

**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 13<sup>th</sup> 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