



CITY COUNCIL AGENDA

City of Canyon Lake, California

Wednesday, September 9, 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

To provide remote public comment:

[Click here to join via Zoom](#)

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)

Comments are limited to Closed Session items only. Each speaker is allowed (3) minutes to speak.

DISCUSSION ITEMS

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957: Title: City Manager
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Anticipated Litigation, Significant Exposure Pursuant to Government Code Section 54956.9(d): One (1) case

REGULAR SESSION

INVOCATION

CALL TO ORDER

ROLL CALL

Castillo, Steeber, Terry, Welty, Smith

FLAG SALUTE

CLOSED SESSION REPORT

CITY COUNCIL AND COMMITTEE REPORTS / COMMENTS

CEREMONIAL MATTERS

PRESENTATIONS

Elsinore Valley Municipal Water District

Canyon Lake Property Owners Association

Canyon Lake Chamber of Commerce

Non-Profit Spotlight

PUBLIC COMMENT (3 MINUTES)

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. 2026-42 and Resolution No. 2026-43 Approving Claims and Demands of the City.

2. Approval of City Council Meeting Minutes

Recommendation:

Approve the minutes of the August 5, 2026, City Council meeting.

3. Receive and File the Monthly Public Records Request Report

Recommendation:

Receive and file the monthly Public Records Request Report.

4. Adopt a Resolution Approving a Memorandum of Understanding with the Special District Risk Management Authority and Authorizing Participation in the Employee Benefits Program

Recommendation:

Adopt Resolution No. 2026-44 approving the form of and authorizing the execution of a Memorandum of Understanding (MOU) between the City of Canyon Lake and the Special District Risk Management Authority (SDRMA) and authorizing the City's participation in SDRMA's Employee Benefits Program for dental, vision, and Employee Assistance Program (EAP) benefits.

PULLED CONSENT CALENDAR ITEMS

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

PUBLIC HEARINGS

BUSINESS ITEMS

5. Approval of a Resolution of Intent, Contract Amendment and Introduction and First Reading of an Ordinance Amending the City's Contract with the California Public Employees' Retirement System (CalPERS)

Recommendation:

(1) Adopt Resolution No. 2026-45 giving notice of intent to approve an amendment to the contract with the California Public Employees' Retirement System (CalPERS); (2) approve the amendment to the contract with CalPERS; (3) introduction and first reading of Ordinance No. 283 - An Ordinance of the City Council of the City of Canyon Lake, California, Authorizing an Amendment to the Contract Between the City Council of the City of Canyon Lake and the Board of Administration of the California Public Employees' Retirement System; and (4) authorize the City Manager to execute all documents necessary to effectuate this transaction.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The next regular City Council meeting will be held on October 14, 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: September 3, 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: 09/09/2026

SUBJECT: Approve Claims and Demands of the City

Recommendation:

Adopt Resolution No. 2026-42 and Resolution No. 2026-43 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 for the period July 2026 and August 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 July 2026
- 3 - Resolution
- 4 - Claims and Demands August 2026

RESOLUTION NO. 2026-42

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 September 9th, 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 September 9th, in the amount of \$1,685,402.34 as follows:

Payroll Earnings (Direct Deposit)	\$304,276.31	(For Month of July)
Payroll Processing Fees	\$1,950.69	(For Month of July)
Payroll Taxes - Employer & Employee	\$77,652.53	(For Month of July)
Payroll CS	\$1,081.65	(For Month of July)
On-line Retirement	\$25,871.41	(For Month of July)
On-line Health	\$36,887.10	(For Month of July)
Nationwide Deferred Comp.	\$12,369.59	(For Month of July)
General	\$1,225,313.06	(For Month of July)
Total		
	<u>\$1,685,402.34</u>	

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 9th day of September 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
Advantage Floor	Fire Station Carpet for Window Project	847.73
Amazon	Fire Station Plumbing Repairs Supplies	51.13
	Fire Station Sump Pump Replacement	184.00
	Fire Station New Light for Engine-201	28.68
	Fire Station Windshield Washer Fluid	32.74
	Fire Station Plumbing Repair Supplies	11.94
Anguiano	Reserve Stipend for June 2026	200.00
Becerril	Reserve Stipend for June 2026	200.00
Cintas	Fire Station Weekly Mat Service, 6/23/26	50.53
	Fire Station Wekkly Mat Service, 6/30/26	50.53
Concentra	Police Dept. Physical Exams for New Staff, 6/17/26	4,837.00
Control Pump	Landscape Monitor Report June 2026	442.37
	Monitored Flow Conditions while Crew Repaired IRR System	570.00
Curtis	Fire Station Equipment for Engines	132.61
	Fire Station FF Personal Protective Equipment	958.54
	Fire Station Spanner Wrench	73.56
	Fire Station Turnouts for New Staff	4,811.04
	Fire Station PPE Boots	295.73
Edwards	Reserve Stipend for June 2026	400.00
Fast Signs	Fire Station Monument Sign-Final Payment	1,694.48
GMAT, Inc. dba Inland	Fire Station Overhead Door Maintenance	625.00
Hernandez, Oscar	Reserve Stipend for June 2026	200.00
ICG	CL-001 General Engineering Services May 2026	467.50
Isas	Reserve Stipend for June 2026	200.00
John Hancock	EE & ER Contributions Check Date 6/18/26	7,060.54
Johnson Equipment	Jeep Gladiator Conversion to Fire Vehicle	14,140.37
	Fire Station Repairs to Battalion 1	526.11
Kleinberg Tech	Fire Station Image Trend Prevention Software	1,293.75
Kolibrien Corp	Fire Station Partial Pymt for Fuel Tanks/Generator	800.00
	Fire Station Partial Payment for Fuel Tanks, Generator	4,800.00
Linde Gas & Equipment	Fire Station Medical Oxygen	493.14
Lundberg	Reserve Stipend for June 2026	200.00
Morningstar	Council Meeting Streaming Services with Equipment, 6/10/26	504.00
Pacific Commercial Property	RRCR Landscape Irrigation Repair	1,145.00
PLAT	Rental Bldg 31600 RRCR-Plumbing Repairs	315.00
Ramirez, J	Reserve Stipend for June 2026	200.00
RAMS	Accounting Services for May 2026	8,740.91
Red White & Blue	Rental Building-31542 RRCR HVAC Diagnostic & Repair	562.32

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

Vendor ID	Invoice Description	Cash Required
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 4/2/26-4/29/26	177,079.37
Riv Co TLMA	SLF-March 2026 Costs	3,236.34
	SLF- April 2026 Costs	1,247.22
Russell, A	Reserve Stipend for June 2026	100.00
Seward	Reserve Stipend for June 2026	200.00
STAPLES	City Hall & Admin Office Supplies	208.76
The Code	Plan Check Services 5/1/26-5/31/26	9,481.47
The Thomsen Company, Inc.	Evaluate Legal on Google Earth Image	790.00
US Bank	See Credit Card Review, 5/6/26	119.88
West Coast Energy	City Hall Generator Maintenance & Repair	1,120.00
Willdan	Water Quality Service through 5/29/26	6,906.50
Willdan FS	Technology User Fee Study through 5/31/26	1,087.50
Report Total		259,723.29

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

Vendor ID	Invoice Description	Cash Required
Kings III of America, LLC	Elevator Phone 7/1/26-9/30/26	232.50
riv Co Exec	Animal Sheltering Costs 1st Quarter (July-Sept 2026)	14,097.00
SCAG	Membership Dues Assessment for FY 2026-2027	1,776.00
SDRMA	Dental and Vision Insurance August 2026	2,770.51
Yesco	Deposit for Permanent Panel Production-Canyon Lake Mobile	1,391.97
Report Total		20,267.98

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

Vendor ID	Invoice Description	Cash Required
Backtell, A	UUT Refund	97.14
Belen, M	UUT Refund	95.03
Birdsell, H	UUT Refund	141.37
Bock, J	UUT Refund - Reissued - Lost Check	123.50
Bowers, M	UUT Refund	254.92
Boyle, G	UUT Refund	151.71
Byrnes, R	UUT Refund	143.36
Ceballos, J	UUT Refund	99.27
Cerone, J	UUT Refund	115.18
Conlin, V	UUT Refund	105.91
cONTRERAS, v	UUT Refund	114.73
Corbin, C	UUT Refund	99.96
Crocker, R	UUT Refund	77.50
Davis, T	UUT Refund	97.45
Frank, M	UUT Refund	84.00
Gagnon, B	UUT Refund	99.97
Gamble, D	UUT Refund	90.52
Garber, J	UUT Refund	67.77
Gehrin, S	UUT Refund	82.22
Genovese, C	UUT Refund	125.62
Gray, J	UUT Refund	116.47
GREENHALGH	UUT Refund	111.47
Griffin, C	UUT Refund	80.00
Harvey, A	UUT Refund	117.90
Hernandez, J	UUT Refund	127.65
Hildebrand, S	UUT Refund	197.13
Jensen, G	UUT Refund	159.19
Johnson, L	UUT Refund	64.72
Johnson, S	UUT Refund	100.36
Kirley, C	UUT Refund	84.00
Long, A	UUT Refund	78.82
Malinis, D	UUT Refund	34.82
Maloney, S	UUT Refund	89.75
McCann, H	UUT Refund	78.91
McNeal, S	UUT Refund	123.74
Menzi-Williams	UUT Refund	98.89
Mershon, R	UUT Refund	148.21
Nilos, K	UUT Refund	216.25
Nilsen, Diana	UUT Refund	38.72
Nilsen, Kelcie	UUT Refund	35.80
Norris, A	UUT Refund	121.75
Novins, C	UUT Refund	101.94
Oskey, S	UUT Refund	102.13
Parslow, J	UUT Refund	138.73

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

Vendor ID	Invoice Description	Cash Required
Paul, T	UUT Refund	129.23
Pennell, J	UUT Refund	90.87
POA	UUT Refund	354.40
Pouncy, T	UUT Refund	122.42
Riniti, A	UUT Refund	176.22
Ritter, K	UUT Refund	122.02
Robertson, L	UUT Refund	124.94
Rogers, T	UUT Refund	144.60
Rubottom, L	UUT Refund	99.82
Sampang, C	UUT Refund	184.41
Schonabaum, M	UUT Refund	76.83
Shortridge, D	UUT Refund	77.51
Signorio, K	UUT Refund	196.84
Smith, Tamra	UUT Refund	72.02
Szymanski, M	UUT Refund	94.30
Trudeau, T	UUT Refund	80.82
Valentine, K	UUT Refund	117.01
Wilson, M	UUT Refund	89.67
Woodman, J	UUT Refund	76.50
York, R	UUT Refund	104.85
ZikeM	UUT Refund	152.86
Report Total		7,522.62

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniforms for New FF	3,543.86
Canyon Lake Auto Tire	New Tires for City Vehicle, 6/30/2026	1,768.52
Cole Huber	Attorney Services/Labor and Employment February 2026	611.60
	Attorney Services/Beck vs. City of Canyon Lake February 2026	55.60
	Attorney Services/General February 2026	9,102.00
	Attorney Services/Human Resources March 2026	417.00
	Attorney Services/Labor and Employment March 2026	250.20
	Attorney Services/General March 2026	9,102.00
	Attorney Services/Crescent Gardens Project March 2026	8,312.20
	Attorney Services/General April 2026	9,102.00
	Attorney Services/Human Resources April 2026	528.20
	Attorney Services/Crescent Gardens Project April 2026	569.10
	Attorney Services/Nuisance Abatement April 2026	1,807.00
	Attorney Services/Human Resources May 2026	753.80
	Attorney Services/General May 2026	9,131.62
Precision Technologies	Video Conferencing System for Council Chamber-Final Pymt	8,300.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 4/30/26-5/27/26	186,414.14
Riv Co TLMA	SLF-May 2026 Costs	18,180.37
Saxe-Clifford	Police Dept. New Candidate Psych Evaluation, 7/2/2026	450.00
	Police Dept. New Candidate Psych Evalauton, 6/29/2026	450.00
	Police Dept. New Candidate Psych Evaluaton, 6/11/2026	450.00
	Police Dept. New Candidate Psych Evaluation, 6/18/2026	450.00
The Code	Plan Check Services 6/1/26-6/30/26	6,461.50
	Staffing Services for Building Dept. 4/26/26-5/30/26	4,857.50
	Staffing Services for Building Dept. 5/31/26-6/27/26	1,595.00
VC3, Inc	Police Dept. Firewall	250.00
Report Total		282,913.21

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

Vendor ID	Invoice Description	Cash Required
ABILA	Annual Accounting Software Subscription 7/1/2026 - 6/30/2027	10,855.99
All State Propane	Fire Station Propane Tank Lease, 7/1/2026	86.19
	Fire Station Propane Tank Lease, 7/1/2026	107.74
Amazon	Fire Station Window Project	185.90
	Fire Station Bathroom Repair Supplies	9.39
	Fire Station Irrigation Repair Supplies	16.37
	Fire Station Urinal Repair Supplies	51.13
Cintas	Fire Station Weekly Mat Service, 7/7/2026	50.53
	Fire Station Weekly Mat Service, 7/14/2026	50.53
CL FIREFIGHTERS	Firefighter's Union Dues Check Date 7/3/2026	415.44
CL PROPERTY OWNERS	Firehouse Note Payment 31	9,359.57
Clark Pest	Pest Control for Rental-31542 RRCR July 2026	260.00
	Fire Station Monthly Pest Service July 2026	134.00
Enterprise Fleet	Police Dept Vehicle Leases & Maintenance	69,181.34
GREENHALGH	Retiree Health Insurance August 2026	319.29
ImageTrend, Inc.	Fire Station EMS & RMS Annual Costs 7/1/26-6/30/27	3,061.38
John Hancock	EE & ER Contributions Check Date 7/3/2026	7,060.54
Lexipol	Police Dept Lexipol Reports 7/1/2026 to 6/30/2027	4,842.00
Life-Assist	Fire Station Medical Supplies, 7/2/2026	127.60
	Fire Station Medical Supplies, 7/2/2026	157.03
PERMA	FY 2026-27 Workers' Comp and Liability Program	507,452.00
	Liability Trust Account Deposit Q1 FY2026-27	900.00
Riv Co Auditor	LAFCO FY 26/27 Fee & Admin Fees	1,203.55
RivCo Fire Chiefs Asso	Fire Station Annual RFCA Membership FY 26/27	300.00
Report Total		616,187.51

City of Canyon Lake
Check/Voucher Register - Checks Prior Month
From 7/1/2026 Through 7/30/2026

Check Number	Vendor Name	Effective Date	Check Amount
EFT 1967	Charter Communications	7/2/2026	460.00
EFT 1968	Aflac	7/6/2026	1,188.64
EFT 1969	Standard Insurance Company	7/6/2026	138.30
EFT 1970	Standard Insurance Company	7/6/2026	160.43
EFT 1971	Standard Insurance Company	7/6/2026	31.89
EFT 1972	Standard Insurance Company	7/6/2026	139.31
EFT 1973	Standard Insurance Company	7/6/2026	27.90
EFT 1974	Standard Insurance Company	7/6/2026	9.30
EFT 1975	Standard Insurance Company	7/6/2026	311.10
EFT 1976	Standard Insurance Company	7/6/2026	9.30
EFT 1977	Cintas	7/6/2026	59.11
EFT 1978	Cintas	7/6/2026	59.11
EFT 1979	SOUTHERN CALIFORNIA EDISON	7/6/2026	2,461.53
EFT 1980	SOUTHERN CALIFORNIA EDISON	7/6/2026	347.63
EFT 1981	SOUTHERN CALIFORNIA EDISON	7/6/2026	955.32
EFT 1982	SOUTHERN CALIFORNIA EDISON	7/6/2026	8.27
EFT 1983	SOUTHERN CALIFORNIA EDISON	7/6/2026	8.27
EFT 1984	SOUTHERN CALIFORNIA EDISON	7/6/2026	8.27
EFT 1985	SOUTHERN CALIFORNIA EDISON	7/6/2026	18.28
EFT 1986	SOUTHERN CALIFORNIA EDISON	7/6/2026	138.03
EFT 1987	SOUTHERN CALIFORNIA EDISON	7/6/2026	107.45
EFT 1988	SOUTHERN CALIFORNIA EDISON	7/6/2026	26.28
EFT 1989	SOUTHERN CALIFORNIA EDISON	7/6/2026	401.69
EFT 1990	Charter Communications	7/8/2026	294.47
EFT 1991	Pitney Bowes Bank Inc. Purchase Power	7/9/2026	705.25
EFT 1992	SC Fuels	7/10/2026	629.29
EFT 1993	SC Fuels	7/10/2026	129.99
EFT 1994	Cintas	7/14/2026	59.11
EFT 1995	Cintas	7/14/2026	59.11
EFT 1996	Amazon Capital Services	7/16/2026	1,191.98
EFT 1997	Elan	7/17/2026	19,464.57
EFT 1998	Bankcard Center	7/20/2026	559.82
EFT 1999	Bankcard Center	7/20/2026	53.32
EFT 2000	Bankcard Center	7/20/2026	92.98
EFT 2001	Bankcard Center	7/20/2026	1,902.20
EFT 2002	SC Fuels	7/20/2026	85.71
EFT 2003	SC Fuels	7/20/2026	618.91
EFT 2004	ELSINORE VALLEY MUNI WATER DIS	7/20/2026	122.16
EFT 2005	ELSINORE VALLEY MUNI WATER DIS	7/20/2026	359.64
EFT 2006	ELSINORE VALLEY MUNI WATER DIS	7/20/2026	902.45
EFT 2007	SOUTHERN CALIFORNIA EDISON	7/20/2026	389.32
EFT 2008	SOUTHERN CALIFORNIA EDISON	7/20/2026	691.48
EFT 2009	ELSINORE VALLEY MUNI WATER DIS	7/20/2026	105.96
EFT 2010	ELSINORE VALLEY MUNI WATER DIS	7/20/2026	421.90
EFT 2011	Charter Communications	7/20/2026	6.58
EFT 2012	Pitney Bowes	7/20/2026	245.49
EFT 2013	The Gas Company	7/20/2026	23.51
EFT 2014	Cintas	7/20/2026	59.11

City of Canyon Lake
Check/Voucher Register - Checks Prior Month
From 7/1/2026 Through 7/30/2026

EFT 2015	Toshiba America Business Solutions	7/21/2026	110.69
EFT 2016	Toshiba America Business Solutions	7/21/2026	380.17
EFT 2017	Charter Communications	7/23/2026	6.58
EFT 2018	Toshiba Financial Services	7/27/2026	742.04
EFT 2019	Toshiba Financial Services	7/27/2026	120.83
EFT 2020	CR&R	7/27/2026	233.88
EFT 2021	CR&R	7/27/2026	64.43
EFT 2022	Toshiba America Business Solutions	7/28/2026	30.00
EFT 2023	SC Fuels	7/30/2026	590.47
EFT 2024	SC Fuels	7/30/2026	169.64
Report Total			<u>38,698.45</u>

RESOLUTION NO. 2026-43

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 September 9th, 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 September 9th, in the amount of \$1,017,665.33 as follows:

Payroll Earnings (Direct Deposit)	\$216,668.15	(For Month of August)
Payroll Processing Fees	\$898.16	(For Month of August)
Payroll Taxes - Employer & Employee	\$56,822.99	(For Month of August)
Payroll CS	\$573.22	(For Month of August)
On-line Retirement	\$18,801.90	(For Month of August)
On-line Health	\$35,869.97	(For Month of August)
Nationwide Deferred Comp.	\$9,527.45	(For Month of August)
General	\$678,503.49	(For Month of August)
Total		
	<u>\$1,017,665.33</u>	

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 9th day of September 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
2 Hot Uniforms	Fire Station Uniform Items	163.13
ABILA	Accounting Software A/R New Module Set Up and Training	1,250.00
All State Propane	Fire Station Propane for Generator, 7/29/26	282.55
	Fire Station Propane and Tank Maintenance, 7/29/26	563.03
	Fire Station Fuel for Propane Tank, 7/24/26	223.54
American Legal	Internet Renewal Period: 8/4/2026-8/4/2027	500.00
ANIMAL FRIENDS	Animal Control Services Month of July 2026	3,677.19
Arroyo Background Investigations	Police Dept. Employee Background Check, 7/8/2026	1,650.00
Catalis	Annual Website Hosting July 2026-June 2027	8,331.16
Cintas	Fire Station Weekly Mat Service, 7/28/26	50.53
	Fire Station Weekly Mat Service, 7/21/26	50.53
CL FIREFIGHTERS	Firefighter's Union Dues Check Date 7/17/26	415.44
	Firefighter's Union Dues Check Date 7/31/2026	415.44
Concentra	Police Dept. Physical Exams for New Staff, 7/15/26	997.00
	Police Dept. Physical Exams for New Staff, 7/8/26	2,214.00
County of Riverside	Refund for Library 31594 RRCR-UUT Exempt User	250.82
Delgado	Janitorial Services July 2026	2,224.80
Edwards	Reserve Stipend for July 2026	500.00
Ellis, L	UUT Refund	78.02
FRIDAY FLYER	Notice of Election-Spanish	45.00
	Notice of Election-English	41.25
HdL Coren	Contract Services Property Tax: July - September 2026	3,503.96
Hernandez, Oscar	Reserve Stipend for July 2026	200.00
ImageTrend, Inc.	Fire Station Annual Slate Software Fee FY 26/27	2,755.80
Isas	Reserve Stipend for July 2026	200.00
John Hancock	EE & ER Contributions Check Date 7/17/2026	7,372.45
LANCE, SOLL	2026 Government Audit-Interim Progress	12,950.00
LESJWA	FY 2026-27 Member Contributions	33,750.00
Lundberg	Reserve Stipend for July 2026	100.00
Mark43	Police Dept. CAD System	18,170.00
MES	Fire Station Apparatus Air Pack Repairs	517.28
Personal Exposure Reporting	Fire Station Annual Personal Exposure Reporting FY 26/27	165.00
PORAC RMT	PORAC Contributions for July 2026	600.00
ProForce Law	Police Dept. Duty Firearms	3,012.11
Ramirez, J	Reserve Stipend for July 2026	200.00
Riv Co Registrar of Voters	Petition Signature Verification Fee, 7/31/26	613.50
Russell, A	Reserve Stipend for July 2026	200.00
San Diego Police Equipment	Police Dept. Equipment & Supplies	4,136.85

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

Vendor ID	Invoice Description	Cash Required
Saxe-Clifford	Police Dept. New Candidate Psychological Evaluation, 7/16/26	450.00
Seward	Reserve Stipend for July 2026	300.00
VC3, Inc	IT Remote & Onsite Support July 2026	3,507.00
	Microsoft 365 & Office Extra File Storage July 2026	1,434.00
Report Total		118,061.38

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

Vendor ID	Invoice Description	Cash Required
ABI	Fire Station Onboarding, 6/12/2026	83.50
American Legal	2026 S-16 Online Code Supplement Pages	128.17
	2026 S-16 Supplement Pages	1,559.66
ANIMAL FRIENDS	Animal Control Services for June 2026	3,677.19
CBSC	Permit Valuation April through June 2026	166.50
Cole Huber	Attorney Services/General June 2026	9,102.00
	Attorney Services/Labor & Employment June 2026	861.80
	Attorney Services/Human Resources June 2026	1,362.20
Concentra	Police Department Onboarding, 6/23/2026	1,869.00
	Police Department Onboarding, 6/25/2026	232.00
	Fire Station Onboarding, 6/17/2026	1,283.00
Corelogic	Database for Code Enforcement June 2026	196.26
DATA TICKET	Monthly Parking Fees June 2026	100.00
	Code Enforcement Processing Fees June 2026	100.00
	EMS Response Fee June 2026	100.00
	Miscellaneous Fees on Invoices June 2026	100.00
DEPT OF CONSER	Strong Motion Instrumentation & Seismic Hazard Apr-June 26	431.15
DOJ	Fingerprints for June 2026	490.00
	Blood Alcohol Anaylsis June 2026	70.00
DSA	Disability and Education Fee Quarter Ending 6/30/2026	40.80
ICG	CL-003 Railroad Canyon Road-HSIP Project 6/1/26-6/30/26	1,023.75
	CL-001 General Engineering Services 6/1/26-6/30/26	1,452.50
Kolibrien Corp	Partial Payment for Gym Project at Fire Station	1,600.00
Ninyo & Moore	Geotech Services For HSIP Project through June 26, 2026	105.00
PARS	Monthly Administrative Costs Ending May 2026	400.00
Riv Co Sheriff DTS	SH-Comm. RMS/CLETS Services 7/1/25-6/30/26	13,894.41
SDRMA	Reissue Lost Check-Dental and Vision Insurance June 2026	2,592.38
Van Scoyoc	Lobbyist Services for June 2026	1,000.00
Willdan	Water Quality Services through 6/30/26	5,754.00
ZF	Fire Station Medical Direction April-June 2026	600.00
Report Total		50,375.27

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

Vendor ID	Invoice Description	Cash Required
Cole Huber	Client Trust Account	30,000.00
Euna Solutions, Inc.	Procurement Bidding Software 6/15/26-6/14/27	5,794.80
Pacific Commercial Property	Monthly Landscape Maintenance Prorated 7/19/26-7/26/26	2,967.50
ProForce Law	Police Dept. Equipment, 7/28/26	1,752.70
Riv Co Cal-ID	Riverside Cal-ID FY 2026-2027 Member Agency Assessment	11,004.00
riv Co Exec	Sheltering Costs for 2nd Quarter Oct-Dec 2026	14,097.00
STAPLES	Office Supplies for Rental Bldg, City Hall, and Police Dept.	386.15
	Office Supplies for Rental Bldg, City Hall, and Police Dept.	156.95
SUN BADGE	Police Dept. Badges	963.74
Report Total		67,122.84

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

Vendor ID	Invoice Description	Cash Required
ABI	Fire Station Onboarding, 7/10/26 and 7/14/2026	308.90
ABILA	Accounting Software-EFT Training	62.50
Aguilar	Police Department Onboarding	43.76
All State Propane	Fire Station Propane Costs, 8/14/2026	68.35
Amazon	Fire Station Supplies	117.44
Andrew, T	Police Dept Onboarding	40.00
Bound Tree	Fire Station Medical Supplies, 8/4/2026	110.97
Briseno Tire	Fire Station Tire Alignment on E-1	354.00
California PPE	Fire Station Turnout Inspection & Cleaning	1,377.00
Champion Trophy	Fire Station Employee Plaques	64.65
Cintas	Fire Station Weekly Mat Service, 8/11/2026	50.53
	Fire Station Weekly Mat Service, 8/4/2026	50.53
CivicPlus	Civic Plus-Next Request Software 8/1/2026-7/31/2027	6,601.77
CL PROPERTY OWNERS	Firehouse Note Payment 32	9,359.57
Clark Pest	Pest Control for City Hall, 7/31/2026	114.00
	Pest Control for Rental-31542 RRCR August 2026	260.00
Concentra	Fire Station Onboarding, 7/27/2026 and 7/28/2026	728.00
Control Pump	Landscape Monitor Report July 2026	442.37
Curtis	Fire Station Turnout Inspection & Cleaning	115.54
	Fire Station Turnout Inspection	43.20
Echeverria	Police Department Onboarding	55.00
FRIDAY FLYER	Ordinance No. 278 Second Reading, 8/7/26	58.75
	Ordinance No. 279 Second Reading, 8/7/26	57.50
	Ordinance No. 280 Second Reading, 8/7/26	60.00
	Ordinance No. 281 Second Reading, 8/7/26	45.00
	Ordinance No. 282 Second Reading, 8/7/26	48.75
Galls, LLC	Police Department Uniforms	20,138.01
GREENHALGH	Retiree Health Insurance September 2026	319.29
ICG	CL-001 General Engineering Services 7/1/26-7/31/26	10,064.50
	CL-003 Railroad Canyon Road-HSIP Project 7/1/26-7/31/26	8,530.00
iWorQ	iWorQ Systems Internet Software Mgmt & Support 9/26-8/27	26,450.00
LESJWA	FY 2026-27 TMDL Task Force Stakeholder Contributions	48,867.00
Life-Assist	Fire Station Video Laryngoscopes	429.92
	Fire Station Medical Supplies	348.90
Mark43	Police Dept. CAD System	18,170.00
Nate Garcia	Education Reimbursement-All-Risk Command Operations	461.25
SMITH, A	Police Department Onboarding	15.00
VC3, Inc	City Wide Government Cloud Migration Licenses	249.99

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

Vendor ID	Invoice Description	Cash Required
Report Total		154,681.94

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

Vendor ID	Invoice Description	Cash Required
Complete Paperless Solutions	FY 25/26 Scanning Services	7,445.52
CTAI	Repaired Broken Mainline Leak	350.00
NEOGEO	NEOGOV Annual Subscription 11/30/25-11/29/26	7,276.80
	Fire Station NeoGov Subscription 8/20/25-8/19/26	890.40
RAMS	Accounting Services June 2026	7,607.86
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 5/28/26-6/30/26	218,295.35
WRCOG	FY 25/26 Solid Waste Cooperation Dues (AB939 EAR)	4,725.26
Report Total		246,591.19

City of Canyon Lake
Check/Voucher Register - Checks Prior Month
From 8/1/2026 Through 8/31/2026

Check Number	Vendor Name	Effective Date	Check Amount
EFT 2025	Standard Insurance Company	8/3/2026	31.89
EFT 2026	Standard Insurance Company	8/3/2026	138.30
EFT 2027	Standard Insurance Company	8/3/2026	160.43
EFT 2028	Standard Insurance Company	8/3/2026	139.31
EFT 2029	Standard Insurance Company	8/3/2026	311.10
EFT 2030	Standard Insurance Company	8/3/2026	27.90
EFT 2031	SOUTHERN CALIFORNIA EDISON	8/3/2026	4,567.14
EFT 2032	SOUTHERN CALIFORNIA EDISON	8/3/2026	322.66
EFT 2033	SOUTHERN CALIFORNIA EDISON	8/3/2026	187.28
EFT 2034	SOUTHERN CALIFORNIA EDISON	8/3/2026	1,102.85
EFT 2035	SOUTHERN CALIFORNIA EDISON	8/3/2026	18.78
EFT 2036	SOUTHERN CALIFORNIA EDISON	8/3/2026	14.59
EFT 2037	SOUTHERN CALIFORNIA EDISON	8/3/2026	24.89
EFT 2038	SOUTHERN CALIFORNIA EDISON	8/3/2026	14.59
EFT 2039	SOUTHERN CALIFORNIA EDISON	8/3/2026	14.59
EFT 2040	SOUTHERN CALIFORNIA EDISON	8/3/2026	368.72
EFT 2041	SOUTHERN CALIFORNIA EDISON	8/3/2026	131.46
EFT 2042	Aflac	8/3/2026	1,100.62
EFT 2043	Cintas	8/3/2026	59.11
EFT 2044	SC Fuels	8/10/2026	554.65
EFT 2045	SC Fuels	8/10/2026	1,023.54
EFT 2046	Cintas	8/10/2026	59.11
EFT 2047	Charter Communications	8/12/2026	294.47
EFT 2048	Amazon Capital Services	8/13/2026	491.10
EFT 2049	Cintas	8/17/2026	59.11
EFT 2050	SOUTHERN CALIFORNIA EDISON	8/17/2026	379.64
EFT 2051	SOUTHERN CALIFORNIA EDISON	8/17/2026	714.33
EFT 2052	The Gas Company	8/17/2026	24.26
EFT 2053	ELSINORE VALLEY MUNI WATER DIS	8/17/2026	122.16
EFT 2054	ELSINORE VALLEY MUNI WATER DIS	8/17/2026	95.48
EFT 2055	ELSINORE VALLEY MUNI WATER DIS	8/17/2026	630.34
EFT 2056	ELSINORE VALLEY MUNI WATER DIS	8/17/2026	517.57
EFT 2057	ELSINORE VALLEY MUNI WATER DIS	8/17/2026	1,466.61
EFT 2058	Elan	8/17/2026	16,058.15
EFT 2059	Bankcard Center	8/18/2026	38.11
EFT 2060	Bankcard Center	8/18/2026	559.82
EFT 2061	Bankcard Center	8/18/2026	3,421.01
EFT 2062	SC Fuels	8/20/2026	594.48
EFT 2063	SC Fuels	8/20/2026	892.05
EFT 2064	Cintas	8/25/2026	59.11
EFT 2065	Toshiba Financial Services	8/25/2026	1,302.55
EFT 2066	Toshiba Financial Services	8/25/2026	120.83
EFT 2067	Charter Communications	8/25/2026	294.47
EFT 2068	Charter Communications	8/25/2026	230.00
EFT 2069	CR&R	8/25/2026	233.88
EFT 2070	CR&R	8/25/2026	64.43
EFT 2071	Toshiba America Business Solutions	8/26/2026	56.56
EFT 2072	Toshiba America Business Solutions	8/26/2026	593.96

City of Canyon Lake
Check/Voucher Register - Checks Prior Month
From 8/1/2026 Through 8/31/2026

EFT 2073	SC Fuels	8/31/2026	1,828.05
EFT 2074	SC Fuels	8/31/2026	154.83
Report Total			<u>41,670.87</u>



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Brianna Hemsley, Executive Assistant to the City Manager

DATE: 09/09/2026

SUBJECT: Approval of City Council Meeting Minutes

Recommendation:

Approve the minutes of the August 5, 2026, City Council meeting.

Background/Analysis:

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

Fiscal Impact Yes/No: No

Attachments:

1 - Minutes

MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Canyon Lake City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
Wednesday, August 5, 2026

CLOSED SESSION - 5:00 p.m.

CALL TO ORDER

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

ROLL CALL

Present: Mayor Pro Tem Castillo; Council Member Steeber (via teleconference); Council Member Terry; Council Member Welty; Mayor Smith

Absent: None

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - Existing Litigation Pursuant to Government Code Section 54956.9(d)(1) Name of Case: Miguel Borja v. City of Canyon Lake, et al. Court and Case Number: Riverside County Superior Court, Case No. CVME260867
2. CONFERENCE WITH LEGAL COUNSEL - Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One (1) case
3. CONFERENCE WITH LEGAL COUNSEL - Anticipated Litigation, Significant Exposure Pursuant to Government Code Section 54956.9(d): One (1) case
4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957: Title: City Manager

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

OPEN SESSION - 6:30 p.m.

INVOCATION

The Invocation was led by Chaplain John Gammon.

FLAG SALUTE

Council Member Terry's grandkids, William and Zachary, led the Flag Salute.

CALL TO ORDER

Mayor Smith called the meeting to order at 6:38 p.m.

ROLL CALL

Present: Mayor Pro Tem Castillo; Council Member Steeber (via teleconference); Council Member Terry; Council Member Welty; Mayor Smith

Absent: None

CLOSED SESSION REPORT

City Attorney Pacifico reported that litigation direction was given on item 1 by a vote of 5-0. There was no other reportable action.

CITY COUNCIL AND COMMITTEE REPORTS / COMMENTS

Council Member Welty reported on Northwest Mosquito and Vector Control and a meeting at Mt. San Jacinto College, where a new Superintendent/President was announced.

Council Member Terry congratulated Chief Rayls and City leadership on the Canyon Lake Police Department Open House. He reported on the WRCOG General Assembly, housing and permitting in California, his participation on an Economic Development Ad Hoc Committee at the invitation of EVMWD Director Darcy Burke, and congratulated Monica Lyons on her WRCOG recognition.

Mayor Pro Tem Castillo wished students well returning to school, commented on the Canyon Lake Police Department Open House and community relationships with first responders, and encouraged residents to review the e-bike ordinance and subscribe to the City Manager's newsletter.

Council Member Steeber reported on the WRCOG General Assembly, an SCE Advisory Panel meeting regarding utility rates, and an Independent Cities Association panel on municipal public safety departments. He congratulated the Canyon Lake Police Department and welcomed students back to school.

Mayor Smith commented on the Canyon Lake Police Department Open House and recognized Chief Rayls and City Manager Brown for their leadership. He announced the August 22, 2026 Summer Bash, reported that LESJWA allocated \$200,000 for Canyon Lake water quality improvements, and encouraged attendance at Coffee with the Mayor.

CEREMONIAL MATTERS

Mayor Smith recognized former Council Member Jennifer Dain for her contributions to the establishment of the Canyon Lake Police Department.

Council Member Welty introduced the Canyon Lake Quilters who recognized Jack Wamsley.

PRESENTATIONS

Darcy Burke provided an update on behalf of the Elsinore Valley Municipal Water District.

Vice President Lainie Cooney 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 Terry introduced the non-profit spotlight on behalf of Habitat for Humanity.

CONSENT CALENDAR (this was moved before public comment)

Motion by Mayor Pro Tem Castillo, second by Mayor Smith to approve Consent Calendar Items 1-13.

AYE: Mayor Pro Tem Castillo, Council Member Steeber, Council Member Terry, Council Member Welty, Mayor Smith

5 - 0 Carried - Unanimously

1. Approve Claims and Demands of the City

Action taken: The City Council adopted Resolution No. 2026-35 Approving Claims and Demands of the City.

2. Approval of City Council Meeting Minutes

Action taken: The City Council approved the minutes of the June 10, 2026, City Council meeting.

3. Receive and File the Monthly Public Records Request Report

Action taken: The City Council received and filed the monthly Public Records Request Report.

4. Second Reading and Adoption of Ordinance No. 278 Regulating Nitrous Oxide, Ordinance No. 279 Regulating Kratom Products and Ordinance No. 280 Regulating Drug Paraphernalia

Action taken: The City Council adopted Ordinance No. 278 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.91 to the Canyon Lake Municipal Code Regarding the Regulation of Nitrous Oxide; Ordinance No. 279 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.92 to the Canyon Lake Municipal Code Regulating the Sale and Distribution of Kratom Products; and Ordinance No. 280 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.93 to the Canyon Lake Municipal Code Regarding the Regulation of Drug Paraphernalia.

5. Second Reading and Adoption of Ordinance No. 281 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 14.03 of the Canyon Lake Municipal Code Regulating the Operation of Electric Bicycles, Electric Motorcycles, and Other Regulated Mobility Devices

Action taken: The City Council adopted Ordinance No. 281 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 14.03 of the Canyon Lake Municipal Code Regulating the Operation of Electric Bicycles, Electric Motorcycles, and Other Regulated Mobility Devices.

6. Second Reading and Adoption of Ordinance No. 282 - An Ordinance of the City Council of the City of Canyon Lake, California, Repealing and Replacing Chapter 9.32 (Accessory Dwelling Units) of the Canyon Lake Municipal Code to bring the City's Accessory Dwelling Unit Ordinance into Compliance with Current State ADU Law

Action taken: The City Council adopted Ordinance No. 282 - An Ordinance of the City Council of the City of Canyon Lake, California, Repealing and Replacing Chapter 9.32 (Accessory Dwelling Units) of the Canyon Lake Municipal Code to bring the City's Accessory Dwelling Unit Ordinance into Compliance with Current State ADU Law.

7. Approve the Appointment of the City's Alternate to the Lake Elsinore San Jacinto Watersheds Authority

Action taken: The City Council approved the appointment of Council Member Welty as the City's alternate to the Lake Elsinore San Jacinto Watersheds Authority.

8. Receive and File the Quarterly Investment Report for the Quarter Ended June 30, 2026

Action taken: The City Council received and filed the Quarterly Investment Report for the Period ending June 30, 2026.

9. Consideration of a Resolution Authorizing the City Manager to Enter into a Lease/Purchase Agreement with PNC Equipment Finance, LLC, for a New Type I Fire Engine in the Amount of \$1,136,301.95

Mayor Pro Tem Castillo requested clarification on the item. Chief stated the resolution finalizes the interest rate, payment, and 10-year lease term for the fire engine, expected in May 2027. City Manager Brown stated the item was brought back at the bank's request due to its 90-day resolution expiration policy.

Action taken: The City Council adopted Resolution No. 2026-36 authorizing the City Manager to enter into a Lease/Purchase Agreement with PNC Equipment Finance, LLC, for a new Type I structural fire engine in the amount of \$1,136,301.95.

10. Consideration of a Resolution Authorizing the City's Participation in the County of Riverside Urban County Program for Federal Fiscal Years 2027-2028, 2028-2029, 2029-2030 and Approving the Execution of a Cooperation Agreement with the County

Action taken: The City Council adopted Resolution No. 2026-37 authorizing the City's participation in the County of Riverside Urban County Program for Federal Fiscal Years 2027-2028, 2028-2029, and 2029-2030, approving the Cooperation Agreement between the County of Riverside and the City of Canyon Lake, and authorizing the City Manager to execute the agreement on the City's behalf.

11. Consideration of a Resolution Adopting the City's Amended Conflict of Interest Code

Action taken: The City Council adopted Resolution No. 2026-38 rescinding Resolution No. 2024-39 and adopting the City's amended Conflict of Interest Code.

12. Consideration of a Professional Services Agreement with Animal Friends of the Valleys, Inc. for Animal Control Services

Action taken: The City Council approved a Professional Services Agreement with Animal Friends of the Valleys, Inc. for animal control services in an amount not to exceed \$43,050 annually and authorized the City Manager to execute the Agreement on a form acceptable to the City Attorney.

13. Consideration of a Resolution Approving Fiscal Year 2025-26 to Fiscal Year 2026-27 Expenditure Carryover Requests

Mayor Smith requested that this item be addressed and asked for clarification on the carryover items. City Manager Brown explained that carryovers consist of items or projects not yet completed, with previously allocated funds carried forward into the new fiscal year. He noted that City Council approval is required to move these funds from the previous fiscal year to the new fiscal year.

Action taken: The City Council adopted Resolution No. 2026-41 authorizing the carryover of Fiscal Year 2025-26 appropriations into Fiscal Year 2026-27 for the Police and Fire Departments.

PULLED CONSENT CALENDAR ITEMS

None.

PUBLIC COMMENT

Daniel Kitt of Cal Fire commented on the Canyon Lake Fire Department's staffing, retention, compensation, response capabilities, and potential staffing alternatives.

Rita Benland provided information regarding services available through Riverside County and local churches.

Tim O'Marra spoke in support of the citizens' initiative for a 1% sales and use tax to support public safety and requested Council endorsement.

Ryan Sherman thanked the Council for its actions regarding kratom and nitrous oxide.

Steven McIntosh thanked the Council for its actions regarding kratom and nitrous oxide.

Dan Gibbs commented on the kratom ordinance, including its provisions and enforcement, and requested prohibition for all ages.

Suzan Eppard expressed concerns regarding the safety of kratom.

Kelli McCann requested consideration of a complete kratom ban in place of the proposed ordinance.

Ali Sonsuddin thanked the Council for passing the kratom ordinance.

PUBLIC HEARINGS

None.

BUSINESS ITEMS

14. Consideration of Resolutions Certifying the Initiative Petition entitled "Canyon Lake Public Safety and Emergency Response Protection Measure" and Calling a General Municipal Election and Requesting Consolidation with the County of Riverside for the Initiative

City Clerk Garcia provided a presentation.

Tim O'Marra commented that the citizens' initiative included the proposed use of funds for public safety and staffing a second fire engine.

Council Member Steeber inquired about the administrative fee charged by the California Department of Tax and Fee Administration. City Manager Brown explained that an administrative fee is assessed for processing the tax. Council Member Steeber asked about the amount of the fee, and the City Attorney stated that it is relatively nominal and that staff would provide the Council Member with additional information.

Motion by Mayor Pro Tem Castillo, second by Mayor Smith to adopt Resolution Nos. 2026-39 and 2026-40 certifying the sufficiency of the initiative petition entitled "Canyon Lake Public Safety and Emergency Response Protection Measure" and calling a General Municipal Election for the Initiative on November 3, 2026, requesting that the County of Riverside provide election administration services and taking all actions required by the California Elections Code.

AYE: Mayor Pro Tem Castillo, Council Member Steeber, Council Member Terry, Council Member Welty, Mayor Smith

5 - 0 Carried - Unanimously

15. Designation of a Voting Delegate and Alternate(s) for the League of California Cities 2026 Annual Conference and Expo Annual Business Meeting

City Clerk Garcia provided a presentation.

There were no public comments.

The City Council designated Council Member Welty as the voting delegate and Mayor Smith as the alternate for the League of California Cities 2026 Annual Conference and Expo Annual Business Meeting.

AYE: Mayor Pro Tem Castillo, Council Member Steeber, Council Member Terry, Council Member Welty, Mayor Smith

5 - 0 Carried - Unanimously

CITY MANAGER COMMENTS

City Manager Brown addressed social media comments regarding the City's ISO rating, clarifying that the City's rating has not decreased and that the City was provided with actions to maintain its current rating; reported that a restaurant will make a significant investment in City-owned units, consistent with the Council's economic development vision; and thanked staff and the Chamber for their work on the Canyon Lake Police Department Open House.

ANNOUNCEMENTS

The next regular City Council meeting will be held on September 9, 2026.

ADJOURNMENT

At 8:36 p.m., City Manager Brown adjourned the meeting in honor of Lynette Gibson.

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: Brianna Hemsley, Executive Assistant to the City Manager

DATE: 09/09/2026

SUBJECT: Receive and File the Monthly Public Records Request Report

Recommendation:

Receive and file the monthly Public Records Request Report.

Background/Analysis:

As part of the City's ongoing commitment to transparency, staff is providing a report of public records requests received between July 2, 2026, and September 1, 2026. The report identifies the requestor, the date each request was received, and the records requested. The report is intended to keep the City Council informed of public records request activity and the scope of requests received.

Fiscal Impact Yes/No: No

Attachments:

1 - Public Record Report

Original Request Text	Request Date	Requester Name
Please provide permits of record for: 30594 Longhorn Canyon Drive Canyon Lake, Ca. my email address is [REDACTED] I am participating in a purchase for the above. Buyers are performing their due diligence. Thank you for your help .	08/31/2026 04:58:42 PM	Kimberly Hope Custer
Hi There. Please email ALL PERMITS OF RECORD for the property located at: 30594 Longhorn Canyon Drive Canyon Lake, Ca. APN: 354242002	08/31/2026 01:36:59 PM	Kimberly Hope Custer
Please provide all Building & Safety records for this property from 1990 to present, including all permits, plan-check records, inspection records, final approvals, plans/drawings if retained, additions, remodels, room or patio enclosures, garage conversions or alterations, roofing, electrical, plumbing, HVAC, pools/spas, retaining walls, and any records involving changes to the dwelling's square footage. Electronic copies are preferred.	08/30/2026 05:20:22 PM	Katie Zimmerman
1. A list of all general contractors licensed with the city/township (if the list exists) 2. A list of all building permits issued for calendar year 2025, including the general contractor, owners, architect and any other construction service provider listed on the permits.	08/28/2026 02:44:47 AM	Brendan Newell
As part of our audit and system requirements, we are required to obtain a completed and current W-9 form from all applicable suppliers. Please provide a completed W-9 at your earliest convenience for City of Canyon Lake so we can ensure our records remain accurate and compliant with our audit and system requirements. Thank you for your prompt attention to this request. Please let us know if you have any questions.	08/26/2026 01:08:23 PM	Araceli Puga
Subject: California Public Records Act Request — June 18, 2026 Fire Department Communications and Service Levels Dear Public Records Coordinator: Pursuant to the California Public Records Act, California Government Code sections 7921.000 et seq., I request copies of the following public records: All emails and electronic communications sent, received, or copied to or from the City of Canyon Lake City Manager involving the City Managers of: City of Perris City of Lake Elsinore City of Menifee Date requested: June 18, 2026 This request concerns communications regarding the City's fire department, fire protection services, emergency response capabilities, fire and emergency medical service levels, staffing, deployment, response times, service coverage, auto-aid agreements, mutual-aid arrangements, contracts, funding, governance, operational responsibilities, or any proposed or actual changes to the level of fire or emergency services provided to the City of Canyon Lake. Please include all responsive attachments, documents, reports, presentations, maps, analyses, calendar invitations, text messages, and other electronic records transmitted with, attached to, or otherwise associated with those communications. This request includes communications between or among the Canyon Lake City Manager and the City Managers of Perris, Lake Elsinore, and Menifee, including communications involving their respective staff members or representatives when the communications concern, reference, or include the applicable City Manager and relate to the fire department or the level of fire, emergency medical, rescue, or related emergency services provided or contemplated for Canyon Lake. Please search all reasonably accessible locations and systems in which responsive records may be maintained, including official email accounts, archived email systems, mobile devices, messaging platforms, and other electronic communication systems used for City business. Please provide the records in electronic format, preferably in their native format or another reasonably usable format that preserves available metadata and attachments. If no responsive records exist, please confirm that in writing. If the City determines that any portion of a responsive record is exempt from disclosure, please identify the specific statutory exemption supporting the withholding and provide all reasonably segregable portions that are not exempt. Please also identify the number or general description of any withheld records sufficient to permit evaluation of the withholding determination. Please acknowledge receipt of this request and provide the City's determination within the time required by the California Public Records Act. If additional time is necessary, please provide the written notice required by law explaining the reasons for the delay and the date on which the City expects to make a determination. Thank you for your cooperation. Sincerely, Cody Wright	08/24/2026 07:19:56 PM	Cody Wright
Greetings, We request a report of all residential and commercial building and trade permits issued by your jurisdiction from 2000 to present. We are seeking a structured dataset, not individual permit documents, preferably in Excel or CSV format, with the following fields: Permit number Property address Description of work Contractor, owner, applicant information Permit valuation Permit status (filed, issued, finalized, expired, etc.) Key dates (application, issue, final, expiration) If permit records are maintained by another jurisdiction or by the county for unincorporated areas, please direct us to the appropriate agency. Should the requested records already be available through an online permit portal or public database, please provide the URL. We would also appreciate being added to any recurring email distribution for weekly or monthly permit reports. Thank you for your assistance. Best regards, The Builty Team	08/24/2026 12:00:00 AM	
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from hamilton construction, kiewit, MCM Construction, sundt, and Walsh, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	08/20/2026 06:01:18 AM	Woo Park
Hello, This message is from Brandon Wunder regarding code enforcement data in Canyon Lake. Specifically, I need code violations related to tall grass/weeds and trash/debris over the past 30 days, for residential properties and vacant lots/land only (not commercial). Please include all matching violations whether open or closed. I'd appreciate a pointer to the correct department and any documentation I should submit. Many thanks. [REDACTED] is the best number to reach me. Warm regards, Brandon Wunder [REDACTED]	08/17/2026 04:53:43 PM	Brandon Wunder

Dear Records Officer, I hope you are doing well. Thank you for your time and for the work you do. Pursuant to the California Public Records Act (Cal. Gov. Code § 6250 et seq.), I am requesting an electronic summary of purchase orders (not the individual purchase orders themselves) issued by City of Canyon Lake from March 1, 2026 to July 31, 2026. This report may also be referred to as an accounts payable summary, check summary, check register, bill or claims report, or vendor analysis report. Any spreadsheet or report that lists vendor names and amounts paid would be fully responsive to this request. If available, please include: - Vendor name -Description of purchase or payment -Total price or amount paid If vendor names are coded, please include the code key if it's easily available. We're happy to accept whatever form this data is already maintained in — raw exports or standard reports (Excel, CSV, or PDF) are perfectly fine. We will accept partial data if you do not have a document with each of the above components or the entire timeframe requested. If another department is better suited to handle this request, I'd appreciate it if you could forward it to them or share their contact information. If any part of this request is withheld, please provide the specific statutory exemption and release all non-exempt portions. To ensure prompt follow-up, please send any correspondence regarding clarifications, extensions, online portal access, and response letters through email only to [REDACTED] and reference: FR:131964 Reference #: FR:131964 [REDACTED] [REDACTED] www.sunlightaccess.com	08/16/2026 09:09:50 AM	Oshea Smith
Election Information Request Please send me a list of candidates who have filed with your office to run in the upcoming municipal election in Canyon Lake, including their contact information. Thanks for your help. Emily	08/16/2026 07:03:54 AM	Emily Hess
California Public Records Act Request — Structure Fire Response Times Pursuant to the California Public Records Act (California Government Code § 7920.000 et seq.), I request copies of public records concerning emergency response to structure and commercial fires within the City of Canyon Lake from January 1, 2022 through August 14, 2026. Please provide records for each structure-fire incident, including, to the extent maintained: Incident/call number Date of incident Incident location/address, with any legally protected personal information redacted as required Incident type and classification 9-1-1 call-received time CAD/event creation time Dispatch/notification time Unit dispatched time for each unit Unit en-route time for each unit Unit arrival/on-scene time for each unit Incident cleared/available time for each unit Individual unit times for every responding fire apparatus Apparatus/unit identification (for example, Engine, Truck, Battalion Chief, etc.) Whether each responding unit was a Canyon Lake Fire Department unit or an automatic-aid/mutual-aid unit Agency name for all automatic-aid/mutual-aid units Any available turnout time, travel time, and total response-time calculations CAD event history or CAD incident printout for each qualifying incident Any available incident reports or response records identifying the responding companies/apparatus For purposes of this request, please include incidents classified as structure fires and commercial structure fires including residential structure fires, commercial structure fires, apartment/condominium structure fires, and other building/structure fires occurring within the City of Canyon Lake. I am specifically requesting the individual incident-level response data, rather than only annual averages or summary statistics. If the records are maintained in a database or spreadsheet, please provide the records in their existing electronic format, preferably Excel, CSV, or another machine-readable format. PDF copies are acceptable for CAD reports if that is the format in which they are maintained. Please do not interpret this request as requiring the City to create a new record or perform a new analysis. If the requested information is maintained in existing CAD, RMS, dispatch, incident-report, or other electronic records, please provide those existing records. If any portion of a requested record is exempt from disclosure, please: Identify the specific record or portion being withheld; Identify the specific statutory exemption relied upon; and Release all reasonably segregable non-exempt portions. If the City believes another agency possesses responsive records, please identify that agency and the type of records maintained by that agency. Please provide the records electronically and notify me before incurring any charge for duplication or production. Thank you.	08/14/2026 11:32:54 AM	Cody Wright

California Public Records Act Request — City Manager Communications Regarding Fire Service Pursuant to the California Public Records Act, California Government Code § 7920.000 et seq., I request copies of public records consisting of emails and other electronic communications concerning the Canyon Lake Fire Department and fire/EMS services provided to the City of Canyon Lake. Date range: April 1, 2026 through July 1, 2026. Please search the email accounts, electronic communications, and other electronic records of the following City officials and employees: City Manager Assistant City Manager Please provide communications to, from, or copied to the above individuals concerning: Canyon Lake Fire Department staffing levels Firefighter staffing and minimum staffing Engine, truck, rescue, battalion chief, or other apparatus staffing Fire station staffing or deployment Fire service response times Structure-fire response times First alarm response Automatic aid or mutual aid Riverside County/CAL FIRE fire-service assistance Fire service contracts or agreements Fire Department budget, funding, or financial issues Firefighter salaries, overtime, or staffing costs Hiring, recruitment, retention, vacancies, or staffing shortages NFPA 1710 or other fire-service staffing/response standards ISO/PPC ratings or fire-service classification Fire Department performance measures or response-time goals Fire apparatus purchases, replacement, maintenance, or availability Proposals to change the City's fire-service delivery model Discussions concerning the adequacy, effectiveness, or level of fire protection provided to Canyon Lake residents Complaints or concerns regarding fire response times, staffing, apparatus availability, or fire protection Discussions concerning the City's decision to establish, maintain, expand, reduce, or modify the Canyon Lake Fire Department. Please include email attachments, memoranda, spreadsheets, presentations, PDFs, and other electronic documents transmitted with responsive emails. Please also include responsive text messages, electronic messages, and other electronic communications sent or received using City-issued devices or accounts, to the extent such communications constitute public records. I am particularly interested in communications to fire chiefs and other local city managers discussing or referencing NFPA 1710, minimum staffing, first-arriving engine staffing, effective response force, response-time standards, turnout time, travel time, and total response time. Please conduct searches using, at a minimum, combinations of the following search terms: "Canyon Lake Fire" "Fire Department" "fire service" "fire staffing" "staffing" "minimum staffing" "response time" "response times" "structure fire" "first alarm" "NFPA 1710" "NFPA" "automatic aid" "mutual aid" "CAL FIRE" "Riverside County Fire" "apparatus" "Engine" "Truck" "fire station" "ISO" "fire protection" "fire coverage" "fire contract" "fire budget" "firefighter" Please provide the responsive records electronically in their native electronic format where reasonably available. For emails, please preserve the sender, recipient, CC, date, time, subject line, and attachments. If any portion of a responsive record is exempt from disclosure, please identify the specific legal exemption relied upon and provide all reasonably segregable non-exempt portions. Please do not interpret this request as requiring the City to create a new record or conduct a new analysis. I am requesting existing records and electronic communications. If this request is considered overly broad or requires clarification, please contact me before closing or denying the request so that I can reasonably narrow or clarify it. Thank you.	08/14/2026 11:26:17 AM	Cody Wright
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Darkwing Tech, Eflare Corporation, Night Searcher, Orion Safety Products, and PowerFlare Corporation, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	08/14/2026 04:20:20 AM	Woo Park
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Recorded Future, Dataminr, Shadow Dragon, Galls, Webbs, and GT Distributors, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	08/11/2026 10:07:43 AM	Woo Park
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Brycer the Compliance Engine, ESO Records Management System, ImageTrend, IROL, and Vector Solutions, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	08/11/2026 05:52:02 AM	Woo Park
We are considering purchasing a home in Canyon Lake at 22667 Castle Craig drive. I would like to get information on permits pulled on work at this home please. All permits available.	08/09/2026 04:40:40 PM	Marc Daigneault
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents—for products or services purchased from: Action Training Systems, Air Methods Ascend, Axene Continuing Education, Fire Engineering Training, and TeleStaff, covering the past three years to present.	08/08/2026 12:52:31 PM	Barry Lathrop
All records relating to Variance VAR 17-01 for APN 355-360-006 (30714 Sorrel Lane), including but not limited to conceptual grading plans, drainage plans, engineering review comments, correspondence, geotechnical reports, staff reports, exhibits, application materials, slope analyses, and any documents submitted by the applicant or consultants. The Hillside Overlay and Significant Ridgeline Map applicable to APN 355-360-006 AND/OR The GIS layer or exhibit showing the Significant Ridgeline designation for APN 355-360-006. Any and all other documentation related to the ability or inability to build a single family residence or grade a pad in the lot specified in this request.	08/07/2026 12:48:30 PM	Michael Harris

Subject: California Public Records Act Request – Murrieta Fire & Rescue Response Activity in Canyon Lake Dear City Clerk/Public Records Officer, Pursuant to the California Public Records Act (Government Code §7920.000 et seq.), I am requesting copies of public records maintained by the City of Canyon Lake. Please provide records showing the number of times Murrieta Fire & Rescue responded to incidents within the City of Canyon Lake from January 1, 2022, through the present date. Requested records include, but are not limited to: Incident response logs or dispatch records reflecting Murrieta Fire & Rescue responses in Canyon Lake. Computer-Aided Dispatch (CAD) reports or summaries showing responding agencies for incidents within city limits. Any compiled reports, statistics, or summaries maintained by the City or its contracted dispatch center that identify mutual aid or automatic aid responses involving Murrieta Fire & Rescue. Records sufficient to show the total number of responses, and if available, breakdowns by year and/or incident type. If available, please include any records that identify whether responses were made under mutual aid, automatic aid, or other interagency agreements. I request that responsive records be provided electronically in their native format when available (such as PDF, CSV, Excel, or similar electronic formats). If any portion of this request is denied, please identify the specific statutory exemption relied upon and provide all reasonably segregable portions of the responsive records. If clarification or narrowing of this request is necessary, please contact me before processing rather than denying the request. Thank you for your assistance. Sincerely, Brennen Polenske	08/05/2026 08:57:36 PM	Brennen Polenske
Subject: California Public Records Act Request – Communications Between City Manager and Representatives of Menifee, Lake Elsinore, and Perris Dear City Clerk/Public Records Officer, Pursuant to the California Public Records Act (Government Code §7920.000 et seq.), I am requesting copies of public records maintained by the City of Canyon Lake. Please provide all responsive records from January 1, 2026, through the date this request is fulfilled relating to communications between the City Manager of the City of Canyon Lake and elected officials, city managers, department heads, employees, or other official representatives of the following agencies: - City of Menifee - City of Lake Elsinore - City of Perris Requested records include, but are not limited to: 1. Email correspondence, including attachments. 2. Text messages or other electronic messages conducted through city-owned devices, city accounts, or otherwise retained as public records. 3. Memoranda, letters, reports, briefing documents, or written communications. 4. Calendar entries, meeting invitations, agendas, or meeting summaries documenting communications between the above parties. 5. Records of phone calls or meetings, including notes, summaries, or follow-up correspondence if maintained by the City. Please include communications involving the following subjects, if applicable: - Fire protection services - Canyon Lake Fire Department operations - Riverside County Fire Department/CAL FIRE - Regional fire service agreements - Mutual aid agreements - Emergency medical services - Fire department staffing, costs, or contracts - Potential partnerships, consolidation, or shared services with other municipalities Please search records for communications involving the City Manager and the following domains/organizations: - City of Menifee - City of Lake Elsinore - City of Perris I request that responsive records be provided electronically in their native format when available (such as PDF, MSG, EML, or similar electronic formats). If any portion of this request is denied, please identify the specific statutory exemption relied upon and provide all reasonably segregable portions of the responsive records. If clarification or narrowing of this request is necessary, please contact me before processing rather than denying the request. Thank you for your assistance. Sincerely, Brennen Polenske	08/05/2026 08:47:26 PM	Brennen Polenske
Electronic copies of 2023, 2024, and 2025 annual reports from City franchised haulers showing total annual collected tons and diverted tons per waste stream, per line of business.	08/05/2026 02:50:17 PM	Alex Su
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Audio Enhancement, Boxlight, and Vivi, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	08/05/2026 07:14:41 AM	Woo Park
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from CitizenLab, CityZen, GoVocal, Granicus, Zencity, CalAmp, Motive, Samsara, and Verizon Connect, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	08/04/2026 04:19:21 AM	Woo Park
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Aeva, Iteris, Miovision, Seyond, Wavetronix, Aladtec, Crewsense, and EPR Fireworks, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	08/03/2026 11:08:10 AM	Woo Park
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Euna Solutions, JDEdwards, Oracle, PayIT, PeopleSoft, National Time & Signal, and Pyramid Time Systems, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	08/03/2026 10:50:46 AM	Woo Park
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from CareHawk, Centegix, Quicklert, Raptor Technologies, Singlewire, and Valcom, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	08/03/2026 08:05:30 AM	Woo Park
I would like to get the original building plans on my home	07/31/2026 01:58:25 PM	debbie Dorn
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents—for products or services purchased from: Axon Enterprise, Inc., Digital Ally, Inc., Getac Video Solutions, HALOS Security, and Motorola. covering the past three years to present.	07/31/2026 08:53:11 AM	Barry Lathrop

To the City Clerk, I am following up on the email below, which I sent on Sunday, July 19, 2026, as a follow-up to Request 26-88. I have not received any acknowledgment or response. I did not explicitly label the original email as a Public Records Act request, and I want to make sure that omission has not caused it to be overlooked or excluded from the City's PRA tracking system. To the extent it was not already logged as one, I am requesting that it now be treated and processed as a formal request under the California Public Records Act, effective as of its original July 19, 2026 submission date. Please confirm: Whether this request has been received and logged, and if so, under what request number; The current status of the request; and The applicable due date under the Act, calculated from the original July 19, 2026 submission date. I am copying Mr. Brown on this email to ensure the request is not delayed further. Thank you for your prompt attention to this matter. My original email follows below. Thank you, CLtellthewholetruth@outlook.com	07/27/2026 12:00:00 AM	CLTellthewholetruth@outlook.com
Since you have not responded to my emails regarding this matter, I am submitting this request through your online portal to ensure it is properly received and logged. I have also been checking this portal directly since July 19, 2026, and as of this submission, I do not see this request or any of my related follow-up emails logged under Request 26-88 or as a separate entry. This is a follow-up to Request 26-88 and to my subsequent emails of July 19, 2026 and July 24, 2026, sent to Sheryl Garcia and copied to Arron Brown, none of which have received any acknowledgment or response. I am requesting that this matter be treated and processed as a formal request under the California Public Records Act (PRA), effective as of my original submission date of July 19, 2026. Please confirm, in writing: 1. Whether this request has been received and logged, and if so, under what request number; 2. The current status of the request; and 3. The applicable due date under the Act, calculated from the original July 19, 2026 submission date. For full context, I am attaching the complete email chain below, including my original request regarding overtime compensation for PRA-related work (follow-up to Request 26-88), my July 24, 2026 follow-up, and the City's June 30, 2026 confirmation of Request #26-88. --- From: Canyon Lake Truth Seeker <CLTellthewholetruth@outlook.com> Sent: Friday, July 24, 2026 9:40 AM To: Sheryl Garcia <sgarcia@canyonlakeca.gov> Cc: Arron Brown <abrown@canyonlakeca.gov> Subject: Status Request / Request for PRA Designation — Follow-Up to Request 26-88 (Originally Sent July 19, 2026) To the City Clerk, I am following up on the email below, which I sent on Sunday, July 19, 2026, as a follow-up to Request 26-88. I have not received any acknowledgment or response. I did not explicitly label the original email as a Public Records Act request, and I want to make sure that omission has not caused it to be overlooked or excluded from the City's PRA tracking system. To the extent it was not already logged as one, I am requesting that it now be treated and processed as a formal request under the California Public Records Act, effective as of its original July 19, 2026 submission date. Please confirm: 1. Whether this request has been received and logged, and if so, under what request number; 2. The current status of the request; and 3. The applicable due date under the Act, calculated from the original July 19, 2026 submission date. I am copying Mr. Brown on this email to ensure the request is not delayed further. Thank you for your prompt attention to this matter. My original email follows below. Thank you, CLtellthewholetruth@outlook.com From: Canyon Lake Truth Seeker <CLTellthewholetruth@outlook.com> Sent: Sunday, July 19, 2026 3:33 PM To: Sheryl Garcia <sgarcia@canyonlakeca.gov> Subject: Follow-Up to Request 26-88 — Confirmation Regarding Overtime Compensation for PRA-Related Work Hello Sheryl, Request 26-88 sought records substantiating the \$19,687.50 "staff time" figure in the May 13, 2026 staff report (Item No. 11), including timesheets, overtime logs, and payroll records. The City's response to that request produced only (1) a personnel policy excerpt describing standard work hours, and (2) a list of staff members and their employment classification. Neither document confirms or denies whether any employee received overtime compensation for work responding to my PRA requests. To resolve that ambiguity, please provide a clear, written answer to each of the following: 1. Did any City employee receive overtime compensation, that is, pay beyond their regularly scheduled salary or hourly wage for time spent responding to the 27 PRA requests identified in the May 2026 agenda. 2. If yes: identify, by job title and department (names may be omitted if the City prefers), the number of overtime hours worked, the dates, and the dollar amount paid, along with any payroll or timesheet record substantiating that payment. 3. If no overtime was paid: please confirm that in writing, and confirm that the \$19,687.50 "staff time" figure in the May 13, 2026 staff report reflects regularly scheduled salary or wages the City would have paid regardless of whether these requests were submitted, not any additional, out-of-pocket expenditure by the City. If no responsive records exist for any part of this request, please state that in writing. That written confirmation is itself a responsive record and directly bears on whether the cost figures presented to the City Council on May 13, 2026 represented an actual, additional expenditure by the City. Thank you, CLtellthewholetruth@outlook.com From: City of Canyon Lake Public Records <messages@nextrequest.com> Sent: Tuesday, June 30, 2026 2:11 PM To: cltellthewholetruth@outlook.com <cltellthewholetruth@outlook.com> Subject: Your City of Canyon Lake public records request #26-88	07/29/2026 04:33:19 PM	CLTellthewholetruth@outlook.com
We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Catalis, HdL Companies (Hinderliter, de Llamas & Associates), Tyler Technologies, and Inc, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	07/28/2026 07:47:18 AM	Woo Park
Dear Records Team, I am Brandon Wunder, seeking code violation records for Canyon Lake. Specifically, I need code violations related to tall grass/weeds and trash/debris over the past 30 days, for residential properties and vacant lots/land only (not commercial). Please include all matching violations whether open or closed. Kindly advise which department manages these requests and whether any application forms apply. Thank you for your assistance. I can be reached at (520) 495-2423. Respectfully, Brandon Wunder [REDACTED]	07/25/2026 04:33:10 PM	Brandon Wunder
Please note: Your June New Business License Listings still have not been uploaded yet on your site. So, I am sending this PRR instead. Please upload or email me the list. (PDF preferred) Thanks. New Business License Listings June 2026 (Business name, phone number, owner's name, and any home based, where possible)	07/24/2026 04:16:05 PM	Sharon Rosenberg

Dear Ms. Garcia, Pursuant to the California Public Records Act (Government Code § 7920.000 et seq.), I am requesting copies of the following records related to the Notice of Election for the November 3, 2026 general municipal election: 1. The affidavit of posting, or any equivalent record, confirming that the Notice of Election was posted conspicuously in at least three public places within the City, as required under Elections Code § 12101. 2. Any resolution, policy, or written designation identifying the City's official posting locations for legal notices (e.g., under Government Code § 36933), and confirmation of whether those same locations were used for this notice. 3. The City Council resolution or minute action calling the November 3, 2026 election, along with the date the Notice of Election was published or posted. If any of these records do not exist or cannot be located, please confirm that in your response. I would appreciate a response within the statutory 10-day period under Government Code § 7922.535. Thank you for your time.	07/22/2026 12:00:00 AM	A Bcdef
Under the California Public Records Act (Cal. Gov. Code s.7920.000 et seq.), I request a copy of the following existing public record: The complete vendor-payment or accounts-payable disbursement register maintained by your agency for January 1, 2025 through December 31, 2025, covering payments issued to vendors, contractors, and service providers by check, warrant, ACH, EFT, or another payment method. For each payment, please include: payee or vendor name payment or issue date payment amount check, warrant, EFT, or transaction reference number department, division, or cost center fund, account, object, expense, or project code If the standard export also includes payment description or memo, invoice number and invoice date, purchase-order or contract number, vendor identifier, payment method, payment status, including void or reversal status, vendor city and state, or grant or capital-project code, please include those fields as well. I am requesting the register as it already exists in the accounting system. I am not asking the agency to create a new report, reconcile accounts, or provide invoices, receipts, contracts, or other supporting documents. I am not requesting payroll and employee compensation, employee expense reimbursements, pension, benefit, tax-withholding, garnishment, or other payroll-related payments, payments to or on behalf of individual program recipients, tenants, patients, students, or beneficiaries, bank account and routing numbers, tax identification numbers and Social Security numbers, card numbers or account credentials, or copies of invoices, receipts, contracts, or other supporting documents. Please exclude or redact those fields rather than withholding the non-exempt record. If the export contains protected banking, tax-identification, or account information, please redact only those fields and provide the remaining transaction data. Please provide the record in its native electronic format, preferably CSV or Excel; if the register is maintained only as an existing PDF or standard report, that existing version. I do not expect a cost for an existing electronic export. If any cost applies, please tell me the estimated amount before processing.	07/18/2026 01:33:21 PM 07/17/2026 08:14:22 PM	Sam Crombie Sam Crombie Marc Daigneault
22294 Whirlaway Canyon lake Permits pulled on this address We are considering purchasing this home and would like to know the history a.s.a.p. Under the applicable public records law, I request a copy of the following existing public record: The complete purchasing-card, procurement-card, or employee credit-card transaction register for City of Canyon Lake for January 1, 2025 through December 31, 2025, including for each transaction: transaction or posting date merchant or vendor name transaction amount department, division, account, project code, or cost center merchant category code, if carried in the export If your standard export includes Transaction ID, card program name, or line-item / Level 3 detail, please include those fields as well. I am requesting this record as it already exists, and am not asking you to create a new record or compile new fields. Please provide it in its native electronic format, such as Excel or CSV. I am not requesting cardholder names, card numbers, or copies of receipts, statements, or invoices. Please exclude or redact those fields rather than withholding the non-exempt record. I do not expect a cost for an existing electronic export. If any cost applies, please tell me the estimated amount before processing.	07/17/2026 09:35:59 AM	Sam Crombie

I am requesting access to records in possession or control of the City of Canyon Lake for the purposes of inspection and copying pursuant to the California Public Records Act, California Government Code § 7920.000 et seq. ("CPRA"), and Article I, § 3(b) of the California Constitution. The specific records I seek to inspect and copy are listed below. As used herein, "Record" includes "Public Records" and "Writings" as those terms are defined at Government Code § 7920.530 & 7920.545. I request access to inspect and make copies of the total amount of expenditures and procurement costs that the jurisdiction spent on Amazon.com Services LLC, and any of its subsidiaries, including, but not limited to, Amazon Business and Amazon Web Services. If procurement was completed through a group purchasing organizations, please specify through which GPO it was conducted. Moreover, procurement and purchase records pertaining to Amazon should be provided in an itemized and timestamped manner, if already available. If you contend that any portion of the records requested is exempt from disclosure by express provisions of law, Government Code § 7922.525(b) requires segregation and redaction of that material in order that the remainder of the records may be released. If you contend that any express provision of law exists to exempt from disclosure all or a portion of the records I have requested, Government Code § 7922.535 requires that you notify me of the reasons for the determination not later than 10 days from your receipt of this request. Government Code § 7922.540 requires that any response to this request that includes a determination that the request is denied, in whole or in part, must be in writing and include the name and title of the person(s) responsible for the City's response. Government Code § 7922.500 prohibits the use of the 10-day period, or any provisions of the CPRA or any other law, "to delay access for purposes of inspecting public records." In responding to this request, please keep in mind that Article 1, § 3(b)(2) of the California Constitution expressly requires you to broadly construe all provisions that further the public's right of access, and to apply any limitations on access as narrowly as possible. If I can provide any clarification that will help expedite your attention to my request, please contact me at eric_chow.19@proton.me, pursuant to Government Code § 7922.600. I ask that you notify me of any duplication costs exceeding \$0 before you duplicate the records so that I may decide which records I want copied. Thank you for your timely attention to this matter. Sincerely, Eric Chow	07/15/2026 12:15:04 PM	Eric Chow
I'm requesting proof that EMWD has sent the city ALL of my UUT that was taking out of ALL my water bills. from 9/23 through 7/25. I'm also requesting an estimate of the charges in advance for the charges or fees for such requested 1 page spread sheet that I know you have already available to be emailed. The city already gave me a copy of the spread sheet with "redacted dates". I have already given your accountant proff that I have paid EMWD the redacted info So now I feel I must send in an official request for the complete information.	07/14/2026 12:00:00 AM	Michael Zingali
22477 Boating Way Canyon Lake EVMWD cove survey and/or/all plans pertaining to the seawall and dock for 22477 Boating Way in the cove relating to properties: 22477 Boating Way; 29789 Redwood Drive; 29779 Redwood Drive; 22489 Boating Way; 22467 Boating Way; vacant land Tract 4001 Lot 069 (Boating Way); 29772 Nautical Court. 10-2019 to present.	07/12/2026 11:33:32 AM	Kimberly Francescon
Hello, I would like to request permits from the time of newly construction permits (2005--2006), to present. No need for paper permits. electronic permits are fine.	07/11/2026 03:17:08 PM	Daniel L Medrano
22878 Canyon Lake Dr S Canyon Lake, Ca 92587 APN 354-161-013 Thank you, Daniel L. Medrano		
30718 early round drive Canyon lake ca 92587 all permits on this property needed 1990-present this is my 4th request. I need it asap no later than monday please. This is urgent now. I have been trying for months to get this	07/10/2026 04:04:16 PM	debbie Dorn
22253 Vacation Drive, Canyon Lake CA APN 353032005 Hi, This is a request for the building permits previously submitted for the above property. It is my understanding that plans were submitted around 2015 for the first time therefore, we are looking for records around that time frame. Thank you!	07/09/2026 12:36:16 PM	Wendy Coward
I am hereby submitting a public records request for purchasing data. Specifically, we request a spreadsheet or equivalent file containing all purchase orders issued between April 13, 2026, and the present. Scope of Request: We are seeking records that reflect purchasing or procurement activity by any department, division, bureau, group, or office under your jurisdiction. We understand a single, centralized report may not exist. In that case, we are happy to receive: Department-level or segmented purchasing data Any readily available reports Records grouped by department, if that is the structure used by your office To the extent readily accessible, we are interested in records that include: Purchase order number (or equivalent) Purchase date Vendor ID or name Department or issuing entity (if available) Line item description Quantity Unit price Total price We recognize that recordkeeping practices differ from one institution to another. We are happy to accept records in any of the following formats: Spreadsheet exports (preferred) PDF or Word documents Standard ERP or finance system reports Any summary-level purchasing records already maintained by your office To the extent any portion of the requested records is exempt from disclosure, we ask that the remaining non-exempt segregable portions be released. For full transparency, this request is for commercial purposes. We will gladly adhere to any policies or procedures Canyon Lake has in place for public records requests, and are open to narrowing, clarifying, or modifying the request to make fulfillment easier on your end.	07/07/2026 06:45:09 AM	Barry Lathrop
30718 Early Round Drive canyon Lake ca 92587 I am requesting all building permits related to this property for its full history. Home was built in 1990. Thank you	07/06/2026 04:38:11 PM	debbie Dorn

July 6th, 2026 We are requesting a copy of Canyon Lake's Employee Compensation Report for the 2025 calendar year under the provisions of California Gov. Code § 7920, the California Public Records Act. The purpose of this request is to obtain records which provide a complete and comprehensive account of Canyon Lake's total costs associated with employee full names and compensation. Specifically, this request seeks an accounting, by full name and job title, of total gross wages paid to each employee and the total cost incurred separately by the employer for providing retirement and health benefits. Note that the State Controller's "Government Compensation in California" report does not contain the names of employees and therefore does not satisfy this request. If your response is to send us a copy of that report, that will simply delay the process and take more of your time as we will reject it as insufficient to satisfy this request in full. As a reminder, per Gov. Code § 7922.585(a) "Nothing in this section is intended to affect the public record status of information merely because it is stored in a computer. Public records stored in a computer shall be disclosed as required by this chapter." In an effort to standardize how this information is reported, please include the following categories in your response: Employee Name (full name, including first and last) Position/Job Title ("City Manager", "Police Officer", etc.) Annual Salary Minimum & Maximum Total Regular Pay Overtime Pay Other Pay (any additional forms of pay that are not reported in Regular Pay) Retirement Contribution Costs - All forms of employer-paid retirement contributions, deferred compensation, etc., including Unaccrued Actuarial Liability if applicable. Please split out per the standard State Controller's Office categories. Healthcare Contribution Costs - All forms of employer-paid health and welfare benefits, such as health, dental and vision insurance benefits. In the event Canyon Lake is not in possession of a record of this nature, we request copies of any other record or records that contain information, even if only in part, that is responsive to the purpose of this request — employee name in conjunction with their compensation data for the period requested. Please provide the requested materials or, per Gov. Code § 7922.535(a), a timeline along which they will be made available by, no later than ten days from the date of this request. Per Gov. Code § 7922.570(a), we ask that you provide the records in an Excel spreadsheet format. You may provide this data to us by replying to this email and attaching your data file. There is no need to password-protect your responsive data, that data will be posted to a publicly-available website when we've completed our review process. Note that saving your original spreadsheet in the form of a PDF and sending that to us is not sufficient. Doing this will simply result in a need for you to take more time to respond, given that a PDF copy is not the original data, which is what we are requesting. As a reminder, Gov. Code § 7922.600(a) instructs public agencies to "assist requester in finding records and information that are responsive to the request or to the purpose of the request." It is not necessary to prepare a boilerplate PDF response document sent to us as an attachment to email in order to respond with your ETA. We are well aware of the legal provisions of the CPRA, do not need them reiterated, and are happy to accept a simple response giving us the estimated date you will be able to provide the data requested. If your response is to ask us to submit this request using a portal/request system, please note while we appreciate your use of such a system, pursuant to Gov. Code § 7922.535(a), public agencies are required to respond to any request for public records within 10 days of receipt. There is no statutory basis for requiring requesters submit a request in the agency's preferred format or medium, such as in person, on paper, or via an online portal. Please feel free to contact us with any questions that you might have. Thank you. Municipalities Data Collections Transparent California Rev 4/20/2026	07/06/2026 12:00:00 AM	Municipalities Researcher
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CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Kayla Malin, Administrative Services Senior Analyst

DATE: 09/09/2026

SUBJECT: Adopt a Resolution Approving a Memorandum of Understanding with the Special District Risk Management Authority and Authorizing Participation in the Employee Benefits Program

Recommendation:

Adopt Resolution No. 2026-44 approving the form of and authorizing the execution of a Memorandum of Understanding (MOU) between the City of Canyon Lake and the Special District Risk Management Authority (SDRMA) and authorizing the City's participation in SDRMA's Employee Benefits Program for dental, vision, and Employee Assistance Program (EAP) benefits.

Background/Analysis:

The City of Canyon Lake currently provides employee benefits through various programs. The City obtains medical/health insurance coverage through the California Public Employees' Retirement System (CalPERS) and utilizes the Special District Risk Management Authority (SDRMA) for certain employee benefits, including dental, vision, and Employee Assistance Program (EAP) benefits.

The City's participation in SDRMA's Employee Benefits Program was originally established through a Memorandum of Understanding (MOU) executed on June 22, 2011. The MOU established the terms and conditions under which the City may enroll and participate in SDRMA's Employee Benefits Program and identifies SDRMA's role in administering the Program.

The MOU requires the City to complete the applicable enrollment and program documents and comply with established eligibility requirements. The City is responsible for payment of applicable premiums and administrative fees associated with the benefits selected by the City. Program terms, including applicable benefit coverage, rates, assessments, and premiums, are established by the applicable PRISM Health Committee and/or PRISM Employee Benefits Committee.

SDRMA has provided an updated MOU to reflect revisions and clarifications to the terms governing participation in the Employee Benefits Program. The proposed updated MOU does not replace or modify the City's existing medical/health insurance coverage provided through CalPERS. Rather, it applies to the employee benefits administered through SDRMA, including dental, vision, and EAP benefits.

For reference, a summary chart identifying the key changes between the existing MOU and the proposed updated MOU is included with the MOU Redline document. The redline version highlights the specific revisions to the existing agreement for review.

Approval of the proposed resolution would authorize the City's continued participation in SDRMA's

Employee Benefits Program under the terms of the updated MOU and maintain the City's existing arrangement for dental, vision, and EAP benefits administered through SDRMA. The updated MOU does not affect the City's separate medical/health insurance coverage through CalPERS.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

Participation in the SDRMA Employee Benefits Program will result in costs associated with premiums and applicable administrative fees for the dental, vision, and Employee Assistance Program (EAP) benefits provided through SDRMA. The actual costs will depend on plan selections, the number of enrolled participants, applicable rates, and any future rate adjustments established by the Program.

The City's medical/health insurance coverage is provided separately through CalPERS and is not affected by this MOU. Funding for the City's employee benefit costs is included in the adopted budget. Any future changes to premiums or other costs will be addressed through the City's normal budgeting process.

Attachments:

- 1 - Resolution
- 2 - MOU
- 3 - MOU Redline

RESOLUTION NO. 2026-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS PROGRAM

WHEREAS, the City of Canyon Lake, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "City"), has determined that it is in the best interest and to the advantage of the City to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the City to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the City is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

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

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

Section 2. The City Council hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the City.

Section 3. The Memorandum of Understanding, to be executed and entered into by and between the City and the Authority, in the form presented at this meeting and on file with the City Clerk, is hereby approved. The City Council and/or the City Manager ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the City, to execute and deliver to the Authority the Memorandum of Understanding.

Section 4. The City Council approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 5. The City Manager or his designee is authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

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

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

PASSED, APPROVED AND ADOPTED this 9th day of September 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

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER “MEMORANDUM”) IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER “SDRMA”) AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER “ENTITY”) WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "Program"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program (the "Committee") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the Program, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **DEFINITIONS.** For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.
 - a. “Committee” means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.
 - b. “Coverage Documents” means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.
 - c. “Program Participation Agreement” means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

2. PURPOSE. ENTITY is signatory to this MEMORANDUM for the sole purpose of enrolling in the Program.
3. ENTRY INTO PROGRAM. ENTITY shall apply for participation in the Program by executing and all forms prescribed by SDRMA. SDRMA shall submit the completed forms to the Program's Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's governing documents and in accordance with the Program's eligibility guidelines.
4. MAINTENANCE OF EFFORT. Program provides health benefits to all active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. ENTITY public officials may participate in the Program only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
5. PREMIUMS. ENTITY agrees and acknowledges that premiums and rates for the Program are set by the Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit the total monthly amount billed by SDRMA for each category of participants and the census of covered employees, public officials, dependents and retirees. PREMIUMs are based on a full month, and there are no partial months or prorated PREMIUMs. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the

MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.

6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the Program and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to Program underwriter for approval.
7. **ASSESSMENTS AND DIVIDENDS.** The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

8. **WITHDRAWAL.** ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective. No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. Once ENTITY withdraws from the Program, there is a 3-year waiting period to come back into the Program, and the ENTITY will be subject to underwriting approval.
9. **ARBITRATION OF DISPUTES.** To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of

Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final and may be entered into any court having jurisdiction.

10. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
11. VENUE. Venue for any dispute or enforcement shall be in the City of Sacramento, California.
12. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
13. COMPLETE AGREEMENT. This MEMORANDUM together with the related Program Documents constitutes the full and complete agreement of the ENTITY.
14. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
15. AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the right of either party thereafter to enforce each and every such provision. If ENTITY fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate this MEMORANDUM and ENTITY'S Program Participation Agreement effective as of the next annual renewal date.
16. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.
17. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

ENTITY Name



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER “MEMORANDUM”) IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER “SDRMA”) AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER “ENTITY”) WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the ~~Public Risk Innovation, Solutions and Management~~ (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "~~PROGRAM~~rogram"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the ~~PROGRAM~~rogram (the "~~COMMITTEE~~ommittee") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the ~~PROGRAM~~rogram, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. DEFINITIONS. For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.

a. “Committee” means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.

b. “Coverage Documents” means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.

c. “Program Participation Agreement” means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be

completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

12. PURPOSE. ENTITY is signatory to this MEMORANDUM for the ~~express-sole~~ purpose of enrolling in the ~~P~~rogram~~ROGRAM~~.

23. ENTRY INTO PROGRAM. ENTITY shall ~~enroll~~ apply for participation in the ~~P~~rogram~~ROGRAM~~ by ~~making application through executing and all forms prescribed by SDRMA.~~ SDRMA shall submit the completed forms to which shall be subject to approval by the ~~P~~rogram~~ROGRAM's~~ Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's and governing documents and in accordance with the Program's ~~applicable~~ eligibility guidelines.

34. MAINTENANCE OF EFFORT. ~~P~~rogram ~~ROGRAM is designed to provide an alternative provides~~ health benefits ~~solution~~ to all ~~participants~~ active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. ~~of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional).~~ ENTITY public officials may participate in the ~~P~~rogram~~ROGRAM~~ only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements

45. PREMIUMS. ENTITY ~~understands~~ agrees and acknowledges that premiums and rates for the ~~P~~rogram ~~ROGRAM~~ are set by the ~~COMMITTEE~~ Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit the total monthly ~~premiums based upon rates established amount billed by SDRMA~~ for each category of participants and the census of covered employees, public officials, dependents and retirees. PREMIUMs are based on a full month, and there are no partial months or prorated PREMIUMs. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

~~Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.~~

~~SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.~~

~~Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.~~

- ~~56.~~ **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the ~~Program~~ **PROGRAM** and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to ~~P~~**rogram**~~PROGRAM~~ underwriter for approval.
- ~~6.~~ **COVERAGE DOCUMENTS.** ~~Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.~~
- ~~7.~~ **PROGRAM FUNDING.** ~~It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss~~

~~coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.~~

~~8. ASSESSMENTS. Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:~~

~~a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.~~

~~b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.~~

~~c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.~~

~~d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.~~

7. ASSESSMENTS AND DIVIDENDS. The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

98. WITHDRAWAL. ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its

~~intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective . No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st.~~ Once ENTITY withdraws from the ~~Program~~PROGRAM, there is a 3-year waiting period to come back into the ~~Program~~PROGRAM, and the ENTITY will be subject to underwriting approval ~~again~~.

~~10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.~~

~~9. ARBITRATION OF DISPUTES. To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final, and may be entered into any court having jurisdiction.~~

~~11~~10. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.

~~12~~11. VENUE. Venue for any dispute or enforcement shall be in the City of Sacramento, California.

~~13~~12. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.

~~14~~13. COMPLETE AGREEMENT. This MEMORANDUM together with the related ~~P~~rogramPROGRAM ~~documents~~Documents constitutes the full and complete agreement of the ENTITY.

~~15~~14. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.

~~16~~15. AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the



~~right of either party thereafter to enforce each and every such provision may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any If ENTITY who fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate shall be deemed to have withdrawn this MEMORANDUM and ENTITY'S Program Participation Agreement from the PROGRAM effective as of on the next annual renewal date.~~

~~1716.~~ EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.

~~1817.~~ EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Agency ENTITY Name

Section	Previous Language	Revised Language	Description of Change
Definitions	Various terms and definitions, some not clearly defined or missing.	Expanded and clarified definitions for "Committee," "Coverage Documents," "Program Participation Agreement," "Program," and "Program Documents."	Improved clarity and specificity of key terms for better understanding and administration.
Entry into Program	ENTITY shall enroll in the Program by making application through SDRMA.	ENTITY shall apply for participation by executing all forms prescribed by SDRMA, subject to approval by the Program's Underwriter.	Clarifies the application process and emphasizes underwriter approval.
Maintenance of Effort	Program provides health benefits to all participants of the ENTITY.	Specifies eligible participants (active employees, retired employees, dependents, public officials) and outlines optional participation for some groups.	Clarifies eligibility and participation requirements.
Premiums	ENTITY will remit monthly premiums based on rates established by SDRMA.	Premiums and rates are set by the Committee; SDRMA adds an administrative fee. Details on billing, penalties for late payment, and termination for non-payment added.	Adds detail on premium calculation, billing, and consequences for late payment.
Benefits	Benefits as set forth in ENTITY's Plan Summary.	Benefits must be agreed upon with employee organizations and approved by the Program underwriter.	Adds requirement for underwriter approval of plan selections.

Assessments & Dividends	Assessments/dividends used sparingly; allocation based on premiums paid.	Committee may impose premium assessments if funds are insufficient; details on liability for withdrawn entities and dividend formula.	Expands on funding adequacy, assessment process, and dividend distribution.
Withdrawal	ENTITY may withdraw with 90 days' notice.	Notice period extended to 120 days prior to January 1; rescission deadline added; 3-year waiting period for re-entry after withdrawal.	Tightens withdrawal process and re-entry requirements.
Arbitration	Not previously specified.	Adds binding arbitration clause for disputes, specifying Sacramento, CA as venue.	Introduces formal dispute resolution process.
Amendment	Amendments require written agreement by both parties.	Clarifies amendment process, including SDRMA's right to terminate if ENTITY does not execute required amendments.	Strengthens amendment and termination provisions.



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Kayla Malin, Administrative Services Senior Analyst

DATE: 09/09/2026

SUBJECT: Approval of a Resolution of Intent, Contract Amendment and Introduction and First Reading of an Ordinance Amending the City's Contract with the California Public Employees' Retirement System (CalPERS)

Recommendation:

(1) Adopt Resolution No. 2026-45 giving notice of intent to approve an amendment to the contract with the California Public Employees' Retirement System (CalPERS); (2) approve the amendment to the contract with CalPERS; (3) introduction and first reading of Ordinance No. 283 - An Ordinance of the City Council of the City of Canyon Lake, California, Authorizing an Amendment to the Contract Between the City Council of the City of Canyon Lake and the Board of Administration of the California Public Employees' Retirement System; and (4) authorize the City Manager to execute all documents necessary to effectuate this transaction.

Background/Analysis:

The City of Canyon Lake has participated in the California Public Employees' Retirement System (CalPERS) since January 16, 1992, pursuant to a contract between the City and CalPERS. The City's contract establishes the retirement benefits and applicable provisions for employees who are members of CalPERS.

CalPERS has requested that the City amend its existing contract to update the contract language governing participation in the CalPERS retirement system. The proposed amendment will strike and replace the existing provisions contained in paragraphs 1 through 10 of the City's original contract with updated provisions numbered 1 through 12.

The proposed amendment clarifies the retirement provisions applicable to the City's local miscellaneous employees, including the applicable normal retirement ages and retirement benefit formulas for classic and new members. Under the amended contract, the normal retirement age will be age 55 for classic local miscellaneous members and age 62 for new local miscellaneous members. The retirement formula will remain 2% at age 55 for classic local miscellaneous members and 2% at age 62 for new local miscellaneous members, consistent with the provisions identified in the proposed amendment.

The amendment also identifies the classes of City employees eligible for membership in CalPERS and incorporates applicable statutory requirements and optional provisions, including Section 20938, which limits prior service credit to members employed on the contract date.

The proposed amendment further confirms the City's obligation to make required employer contributions to CalPERS based on actuarial valuations and applicable provisions of the Public

Employees' Retirement Law. Contributions may be adjusted as required by changes in state law and the actuarial experience of the retirement system.

As part of the amendment, the City will also agree to indemnify, defend, and hold harmless CalPERS and related parties from certain claims, liabilities, costs, and expenses arising from the City's election to provide retirement benefits or provisions that differ from prior retirement programs or from certain disputes involving the City's retirement benefit elections.

Approval of the amendment will update the City's existing CalPERS contract and ensure that the contract reflects the applicable retirement provisions and statutory requirements. The amendment does not establish a new retirement system for City employees; rather, it modifies and updates the City's existing contract with CalPERS.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

The proposed amendment does not, by itself, establish a new retirement benefit or change the City's participation in CalPERS. The City will continue to be responsible for the employer contributions required under the CalPERS contract and applicable actuarial rates.

Any changes to required employer contributions resulting from actuarial valuations, changes in state law, or other adjustments determined by CalPERS will continue to be reflected in the City's annual budget and retirement contribution obligations.

Funding for the City's CalPERS retirement obligations is included in the City's adopted budget.

Attachments:

- 1 - Resolution
- 2 - Exhibit A Contract Amendment
- 3 - Ordinance

RESOLUTION NO. 2026-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, TO APPROVE AN AMENDMENT TO CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE CITY COUNCIL CITY OF CANYON LAKE

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change: To include Public Employees' Pension Reform Act language.

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

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

Section 2. The City Council of the City of Canyon Lake hereby gives notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto as Exhibit "A" and by this reference made a part hereof.

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 9th day of September 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”

Amendment to Contract

[to be attached]

**AMENDMENT TO CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
CITY COUNCIL
CITY OF CANYON LAKE**

The Board of Administration, Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of above public agency, hereinafter referred to as Public Agency, having entered into a contract effective January 16, 1992, and witnessed January 3, 1992, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective January 16, 1992, and hereby replaced by the following paragraphs numbered 1 through 12 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. Normal retirement age" shall mean age 55 for classic local miscellaneous members and age 62 for new local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after January 16, 1992, making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - a. Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - b. Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - c. Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - Employees other than local safety members (herein referred to as local miscellaneous members).
5. Any exclusion(s) shall remain in effect until such time as the Public Employees' Retirement System determines that continuing said exclusion(s) would risk a finding of non-compliance with any federal tax laws or regulations. If such a determination is contemplated, the Public Employees' Retirement System will meet with the Public Agency to discuss the matter and coordinate any required changes or amendments to the contract.

In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

a. SAFETY EMPLOYEES.

6. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
7. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
8. Public Agency elected and elects to be subject to the following optional provisions:
 - Section 20938 (Limit Prior Service to Members Employed on Contract Date).
9. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
10. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
11. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

12. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

This amendment shall be effective on the 14th day of November, 2026.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL
CITY OF CANYON LAKE

BY _____
MELODY BENAVIDES, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

ORDINANCE NO. 283

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY OF CANYON LAKE AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

WHEREAS, the City of Canyon Lake has participated in the California Public Employees' Retirement System ("CalPERS") since January 16, 1992, pursuant to a contract between the City and CalPERS providing retirement benefits to eligible City employees; and

WHEREAS, CalPERS has requested that the City amend its existing contract to update the contract provisions governing the City's participation in CalPERS and to reflect the retirement benefits and applicable statutory provisions for the City's local miscellaneous employees, including the retirement formulas applicable to classic and new members; and

WHEREAS, the City Council desires to approve the amendment to ensure that the City's CalPERS contract accurately reflects the applicable retirement provisions, membership requirements, employer contribution obligations, and other requirements of the Public Employees' Retirement Law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE 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 review under the California Environmental Quality Act pursuant to CEQA Guidelines sections 15061(b)(3) because the ordinance consists of general public safety regulations, enforcement procedures, and organizational provisions, and it can be seen with certainty that there is no possibility that the ordinance will have a significant effect on the environment.

Section 3. **Amendment.** That an amendment to the contract between the City Council of the City of Canyon Lake and the Board of Administration of the California Public Employees' Retirement System is hereby authorized, a copy of said amendment being attached to the Resolution of Intent (Resolution No. 2026-45) on file with the City Clerk.

Section 4. The City Manager of the City of Canyon Lake is hereby authorized, empowered, and directed to execute said amendment for and on behalf of the City.

Section 5. **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 6. **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 7. **Effective Date.** This Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 8. **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 ____ day of _____ 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