmental Expense**				
	Supplies	**$**	**2,500**	**5,000**	**5,000**
	Tools & Equipment	**$**	**2,500**		
6310	**Communications (Emergency Management EOC)**			**1,000**	**-**
	Satellite Phones	**$**	**-**		
6610	**Professional/Specialized Services**			**35,000**	**-**
	EMD Contract (County)	**$**	**-**		
	CERT Training (County)	**$**	**-**		
	O & M Total:			**$ 45,000**	**$ 9,000**
	None			$ -	**$ -**
	Capital Total:			**$ -**	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Public Safety - Animal Control				**Animal Control - 430**	
Function - Division				**Division - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
	None	**$ -**	**$ -**	**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
6610	Professional/Specialized Services	$ 127,962	$ 115,889	$ 103,050	**$ 101,600**
6900	Debt Service	38,822	17,984	23,300	**19,000**
	O & M Total:	**$ 166,784**	**$ 133,873**	**$ 126,350**	**$ 120,600**
	CAPITAL COSTS				
	None	**$ -**	**$ -**	**$ -**	**$ -**
	DIVISION SUMMARY				
	Personnel	**$ -**	**$ -**	**$ -**	**$ -**
	Operations & Maintenance	**166,784**	**133,873**	**126,350**	**120,600**
	Capital	**-**	**-**	**-**	**-**
		$ 166,784	**$ 133,873**	**$ 126,350**	**$ 120,600**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

Public Safety - Animal Control **Function - Division**				**Animal Control - 430** **Division - Code**	
Object Acct #	Description and Justification			**Budget** **2025-26**	**Proposed** **2026-27**
	None			$ -	**$ -**
	Personnel Total:			**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
6610	**Professional/Specialized Services**			$ 103,050	**$ 101,600**
	Animal Control	**$**	**45,600**		
	County Sheltering Services	**$**	**56,000**		
6900	**Interest Expense**			23,300	**19,000**
	Debt Service	**$**	**15,000**		
	Audit/Fiscal Agent/Admin	**$**	**4,000**		
	O & M Total:			**$ 126,350**	**$ 120,600**
	None			**$ -**	**$ -**
	Capital Total:			**$ -**	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Development Services **Function - Division**				**Public Works Adminstration - 510** **Division - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6010	Salaries and Wages	$ -	$ -	$ -	**$ -**
6080	Benefits	-	-	-	**-**
	Personnel Total:	**$ -**	**$ -**	**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
6610	Professional/Specialized Services	$ 18,345	$ 16,218	$ 30,000	**$ 20,000**
	O & M Total:	**$ 18,345**	**$ 16,218**	**$ 30,000**	**$ 20,000**
	CAPITAL COSTS				
	None	$ -	$ -	$ -	**$ -**
	DIVISION SUMMARY				
	Personnel	**$ -**	**$ -**	**$ -**	**$ -**
	Operations & Maintenance	**18,345**	**16,218**	**30,000**	**20,000**
	Capital	**-**	**-**	**-**	**-**
		$ 18,345	**$ 16,218**	**$ 30,000**	**$ 20,000**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

Development Services **Function - Division**			**Public Works Administration - 510** **Division - Code**	
Object Acct #	Description and Justification		**Budget 2025-26**	**Proposed 2026-27**
6015	**Salaries and Wages**		$ -	**$ -**
6080	**Benefits**		-	**-**
	Personnel Total:		**$ -**	**$ -**
6610	**Professional/Specialized Services**		$ 30,000	**$ 20,000**
	On Call Maintenance	**$ 10,000**		
	Interwest Consulting Group	**$ 10,000**		
	O & M Total:		**$ 30,000**	**$ 20,000**
	None		**$ -**	**$ -**
	Capital Total:		**$ -**	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Development Services **Function - Division**				**NPDES - 515** **Division - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2024-25**	**Proposed 2026-27**
	PERSONNEL COSTS				
6015	Salaries and Wages	$ -	$ -	$ -	**$ -**
6080	Benefits	-	-	-	**-**
	Personnel Total:	**$ -**	**$ -**	**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
6456	Calrecycle SB1383 OWR1	$ -	$ 20,554	$ -	**$ -**
6457	Calrecycle SB1383 OWR4	-	45,314		
6520	Membership/Dues/Publications	70,200	70,372	99,200	**104,400**
6610	Professional/Specialized Services	60,000	54,042	60,000	**60,000**
	O & M Total:	**$ 130,200**	**$ 190,282**	**$ 159,200**	**$ 164,400**
	CAPITAL COSTS				
	None	**$ -**	**$ -**	**$ -**	**$ -**
	DIVISION SUMMARY				
	Personnel	**$ -**	**$ -**	**$ -**	**$ -**
	Operations & Maintenance	**130,200**	**190,282**	**159,200**	**164,400**
	Capital	-	-	-	**-**
		$ 130,200	**$ 190,282**	**$ 159,200**	**$ 164,400**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

Development Services **Function - Division**			**NPDES - 515** **Division - Code**	
Object Acct #	Description and Justification		**Budget** **2025-26**	**Proposed** **2026-27**
6015	**Salaries and Wages**		$ -	**$ -**
6080	**Benefits**		-	**-**
	Personnel Total:		**$ -**	**$ -**
6520	**Membership/Dues/Publications**		$ 99,200	**$ 104,400**
	NPDES MS4 Permit Fee	**$ 11,000**		
	LE/CL TMDL	**$ 48,900**		
	San Jacinto River Watershed Council	**$ 1,000**		
	LESJWA	**$ 20,000**		
	SAR NPDES Program Share	**$ 3,500**		
	WMP Cost Share	**$ 20,000**		
6610	**Professional/Specialized Services**		60,000	**60,000**
	Consultant for NPDES	**$ 60,000**		
	O & M Total:		**$ 159,200**	**$ 164,400**
	None		**$ -**	**$ -**
	Capital Total:		**$ -**	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Development Services **Function - Division**				**Code Enforcement - 520** **Division - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
6015	Salaries and Wages	$ 290,883	$ 318,268	$ 293,161	$ -
6080	Benefits	70,063	71,308	86,235	-
	Personnel Total:	**$ 360,946**	**$ 389,576**	**$ 379,396**	$ -
	OPERATIONS & MAINTENANCE COSTS				
6210	Office Expense and Supplies	$ 940	$ 139	$ 1,500	$ -
6220	Department Expense	14,896	12,805	10,700	-
6310	Communications	2,430	2,242	3,000	-
6415	Fleet Maintenance	1,671	2,760	-	-
6425	Fuels and Lubricants	2,416	2,196	-	-
6520	Membership/Dues/Publications	300	200	800	-
6610	Professional/Specialized Services	1,896	17,611	2,500	-
6710	Training and Education	390	160	1,500	-
6245	Tuition Reimbursement	-	-	2,500	-
6842	Claims Payment-Liability	-	27,651	-	-
	O & M Total:	**$ 24,939**	**$ 65,764**	**$ 22,500**	$ -
	CAPITAL COSTS				
8001	Vehicles	-	-	-	-
	Capital Total:	**$ -**	**$ -**	**$ -**	$ -
	DIVISION SUMMARY				
	Personnel	**$ 360,946**	**$ 389,576**	**$ 379,396**	$ -
	Operations & Maintenance	**24,939**	**65,764**	**22,500**	-
	Capital	-	-	-	-
		$ 385,885	**$ 455,340**	**$ 401,896**	$ -

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

Development Services			**Code Enforcement - 520**	
Function - Division			**Division - Code**	
Object Acct #	Description and Justification		**Budget 2025-26**	**Proposed 2026-27**
6015	**Salaries and Wages**		$ 293,161	**$ -**
	Code Enforcement Officer	**$ -**		
	Code Enforcement Officer	**$ -**		
	Code Enforcement Supervisor	**$ -**		
	Part-Time Business License Tech	**$ -**		
6080	**Benefits**		86,235	**-**
	Health/PERS/Medicare/SUTA/Deferred Comp/Life Ins.			
	Personnel Total:		**$ 379,396**	**$ -**
6210	**Office Expense and Supplies**		$ 1,500	**$ -**
6220	**Departmental Expense**		10,700	**-**
	Miscellaneous	**$ -**		
	Data Ticket/Revenue Experts	**$ -**		
	Printing	**$ -**		
	Equipment	**$ -**		
	Uniforms	**$ -**		
	BLM Cleanup	**$ -**		
6310	**Communications**		3,000	**-**
6415	**Fleet Maintenance**		-	**-**
6425	**Fuels and Lubricants**		-	**-**
6520	**Membership/Dues/Publications**		800	**-**
	Memberships	**$ -**		
6610	**Professional/Specialized Services**		2,500	**-**
	Corelogic/Real Quest	**$ -**		
6710	**Training and Education**		1,500	**-**
6245	**Tuition Reimbursement**		2,500	**-**
	O & M Total:		**$ 22,500**	**$ -**
8001	**Vehicles**		**$ -**	**$ -**
	Capital Total:		**$ -**	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government Function - Division				**Building and Facilities Maint - 550** Division - Code	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PERSONNEL COSTS				
	None	**$ -**	**$ -**	**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
6320	Utilities	$ 57,653	$ 59,598	$ 59,046	**$ 71,105**
6330	Rentals & Leases	113,485	74,143	1,200	**700**
6520	Membership/Dues/Publications	-	14,847	11,200	**12,000**
6610	Professional/Specialized Services	67,637	85,707	73,870	**95,870**
6840	Liability Property Ins & Deductible	295,845	290,488	379,230	**697,200**
	O & M Total:	**$ 534,620**	**$ 524,783**	**$ 524,546**	**$ 876,875**
	CAPITAL COSTS				
8007	Furniture & Equipment	$ 5,452	$ 104,079	$ 11,500	**$ 6,000**
8014	Building Improvements	-	-	4,500	**-**
8015	City Hall Acquisition	-	400,000	-	**-**
8030	Fire Station Purchase	490,000	-	-	**-**
8018	Fire Station Upgrades	4,547	53,244	10,000	**10,000**
	Capital Total:	**$ 499,999**	**$ 557,323**	**$ 26,000**	**$ 16,000**
	DEBT SERVICE				
6900	Interest Expense	$ 12,983	$ 22,330	$ 17,254	**$ 11,900**
6910	Principal Expense	43,174	107,550	95,062	**100,430**
	Debt Service Total:	**$ 56,157**	**$ 129,880**	**$ 112,316**	**$ 112,330**
	DIVISION SUMMARY				
	Personnel	$ -	**$ -**	**$ -**	**$ -**
	Operations & Maintenance	**534,620**	**524,783**	**524,546**	**876,875**
	Capital	**499,999**	**557,323**	**26,000**	**16,000**
	Debt Service	**56,157**	**129,880**	**112,316**	**112,330**
		$ 1,090,776	**$ 1,211,986**	**$ 662,862**	**$ 1,005,205**

City of Canyon Lake
Budget Detail
Fiscal Year 2026-27

General Government **Function - Division**			**Building and Facilities Maint - 550** **Division - Code**	
Acct #	Description and Justification		**Budget 2025-26**	**Proposed 2026-27**
6320	**Utilities**		$ 59,046	**$ 71,105**
	Electric	**$ 33,000**		
	Gas	**$ 1,300**		
	Water	**$ 7,600**		
	Ring Central Telephone	**$ 11,100**		
	Elevator Phone	**$ 620**		
	Internet/Cable	**$ 10,185**		
	Propane	**$ 3,000**		
	Other	**$ 4,300**		
6330	**Rentals and Leases**			
	Postage Meter Lease	**$ 700**	1,200	**700**
	Tree Lease	**$ -**		
6520	**Membership/Dues/Publications**		11,200	**12,000**
	Merchants Association	**$ 12,000**		
6610	**Professional/Specialized Services**		73,870	**95,870**
	Pest Control	**$ 3,680**		
	Security	**$ 6,000**		
	HVAC Maintenance	**$ 11,900**		
	Janitorial	**$ 29,400**		
	Elevator service	**$ 6,020**		
	Maintenance & Repairs	**$ 5,000**		
	Fire Station Maintenance	**$ 15,000**		
	Fire Dept Landscaping	**$ 6,000**		
	Other Items	**$ 12,870**		
6840	**Liability Property Ins & Deductible**		379,230	**697,200**
	General Liability Premium	**$ 493,919**		
	Property Premium	**$ 28,628**		
	Cyber	**$ 3,141**		
	ADWRP	**$ 158**		
	Crime Bond	**$ 1,622**		
	ERMA	**$ 28,338**		
	APD	**$ 13,817**		
	Deadly Weapons	**$ 157**		
	Workers Compensation Deposit	**$ 127,420**		
	O & M Total:		**$ 524,546**	**$ 876,875**
6900	Interest Expense (POA Loan)		$ 17,254	**$ 11,900**
6910	Principal Expense (POA Loan)		95,062	**100,430**
	Debt Service Total:		**$ 112,316**	**$ 112,330**
8007	Furniture & Equipment		$ 11,500	**$ 6,000**
	Building Improvements		4,500	-
8018	Fire Station Upgrades		10,000	**10,000**
	Capital Total:		**$ 26,000**	**$ 16,000**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Public Works - Streets	**Gas Tax - Fund 20**
Function - Department	**Fund - Code**

Object Acct #		Actual 2023-24	Actual 2024-25	Budget 2025-26	Proposed 2026-27
	PROGRAM REVENUES				
4840	Gas Tax 2103	$ 100,691	$ 105,769	$ 100,650	**$ 108,200**
4850	Gas Tax 2105	67,150	68,783	70,400	**72,300**
4860	Gas Tax 2106	47,299	48,813	48,700	**50,100**
4870	Gas Tax 2107	90,893	90,977	96,100	**96,700**
4875	Gas Tax 2107.5	3,000	3,000	3,000	**3,000**
4876	Road Maintenance Rehab	285,647	301,817	290,200	**310,300**
4900	Interest Income	44,248	45,073	15,000	**10,000**
	Program Revenue Total	**$ 638,928**	**$ 664,232**	**$ 624,050**	**$ 650,600**
	OPERATIONS & MAINTENANCE COSTS				
6610	Professional and Specialized Services	$ 182,718	$ 14,288	$ 65,000	**$ 35,000**
6320	Utilities	2,134	3,361	3,000	**4,000**
6720	Landscape Maintenance	145,525	80,644	92,500	**85,000**
6721	Street Maintenance	28,902	20,874	36,000	**24,800**
6722	Signal and Sign Maintenance	31,353	29,240	37,000	**37,000**
6724	Street Tree Trimming	-	-	5,000	**5,000**
6723	Reclaimed Water (RRCR)	10,931	13,114	12,000	**14,000**
8030	Right of Way Acquisition	910,128	-	-	-
	O & M Total:	**$ 1,311,691**	**$ 161,521**	**$ 250,500**	**$ 204,800**
	CAPITAL COSTS				
8108	RR Canyon Rd Safety Improvements	$ -	$ -	$ -	**$ -**
8000	Capital Outlay	-	-	-	**-**
	Capital Total:	**$ -**	**$ -**	**$ -**	**$ -**
	DIVISION SUMMARY				
	Total Revenue	**$ 638,928**	**$ 664,232**	**$ 624,050**	**$ 650,600**
	Personnel	**$ -**	**$ -**	**$ -**	**$ -**
	Operations & Maintenance	**1,311,691**	**161,521**	**250,500**	**204,800**
	Capital	-	-	-	**-**
	Total Expenditures	**$ 1,311,691**	**$ 161,521**	**$ 250,500**	**$ 204,800**
	Surplus/Shortfall	**$ (672,763)**	**$ 502,711**	**$ 373,550**	**$ 445,800**
	Estimated Available Reserves				**$ 2,300,820**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Public Works - Streets	**Measure A - Fund 21**
Function - Department	**Fund - Code**

Object Acct #		Actual 2023-24	Actual 2024-25	Budget 2025-26	Proposed 2026-27
	PROGRAM REVENUES				
4550	Measure A Fees	$ 284,590	$ 281,427	$ 285,000	**$ 290,000**
4790	Miscellaneous Income	-	-		
4900	Interest Income	46,164	56,826	22,000	**20,000**
	Program Revenue Total	**$ 330,754**	**$ 338,253**	**$ 307,000**	**$ 310,000**
	PERSONNEL COSTS				
	None	**$ -**	**$ -**	**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
6955	Interest Expense	$ -	$ -	$ -	**$ -**
6960	Principal Expense (RCTC advance)	-	-	-	-
6610	Professional Services	-	-	-	-
	O & M Total:	**$ -**	**$ -**	**$ -**	**$ -**
	CAPITAL COSTS				
8108	RR Canyon Rd Safety Improvements	$ 210	$ 44,185	$ 76,150	
8109	RR Canyon Rd Painting Improvements	362,500	-	-	-
	Capital Total:	**$ 362,710**	**$ 44,185**	**$ 76,150**	**$ -**
	DIVISION SUMMARY				
	Total Revenue	**$ 330,754**	**$ 338,253**	**$ 307,000**	**$ 310,000**
	Personnel	**$ -**	**$ -**	**$ -**	**$ -**
	Operations & Maintenance	-	-	-	-
	Capital	**362,710**	**44,185**	**76,150**	-
	Total Expenditures	**$ 362,710**	**$ 44,185**	**$ 76,150**	**$ -**
	Surplus/Shortfall	**$ (31,956)**	**$ 294,068**	**$ 230,850**	**$ 310,000**
	Estimated Available Reserves				**$ 2,241,394**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government					
Function - Department				**AQMD - Fund 25**	
				Fund - Code	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PROGRAM REVENUES				
4580	SCAQMD Fees	$ 14,775	$ 14,222	$ 14,800	**$ 14,900**
4900	Interest Income	2,071	2,809	1,100	**1,400**
	Program Revenue Total	**$ 16,846**	**$ 17,031**	**$ 15,900**	**$ 16,300**
	PERSONNEL COSTS				
	None	**$ -**	**$ -**	**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
	Public Works				
	None	**$ -**	**$ -**	**$ -**	**$ -**
	O & M Total:	**$ -**	**$ -**	**$ -**	**$ -**
	CAPITAL COSTS				
8000	Capital Outlay	**$ -**	**$ -**	**$ -**	**$ -**
	Vehicle	-	-	-	-
	Capital Total:	**$ -**	**$ -**	**$ -**	**$ -**
	DIVISION SUMMARY				
	Total Revenue	**$ 16,846**	**$ 17,031**	**$ 15,900**	**$ 16,300**
	Personnel	**$ -**	**$ -**	**$ -**	**$ -**
	Operations & Maintenance	-	-	-	-
	Capital	-	-	-	-
	Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**
	Surplus/Shortfall	**$ 16,846**	**$ 17,031**	**$ 15,900**	**$ 16,300**
	Estimated Available Reserves				**$ 119,236**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Public Safety - Police **Function - Department**				**Law Enforcement Grants - Fund 26** **Fund - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PROGRAM REVENUES				
4575	CAL COPS Revenue	$ 186,159	$ 194,663	$ 202,500	**$ 210,000**
4900	Interest Income	-	-	-	-
	Program Revenue Total	**$ 186,159**	**$ 194,663**	**$ 202,500**	**$ 210,000**
414	**PERSONNEL COSTS**				
6010	Salaries and Wages	$ -	$ -	$ -	$ -
6080	Benefits	-	-	-	-
	Personnel Total:	**$ -**	**$ -**	**$ -**	**$ -**
414	**OPERATIONS & MAINTENANCE COSTS**				
6610	Professional/Specialized Services	$ 160,000	$ 224,000	$ 204,000	**$ 210,000**
	O & M Total:	**$ 160,000**	**$ 224,000**	**$ 204,000**	**$ 210,000**
	CAPITAL COSTS				
8000	Capital Outlay	$ -	$ -	$ -	$ -
	Capital Total:	**$ -**	**$ -**	**$ -**	**$ -**
	DIVISION SUMMARY				
	Total Revenue	**$ 186,159**	**$ 194,663**	**$ 202,500**	**$ 210,000**
	Personnel	$ -	$ -	$ -	$ -
	Operations & Maintenance	**160,000**	**224,000**	**204,000**	**210,000**
	Capital	-	-	-	-
	Total Expenditures	**$ 160,000**	**$ 224,000**	**$ 204,000**	**$ 210,000**
	Surplus/Shortfall	**$ 26,159**	**$ (29,337)**	**$ (1,500)**	**$ -**
	Estimated Available Reserves				**$ 3,835**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government		**Miscellaneous Grants - Fund 27**			
Function - Department				**Fund - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PROGRAM REVENUES				
4599	American Rescue Plan	$ 1,560,984	$ 154,731	$ -	**$ -**
	Program Revenue Total	**$ 1,560,984**	**$ 154,731**	**$ -**	**$ -**
	OPERATIONS & MAINTENANCE COSTS				
Var	Amounts Listed Below	$ 1,344,394	$ 140,574	$ -	**$ -**
	O & M Total:	**$ 1,344,394**	**$ 140,574**	**$ -**	**$ -**
	CAPITAL COSTS				
Var	Amounts Listed Below	$ 216,590	$ 29,975	$ -	**$ -**
	Total:	**$ 216,590**	**$ 29,975**	**$ -**	**$ -**
	Total Revenue	**$ 1,560,984**	**$ 154,731**	**$ -**	**$ -**
	Personnel	$ -	$ -	$ -	**$ -**
	Operations & Maintenance	**1,344,394**	**140,574**	-	**-**
	Capital	**216,590**	**29,975**	-	**-**
	Total Expenditures	**$ 1,560,984**	**$ 170,549**	**$ -**	**$ -**
	Surplus/Shortfall	**$ -**	**$ (15,818)**	**$ -**	**$ -**
	Estimated Available Reserves				**$ -**

American Rescue Plan Act

Acct #		**FY 2024-25**	**Total**
7000	City Hall Renovation	$ 15,818	**$ -**
7001	Fire Station Upgrades/Equipment	9,209	**-**
7002	Repairs - 31542 Railroad Canyon Road	-	**-**
7006	New Code Enforcement Vehicle	-	**-**
7010	Community E-Gift Card Program	900	**-**
7012	Junior Lifeguard Program Bus Rental	-	**-**
7016	Law Enforcement Services Riverside County Sheriff	139,674	**-**
7020	Small Business Support	-	**-**
7021	Fire Chief Bonus	-	**-**
7022	Fire Station Architectural Design	4,948	**-**
	Total ARPA Expenditures	$ 170,549	**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Capital Projects **Function - Department**				**Capital Projects - Fund 40** **Fund - Code**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	PROGRAM REVENUES				
4590	Grant Revenues HSIP	$ -	$ -	$ 1,207,980	**$ -**
4585	CDBG Grant	-	-	21,826	-
5901	Transfer from General Fund	1,284,692	-	-	-
	Program Revenue Total	**$ 1,284,692**	**$ -**	**$ 1,229,806**	**$ -**
	CAPITAL COSTS				
8000	Capital Outlay	$ -	$ 31,345	$ -	**$ -**
8108	RR Canyon Rd Safety (HSIP)	-	2,065	1,207,980	-
8023	ADA Project	-	-	21,826	-
8006	City Hall Expansion	-	1,307,637	-	-
8031	City Hall Generator	-	75,000	-	-
8017	Fire and Life Saving Equipment	-	-	139,000	-
	Capital Costs Total:	**$ -**	**$ 1,416,047**	**$ 1,368,806**	**$ -**
	DIVISION SUMMARY				
	Total Revenue	**$ 1,284,692**	**$ -**	**$ 1,229,806**	**$ -**
	Personnel	**$ -**	**$ -**	**$ -**	**$ -**
	Operations & Maintenance	-	-	-	-
	Capital	-	**1,416,047**	**1,368,806**	-
	Total Expenditures	**$ -**	**$ 1,416,047**	**$ 1,368,806**	**$ -**
	Surplus/Shortfall	**$ 1,284,692**	**$ (1,416,047)**	**$ (139,000)**	**$ -**
	Estimated Available Reserves				**$ 65,262**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Enterprise Fund - Rental			**Rental - Fund 60**
Function - 31542 Railroad Canyon Road			**Dept - Code 560**

Object Acct #		Actual 2023-24	Actual 2024-25	Budget 2025-26	Proposed 2026-27
	REVENUES				
4698	Rental Income	$ 84,003	$ 104,387	$ 108,315	**$ 115,000**
	Revenue Total	**$ 84,003**	**$ 104,387**	**$ 108,315**	**$ 115,000**
	OPERATING EXPENDITURES				
6210	Office Expense & Supplies	$ 195	$ 526	$ 250	**$ 250**
6320	Utilities	12,941	16,565	14,000	**12,000**
6325	Repairs & Maintenance	330	7,432	20,000	**10,000**
6326	Assessments	-	29,586	11,400	**12,000**
6328	Property Taxes	7,751	-	3,100	**-**
6610	Professional & Specialized Services	1,084	6,763	2,000	**2,000**
6856	Facility Maintenance	-	-	-	**2,000**
6900	Interest Expense	18,419	16,374	14,761	**14,240**
6910	Principal Expense	-	-	13,059	**13,580**
7002	Repairs 31542 RR Canyon RD	35,100	-	-	**-**
	General Fund Administrative Reimb	-	-	-	**46,000**
	Expenditure Total:	**$ 75,820**	**$ 77,246**	**$ 78,570**	**$ 112,070**
	CAPITAL COSTS				
8014	Building Improvements	-	57,000	-	**-**
		$ -	**$ 57,000**	**$ -**	**$ -**
	DIVISION SUMMARY				
	Total Revenue	**$ 84,003**	**$ 104,387**	**$ 108,315**	**$ 115,000**
	Personnel	**$ -**	$ -	$ -	**$ -**
	Operations & Maintenance	**75,820**	**77,246**	**78,570**	**112,070**
	Capital	**-**	**57,000**	**-**	**-**
	Total Expenditures	**$ 75,820**	**$ 134,246**	**$ 78,570**	**$ 112,070**
	Surplus/Shortfall	**$ 8,183**	**$ (29,859)**	**$ 29,745**	**$ 2,930**
	Estimated Available Reserves				**$ 342,976**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

Enterprise Fund - Rental					**Rental - Fund 60**
Function - 31600 Railroad Canyon Road					**Dept - Code 580**
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	REVENUES				
4698	Rental Income	$ -	$ 12,436	$ 102,000	**$ 102,000**
	Revenue Total	**$ -**	**$ 12,436**	**$ 102,000**	**$ 102,000**
	OPERATING EXPENDITURES				
6210	Office Expense & Supplies	$ -	$ -	$ 500	**$ 200**
6320	Utilities	-	368	6,000	**4,000**
6325	Repairs & Maintenance	-	7,889	7,000	**6,000**
6328	Property Taxes	-	1,767	-	**-**
6326	Assessments	-	7,514	5,700	**12,000**
6900	Interest Expense	-	11,074	56,487	**55,450**
6910	Principal Expense	-	-	25,987	**27,030**
	General Fund Administrative Reimb	-	-		**6,000**
	Expenditure Total:	**$ -**	**$ 28,612**	**$ 101,674**	**$ 110,680**
	CAPITAL COSTS				
	Building Improvements	**$ -**	**$ -**	**$ -**	**$ -**
	DIVISION SUMMARY				
	Total Revenue	**$ -**	**$ 12,436**	**$ 102,000**	**$ 102,000**
	Personnel	$ -	$ -	$ -	**$ -**
	Operations & Maintenance	-	**28,612**	**101,674**	**110,680**
	Capital	-	-	-	**-**
	Total Expenditures	**$ -**	**$ 28,612**	**$ 101,674**	**$ 110,680**
	Surplus/Shortfall	**$ -**	**$ (16,176)**	**$ 326**	**$ (8,680)**
	Estimated Available Reserves				**$ -**

City of Canyon Lake
Budget Summary
Fiscal Year 2026-27

General Government				**Rental - Fund 60**	
Function - Advertising Sign				**Dept - Code 585**	
Object Acct #		**Actual 2023-24**	**Actual 2024-25**	**Budget 2025-26**	**Proposed 2026-27**
	REVENUES				
4698	Rental Income	**$ -**	**$ -**	**$ 44,000**	**$ 60,000**
	OPERATIONS & MAINTENANCE COSTS				
6320	Utilities	$ -	$ -	$ 4,800	**$ 10,000**
6325	Repairs & Maintenance	-	-	80,000	**6,000**
6530	Software	-	-	-	**5,000**
	General Fund Administrative Reimb	-	-	-	**33,000**
	O & M Total:	**$ -**	**$ -**	**$ 84,800**	**$ 54,000**
	TRANSFERS IN (OUT)			-	-
9000	Transfers In (Out)	**$ -**	**$ -**	**$ 100,000**	**$ -**
	DIVISION SUMMARY				
	Rental Income	**$ -**	**$ -**	**$ 44,000**	**$ 60,000**
	Operations & Maintenance	-	-	**(84,800)**	**(54,000)**
	Transfers In (Out)	-	-	**100,000**	**-**
		$ -	**$ -**	**$ 59,200**	**$ 6,000**

RESOLUTION NO. 2026-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING THE BUDGET, APPROPRIATING REVENUE AND ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2026-2027

WHEREAS, the City Manager has prepared and submitted to the City Council a proposed budget for the 2026-2027 fiscal year commencing July 1, 2026, and ending June 30, 2027; and

WHEREAS, the City Council held a Council Meeting to discuss the proposed budget on May 13, 2026, where all interested persons were provided the opportunity to be heard; and

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

WHEREAS, an appropriations limit must be established for FY 2026-2027 to meet the legal requirements of Article XIIIB of the California Constitution, including the designation of certain revenues as tax proceeds, as set forth in said budget.

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

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

Section 2. For the Fiscal Year ending June 30, 2027, the appropriations limit has been computed using the change in population for the County of Riverside and the change in California per capita personal income as set out in Section 7901 of the Government Code. The appropriations limit for the fiscal year ending June 30, 2027, is established at $8,726,808 as verified by calculations attached "Exhibit A".

Section 3. The City Council hereby identifies and authorizes a total estimated Operations, Debt Service and Capital Budget for FY 2026-2027 in the amount of $10,004,602 with reserves and balances of $12,263,231 and appropriates said amount from revenues of the City to the departments, functions and funds as contained in the Budget and authorizes the City Manager to carry out the City's expenditures in conformity herewith.

Section 4. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

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

Section 6. This Resolution shall take effect July 1, 2026, and shall continue until modified.

PASSED, APPROVED AND ADOPTED this 13th day of May 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

Exhibit "A"

City Of Canyon Lake
2026-2027 Appropriations Computation

2025-2026 Appropriations Limit	$8,280,490
Multiply by Cumulative Growth Factor (See below from "C")	
2026-2027 Appropriations Limit	$8,726,808
(a) *Inflation Change = 4.95 %	1.0495 ratio
(b) **Population Change for County = 0.42%	1.0042 ratio
(c) Cumulative Growth Factor	
Calculation: 1.0495 X 1.0042	1.0539 ratio

* California per capita personal income selected
** Riverside County percentage change

RESOLUTION NO. 2026-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING THE SALARY AND WAGE SCHEDULES FOR NON-SAFETY EMPLOYEES OF THE CITY OF CANYON LAKE FOR FISCAL YEAR 2026-2027

WHEREAS, the City of Canyon Lake annually adopts a resolution which establishes salaries and wages for its employees; and

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

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

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

Section 2. The City Council hereby authorizes the updates to the salary and wage schedule for non-safety personnel attached hereto as Exhibit "A".

Section 3. This Resolution supersedes the provisions any prior resolution that established a salary schedule for employees in the City of Canyon Lake.

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 July 1, 2026, and shall continue until modified.

PASSED, APPROVED AND ADOPTED this 13th day of May 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

EXHIBIT "A"

NON-SAFETY SALARY SCHEDULE

Proposed – Effective July 1, 2026

City Manager and Department Heads		
Job Title	Allocated	
City Manager	1	Per Contract - $280,045.38
Assistant City Manager	1	Per Contract - $189,200.87
Department Director	0	Department Director Range: $135,845.26 – $172,000.79

Exempt Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Administrative Services Senior Analyst	1	$96,223.72	$101,034.91	$106,086.66	$111,390.99	$116,960.54
Building Official/Sr. Building Inspector	1	$106,086.66	$111,391.00	$116,960.55	$122,808.57	$128,949.00
Community Development Manager	1	$84,903.29	$89,148.46	$93,605.88	$98,286.17	$103,200.48
Community Engagement Coordinator	1	$59,633.17	$62,614.83	$65,745.57	$69,032.85	$72,484.50
Executive Assistant to the City Manager	1	$84,620.28	$88,851.30	$93,293.86	$97,958.56	$102,856.48

Hourly/Non-Exempt Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Accounting Specialist	2	$33.08/hr.	$34.74/hr.	$36.48/hr.	$38.30/hr.	$40.21/hr.
Administrative Assistant	1	$28.53/hr.	$29.96/hr.	$31.45/hr.	$33.03/hr.	$34.68/hr.
Building Permit Technician II	1	$37.24/hr.	$39.10/hr.	$41.06/hr.	$43.11/hr.	$45.27/hr.
Business License Technician	.5	$25.47/hr.	$26.74/hr.	$28.08/hr.	$29.49/hr.	$30.96/hr.
Facilities Maintenance and Building Inspector	1	$35.28/hr.	$37.05/hr.	$38.90/hr.	$40.84/hr.	$42.89/hr.

Non-Safety Allocated Positions
Full Time: 12
Part-Time 1

RESOLUTION NO. 2026-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING THE SALARY AND WAGE SCHEDULES FOR SAFETY EMPLOYEES OF THE CITY OF CANYON LAKE FOR FISCAL YEAR 2026-2027

WHEREAS, the City of Canyon Lake annually adopts a resolution which establishes salaries and wages for its employees; and

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

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

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

Section 2. The City Council hereby authorizes the updates to the salary and wage schedule for safety personnel attached hereto as Exhibit "A".

Section 3. This Resolution supersedes the provisions any prior resolution that established a salary schedule for employees in the City of Canyon Lake.

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 July 1, 2026, and shall continue until modified.

PASSED, APPROVED AND ADOPTED this 13th day of May 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

EXHIBIT "A"

SAFETY SALARY SCHEDULE

Proposed – Effective July 1, 2026

FIRE DEPARTMENT

Fire Chief and Department Heads		
Job Title	Allocated	
Fire Chief	1	Per Contract - Department Director Range: $135,845.26 – $172,000.79
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	$28.04/hr.	$29.44/hr.	$30.91/hr.	$32.46/hr.	$34.08/hr.
Captain/Paramedic	3	$29.43/hr.	$30.90/hr.	$32.44/hr.	$34.06/hr.	$35.77/hr.
Engineer	0	$25.48/hr.	$26.76/hr.	$28.09/hr.	$29.50/hr.	$30.97/hr.
Engineer/Paramedic	3	$26.75/hr.	$28.09/hr.	$29.50/hr.	$30.97/hr.	$32.52/hr.
Firefighter/Paramedic	3	$23.18/hr.	$24.34/hr.	$25.56/hr.	$26.84/hr.	$28.18/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 Director Range: $135,845.26 – $172,000.79

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
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	4	$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 of Canyon Lake
Classification Specification

ASSISTANT CITY MANAGER

THE POSITION

Under general administrative direction of the City Manager, serves as a key executive support to the City Manager by assisting in the planning, coordination, and oversight of City-wide operations and leading the Administrative Services Department, including Finance, Human Resources, Risk Management, and the City Clerk's Office; formulates departmental budget, policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; provides highly responsible and complex assistance to the City Manager in areas of expertise; and performs related work as required.

Administers the statutory responsibilities of the City Clerk department, including serving as the City's elections official; oversees, directs, and manages the full range of services and programs of the City Clerk's Office; and may perform all duties of the City Clerk as required. In the absence of the City Manager, may serve as Acting City Manager, assuming full authority and responsibility for the administration of City operations.

REPRESENTATIVE DUTIES

- Directs, coordinates and oversees a broad range of municipal operations for the City; administers, oversees and manages activities, tasks and functions in finance, human resources, risk management and oversees all activities, services, and programs of the City Clerk's department.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for City departments; establishes, within City policy, appropriate budget, service, and staffing levels; monitors changes in laws and regulations that may affect City operations; implements policy and procedural changes as required.
- Manages and participates in the development and administration of City's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs City personnel and contracted employees; evaluates and reviews work for acceptability and conformance with City standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages and monitors activities related to the City's accounting function, including financial transaction processing, record keeping and reporting, payroll, accounts payable, accounts receivable, utility billing, processing and issuance of checks and warrants, cash receipts, and the electronic accounting system and ensures compliance with Federal, State, and local government accounting and financial reporting standards and controls.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Maintains custody of official records (e.g., ordinances, resolutions, contracts, meeting minutes), manages the Municipal Code's codification, oversees the public records program, records retention program and claims administration process.
- Oversees the preparation and distribution of City Council agendas and materials, attends meetings to record proceedings and prepare minutes, executes and certifies City documents, manages the City seal, and administers oaths.
- Serves as the City elections official, managing municipal elections, ballot measures, petitions, and candidate information while certifying election results; acts as FPPC filing officer for campaign and financial disclosures.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

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.

ABILITIES

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Finance, Human Resources, Risk Management and City Clerk divisions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Conduct research, evaluate options, develop recommendations and prepare administrative, financial, and technical reports.
- Effectively represent the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education

- Bachelor of Arts degree in public administration, political science, business administration, legal studies, communications or a related field; Master's degree is desirable. Relevant experience and demonstrated skills may be considered in lieu of a formal degree.

Experience

- Five (5) years of progressively responsible experience in municipal government, including management or administrative oversight of functions such as finance, human resources, or related areas.

License and Certifications

- Possession of a valid State of California Driver's License, Class C.
- Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC)

WORKING CONDITIONS

Environment

- Indoor, 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

ADMINISTRATIVE ASSISTANT

THE POSITION

Under direction, performs complex administrative, secretarial, and office support duties in support of Fire Department operations. Provides direct administrative assistance to department leadership, including the Fire Chief; coordinates departmental programs and activities; maintains records and prepares reports; and ensures efficient and effective office operations. Works independently and collaboratively in support of departmental and public-facing functions.

DISTINGUISHING CHARACTERISTICS

This is an advanced-level administrative position requiring comprehensive knowledge of Fire Department operations, municipal procedures, and office administration. Distinguished from lower-level administrative or clerical roles by the degree of responsibility, technical knowledge, independent judgment, and involvement in departmental programs, budget administration, and confidential matters.

REPRESENTATIVE DUTIES

- Provide administrative support to Fire Department leadership in daily operations.
- Answer phones, respond to inquiries, and serve as a primary point of contact for the public, City staff, and external agencies.
- Compose, prepare, and manage correspondence, reports, contracts, and official documents.
- Coordinate and schedule meetings, trainings, community events, and departmental activities.
- Maintain complex calendars and arrange travel and logistics as needed.
- Maintain, organize, and update departmental records, including incident reports, training documentation, personnel files, and compliance records.
- Manage electronic document systems; scan, index, redact, and archive records per retention policies.
- Input, track, and analyze data in departmental systems (e.g., emergency response records, staffing schedules, reporting databases).
- Assist with preparation of monthly, annual, and incident-based reports.
- Support EMS billing and collections processes and respond to related inquiries.
- Conduct grant research; assist with grant applications, administration, and reporting.
- Assist in budget development and administration, including tracking expenditures, reconciling accounts, and preparing financial reports.
- Process purchase orders, invoices, check requests, and other financial documents; coordinate with Finance, vendors, and consultants.
- Maintain accurate records of departmental spending and assist with audits and budget reconciliation.
- Coordinate onboarding documentation, certifications, and personnel records.

- Organize and support department events, trainings, public education programs, and outreach initiatives.
- Assist with social media and public information efforts to promote Fire Department programs and services.
- Ensure office equipment is operational and coordinate maintenance or repair.
- Receive, sort, and distribute incoming and outgoing mail.
- Interpret and apply departmental policies, procedures, and regulations.
- Provide technical and administrative assistance on special projects and departmental programs.
- Establish and maintain effective working relationships with City staff, elected officials, community organizations, and the public.

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:

- Fire Department operations, programs, and emergency service support functions.
- Office administration practices, including records management, filing systems, and document control.
- Principles of budget preparation, financial tracking, and basic accounting.
- City purchasing policies and procedures.
- Data collection, analysis, and report preparation methods.
- Applicable laws, regulations, confidentiality requirements, and municipal procedures.
- Modern office practices, methods, and computer systems, including Microsoft Office Suite and specialized software (e.g., records management or incident tracking systems).
- English usage, grammar, spelling, and business correspondence.
- Customer service principles and techniques.

Abilities:

- Perform complex administrative and clerical work with accuracy and attention to detail.
- Exercise independent judgment and maintain confidentiality in sensitive situations.
- Prioritize tasks, manage multiple assignments, and meet critical deadlines.
- Analyze, interpret, and present administrative and technical information effectively.
- Prepare clear and concise reports, correspondence, and documentation.
- Communicate effectively, both orally and in writing, with diverse audiences.
- Coordinate meetings, events, and departmental activities.
- Maintain complex filing, record-keeping, and tracking systems.
- Interpret and apply policies, procedures, and regulations.
- Perform basic mathematical calculations and financial tracking.
- Operate standard office equipment and software applications.
- Work independently and collaboratively in a team environment.
- Provide professional, courteous, and responsive customer service.

- Establish and maintain positive working relationships with internal and external stakeholders.

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 increasingly responsible administrative or clerical experience.
- Experience in a municipal or public safety environment is highly desirable.
- Experience with financial processing, records management systems, and database tracking preferred.

WORKING CONDITIONS

Environment

- Indoor, primarily office environment.

Physical Demands

- Ability to sit for extended periods and use standard office equipment.
- Occasional standing, walking, bending, stooping, and reaching.
- Ability to lift and carry office supplies (usually up to 15-20 pounds).
- Dexterity to operate a computer keyboard and standard office equipment.
- Hearing and speech sufficient to communicate in person and over the telephone.

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

FACILITIES MAINTENANCE AND BUILDING INSPECTOR

THE POSITION

Under general direction of the City Manager or designee, performs a variety of technical, administrative, coordination, inspection, and hands-on maintenance duties related to City facilities, including City Hall and City-owned commercial buildings; oversees tenant occupancy, lease compliance, facility operations, maintenance, repair, and capital improvement projects; performs routine building inspections and related Building & Safety Division support activities; enforces compliance with applicable building codes, regulations, and ordinances; works with developers, architects, contractors, tenants, and the public to maintain code and operational requirements; provides support to the Building Official and serves as a backup in their absence for administrative and coordination functions; operates a computer.

REPRESENTATIVE DUTIES

- Coordinate, perform, and oversee maintenance, repair, and upkeep of City facilities, including City Hall and City-owned commercial buildings; schedule and monitor vendor and contractor work; ensures facilities are safe, functional, clean, and well-maintained.
- Perform hands-on repairs and semi-skilled maintenance work involving basic carpentry, plumbing, electrical, painting, fixture replacement, minor equipment repair, HVAC coordination, general building systems, and other facility-related needs within the scope of training and certification.
- Administer and monitor commercial leases; tracks lease terms, rent schedules, renewals, insurance requirements, and compliance obligations; serves as liaison between the City and tenants; responds to tenant inquiries and resolves issues.
- Conduct routine inspections of City-owned buildings and tenant spaces to ensure compliance with lease agreements, safety standards, applicable regulations, and City maintenance expectations.
- Coordinate tenant improvements, maintenance requests, and space modifications; works collaboratively with contractors, vendors, and tenants to ensure compliance with City requirements, approved plans, and applicable codes.
- Perform routine duties in support of the Building & Safety Division operations and activities; inspect buildings and structures as assigned to ensure compliance with applicable codes, ordinances, plans, specifications, and regulations.
- Examine plans and specifications for new construction, additions, alterations, and tenant improvements to determine compliance with applicable building and construction codes, ordinances, and regulations within assigned authority.
- Inspect foundations, concrete, framing, plastering, plumbing, electrical installations, mechanical systems, accessibility features, occupancy-related improvements, and a variety of other routine and complex building system elements.
- Confer with architects, contractors, builders, developers, tenants, and the general public in the field and office; perform counter service duties; explain and interpret building

requirements, restrictions, permit procedures, inspection requirements, and City facility standards.

- Enforce compliance with building ordinances, codes, regulations, and approved plans; identify and assist in resolving cases of illegal construction, unsafe conditions, and work performed without required permits.
- Issue construction and occupancy permits as assigned; coordinate inspection scheduling; participate in final inspection certifications and occupancy approvals within assigned authority and under the direction of the Building Official.
- Coordinate inspection activities with the Fire Department and other regulatory agencies; support enforcement of applicable fire, life safety, accessibility, and building safety requirements.
- Provide administrative and technical support to the Building Official; assists with permit tracking, application intake, plan routing, inspection coordination, public inquiries, records management, and related Building & Safety Division functions.
- Maintain records related to facilities, leases, maintenance activities, vendor contracts, permits, inspections, plan check activities, and findings; prepare reports, notices, correspondence, and memoranda as requested.
- Assist in the development and monitoring of facility-related budgets, including maintenance, repairs, tenant improvements, contract services, and capital improvement projects.
- Research, gather data, and prepare reports, memoranda, and recommendations related to facility operations, property management, building methods, code requirements, inspection findings, and operational improvements.
- Ensure compliance with applicable Federal, State, and local laws, codes, ordinances, regulations, and City policies related to facilities, property management, building inspection, public safety, and municipal operations.
- Administer and coordinate the City's residential rental inspection program, including scheduling and conducting inspections, ensuring compliance with applicable codes and regulations, maintaining records, and communicating findings and corrective actions to property owners and tenants.

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 and practices of facilities maintenance, repair, and building operations.
- Basic building systems, including HVAC, electrical, plumbing, mechanical, structural, roofing, and life safety systems.
- Property and lease management principles and practices.
- Operations, services, and activities of a municipal building inspection and code enforcement program.
- Laws, ordinances, and codes regulating building construction, zoning, accessibility, fire prevention, occupancy, and public safety.
- Basic methods and techniques of building inspection, plan review, permit processing, and construction documentation.

- Pertinent codes and ordinances related to building, plumbing, mechanical, electrical, accessibility, energy, and related building requirements.
- Building safety, fire prevention techniques, occupational hazards, and standard safety practices.
- Contract administration, vendor coordination, project scheduling, and contractor oversight.
- Principles and procedures of record keeping, technical report preparation, and public counter service.
- Modern office methods, practices, procedures, and equipment including computers, permit tracking systems, word processing, spreadsheet, and records management applications.
- Pertinent Federal, State, and local codes, laws, regulations, and City policies.

Abilities:

- Coordinate, perform, and oversee multiple maintenance, repair, inspection, tenant, and construction-related assignments simultaneously.
- Perform skilled and semi-skilled facility maintenance and repair work safely and effectively.
- Read and interpret building plans, specifications, construction drawings, contracts, lease agreements, codes, and regulations.
- Learn and perform building inspections and detect deviations from approved plans, specifications, codes, and ordinances.
- Inspect buildings, structures, tenant spaces, and construction sites to identify safety concerns, maintenance needs, code violations, and compliance issues.
- Interpret, explain, and enforce applicable building codes, ordinances, regulations, lease provisions, contracts, and City policies.
- Prepare clear and concise technical reports, inspection records, notices, correspondence, and recommendations.
- Maintain accurate records and files related to facilities, leases, permits, inspections, projects, and vendor contracts.
- Communicate clearly and concisely, both orally and in writing, with tenants, contractors, developers, City staff, regulatory agencies, and the public.
- Identify and resolve facility, tenant, permit, inspection, and customer service issues in a timely and professional manner.
- Operate a computer and relevant software systems, including permit tracking, scheduling, word processing, spreadsheet, and records systems.
- Work independently with minimal supervision while exercising sound judgment and accountability.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, inspecting, and operating assigned equipment.

EDUCATION AND EXPERIENCE

Education

- High School diploma or equivalent; supplemental coursework in public administration, facilities management, construction management, building trades, building inspection, engineering, architecture, or a related field is desirable.

Experience

- Three years of increasingly responsible experience in facilities coordination, property management, building services, construction, building inspection, skilled trades, or a related field. Public sector experience is desirable.
- Experience in engineering, architecture, construction management, or a skilled craft in the construction industry is highly desirable.

Licenses and Certifications

- Possession of a valid State of California Driver's License, Class C.
- International Code Council (ICC) certification as a Building Inspector, Residential Building Inspector, Combination Inspector, or the ability to obtain certification within 12 months, is required.
- Additional certifications related to facilities maintenance, safety, construction, or building trades are desirable.

WORKING CONDITIONS

Environment

- Indoor office environment and field environment at City facilities, commercial properties, construction sites, tenant spaces, and public counters.
- Exposure to dust, noise, fumes, mechanical equipment, construction activity, traffic, uneven terrain, confined spaces, and inclement weather.
- May interact with contractors, tenants, applicants, property owners, vendors, City staff, and members of the public in situations requiring tact, professionalism, and problem resolution.
- Active job sites, including grading operations and all phases of construction.

Physical Demands

- Lifting, standing, stooping, and sitting for extended periods of time.
- Walking on even, uneven, and slippery surfaces, including active construction and facility maintenance areas.
- Climbing, crouching, kneeling, bending, reaching, and crawling while working in and around building systems and construction areas, including confined or limited-access spaces such as attics and under raised foundations.
- Lifting and carrying objects weighing up to 25-50 pounds.
- Near and far vision is required for performing inspections, reading plans, identifying safety concerns, documenting work, and operating assigned equipment.
- Driving motorized vehicles between City facilities, commercial properties, construction sites, and other assigned locations.
- Use of hand tools, basic maintenance equipment, ladders, measuring devices, cameras, computers, mobile devices, and inspection-related equipment.

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

RECORDS CLERK

THE POSITION

The Records Clerk/Office Assistant in the Police Department performs a variety of clerical and administrative support functions related to police records, departmental correspondence, and public service. The position is responsible for the intake, processing, maintenance, and release of police reports, citations, and other law enforcement-related records in accordance with city, state, and federal laws. The role also includes general office duties such as data entry, filing, and customer service, and requires strict adherence to confidentiality, legal compliance, and professional conduct.

DISTINGUISHING CHARACTERISTICS

This position is an entry-to journey-level civilian support position within the Police Department. It is distinguished from the general office assistant roles by its specialized focus on law enforcement records and exposure to sensitive and confidential information. The Records Clerk/Office Assistant works under direct to general supervision and follows established police records procedures and legal standards. It is distinguished from higher-level or supervisory positions in that it does not have lead responsibilities or complex investigative or sworn officer duties.

REPRESENTATIVE DUTIES

- Receive, review, process, and file police reports, citations, accident reports, and other law enforcement documents in accordance with department policies and applicable laws.
- Enter, update, and retrieve information using computerized Records Management Systems (RMS), Computer-Aided Dispatch (CAD), and law enforcement databases.
- Respond to requests for records from the public, attorneys, courts, and other law enforcement agencies in compliance with applicable laws such as the Public Records Act, California Government Code, or state equivalents.
- Prepare and distribute reports and documentation in response to requests from department management, prosecutors, insurance providers, and government agencies.
- Provide counter and telephone customer service, answering inquiries, taking messages, and directing callers to appropriate staff or units.
- Process subpoenas and requests for discovery, ensuring timely response and lawful disclosure of police records.
- Maintain the confidentiality and security of police records, including case files, arrest logs, and sensitive information.
- Assist with records retention, purging, and destruction, following legal guidelines and department schedules.
- Sort, scan, file, and archive documents and case files, ensuring accuracy and ease of retrieval.
- Operate standard office equipment, including computers, copiers, scanners, printers, and fax machines.
- Perform general clerical and administrative support duties, including mailing, copying, document preparation, and supply inventory.

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 and practices of records management, including filing, retrieval, and retention of documents.
- Applicable laws and regulations governing the release, confidentiality, and storage of police records (e.g., Public Records Act, criminal justice information standards).
- Office procedures, methods, and equipment, including computers, copiers, scanners, and multi-line phones.
- Basic law enforcement terminology, forms, and reporting standards.
- Data entry techniques and common software applications such as Microsoft Word, Excel, and Outlook.
- Operation and use of Records Management Systems (RMS) and Computer-Aided Dispatch (CAD) systems (experience level may vary).
- Proper use of English grammar, spelling, and punctuation in written communication.
- Customer service principles and professional telephone etiquette.

Abilities:

- Maintain the confidentiality and integrity of sensitive law enforcement records and information.
- Accurately input, retrieve, and verify data in electronic and manual records systems.
- Interpret and apply department policies, procedures, and applicable legal requirements.
- Provide courteous, professional, and effective customer service to the public and internal staff, sometimes under stressful or emotional conditions.
- Organize and prioritize work assignments while maintaining attention to detail.
- Understand and follow oral and written instructions with minimal supervision.
- Communicate effectively, both verbally and in writing.
- Operate a variety of standard office equipment efficiently and accurately.
- Establish and maintain cooperative working relationships with co-workers, sworn personnel, outside agencies, and the public.
- Adapt to changing procedures, technologies, and priorities in a dynamic public safety environment.

EDUCATION AND EXPERIENCE

Education

- High school diploma or equivalent is required.
- Coursework or training in criminal justice, records management, public administration, or office administration is preferred.

Experience

- One year of clerical, administrative, or records-related experience in an office setting is required.
- Experience working in a law enforcement agency, legal office, or other confidential environment is preferred.
- Experience with records management systems and data entry is preferred.

Certifications and Licenses

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.
- California Law Enforcement Telecommunications System (CLETS).
- Completion of Public Records Act or records management training is preferred.

WORKING CONDITIONS

Environment

- Work is performed primarily in an indoor office setting within a secure police department facility.
- Regular interaction with sworn and civilian personnel, other law enforcement agencies, and the general public.
- May be exposed to sensitive or disturbing content, including police reports, crime scene photos, or evidence-related documentation.
- Subject to frequent interruptions and a fast-paced work environment.
- Work schedule may include occasional evening hours, weekends, or overtime, depending on departmental needs.
- Required to maintain confidentiality and adhere to department security protocols at all times.

Physical Demands

- Frequently required to sit for extended periods while performing data entry or reviewing documents.
- Regular use of hands and fingers to operate computers, keyboards, and office equipment.
- Visual acuity to read detailed records, reports, and computer screens.
- Occasional bending, reaching, stooping, and lifting of files, boxes, or materials weighing up to 25 pounds.
- Ability to communicate clearly in person, by telephone, and via written correspondence.
- May be required to move between workstations or secure areas within the police department facility.

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.

Req. #	Created At	Request Text
26-66	04/30/2026 07:13:11 AM	Hello Sheryl Pursuant to the California Public Records Act, I request copies of the following records. For purposes of this request, "the relevant date range" means Wednesday, March 4, through Sunday, March 8 in 2026, encompassing the period before, during, and after the "A Day in Her Shoes" event held in Murrieta, California, referenced by Elsinore Valley Municipal Water District Director Darcy Burke at the March 11, 2026 EVMWD board meeting. The City of Canyon Lake's official operating schedule and business hours in effect during March and April 2026, including any documentation showing which days of the week city offices are open and closed, the standard work schedule applicable to salaried staff including the Community Engagement Coordinator, and any alternate work schedule (4/10, 9/80, flex schedule) policies. Timekeeping, attendance, payroll, leave, and comp-time records for Madalyne (Maddie) Gonzales, Community Engagement Coordinator, covering the relevant date range and the six pay periods immediately following. This includes, but is not limited to: timesheets, attendance logs, leave requests, PTO/vacation/sick/personal/comp-time accrual and usage records, flex-time or schedule-adjustment requests, requests for or approvals of substitute days off or "make-up" days, alternate work schedule arrangements, telework or remote work authorizations, and any documentation of hours worked on any day during the relevant date range regardless of whether that day is a normal city business day. All records reflecting any compensation, payment, bonus, stipend, benefit, comp time, flex time, substitute day off, mileage reimbursement, meal reimbursement, expense reimbursement, gift, or other consideration of any kind provided to Ms. Gonzales in connection with her attendance at, setup for, transportation to, or participation in the "A Day in Her Shoes" event, or any preparatory or follow-up activities related to that event. Any written authorization, approval, request, invitation, email, text message, voicemail, instant message, or other communication from City Manager Brown, any Council Member, or any other City of Canyon Lake supervisor or official permitting, directing, requesting, encouraging, or approving Ms. Gonzales's participation in the "A Day in Her Shoes" event or any related preparatory activities. All written communications to or from Ms. Gonzales (emails, text messages, calendar invites, instant messages, and messages on any platform used for city business, including personal devices and accounts used for city business per City of San Jose v. Superior Court, 2 Cal.5th 608 (2017)) referencing Darcy Burke, "Day in Her Shoes," "A Day in Her Shoes," Laurie Stone, the City of Murrieta in connection with the event, or any entity owned or operated by Darcy Burke, from January 1, 2026 through the date this request is fulfilled. All written communications (emails, text messages, calendar invites, and messages on any platform used for city business, including personal devices and accounts used for city business) between any City of Canyon Lake employee, contractor, or elected official and Darcy Burke, or any entity owned or operated by Darcy Burke, from January 1, 2026 through the date this request is fulfilled. Any City of Canyon Lake written policies, administrative regulations, personnel rules, employee handbook provisions, salaried-employee compensation policies, ethics policies, or memoranda of understanding governing: (a) compensation, comp time, or substitute time off for salaried (exempt) staff who perform work-related activities outside normal city business hours or on non-business days; (b) employee participation in outside, private, or third-party events; (c) use of city resources, time, personnel, or equipment in support of private businesses, consultants, or third-party events; (d) approval procedures for such participation; (e) conflict-of-interest, outside employment, or outside-activity disclosure requirements applicable to city staff; and (f) acceptance of gifts, benefits, or in-kind compensation from non-city sources by city employees. The current and any prior job description for the Community Engagement Coordinator position, including any written guidance, directives, performance plans, or scope-of-duties documents defining the geographic, organizational, or subject-matter scope of that role's community engagement activities. Any invoices, receipts, reimbursement requests, purchase orders, contracts, sponsorship agreements, MOUs, or financial transactions between the City of Canyon Lake and Darcy Burke, any consulting firm owned or operated by her, or the "A Day in Her Shoes" event, for calendar years 2024, 2025, and 2026. I prefer to receive these records electronically at [redacted]. Thank you for your time. Best regards, [redacted]
26-65	04/30/2026 07:11:45 AM	Hello Sheryl, Pursuant to the California Public Records Act (Gov. Code § 7920.000 et seq.), I request copies of the following records. At the March 11, 2026 City of Canyon Lake meeting, two separate representations were made on the record by City officials regarding Ms. Darcy Burke's qualifications: The Mayor introduced Ms. Burke by stating, in part: "…the presentation of this is going to be our director Darcy Burke, she is an expert, She's not speaking on behalf of the agency of course but she is speaking on behalf of her experience in water." The City Manager later stated, during her presentation: "I will say that we're speaking to resident Darcy Burke who also happens to be water expert and president of Watermark & Associates. So while it's not somebody that is representing that agency it is somebody who is an expert." I note that the published meeting minutes state only that "Mayor Smith provided a presentation" and that "Darcy Burke spoke on this item," which does not reflect that Ms. Burke in fact delivered the presentation at the Mayor's invitation. This request seeks the underlying records relating to that presentation and the qualifications represented by City officials. Any and all records reflecting payments, contracts, retainer agreements, invoices, purchase orders, reimbursements, honoraria, gifts, or compensation of any kind — monetary or in-kind, direct or indirect — paid by the City of Canyon Lake (or by any

		third party on the City's behalf, or by any party in coordination with the City) to Darcy Burke, Watermark & Associates, or any affiliated entity, in connection with the March 11, 2026 meeting or the Crescent Garden Cemetery matter. If no such records exist, please state in writing. Any records in the City's possession that document or evidence the basis for the Mayor's representation that Ms. Burke is "an expert" with "experience in water," and the City Manager's representation that Ms. Burke is a "water expert" and that this expertise is connected to her role as "president of Watermark & Associates" — including but not limited to: a. Any resume, CV, statement of qualifications, biographical summary, or list of prior water-related projects, engagements, publications, or testimony provided by Ms. Burke or Watermark & Associates; b. Any professional licenses, certifications, academic degrees, technical training records, or continuing-education records relating to water quality, hydrology, hydrogeology, geotechnical engineering, civil engineering, environmental science, or seismic risk; c. Any records describing Watermark & Associates' scope of business, services, prior water-related work, or technical staff; d. Any records reflecting the inquiry, vetting, or due diligence (if any) performed by the City, the Mayor, or the City Manager prior to introducing Ms. Burke as a "water expert." If no responsive records exist for any subpart, please state in writing. Any reports, studies, technical memoranda, modeling results, hydrologic or geotechnical analyses, peer-reviewed literature, correspondence, photographs, maps, or other supporting documentation in the City's possession — authored by Darcy Burke, Watermark & Associates, or any qualified seismic, geotechnical, hydrological, or engineering professional — that supports the technical concerns Ms. Burke raised at the meeting regarding seismic events, flooding at the proposed cemetery site, potential failure of burial vault liners, and the potential migration of human remains into the Canyon Lake watershed. Any presentation materials (slide decks, PDFs, handouts, scripts, talking points, outlines, or notes) prepared, submitted, distributed, or displayed in connection with the March 11, 2026 agenda item on the Crescent Garden Cemetery — including any materials prepared by Ms. Burke, Watermark & Associates, the Mayor, the City Manager, or City staff. All communications (emails, letters, text messages, voicemails, memoranda, calendar invitations, or meeting notes) between any City official, elected representative, or staff member and Darcy Burke and/or Watermark & Associates from January 1, 2026 through the date this request is processed, relating to (a) the Crescent Garden Cemetery, (b) Ms. Burke's appearance at the March 11, 2026 meeting, or (c) her introduction or characterization as a "water expert." Any internal City communications (emails, memoranda, text messages) among City Council members, the Mayor, the City Manager, or City staff discussing Ms. Burke's qualifications, role, expertise, or the decision to invite her to present, from January 1, 2026 through the date this request is processed. Please provide responsive records electronically where possible. If any portion of this request is denied, please cite the specific statutory exemption. Best regards, [redacted]
26-60	04/15/2026 01:02:50 PM	At last night's meeting Councilmember Castillo mentioned that city councilmembers have discretionary funds available. She was willing to give all her discretionary funds to pay to advertise events with Donna Ritchie. I am requesting records related to discretionary funds available to City Council members. Specifically, please provide the following: 1. Funding Authority and Limits The authorized discretionary funding amount available to each City Council member for: The current fiscal year The proposed budget for the upcoming fiscal year The prior three fiscal years Any policies, resolutions, ordinances, or administrative guidelines that establish or govern these discretionary funds 2. Detailed Expenditures - for each City Council member, for fiscal year to date and the last four fiscal year periods: A detailed accounting of all discretionary fund expenditures, including: Date Amount Payee/vendor Description or purpose of expenditure Associated event, program, or organization funded Any supporting documentation (invoices, reimbursement forms, approvals, or receipts) 3. Budget Transparency and Accounting Identification of where discretionary funds are reflected within the City's adopted budgets (including fund, department, and account numbers) Any internal or public-facing reports that disclose or summarize discretionary fund usage Documentation explaining how these funds are tracked, reported, and made transparent to the public 4. Approval and Oversight Records identifying the approval process for discretionary fund expenditures (e.g., who authorizes spending, required documentation, and any limits or controls) Any audits, reviews, or evaluations conducted on discretionary fund usage during the requested period 5. Communications Any communications (including emails, memos, or staff reports) referencing discretionary funds, their allocation, or their use by City Council members within the last five fiscal years Last, Please also provide any instances where discretionary funds were used for City-sponsored events, including advertising, sponsorships, or promotional activities. I request that records be provided in electronic format where available. Thank you.
26-58	04/14/2026 12:24:17 PM	Please provide copies of the independent financial audits of the Utility Users Tax for the past three fiscal years. This request is made in connection with Resolution 2018-2022 (page 2), as well as statements published in the City of Canyon Lake's official Q&A materials indicating that the measure requires independent annual audits to ensure transparency and that funds are spent effectively and efficiently. I could not find the information in the published Annual Financial Report. Please provide the requested records in electronic format, if available. Thank you.

26-50	03/24/2026 07:59:23 AM	Hello Mr. Brown, I appreciate the City's explanation and its concern for resident privacy and public safety. I share those concerns and am submitting a New, Revised request consistent with the City's guidance regarding aggregate, non-identifiable information. I am requesting summary data related to the City's Residential Rental Program for calendar years 2024, 2025, and current year-to-date 2026, including: Total number of registered rental properties and/or registrants; Number of registrants grouped by property count (e.g., registrants owning 1 property, 2 properties, 3–5 properties, and 6 or more properties); and The percentage of total rental properties in each category, along with the percentage of all rental properties owned by registrants who own more than one property. If available, please provide this information in electronic format. Thank you for your time and assistance. - [redacted]
26-46	03/18/2026 04:53:26 PM [duplicate request send by requestor]	This request is grounded in admissions made on the record at a recent Canyon Lake City Council meeting. During that meeting, Mayor Smith read aloud a text message sent by Councilmember Welty, who was absent from the meeting. That text message was read into the official record and referenced in the March 17, 2026 City's official meeting agenda. Mayor Pro-Tem Castillo stated in the March 17, 2026 meeting that she provides her mobile phone number so the public can reach out to her. This establishes the following facts on the record: City Council members, use personal cell phones to communicate about official City business; Mayor Smith and other Council members send and receive text messages related to City business on personal devices; The City has actual, constructive knowledge that such communications exist on personal devices; and These communications constitute public records subject to disclosure under the CPRA, regardless of the device on which they were created or stored. The California Supreme Court held in City of San Jose v. Superior Court (2017) 2 Cal.5th 608 that communications relating to the conduct of public business are public records even when created, transmitted, or stored on a personal device. The City of Canyon Lake cannot avoid its disclosure obligations by allowing officials to conduct City business over personal cell phones. II. RECORDS REQUESTED I request all of the following records for the period from January 1, 2026 through the date this request is fully processed: A. Text Messages Among City Council Members All text messages (SMS/MMS), iMessages, and messages transmitted via any messaging application — including but not limited to Signal, WhatsApp, Telegram, Google Messages, and Facebook Messenger — sent or received by any Canyon Lake City Council member to or from any other Canyon Lake City Council member concerning City business, including but not limited to: Agenda items, votes, deliberations, or pre-meeting coordination; City policies, ordinances, resolutions, or municipal code amendments; City contracts, vendors, grants, or procurement matters; City personnel, employees, or appointed officials; Land use, zoning, development, or planning matters; Canyon Lake Community Services District or POA-related business discussed in an official capacity; and Any other matter within the subject matter jurisdiction of the City Council. B. Text Messages Between Any Council Member and Darcy Burke All text messages (SMS/MMS), iMessages, and messages transmitted via any messaging application sent or received by any Canyon Lake City Council member to or from Darcy Burke concerning any matter of City business, including all subject-matter categories listed in Section II.A above. C. Communications Read Into or Reflected in Meeting Minutes All text messages or written communications from any Council member — including specifically the text message from Councilmember Welty that was read aloud by Mayor Smith and entered into the official meeting minutes — that were read, summarized, or referenced during any Canyon Lake City Council meeting. D. Records Identifying Devices and Accounts Used for City Business All records sufficient to identify: (1) the personal phone numbers, email addresses, or messaging application accounts used by each City Council member to conduct City business; and (2) any City policy, directive, resolution, or guidance regarding the use of personal devices or personal accounts for official City communications. III. FORMAT OF PRODUCTION Please produce all responsive records in their native electronic format (e.g., PDF, exported data file, or screenshot). For records withheld in whole or in part, please provide a written response that specifically identifies: Each record or category of records withheld; The specific statutory exemption(s) claimed, with citation to the applicable Government Code section; and Whether the exemption is mandatory or discretionary, and the specific factual basis for invoking it. Note: No blanket or categorical claim of exemption is permissible. The deliberative process privilege does not shield purely factual information. See Gov. Code § 6253(a). Any non-exempt portions of a responsive record must be produced with exempt portions redacted. See Gov. Code § 6253(a).
26-45	03/18/2026 04:50:29 PM	I request copies of records related to the City of Canyon Lake's Pumpkin Bash events held in 2024 and 2025, specifically concerning the City's stated objective of driving business to the Town Center. Please provide the following records: Any reports, studies, analyses, summaries, or presentations prepared by the City evaluating whether the Pumpkin Bash event generated or increased business activity for Town Center businesses. Any surveys, questionnaires, or outreach conducted with Town Center business owners related to the Pumpkin Bash event, including: Survey forms or questions used Responses received from business owners Any compiled results, summaries, or analyses of those responses Any communications between the City and Town Center business owners related to the Pumpkin Bash event, including emails, memoranda, meeting notes, or correspondence discussing: Expected economic benefits to Town Center businesses Feedback from businesses regarding the

		event Impacts on parking, access, or customer traffic during the event Any documents identifying the City's goals or objectives for the Pumpkin Bash event, including references to increasing or driving business activity to the Town Center. Any records describing how the City planned to measure or evaluate the success of the event in terms of benefiting Town Center businesses, including any metrics, criteria, benchmarks, or timelines established for evaluating the event's success. Any records evaluating the economic impact of the Pumpkin Bash event on Town Center businesses after the event, including analyses, reports, surveys, or communications evaluating business activity in the days, weeks, or months following the event. Any internal communications among City staff or officials regarding the measurement, evaluation, or economic impact of the Pumpkin Bash event, including but not limited to communications involving the City Manager, Economic Development staff, event coordinators, or other City officials, discussing whether the event benefited Town Center businesses. This request includes, but is not limited to, emails, memoranda, presentations, meeting notes, internal reports, or other written communications related to the evaluation of the event's impact on Town Center businesses. If any of the requested records are maintained electronically, I request that they be provided in electronic format. If any portion of the requested records is withheld or redacted, please identify the specific exemption relied upon under the California Public Records Act and provide the non-exempt portions. If my request is unclear, please contact me so that it may be clarified. As required under the CPRA, please respond within 10 calendar days indicating whether the records will be disclosed.
26-44	03/18/2026 04:41:11 PM	I request copies of records related to the City of Canyon Lake Golf Championship event for the years 2023, 2024, and 2025. Please provide the following records for each year: Profit and Loss statements (P&L) or any financial summaries showing all income and expenses associated with the City of Canyon Lake Golf Championship event. If formal P&L statements do not exist, please provide all records reflecting income and expenses associated with the event, including but not limited to: Sponsorship revenue Player registration or participation fees Donations City budget allocations or transfers used to fund the event Payments to vendors or contractors Food and beverage expenses Venue or equipment rental costs Tournament prizes or awards Prize money or donations made to non-profit organizations selected by the tournament winners, including the name of the organization and the amount donated Marketing or advertising costs Staffing costs or overtime Any other expenses attributed to the event Records identifying all sponsors for the City of Canyon Lake Golf Championship, including: The name of each sponsor The sponsorship level or description of sponsorship The amount contributed or paid by each sponsor Copies of sponsorship agreements, invoices, or contracts related to sponsors of the event. Copies of vendor agreements, invoices, or contracts related to the planning or execution of the event. If any of the requested records are maintained electronically, I request that they be provided in electronic format. If any portion of the requested records is withheld or redacted, please identify the specific exemption relied upon under the California Public Records Act and provide the non-exempt portions of the records. If my request is unclear in any way, please contact me so the request may be clarified. As required by the CPRA, I request a response within 10 calendar days indicating whether the records will be disclosed.
26-43	03/18/2026 04:36:37 PM	I request copies of records related to the City of Canyon Lake's State of the City event for the years 2023, 2024, and 2025. Please provide the following records for each year: Profit and Loss statements (P&L) or any financial summaries showing all income and expenses associated with the State of the City event. If formal P&L statements do not exist, please provide all records reflecting income and expenses associated with the event, including but not limited to: Sponsorship revenue Ticket sales or registration fees, if applicable Donations City budget allocations or transfers used to fund the event Payments to vendors or contractors Food and beverage expenses Venue or equipment rental costs Entertainment or speaker fees Marketing or advertising costs Staffing costs or overtime Any other expenses attributed to the event Records identifying all sponsors for the State of the City event, including: The name of each sponsor The sponsorship level or description of sponsorship The amount contributed or paid by each sponsor Copies of sponsorship agreements, invoices, or contracts related to sponsors of the event. Copies of vendor agreements, invoices, or contracts related to the planning or execution of the event. If any of the requested records are maintained electronically, I request that they be provided in electronic format. If any portion of the requested records is withheld or redacted, please identify the specific exemption relied upon under the California Public Records Act and provide the non-exempt portions of the records. If my request is unclear in any way, please contact me so the request may be clarified. As required by the CPRA, I request a response within 10 calendar days indicating whether the records will be disclosed.
26-42	03/18/2026 04:33:51 PM	I request copies of records related to the City of Canyon Lake's Pumpkin Bash event for 2024 and 2025. Please provide the following records: Profit and Loss statements (P&L) or any financial summaries showing all income and expenses associated with the Pumpkin Bash event. If formal P&L statements do not exist, please provide all records reflecting income and expenses associated with the event, including but not limited to: Sponsorship revenue Vendor booth or participation fees Donations City budget allocations or transfers Payments to vendors, contractors, or event

		coordinators Equipment rentals Entertainment costs Marketing or advertising costs Staffing costs or overtime Any other expenses attributed to the event All contracts, agreements, invoices, and payments related to the company “Locally Made” or any entity hired by the City to coordinate vendors for the Pumpkin Bash event. Records showing vendor participation, including: Lists of vendors Vendor applications or registrations Vendor booth or participation fees paid to the City or its contractor Records showing income received by the City from vendors, including: Vendor booth or participation fees One-day business licenses issued to vendors participating in the Pumpkin Bash event, including the number issued and the total revenue collected. Any policies, procedures, or requirements applicable to vendor permits or one-day business licenses for the Pumpkin Bash event. Any records reflecting a waiver, exemption, or decision not to require vendors to obtain a one-day business license for the Pumpkin Bash event, including but not limited to internal communications, staff directives, or approvals. If any of the requested records are maintained electronically, please provide them in electronic format. If any portion of the requested records is withheld or redacted, please identify the specific exemption relied upon under the California Public Records Act and provide the non-exempt portions. If my request is unclear, please contact me so it may be clarified. As required under the CPRA, please respond within 10 calendar days indicating whether the records will be disclosed.
26-41	03/18/2026 04:22:52 PM	To the City Clerk / Records Custodian, I am requesting access to and copies of records related to City-owned properties. Specifically, I request the following records for all real properties owned by the City of Canyon Lake, excluding City Hall and the Fire Station, for the past five fiscal years: Profit and Loss Statements (P&L) or other financial reports showing the income and expenses for each City-owned property. If formal profit and loss statements do not exist, please provide all records showing income and expenses associated with each property, including but not limited to: Rent received Tenant payments Operating expenses Maintenance and repair costs Utilities Property management costs Loan payments or financing costs associated with the property Any other expenses attributed to the property Tenant information for each City-owned property, including: Name of each tenant Suite or unit occupied Dates of tenancy Copies of all lease agreements (including amendments or extensions) between the City and tenants for these properties during the last five fiscal years. If any of the requested records are maintained electronically, I request that they be provided in electronic format. If any portion of the requested records is withheld or redacted, please identify the specific exemption relied upon under the California Public Records Act and provide the non-exempt portions of the records. If my request is unclear in any way, please contact me so the request may be clarified. As required by the CPRA, I request a response within 10 calendar days indicating whether the records will be disclosed.
26-40	03/18/2026 04:15:09 PM	This request is grounded in admissions made on the record at a recent Canyon Lake City Council meeting. During that meeting, Mayor Smith read aloud a text message sent by Councilmember Welty, who was absent from the meeting. That text message was read into the official record and referenced in the March 17, 2026 City's official meeting agenda. Mayor Pro-Tem Castillo stated in the March 17, 2026 meeting that she provides her mobile phone number so the public can reach out to her. This establishes the following facts on the record: City Council members, use personal cell phones to communicate about official City business; Mayor Smith and other Council members send and receive text messages related to City business on personal devices; The City has actual, constructive knowledge that such communications exist on personal devices; and These communications constitute public records subject to disclosure under the CPRA, regardless of the device on which they were created or stored. The California Supreme Court held in City of San Jose v. Superior Court (2017) 2 Cal.5th 608 that communications relating to the conduct of public business are public records even when created, transmitted, or stored on a personal device. The City of Canyon Lake cannot avoid its disclosure obligations by allowing officials to conduct City business over personal cell phones. II. RECORDS REQUESTED I request all of the following records for the period from January 1, 2026 through the date this request is fully processed: A. Text Messages Among City Council Members All text messages (SMS/MMS), iMessages, and messages transmitted via any messaging application — including but not limited to Signal, WhatsApp, Telegram, Google Messages, and Facebook Messenger — sent or received by any Canyon Lake City Council member to or from any other Canyon Lake City Council member concerning City business, including but not limited to: Agenda items, votes, deliberations, or pre-meeting coordination; City policies, ordinances, resolutions, or municipal code amendments; City contracts, vendors, grants, or procurement matters; City personnel, employees, or appointed officials; Land use, zoning, development, or planning matters; Canyon Lake Community Services District or POA-related business discussed in an official capacity; and Any other matter within the subject matter jurisdiction of the City Council. B. Text Messages Between Any Council Member and Darcy Burke All text messages (SMS/MMS), iMessages, and messages transmitted via any messaging application sent or received by any Canyon Lake City Council member to or from Darcy Burke concerning any matter of City business, including all subject-matter categories listed in Section II.A above. C. Communications Read Into or Reflected in Meeting Minutes All text messages or written communications from any Council member — including specifically the text message from Councilmember Welty that was read aloud by Mayor Smith and entered into the official meeting minutes — that were read, summarized, or referenced during any Canyon Lake City Council meeting.

		D. Records Identifying Devices and Accounts Used for City Business All records sufficient to identify: (1) the personal phone numbers, email addresses, or messaging application accounts used by each City Council member to conduct City business; and (2) any City policy, directive, resolution, or guidance regarding the use of personal devices or personal accounts for official City communications. III. FORMAT OF PRODUCTION Please produce all responsive records in their native electronic format (e.g., PDF, exported data file, or screenshot). For records withheld in whole or in part, please provide a written response that specifically identifies: Each record or category of records withheld; The specific statutory exemption(s) claimed, with citation to the applicable Government Code section; and Whether the exemption is mandatory or discretionary, and the specific factual basis for invoking it. Note: No blanket or categorical claim of exemption is permissible. The deliberative process privilege does not shield purely factual information. See Gov. Code § 6253(a). Any non-exempt portions of a responsive record must be produced with exempt portions redacted. See Gov. Code § 6253(a). IV. RESPONSE TIMELINE Under Government Code § 6253(c), the City must determine within ten (10) calendar days of receipt whether it will comply with this request and must promptly notify the requester. If an extension is required due to unusual circumstances, the City must notify the requester within the ten-day period and may extend by no more than fourteen (14) additional days. Failure to respond within the statutory period may be treated as a denial subject to judicial review under Government Code § 6259. V. FEE WAIVER REQUEST I request a full waiver of any applicable fees. Disclosure of the requested records serves the public interest by contributing to transparency regarding the conduct of elected City officials in their governmental capacity and will not primarily benefit any commercial interest. See Gov. Code § 6253(b). If a fee waiver is denied, please notify me of the estimated cost in advance so that I may authorize or dispute the expense before production proceeds. VI. LITIGATION HOLD / PRESERVATION DEMAND This letter constitutes a formal demand that the City of Canyon Lake, and each individual City Council member, immediately suspend any routine deletion, overwriting, auto-deletion settings, or other purging of any records potentially responsive to this request, including records stored on personal cell phones, personal email accounts, or personal messaging applications. Destruction, alteration, or concealment of public records after receipt of a CPRA request may constitute a violation of Government Code § 6200 (a misdemeanor), and may expose responsible officials and the City to civil liability. Each Council member who uses a personal device for City business is individually responsible for preserving responsive records on that device.
26-21	01/30/2026 11:46:25 AM	Please provide the benefit package that is currently provided to Canyon Lake First responders. Please also provide, the proposed and or approved benefit package for the new Canyon Lake Police officers. My goal is to compare the two benefit packages, as I mentioned at the January council meeting. Thank you.
26-20	01/30/2026 11:44:10 AM	Please provide a list of all business licenses that are in effect as of today, January 30, 2026. Additionally, please provide a list of all one day business licenses that were issued in the year 2025. Please make certain the name and date of issue on the one day licenses are included. Thank you.
26-19	01/30/2026 11:41:33 AM	Please provide a list of all of the individuals/business are registered in the Residential Rental Program. Please provide their names and addresses for each home/condo/townhome that is being rented. thank you.
25-61	06/25/2025 01:32:53 PM	I am requesting access to and copies of all documents related to the line of credit used to finance the City's recent purchase of the property located at 36000 Railroad Canyon Road, Canyon Lake, CA. Specifically, I am requesting the following: A copy of the application submitted to Citizens Business Bank (or any financial institution) for the line of credit used to fund this purchase. All documents showing the source(s) of collateral for the line of credit. Any agreements, resolutions, staff reports, or internal communications confirming whether the General Fund or General Fund reserves were used—directly or indirectly—as collateral or guarantee for this line of credit. Any legal or financial opinions obtained by the City on the permissibility of using General Fund monies or assets as collateral for a loan used to purchase an investment property. Any communications between City staff, Council Members, or representatives of the bank discussing the structure and terms of the loan or line of credit. As you may be aware, cities in California generally cannot use General Fund monies as collateral or direct funding for investment properties. Clarifying whether this occurred is essential for public transparency. If any of the requested documents are withheld in whole or in part, please justify each redaction or denial by citing the specific exemption(s) under the Public Records Act and explaining how they apply. Please let me know if any fees will be associated with the production of these records before processing the request. I am happy to receive the documents electronically.
25-57	06/19/2025 09:06:05 AM	I am requesting copies of public records related to the City of Canyon Lake's decision to secure a short-term loan for the purchase of the property at 31600 Railroad Canyon Drive, rather than pursuing a traditional commercial real estate loan. Specifically, I request the following: Any records, documents, or correspondence that explain or justify the City's decision to use a short-term loan instead of a traditional commercial real estate loan for this property acquisition. Any applications submitted by the City for commercial real estate financing for this property, and any responses or

		determinations made by financial institutions, including any denial letters with stated reasons. All email and text message communications between the City Manager and: any representatives of the bank or financial institution(s) considered or contacted regarding loan options for the Monroe Canyon Road property; any City Council members, regarding the decision to forgo a commercial loan and instead proceed with a short-term loan. Please include communications dated from February 1, 2025, through the present. If any portions of the requested records are exempt from disclosure, please redact those portions and release the remainder of the documents, citing the specific legal authority for each redaction. I am requesting electronic copies of the records. Thank you for your time and assistance. I look forward to your response within the timeframe required by law.
25-56	06/17/2025 02:20:36 PM	I am requesting access to and copies of the following records: All documentation related to the payment of $450 to "Oasis Gardens" for photography services performed at the Canyon Lake Fire Station Open House. This should include, but not be limited to: Invoices or contracts Purchase orders Staff reports or payment approval memos Copies of the issued check or warrant Any correspondence or communications with Oasis Gardens related to the payment A copy of the City of Canyon Lake's current business license registry, or records confirming whether "Oasis Gardens" holds or held a valid business license with the City at the time of payment. Any W-9 forms, vendor setup documents, or tax identification information submitted by "Oasis Gardens" as part of the City's vendor onboarding or payment process. If any portion of the records is exempt from disclosure, please provide the specific exemption and reason for withholding that portion, as required by law. I prefer to receive the records electronically via email. However, I am also happy to review them in person or receive them by mail, depending on what is most efficient for your office. Please confirm receipt of this request and advise if there will be any costs associated with processing it. Thank you for your time and assistance.
25-54	06/17/2025 07:24:28 AM	I am requesting records related to the health and retirement benefits provided to City of Canyon Lake employees and safety personnel (fire department employees), for Fiscal year 2024-25 and 2025-26. Specifically, I am requesting the following: Health Benefits: A breakdown of the total cost of health insurance premiums for city staff and for safety/fire employees. The percentage and/or dollar amount of the premium paid by the City for each group. Any differences in contributions between employee classifications (e.g., city staff vs. safety/fire personnel). Any available documentation that outlines benefit contribution policies or agreements (e.g., MOUs or contracts). Retirement Benefits: A description of all retirement plans offered (e.g., CalPERS or other plans). The percentage or dollar amount of retirement contributions made by the City on behalf of city staff and fire/safety employees. Any matching contributions and whether they differ between employee groups. Any documents, contracts, or agreements that explain the retirement contribution structure. Please provide the requested records in electronic format, if available. If certain documents are already publicly available, a link or reference would be appreciated. If clarification is needed or the request needs to be narrowed for a quicker response, I am happy to discuss. Thank you for your time and assistance.
25-53	06/17/2025 07:14:29 AM	I am respectfully requesting a list of all charities, nonprofit organizations, and associations that the City of Canyon Lake has donated or allocated public funds to, beginning with the fiscal year ending in 2020 and for each subsequent year through the present. If available, please include the following details for each disbursement: Name of the organization Amount donated or allocated Date of the donation Purpose or description of the funding Budget line item or funding source (e.g., "Community Benefit Funds" or similar) If any of this information is already available in an existing report or document, I would appreciate a copy of or a link to that document. I am requesting electronic copies of the records, if possible, and am happy to clarify or narrow the request if needed to expedite the process. Please let me know if there are any fees associated with fulfilling this request. Thank you for your assistance.
25-52	06/16/2025 03:22:06 PM	Please provide the following records related to the loan(s) by the City of Canyon Lake for the acquisition of the commercial property located at 31600 Railroad Canyon Road, purchased on April 30, 2025: Loan Documentation: A complete copy of the loan application and any supporting documentation submitted to Citizens Business Bank (CBB) in connection with the loan used to finance the purchase, totaling $1,413,364, as referenced in the City Council agenda. General Fund Advance: All documentation relating to the $39,000 advance from the General Fund, including internal memos, financial approvals, and any communications outlining the source, purpose, and repayment plan for this advance. Email Correspondence: All email communications between the City Manager and any member of the City Council regarding the General Fund advance and the decision to secure short-term financing for the acquisition. Text Messages: All text message communications between City Council members discussing or deliberating the rationale for securing a short-term loan to purchase the investment property. Please note: While Councilmembers may use personal devices, messages concerning City business are subject to the Public Records Act, as affirmed by City of San Jose v. Superior Court (2017). Therefore, I respectfully request access to or copies of such messages, regardless of device origin. Please provide

		these records in electronic format if available. If any portion of the requested records is exempt from disclosure, please cite the specific exemption(s) and provide the non-exempt portions. I appreciate your prompt attention to this request and am happy to clarify or narrow the scope if needed. Sincerely,
25-51	06/16/2025 03:10:14 PM	Re: City purchase of investment property located at 31630 Railroad Canyon Road. Please provide the following... Advertisements and/or email communications from the seller or seller's real estate agent to the city (manager and/or council members) to notify them that the property for sale. Copy of the appraisal for the property. Copy of income reports (including current lease agreements in place) from the seller to demonstrate the ROI to the city. Was there any conflict of interest between the seller and the buyers city council members?
25-50	06/16/2025 02:59:33 PM	Please provide a copy of the professional consulting agreement with the individual(s) or firm that was hired to be responsible for advising and assisting the City Manager in the establishment of a municipal police department. Thank you.
25-15	03/04/2025 05:50:12 PM	Please provide the following... Copy of Donna Ritchie's business licenses for the years 2022, 2023, and 2024 Copy of all the original and reissued invoices that were submitted by Donna Ritchie to the City (see attached). Veterans Day 2022 Ad & Turkey Drive 2022, Two Essay Ads from 4/11/23 - 4/19/23, Six-Day September 11 Event Ad 9/6/23-9/11/23, Two-week job opening Ad 9/6/23-9/19/23 Twelve-Day 2023 Veterans Day Ad 10/31/23-11/11/23 Eleven-Day 2023 Winter Wonderland Ad 11/16/23-12/3/23 Eight-Day 2024 Volunteer Ad 3/15/24-3/22/24 Community Clean-up Ad 4/5/24-4/26/24 Explanation why the city did not pay the original invoices in 2022, 2023 and 2024 in a timely fashion. (See July 31, 2024 City Council Agenda for payout details)
24-21	10/18/2024 02:59:32 PM	Pursuant to the California Public Records Act, if applicable), I am requesting copies of all records, and communications related to the development, negotiation, and discussion of Measure Z. Specifically, I am requesting: 1. All communications (including emails, letters, memos, and other forms of correspondence) between the city council, city attorneys, and all of the individual authors or sponsors of Measure Z and / or the Canyon Lake Public Safety fund. 2. All meeting notes, agendas, and summaries from any city council or city-related meetings where Measure Z was discussed, including meetings with or involving the authors or sponsors of Measure Z and or the Canyon Lake public safety fund 3. All drafts, documents, and proposals relating to negotiations, planning, or collaborations between the city council, city attorneys, and the authors or sponsors of Measure Z and or the Canyon Lake Public safety fund 4. Any records that involve discussions or references to the intent, public messaging, or potential outcomes of the 2024 ballot Measure Z/ and or the Canyon Lake Public Safety fund, including documents that suggest any attempt to mislead or misinform the public regarding its true intent. Please provide these documents in an electronic format, if possible. If any part of my request is denied, please provide the legal justification for each exemption. Thank you.
24-19	10/17/2024 01:17:07 PM	Please provide all details, including the names of employees and their salary or pro-rata salary for the following line items on the 2024-25 City Budget. City Fire Department - 421. Salaries FD Management $326,811 Benefits FD Management $26,801 Benefits PARS FD Management $37,506 Thank you.
24-16	10/15/2024 08:00:57 PM	Copy of Invoice and Explanation as to why tax dollars were used to pay $3,031.99 for vehicle maintenance for the city managers vehicle. It was noted that the Account Breakdown is 10-310-6415. Information about this expense was on the Sept 2024 Agenda (page 22). If there is a contract with the new city manager which states that the city tax payers will pay for vehicle maintenance, please provide the contract as well.

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: 05/13/2026

SUBJECT: Consideration of a Remote Participation and Technology Disruption Policy Pursuant to Senate Bill 707 (Government Code § 54953.4)

Recommendation:
Adopt Resolution No. 2026-26 approving the SB 707 Remote Participation and Technology Disruption Policy.

Background/Analysis:
The Legislature of the State of California adopted Senate Bill 707 in 2025, which added Government Code Section 54953.4 to the Brown Act. Among other things, SB 707 requires the City Council to provide real-time remote public participation at City Council meetings either through a two-way telephonic service or a two-way audiovisual platform no later than July 1, 2026. Additionally, Section 54953.4 requires the City Council to adopt a policy addressing disruptions to the technology that could prevent members of the public from participating remotely. That policy is attached for the City Council's consideration.

In summary, the policy requires the City to make in good faith efforts to restore the telephonic or internet-based service in the event a disruption occurs that prevents members of the public from participating remotely. The City must engage in those efforts for at least an hour, or until the connection is restored, whichever occurs first. If the City cannot restore the connection after one hour of good faith efforts, the City Council may proceed with the meeting after making specific findings that the public interest in continuing the meeting outweighs the public interest in remote participation.

Fiscal Impact Yes/No: No

Attachments:
1 - Resolution

RESOLUTION NO. 2026-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING A REMOTE PARTICIPATION AND TECHNOLOGY DISRUPTION POLICY PURSUANT TO GOVERNMENT CODE SECTION 54953.4

WHEREAS, Government Code section 54953.4, added by Senate Bill 707 (2025), requires local agencies to provide real-time remote public participation at meetings of the legislative body no later than July 1, 2026; and

WHEREAS, Government Code section 54953.4 further requires the City Council to adopt a policy addressing disruptions to the technology that may prevent remote public participation; and

WHEREAS, the City Council desires to adopt a Remote Participation and Technology Disruption Policy in advance of the July 1, 2026, deadline to ensure compliance with state law.

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 Remote Participation and Technology Disruption Policy, attached hereto as Exhibit "A".

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 13th day of May 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

EXHIBIT "A"

Remote Participation and Technology Disruption Policy

[to be attached]

Remote Participation and Technology Disruption Policy

Policy Information

Policy Number:	
Adoption Date:	5/13/2026
Effective Date:	7/1/2026
Lead Department:	City Manager

Revision/Amendment History

Date	**Action** (Adopted / Amended / Rescinded)	**Resolution # / Approval**	**Notes**
5/13/2026	Adopted	R-2026-__	–

City of Canyon Lake

Remote Participation and Technology Disruption Policy

1. Intent And Purpose

This Policy is adopted to implement Government Code section 54953.4, as added by Senate Bill 707, which requires eligible legislative bodies to provide real-time remote public access to meetings through two-way telephonic or audiovisual services and to adopt procedures addressing disruptions to such services.

2. Applicability

This Policy applies to all meetings of the City Council and any other legislative body of the City that qualifies as an "eligible legislative body" under Government Code section 54953.4(e)(2).

3. Remote Participation Requirement

All open and public meetings shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform, except where adequate telephonic or internet service is not operational at the meeting location. If such service is operational for only a portion of the meeting, remote participation shall be provided for that portion of the meeting.

4. Platform Requirements

If the City provides a two-way audiovisual platform, the City shall:

a. Provide a call-in option; and
b. Activate any automatic captioning function available on the platform during the meeting.

If a two-way audiovisual platform is not provided, the City shall provide a two-way telephonic service.

5. Public Comment Via Remote Access

Members of the public participating remotely shall be provided an opportunity to provide public comment in real time, consistent with Government Code section 54954.3, and shall be afforded the same time allotment as members of the public attending in person.

6. Required Disruption Policy

Pursuant to Government Code section 54953.4(b)(1)(A)(i)(I)(ib)(Ia), the City shall maintain a policy addressing disruptions to telephonic or internet-based services occurring during meetings, including procedures for recessing and reconvening meetings and efforts to restore such services.

For purposes of this Policy, a "disruption" means a disruption of telephonic or internet service within the City's control that prevents members of the public from attending or observing the meeting via the two-way telephonic service or two-way audiovisual platform. A "disruption" does not include technical difficulties experienced by individual members of the public that are unrelated to the City's systems or service providers, including issues with personal devices, software, internet connectivity, or cellular service.

7. Procedure Upon Disruption

If a disruption of telephonic or internet service occurs during a meeting that prevents members of the public from attending or observing the meeting via the two-way telephonic service or two-way audiovisual platform, the following procedures shall apply:

A. Recess and Restoration Efforts

i. The legislative body shall recess the open session of the meeting; and
ii. The City shall make a good faith effort to restore telephonic or internet service.

B. Minimum Recess Period

The legislative body shall not reconvene the open session of the meeting until at least one (1) hour has elapsed following the disruption, or telephonic or internet service has been restored, whichever occurs earlier.

The legislative body may meet in closed session during the period of disruption, as permitted by law.

C. Reconvening Without Restoration

If telephonic or internet service has not been restored upon reconvening the open session, the legislative body shall adopt, by rollcall vote, a finding that:

i. Good faith efforts to restore telephonic or internet service have been made in accordance with this Policy; and
ii. The public interest in continuing the meeting outweighs the public interest in remote public access.

8. Exceptions To Remote Participation Requirements

The remote participation requirements set forth in this Policy shall not apply to meetings held for any of the following purposes:

- Attending a judicial or administrative proceeding to which the City is a party;
- Inspecting real or personal property where discussion is limited to that property;
- Meeting with federal or state officials regarding legislative or regulatory issues;
- Meeting at or near a City-owned facility regarding that facility;
- Emergency meetings pursuant to Government Code section 54956.5.

9. Administration

The City Manager or designee is authorized to implement administrative procedures necessary to carry out this Policy, including procedures for restoring telephonic or internet service during a disruption.

10. Severability

If any provision of this Policy is held invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

11. Interpretation

This Policy shall be interpreted in a manner consistent with Government Code section 54953.4, as it may be amended from time to time, including any legislative extension, modification, or repeal of the current sunset date. The intent of this Policy is to ensure compliance with applicable law while maintaining public access to meetings and establishing procedures for addressing disruptions to telephonic or internet-based services.

12. Savings Clause

This Policy is intended to supplement and implement Government Code section 54953.4 and shall not be interpreted to conflict with, limit, or supersede any other provision of the Ralph M. Brown Act, including any other teleconferencing provisions set forth in Government Code section 54953 or related statutes. In the event of any conflict between this Policy and the Brown Act, the Brown Act shall control.

13. Adoption

This Remote Participation and Technology Disruption Policy was adopted by the City Council of the City of Canyon Lake at a noticed public meeting held in open session and was not adopted on the consent calendar.