



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587

www.canyonlakeca.gov

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

AGENDA

Regular Meeting of the Canyon Lake City Council
Wednesday, February 12, 2025

Closed Session 5:00 P.M.

Open Session 6:30 P.M.

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

CLOSED SESSION

CLOSED SESSION CALLED TO ORDER

ROLL CALL

Castillo, Smith, Steeber, Welty, Terry

PUBLIC COMMENT

LIMIT 3 MINUTES

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 Request Form" available on the back counter. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. The City Council has adopted a time limitation of three (3) minutes per person. If you are commenting on the agenda item, your comments will be heard at the time that particular item is scheduled on the agenda. 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.

Members of the public may submit comments electronically by sending an email 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.

1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code Section 54956.9(4)(d), One case
2. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code Section 54957.6
Agency Designated Representative: City Manager
Unrepresented Employees, Canyon Lake Firefighters Association
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957
Title: City Manager

OPEN SESSION

CALL TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL

Castillo, Smith, Steeber, Welty, Terry

CLOSED SESSION REPORT

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

Citizen of the Month
Student of the Month

COMMUNITY REPORTS

LIMIT 3 MINUTES

Elsinore Valley Municipal Water District
Canyon Lake Property Owners Association
Canyon Lake Chamber of Commerce
Lake Elsinore Unified School District

PUBLIC SAFETY UPDATES

City of Canyon Lake Code Enforcement
Riverside County Sheriff's Department
City of Canyon Lake Fire Department

PUBLIC COMMENT

LIMIT 3 MINUTES

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 Request Form" available on the back counter. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. The City Council has adopted a time limitation of three (3) minutes per person. If you are commenting on the agenda item, your comments will be heard at the time that particular item is scheduled on the agenda. 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.

Members of the public may submit comments electronically by sending an email 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.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

CONSENT CALENDAR

All items listed on the Consent Calendar are considered to be routine matters, status reports or documents covering previous City Council action. The items listed on the Consent Calendar may be enacted in one motion. With the concurrence of the City Council, a Council Member may request that an item be removed for further discussion. Staff recommends approval of all items.

(1) **Waive Full Reading, Read all Ordinances by Title Only**

(2) **Approve Claims and Demands of the City**

Recommendation: Adopt Resolution No. 2025-05 Approving Claims and Demands of the City.

(3) **Approval of City Council Minutes**

Recommendation: Approve the Minutes of the City Council Meetings of January 8 and January 13, 2025.

(4) **Second Reading and Adoption of Ordinance No. 251 - An Ordinance of the City Council of the City of Canyon Lake, California, to Repeal Chapter 2.28, Disaster Operation and Relief, of the Canyon Lake Municipal Code and Replace With a New Chapter 2.28, Emergency Organization and Functions**

Recommendation: Conduct second reading and adopt Ordinance No. 251 - An Ordinance of the City Council of the City of Canyon Lake, California, to Repeal Chapter 2.28, Disaster Operation and Relief, of the Canyon Lake Municipal Code and Replace With a New Chapter 2.28, Emergency Organization and Functions

PULLED CONSENT CALENDAR ITEMS

PUBLIC HEARINGS - None

BUSINESS ITEMS

(5) **Establishment of Fees for the Emergency Medical Services Subscription Program for Fiscal Year 2025/2026 and Scheduling of Public Hearing**

Recommendation: Establish proposed EMS Program fees for Fiscal Year 2025/2026; and set a public hearing on the proposed EMS Program fees for June 11, 2025.

(6) **Consideration of Proposed Budget Adjustments for the Fiscal Year 2024-2025 Mid-Year Budget and Related Actions**

Recommendation: (1) Approve the recommended budget adjustments for the Fiscal Year 2024-25 Mid-Year Budget; (2) adopt Resolution No. 2025-06 adopting a Cell Phone and Internet Allowance Policy; (3) adopt Resolution No. 2025-07 and Resolution No. 2025-08 approving Updated Salary and Wage Schedules for Non-Safety and Safety Employees; and (4) approve job descriptions for the Administrative Services Director/City Clerk and Community Development Director positions

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The next regular City Council meeting will be held on March 12, 2025.

ADJOURNMENT

VISION STATEMENT

The vision of the City of Canyon Lake is to be a City that provides a quality of life that makes Canyon Lake the premier place to live in Southern California.

ATTENTION RESIDENTS:

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 Resource Code Section 21065. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at www.canyonlakeca.gov once the agenda has been publicly posted. Any written material relating to an item on this agenda submitted to the City Council after distribution of the agenda packet will be available for public inspection in the City Clerk's Office during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting. It is the intention of the City of Canyon Lake to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or participant at this meeting, you will need special assistance beyond what is normally provided, the City of Canyon Lake will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's office at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

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 on February 6, 2025, at least seventy-two (72) hours prior to the meeting per Government Code 54954.2, and as required by Resolution 2019-42 of the Canyon Lake City Council.

**Sheryl L. Garcia, MMC, CPM
City Clerk**



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Elizabeth Luna, Executive Assistant and Accounting Technician I

DATE: February 12, 2025

SUBJECT: Approve Claims and Demands of the City

Recommendation

Adopt Resolution No. 2025-05 Approving Claims and Demands of the City.

Background

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of January 8, 2025.

Fiscal Impact

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 No. 2025-05

ATTACHMENT 1

RESOLUTION NO. 2025-05

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, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on February 12, 2025; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on February 12, 2025, at which all present, were given an opportunity to comment.

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

Demands are approved as shown on the Demand\Warrant Register of February 12th, in the amount of \$1,071,711.16 as follows:

Payroll Earnings (Direct Deposit)	\$ 263,154.10	(For Month of January)
Payroll Processing Fees	\$ 840.84	(For Month of January)
Payroll Taxes - Employer & Employee	\$ 82,144.39	(For Month of January)
Payroll CLFAD	\$ 1,246.32	(For Month of January)
Payroll CS	\$ 1,192.56	(For Month of January)
On-line Retirement	\$ 24,773.98	(For Month of January)
On-line Health	\$ 28,065.66	(For Month of January)
Nationwide Deferred Comp.	\$ 15,190.90	(For Month of January)
General	\$ 655,102.41	
TOTAL	<u>\$ 1,071,711.16</u>	

PASSED, APPROVED AND ADOPTED this 12th day of February 2025.

Mark Terry, Mayor

ATTEST:

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 Repairs	11.42
ABI	Fire Station Background Check-Wade	92.50
ABILA	Accounting Software 2/1/25-2/28/25	220.09
	Accounting Software 2/1/25-2/28/25	385.39
Amanda Granger	Partial Rent Returned for Month of December 2024	365.19
Amazon	Fire Station Supplies	94.60
	Fire Station Supplies	50.63
	Fire Station Supplies	110.30
	Fire Station Wiper Replacement B-1 & C-1	105.78
	Fire Station Antifreeze for E-201	45.24
	Fire Station Supplies	375.43
Bratt	Educational Reimbursement for Firefighter 2 Testing	75.00
Cabrera	Reserve Stipend for December 2024	100.00
California PPE	Fire Station Turnout Repairs	438.50
CE Energy Services	Reimbursement for Duplicate Payment Made on Permit #20249003	873.45
CFE	Fire Station Equipment for Engines	2,135.56
Control Pump	Landscape Booster Station Maintenance Service	2,175.00
	Landscape Booster Monitor Station Report December 2024	401.25
Cory Willis	Educational Reimbursement for EMT Cert & FF1 & FF2 Testing	287.00
Creative Industries Media	Video B-Roll for Veterans, Winter Wonderland & Council Expan	625.00
CTAI	Landscape for Fire Station December 2024	263.00
	Trim all Palm Trees in Center Median RRCR	4,700.00
	Landscape Maintenance Fee for Median & Parkways Dec 2024	5,014.00
DATA TICKET	Monthly Parking Fees December 2024	100.00
	Code Enforcement Processing December 2024	105.00
	Monthly EMS Response Fee December 2024	100.00
DCS Testing	Fire Station Annual Hose & Ground Ladder Testing	2,622.90
ETE Fitness	Fire Station Capital Equipment	5,979.48
Flock	ALPR Cameras for Railroad Canyon Road, 12/13/24-12/12/25	5,000.00
FRIDAY FLYER	Ordinance 250 Second Reading	43.05
GREENHALGH	Retiree Health Insurance January 2025	284.25
ICG	CL-001 General Engineering Services 11/1/24-11/30/24	1,581.25
	CL-003 Railroad Canyon Road-HSIP Project 11/1/24-11/30/24	2,882.50
John Hancock	Fire Station PARS EE & ER Contributions Check Date 12/20/24	6,072.66

Date: 1/8/25
02:48:29 PM

Page: 1

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

Vendor ID	Invoice Description	Cash Required
	Fire Station PARS EE & ER Contributions Check Date 1/3/2025	5,909.33
John Larkin	EMS Subscription Refund-Billed After Opting Out 23-24	501.00
Johnson Controls	Quarterly Security Services for Admin 1/1/25-3/31/25	595.63
	Quarterly Security Services for City Hall 1/1/25-3/31/25	178.58
Johnson Equipment	Fire Station Engine 1 Repairs	174.35
Kings III of America, LLC	Elevator Phone 1/1/25-3/31/25	219.75
LANCE, SOLL	2024 Government Audit-Final Bill	6,950.00
Longobardo	Reserve Stipend for December 2024	100.00
Lowe	City Hall Expansion Progress Pymt 2, 3, and 4	222,456.03
Madalyne Gonzales	Reimbursement for Payment of ABC License for Winter Wonderla	75.00
National Fire Protection Associatio	Fire Station NFPA Fire Code Subscription Renewal	1,552.50
NFPA	Fire Station NFPA Annual Membership Renewal	225.00
Pitney Bowes - Purchase Power	Refill Meter, 11/14/24 and 12/11/24	806.75
PORAC RMT	PORAC Contributions For December 2024	850.00
PZL, Inc.	Planning Services for December 2024	4,522.50
RAMS	Accounting Services for November 2024	7,685.89
Rincon	Canyon Lake Housing Element 5/1/24-11/30/24	24,963.39
Ritchie	Eight Day Advertisement for Donuts With Santa Event	86.00
Riv Co TLMA	SLF- Oct 24 Costs	4,376.34
SDRMA	Dental and Vision Insurance February 2025	2,174.69
Syntech	Microsoft Subscriptions & Programs 12/1/24-12/31/24	1,643.00
The Thomsen Company, Inc.	Project- Right-of-Way-Staking, In-House Reimbursables	140.00
US Bank	See Credit Card Review	<u>2,581.10</u>
Report Total		<u><u>332,482.25</u></u>

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

Vendor ID	Invoice Description	Cash Required
All State Propane	Fire Station Propane	342.95
Allstar Fire	Fire Station Replacement of Firefighting Foam	979.71
Amazon	Fire Station New Wipers for Patrol 1	59.88
AMP	Rent for February 2025-31526 Railroad Cyn Rd., Suite 5	2,919.00
	Rent for February 2025-31526 Railroad Cyn Rd., Suite 4	443.00
ANIMAL FRIENDS	Animal Control Services Month of January 2025	3,587.50
Bound Tree	Fire Station Medical Supplies	303.03
CBSC	Permit Valuation October through December 2024	176.40
Champion Trophy	Fire Station Reserve Plaque	30.17
CL MERCHANTS	2025 Assessments for Lots 40, 41, 42, 50, 51, & 52	7,482.80
	2025 Assessments for Lots 40, 41, 42, 50, 51, & 52	14,965.60
CL PROPERTY OWNERS	Firehouse Note Payment 13	9,359.57
Co of Riv EMD	Quarterly Emergency Services October-December 2024	6,250.00
Cole Huber	Attorney Services/General November 2024	8,880.00
Complete Paperless Solutions	Laserfiche Cloud 1 Year Subscription, 1/1/25-12/31/25	9,500.00
Corelogic	Database for Code Enforcement December 2024	172.14
CTAI	Landscape Maintenance Fee for Medians & Parkways Jan 2025	5,014.00
	Install Lilly Flax in the Town Center Planters	1,116.00
	Landscape for Fire Station January 2025	263.00
DATA TICKET	Monthly Parking Fees	100.00
	Code Enforcement Processing	100.00
	Monthly EMS Response Fee	100.00
DEPT OF CONSER	Strong Motion Instrumentation and Seismic Hazard Oct-Dec 24	463.86
DOJ	Sheriff's Blood Analysis November 2024	35.00
	Fingerprints for December 2024	32.00
DSA	Disability and Education Fee Quarter Ending 12/31/2024	265.60
Fire Smart	Fire Station Fire Helmets Swag for City Events	608.04
	Fire Station Swag	172.40
FRIDAY FLYER	Ordinance 251 First Reading	44.10
Gladwell	Records Retention Legal Review, Update & Advice-FY 24-25	350.00
GREENHALGH	Retiree Health Insurance February 2025	284.25
John Hancock	Fire Station PARS EE & ER Contributions Check Date 1/17/25	5,909.33
John Larkin	Reimbursement of 10% Interest Fee for EMS Subscription Refun	50.10
Jonathan Sasse	Reimbursement for Paramedic Renewal-Sasse	50.00

Date: 1/22/25
04:59:10 PM

Page: 1

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

Vendor ID	Invoice Description	Cash Required
Life-Assist	Fire Station Medical Supplies	82.38
LOCC	Membership Dues for Calendar year 2025	6,944.00
Nate Volk	Video Broadcast Meeting, January 8, 2025	350.00
OES Office Furniture	New Furniture for City Hall Renovation Project	5,815.90
	New Furniture for City Hall Renovation Project	1,832.94
OTIS	Annual Service for Elevator, 1/1/2025-12/31/2025	5,791.92
PARS	Monthly Administrative Fees Ending August 2024	300.00
	Monthly Administrative Fee Ending November 2024	400.00
PORAC RMT	PORAC Contributions for January 2025	900.00
Precision Technologies	City Hall Renovation Project Cabling (10% Retention Hold)	9,423.25
PVM	Street and Facility Maintenance Services 11/1/24-12/31/24	3,480.07
	Street and Facility Maintenance Services 11/1/24-12/31/24	724.50
RAMS	Accounting Services for December 2024	9,340.42
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 10/17/24-11/13/24	155,355.34
Shuster	Quarter 4 Advisory Fee 10/1/24-12/31/24	750.00
STAPLES	Office Supplies for City Hall, Admin, and Rental	217.34
	Office Supplies for City Hall, Admin, and Rental	261.89
Syntech	Monthly IT Support 1/1/2025-1/31/2025	3,102.50
	Knowbe4-Procure Security Awareness Training 1/1/25-12/31/25	1,050.00
The Christmas Kings	Remaining Balance for Holiday Lighting and Decor Services 24	11,750.00
The Code	Plan Check Services 12/1/2024-12/31/2024	7,733.91
Time Warner	Internet for Fire Station 1/10/2025-2/9/2025	312.42
Union Battery Disposal	Fire Station Battery Disposal CAL Recycle Grant	580.00
ZF	Fire Station Oct-Dec 2024 Medical Direction	600.00
Report Total		307,508.21

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

Check Number	Vendor Name	Effective Date	Check Amount
EFT 1158	Aflac	1/2/2025	793.92
EFT 1159	Principal Life Insurance Company	1/2/2025	528.41
EFT 1160	SOUTHERN CALIFORNIA EDISON	1/2/2025	580.21
EFT 1161	SOUTHERN CALIFORNIA EDISON	1/2/2025	297.16
EFT 1162	SOUTHERN CALIFORNIA EDISON	1/2/2025	893.68
EFT 1163	SOUTHERN CALIFORNIA EDISON	1/6/2025	136.12
EFT 1164	SOUTHERN CALIFORNIA EDISON	1/6/2025	1.94
EFT 1165	SOUTHERN CALIFORNIA EDISON	1/6/2025	47.82
EFT 1166	SOUTHERN CALIFORNIA EDISON	1/6/2025	237.81
EFT 1167	SOUTHERN CALIFORNIA EDISON	1/6/2025	101.23
EFT 1168	SOUTHERN CALIFORNIA EDISON	1/6/2025	67.51
EFT 1169	SOUTHERN CALIFORNIA EDISON	1/6/2025	16.49
EFT 1170	SOUTHERN CALIFORNIA EDISON	1/6/2025	587.56
EFT 1171	SOUTHERN CALIFORNIA EDISON	1/6/2025	600.17
EFT 1172	SOUTHERN CALIFORNIA EDISON	1/6/2025	276.75
EFT 1173	Charter Communications	1/15/2025	5.35
EFT 1174	Sparkletts	1/15/2025	135.39
EFT 1175	The Gas Company	1/15/2025	200.51
EFT 1176	The Gas Company	1/15/2025	180.88
EFT 1177	Toshiba America Business Solutions	1/16/2025	400.39
EFT 1178	Toshiba America Business Solutions	1/16/2025	40.97
EFT 1179	Bankcard Center	1/16/2025	1,561.34
EFT 1180	Bankcard Center	1/16/2025	2,703.33
EFT 1181	Bankcard Center	1/16/2025	906.71
EFT 1182	Bankcard Center	1/16/2025	19.00
EFT 1183	Bankcard Center	1/16/2025	993.90
EFT 1184	Bankcard Center	1/16/2025	19.00
EFT 1185	ELSINORE VALLEY MUNI WATER DIS	1/27/2025	105.10
EFT 1186	ELSINORE VALLEY MUNI WATER DIS	1/27/2025	98.06
EFT 1187	ELSINORE VALLEY MUNI WATER DIS	1/27/2025	114.42
EFT 1188	ELSINORE VALLEY MUNI WATER DIS	1/27/2025	230.33
EFT 1189	ELSINORE VALLEY MUNI WATER DIS	1/27/2025	1,047.75
EFT 1190	CR&R	1/27/2025	209.26
EFT 1191	Toshiba Financial Services	1/27/2025	852.65
EFT 1192	Toshiba Financial Services	1/27/2025	120.83
Report Total			15,111.95

Credit Card Review

California Bank & Trust Statement dated 12/28/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Amazon	Office Supplies	\$ 17.23	10-310-6210
2	Amazon	Office Supplies	\$ 17.23	10-310-6210
3	Parking Concepts	Parking Fee	\$ 7.50	10-310-6210
4	Adobe	Creative Cloud All Apps 100 GB	\$ 59.99	10-310-6210
5	Amazon	Office Supplies	\$ 21.54	10-310-6210
6	Amazon	Office Supplies	\$ 14.00	10-310-6210
7	Amazon	Office Supplies	\$ 71.10	10-310-6210
8	Lowes	Office Supplies	\$ 52.21	10-310-6210
9	Amazon	Office Supplies	\$ 129.29	10-310-6210
10	Amazon Prime	Prime Membership Fee	\$ 16.15	10-310-6210
11	True Blue Cleaners	Council Chambers Tablecloth Dry Clean	\$ 35.00	10-100-6220
12	Intl Code Council	Building Plans Examiner Study Guide	\$ 79.00	10-360-6710
13	BlueCosmo	Emergency Preparedness Satllite Phones	\$ 66.95	10-425-6310
14	google	Google One Subscription Renewal	\$ 29.99	10-310-6210
15	Staples	Office Supplies	\$ 75.02	10-310-6210
16	Best Buy	Computer Monitors	\$ 284.01	10-330-6210
17	Verizon Wireless	Ipads & Sim Card Devices	\$ 216.30	A
18	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 368.83	A
			\$ 1,561.34	

Account Breakdown

City Council Dept. Expense	10-100-6220	\$ 35.00
City Manager Office Expense	10-310-6210	\$511.25
Building Dept Communications	10-360-6310	\$66.34
Building & Safety Training	10-360-6710	\$ 79.00
Finance Office Expense and Supplies	10-330-6210	\$284.01
Fire Department Communications	10-421-6310	\$283.27
Emergency Preparedness Communications	10-425-6310	\$ 66.95
Code Enforcement Communications	10-520-6310	\$ 202.67
Building & Facilities Utilities	10-550-6320	\$32.85
		\$ 1,561.34

Check Figure \$ -

*Copies for City Council
as directed by
the Finance Committee*

California Bank & Trust Statement dated 12/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	The Home Depot	TV for New Council Chamber Project	\$ 119.20	40-000-8006
2	Best Buy	Supplies for Council Chamber Project	\$ 468.71	40-000-8006
3	Lowes	Supplies for Council Chamber Project	\$ 335.45	40-000-8006
4	BestBuy.com	HDMI Cables and Adapters	\$ 35.87	10-310-6210
5	Best Buy.com	HDMI Cables and Adapters	\$ 21.74	10-310-6210
6	Best Buy.com	TV for New Council Chamber Project	\$ 158.24	40-000-8006
7	Best Buy.com	Wall Cable Concealer Kit	\$ 32.62	10-310-6210
8	Best Buy.com	Office Supplies-Ethernet Adapter	\$ 42.38	10-310-6210
9	Best Buy.com	Office Supplies-Ethernet Cable	\$ 7.59	10-310-6210
10	Best Buy.com	Office Supplies-Ethernet Cable	\$ 0.01	10-310-6210
11	Cal True Value	Supplies for Council Chamber Project	\$ 100.43	40-000-8006
12	Cal True Value	Supplies for Council Chamber Project	\$ 117.38	40-000-8006
13	BestBuy.com	Supplies	\$ 14.13	10-310-6210
14	Hotel Booking Service	Hotel Booking Service Fee	\$ 17.99	10-100-6510
15	Alamo Rent-A-Car	Car Rental for Southwest Elected Collaborative Trip	\$ 138.43	10-100-6510
16	SouthWest Airlines	Flights for Southwest Elected Collaborative Trip	\$ 477.86	10-100-6510
17	Hyatt Regency	Hotel for Southwest Elected Collaborative Trip	\$ 1,108.00	10-100-6510
18	BestBuy.com	Credit for Return	\$ (14.13)	10-310-6210
19	Hyatt Regency	Credit for Cancellation	\$ (1,108.00)	10-100-6510
20	Alamo Rent-A-Car Credit	Credit for Cancellation	\$ (88.43)	10-100-6510
21	Old Spaghetti Factory	City Staff Holiday Party Dinner	\$ 717.86	10-100-6831
			\$ 2,703.33	

Account Breakdown

Council Meeting/Travel Expense	10-100-6510	\$ 545.85
City Events	10-100-6831	\$ 717.86
City Manager Office Expense	10-310-6210	\$ 140.21
City Hall Expansion	40-000-8006	\$ 1,299.41
		\$ 2,703.33

Check Figure \$ -

*Copies for City Council
as directed by
the Finance Committee*

California Bank & Trust Statement dated 12/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	American Eagle Trophy	Mayor Welty Recognition	\$ 201.19	10-100-6220
2	Amazon	Supplies-Council Meetings	\$ 48.23	10-100-6220
3	HomeGoods	Supplies-Council Meetings	\$ 28.22	10-100-6220
4	Smart And Final	Donuts with Santa Supplies-Candy Canes	\$ 38.89	10-100-6831 project 109
5	Smart And Final	Refill Council Chamber/City Hall Fridge Water & Soda	\$ 175.70	10-100-6220
6	Dollar Tree	Supplies-Council Meetings	\$ 21.63	10-100-6220
7	Amazon	Supplies- City Clerk	\$ 34.37	10-320-6210
8	A's Pizza	Closed Session Meal, 12/11/2024	\$ 227.00	10-100-6225
9	Canyon Lake Lovingly	Flowers for Council Member Dain	\$ 90.18	10-100-6220
10	Staples	Business Cards for New Council Member	\$ 41.30	10-100-6220
			\$ 906.71	

Account Breakdown

City Council Dept. Expense	10-100-6220	\$ 606.45	
City Council Meeting Expense	10-100-6225	\$ 227.00	
City Council City Events	10-100-6831	\$ 38.89	project 109
City Clerk Office Expense and Supplies	10-320-6210	\$ 34.37	
		\$ 906.71	

Check Figure \$ -

*Copies for City Council
as directed by
the Finance Committee*

California Bank & Trust Statement dated 12/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	ECO Express Car Wash	Car Wash B-1	\$ 19.00	10-421-6410
			<u>\$ 19.00</u>	

Account Breakdown

Fire Station Fleet & Equipment Maintenance	10-421-6410	\$ 19.00	
		<u>\$ 19.00</u>	
		\$ -	

*Copies for City Council
as directed by
the Finance Committee*

California Bank & Trust Statement dated 12/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Eco Express Car Wash	B-1 Car Wash	\$ 21.00	10-421-6410
2	Costco	Fire Station Supplies	\$ 234.81	10-421-6220
3	La Fiesta Foods, Inc.	Food for Winter Wonderland	\$ 10.65	10-100-6831 Project 102
4	www.semprepizza.com	Food for Winter Wonderland	\$ 30.51	10-100-6831 Project 102
5	www.semprepizza.com	Food for Winter Wonderland	\$ 23.35	10-100-6831 Project 102
6	Hills Donut	Food for Hose Testing	\$ 34.70	10-421-6410
7	Del Taco	Food for Hose Testing	\$ 69.86	10-421-6410
8	apple.com	Monthly iCloud Storage	\$ 0.99	10-421-6310
9	Stauffer Lawn Equipment	Chainsaw Oiler Replacement	\$ 35.14	10-421-6410
10	Costco	Donuts with Santa Supplies	\$ 263.43	10-100-6831 Project 109
11	Stater Brothers	Milk for Donuts with Santa	\$ 10.58	10-100-6831 Project 109
12	Hills Donut	Donuts with Santa (Donuts)	\$ 258.88	10-100-6831 Project 109
			\$ 993.90	

Account Breakdown

City Council Events	10-100-6831 Project 102	\$ 64.51
City Council Events	10-100-6831 Project 109	\$ 532.89
Fire Department Expense	10-421-6220	\$234.81
Fire Department Communications	10-421-6310	\$ 0.99
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 160.70
		\$ 993.90

Check Figure \$ -

*Copies for City Council
as directed by
the Finance Committee*

California Bank & Trust Statement dated 12/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Eco Express car Wash	Car Wash	\$ 19.00	10-421-6410
			<u>\$ 19.00</u>	

Account Breakdown

Fire Station Fleet & Equipment Maintenance	10-421-6410	\$ 19.00
		<u>\$ 19.00</u>
		\$ -

*Copies for City Council
as directed by
the Finance Committee*

**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, January 8, 2025**

**Open Session – 6:30 p.m.
City Hall Council Chamber
31516 Railroad Canyon Road
Canyon Lake, CA 92587**

CALL OPEN SESSION TO ORDER

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

INVOCATION

Council Member Smith called for a moment of silence in honor of Riverside County Sheriff Deputy Timothy Corlew.

The Invocation was led by Council Member Smith.

FLAG SALUTE

The Flag Salute was led by Captain Rayls and Fire Chief LaTendresse.

ROLL CALL

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

Absent: None.

CLOSED SESSION REPORT

City Attorney Graham had no report for closed session.

CEREMONIAL MATTERS

Mayor Welty recognized Monica Lyons as Citizen of the Month.

Mayor Pro Tem Castillo presented a Certificate of Recognition to Suzy Bowman.

COMMUNITY REPORTS

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

Board Vice President Greg Doherty provided an update on behalf of Canyon Lake's Property Owners Association.

PUBLIC SAFETY UPDATE

Code Enforcement Supervisor Manzano provided an update on code enforcement statistics.

Captain Rayls provided an update on public safety.

Fire Chief LaTendresse provided an update on fire statistics.

PUBLIC COMMENT

None.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Council Member Welty stated he had a great holiday. He congratulated City staff on the audio and video technology for the renovated City Council Chambers.

Council Member Smith reported that he attended Donuts with Santa. He spoke about the election of officers for Riverside Transit Agency and Riverside County Transportation Commission and noted he was looking forward to being 2nd Vice Chair for RCTC.

Mayor Pro Tem Castillo reported on her attendance at the first Finance & Planning meeting for year and noted the City was doing well.

Council Member Steeber stated he met with Mayor Pro Tem Castillo to brainstorm ideas for the City's 2025 events.

Mayor Terry recognized community members for the November turkey drive. He noted that he attended the Lake Elsinore Chamber of Commerce meeting and that WRCOG will be holding their annual strategy meeting January 10, 2025. He further reported on his attendance on the Merchant Association meeting and that the City is providing ways to help the Towne Center. Lastly, he stated that Coffee at the Country Club would be held on January 16 and Senator Seyarto would be in attendance.

CONSENT CALENDAR

Motion and second by Council Member Smith/Council Member Welty to approve Consent Calendar Items 1-5.

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

- (1) Waive Full Reading, Read all Ordinances by Title Only
- (2) Approve Claims and Demands of the City

Action Taken: The City Council adopted Resolution No. 2024-48 Approving Claims and Demands of the City.

- (3) Approval of City Council Minutes

Action Taken: The City Council approved the Minutes of the City Council Meeting of December 11, 2024.

- (4) Adopt a Resolution Designating Authorized Account Signatories for Citizens Business Bank

Action Taken: The City Council adopted Resolution No. 2025-02 designating authorized account signatories for the City of Canyon Lake's Citizens Business Bank accounts.

- (5) Review of Fiscal Year 2023-24 Audited Financial Statements, Single Audit Report on Federal Awards and Related Reports

Action Taken: The City Council received and filed the Fiscal Year 2023-24 Annual Financial Statements, Single Audit Report on Federal Awards, and the Audit Communications Letter.

PULLED CONSENT CALENDAR ITEMS

None.

PUBLIC HEARINGS

None.

BUSINESS ITEMS

(6) Adopt a Resolution Approving Fiscal Year 2025/2026 Community Development Block Grant (CDBG) Projects and Allocation for Public Service Agencies

Administrative Services Director Borja provided a presentation.

There were no public comments.

Motion and second by Council Member Smith/Mayor Pro Tem Castillo to adopt Resolution 2025-03 approving Fiscal Year 2025 / 2026 CDBG projects and allocation towards Public Service Agencies, with an estimated allocation of \$21,826.

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

(7) Adopt a Resolution Authorizing the City Manager to Execute Amendments to Existing Community Benefit Agreements to Set the Community Benefit Rate Attributable to Gross Revenue of Commercial Cannabis Businesses at Six Percent (6%) of Gross Revenues

City Manager Brown provided a presentation.

Discussion ensued regarding rates in the region, the amount owed to the City by Culture Cannabis and the timing of the second cannabis permit.

Council Member Steeber stated for the record that although he had a prior interest in a company that was an applicant for a cannabis permit, he no longer had an interest.

There were no public comments.

Motion and second by Council Member Smith/Mayor Pro Tem Castillo to adopt Resolution No. 2025-04 authorizing the City Manager to execute amendments to existing Community Benefit Agreements (CBAs) to establish a community benefit contribution rate of six percent (6%) of gross revenues for all commercial cannabis businesses operating within the City of Canyon Lake.

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

(8) Designation of Voting Delegates for the Southern California Association of Governments (SCAG) 2025 Regional Conference and General Assembly

City Clerk Garcia provided a presentation.

There were no public comments.

Motion and second by Council Member Smith/Mayor Terry to nominate Council Member Welty as the delegate for the Southern California Association of Governments (SCAG) 2025 Regional Conference and General Assembly.

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

(9) Introduction and First Reading of Ordinance No. 251 - An Ordinance of the City Council of the City of Canyon Lake, California, to Repeal Chapter 2.28, Disaster Operation and Relief, of the Canyon Lake Municipal Code and Replace With a New Chapter 2.28, Emergency Organization and Functions

City Attorney Graham provided a presentation.

There were no public comments.

Motion and second by Council Member Smith/Council Member Welty to waive full reading and introduce by title only Ordinance No. 251 - An Ordinance of the City Council of the City of Canyon Lake, California, to Repeal Chapter 2.28, Disaster Operation and Relief, of the Canyon Lake Municipal Code and Replace With a New Chapter 2.28, Emergency Organization and Functions.

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

CITY MANAGER COMMENTS

City Manager Brown had no comments.

ANNOUNCEMENTS

Mayor Terry announced that the next regular City Council meeting will be held on Wednesday, February 12, 2025.

ADJOURNMENT

At 8:14 p.m., Mayor Terry adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk

**MINUTES
SPECIAL MEETING OF THE
CANYON LAKE CITY COUNCIL
Monday, January 13, 2025**

**Closed Session – 5:00 p.m.
Council Chambers
31516 Railroad Canyon Road
Canyon Lake, CA 92587**

CALL TO ORDER

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

ROLL CALL

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

Absent: None.

PUBLIC COMMENT

There were no public comments.

CLOSED SESSION

1. THREAT TO PUBLIC SERVICES OR FACILITIES - Pursuant to Government Code Section 54957
Consultation with: City Manager

The City Council entered closed session at 5:00 p.m.

ADJOURNMENT

At 6:34 p.m., Mayor Terry adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



ITEM NO. 4

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Steven Graham, City Attorney

DATE: February 12, 2025

SUBJECT: Second Reading and Adoption of Ordinance No. 251 - An Ordinance of the City Council of the City of Canyon Lake, California, to Repeal Chapter 2.28, Disaster Operation and Relief, of the Canyon Lake Municipal Code and Replace With a New Chapter 2.28, Emergency Organization and Functions

Recommendation

Conduct second reading and adopt Ordinance No. 251 - An Ordinance of the City Council of the City of Canyon Lake, California, to Repeal Chapter 2.28, Disaster Operation and Relief, of the Canyon Lake Municipal Code and Replace With a New Chapter 2.28, Emergency Organization and Functions.

Background/Discussion

At the January 8, 2025, City Council meeting, the City Council approved the first reading of Ordinance No. 251 updating the City's existing emergency ordinance.

The City's existing emergency ordinance, set forth in Title 2, Chapter 2.28 of the Canyon Lake Municipal Code, was initially adopted by the City Council in 1992. Adoption of an updated policy is crucial to ensure that the City's emergency management practices remain relevant and effective in addressing modern challenges. By adopting a new policy, the City can enhance its preparedness, improve coordination with other agencies, and ensure a more effective and efficient response to emergencies, ultimately safeguarding the community and minimizing potential risks to public safety.

The proposed ordinance creates a structure for the City's emergency management activities, including the designation of a local emergency organization, responsibilities for emergency functions, and authority for responding to declared emergencies. The ordinance emphasizes coordination with state, federal, and private entities to ensure a comprehensive and unified approach to emergency management. This system will not only ensure the safety of residents but also streamline the City's ability to access resources and support during large-scale emergencies.

Fiscal Impact

There is no immediate fiscal impact associated with adopting this ordinance. The ordinance lays the foundation for more efficient use of existing resources and may support future funding opportunities for emergency management grants and programs.

Attachments

1. Ordinance No. 251

ATTACHMENT 1

ORDINANCE NO. 251

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, TO REPEAL CHAPTER 2.28, DISASTER OPERATION AND RELIEF, OF THE CANYON LAKE MUNICIPAL CODE AND REPLACE WITH A NEW CHAPTER 2.28, EMERGENCY ORGANIZATION AND FUNCTIONS

WHEREAS, in accordance with the California Emergency Services Act (Title Two, Division One, Chapter Seven of the Government Code, commencing with Section 8585.5), the City of Canyon Lake must establish a clear framework for emergency management; and

WHEREAS, this ordinance will ensure that the City is in full compliance with state law and provide a structure for effectively managing and responding to emergencies that may threaten the safety of persons and property within the City; and

WHEREAS, this ordinance defines the direction and coordination of the emergency organization, establishing responsibilities for City staff and outside agencies in emergency situations while promoting coordination between the City's emergency organization and other public agencies, corporations, private organizations, and individuals to enhance the City's overall preparedness and response efforts.

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

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

Section 2. **CEQA Exemption.** The adoption of this Ordinance is not subject to review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15301, subdivision (b)(3) because there is no possibility the activity in question may have a significant effect on the environment.

Section 3. **Municipal Code Amendment – Chapter 2.28.** Chapter 2.28, Disaster Operation and Relief, of the City of Canyon Lake Municipal Code, is hereby repealed and replaced with a new Chapter 2.28, Emergency Organization and Functions, as provided in Exhibit "A", attached hereto and incorporated herein by reference.

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

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

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

Section 6. **Effective Date.** In accordance with California Government Code section 36937, this Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 7. **Publication.** The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

PASSED APPROVED AND ADOPTED this 12th day of February 2025.

Mark Terry, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney

EXHIBIT "A"

**Chapter 2.28
Emergency Organization and Functions**

2.28.010 Purposes.

The declared purposes of this chapter are to comply with the provisions of the California Emergency Services Act, Title Two, Division One, Chapter Seven of the Government Code of the State of California (commencing with Section 8585.5 or successor legislation) and to provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations, and affected private persons.

2.28.020 Definition of Emergency.

As used in this chapter "Emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City, requiring the combined forces of other political subdivisions to combat. A declared emergency by the City Council shall continue until rescinded by the City Council.

2.28.030 Director and Assistant Director of Emergency Services.

- (a) There is hereby created the Office of Director of Emergency Services. The City Manager shall be the Director of Emergency Services.
- (b) There is hereby created the Office of Assistant Director of Emergency Services, who shall be appointed by the Director of Emergency Services.

2.28.040 Emergency Plan.

- (a) The Director of Emergency Services shall develop and recommend for adoption by the City Council emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
- (b) The Director of Emergency Services shall be responsible for the development of the City of Canyon Lake Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.

2.28.050 Powers and Duties of the Director and Assistant Director of Emergency Services.

(a) The Director of Emergency Services is hereby empowered to:

(1) Request the City Council to proclaim the existence or threatened existence of a local emergency if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a local emergency is proclaimed by the Director, the City Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.

(2) Request the Governor to proclaim a State of Emergency when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.

(3) Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this section.

(4) Direct cooperation between and coordination of services and staff of the emergency organization of this City and resolve questions of authority and responsibility that may arise between them.

(5) Represent this City in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

(6) In the event of the proclamation of a local emergency as herein provided, the proclamation of a state of emergency by the Governor or the Secretary of the California Emergency Management Agency, or the existence of a state of war emergency, the Director is empowered to:

A. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;

B. Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property, and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;

C. Require emergency services of any City officer or employee and in the event of the proclamation of a State of Emergency in the County in which this City is located or the existence of a State of War Emergency, to command the aid of as many citizens of this community as he/she deems necessary in the execution of his/her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;

D. Requisition necessary personnel or material of any City department or agency; and

E. Execute all of the ordinary powers of City Manager, all of the special powers conferred upon him/her by this section or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred upon him/her by any statute, by any agreement approved by the City Council, and by any other lawful authority.

(b) The Emergency Operations Center Director shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his/her duties during an emergency. Such order of succession shall be approved by the City Council.

(c) The Assistant Director shall, under the supervision of the Director and with the assistance of Emergency Service Chiefs, develop emergency plans and manage the emergency programs of the City; and shall have such other powers and duties as may be assigned by the Director.

2.28.060 Emergency Organization.

All officers and employees of the City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.28.050(a)(6), be charged with duties incident to the protection of life and property in the City during such emergency, shall constitute the emergency organization of the City of Canyon Lake.

2.28.070 Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Canyon Lake. This section modifies the City's normal purchasing practices to assure that, in both emergency and exigent circumstances caused by a proclaimed disaster or emergency, the City will be able to acquire the goods and services required to address an immediate threat to life, public health or safety, or to eliminate/reduce an immediate threat of significant damage to improve public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local and State purchasing laws. Where the City is included in a major disaster or emergency declared by the President of the United States, this policy also assures that City procurements comply with Federal regulations applicable to FEMA disaster grant reimbursement as defined in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR Part 200).

(a) A proclaimed disaster or emergency exists if the Governor has declared a state of emergency for an area which includes the geographic territory of the City; or the City Manager of the City has declared an emergency in the City;

(b) "Exigent circumstances" are situations in which a disaster or emergency has been proclaimed, and the public exigency for goods and services required to address an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures will not permit competitive solicitation.

2.28.080 Delegations of Purchasing Authority in Exigent Circumstances.

If the City Manager determines that goods and services must be procured before the City Council or its designee(s) is able to assemble and approve purchases, the City Manager has authority, subject to the limitations set forth in subsections (a) and (b) of this section, to approve the immediate rental or purchase of any equipment, supplies, services or other items necessary to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

(a) Limits of Single Purchasing Authority. The City Manager shall have the authority to make purchases individually and in the aggregate of up to \$250,000 on his or her signature alone. The City Manager shall have the authority to make purchases in excess of \$250,000 up to a maximum of \$750,000 when approved by the Mayor.

(b) Purchases made during a proclaimed emergency or disaster may be taken from the reserve balance General Fund to the extent they exceed previously budgeted items.

(c) If the City Manager is not available, the Fire Chief shall have authority to rent or purchase from the nearest available source any equipment, supplies, services, or other items necessary to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures, up to a maximum of \$75,000.

2.28.090 Procurement Procedures in Exigent Circumstances.

Upon receipt of requisitions under Section 2.28.080, the Finance Director shall prepare purchase orders for the emergency equipment, supplies, services or other items in accordance with the requirements of this section and shall implement such competitive bidding procedures as in his or her judgment appropriate considering the circumstances.

2.28.100 Punishment of Violations.

It shall be a misdemeanor, punishable by a fine of not to exceed \$1,000, or by imprisonment for not to exceed six months, or both, for any person, during an emergency, to:

(a) Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this section, or in the performance of any duty imposed upon him/her by virtue of this section.

(b) Do any act forbidden by any lawful rule or regulation issued pursuant to this section, if such act is of such a nature as to be given or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of the City, or to prevent, hinder, or delay the defense or protection thereof.

(c) Wear, carry, or display, without authority, any means of identification specified by the Emergency Agency of the State.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

DATE: February 12, 2025

SUBJECT: Establishment of Fees for the Emergency Medical Services Subscription Program for Fiscal Year 2025/2026 and Scheduling of Public Hearing

Recommendation

Establish proposed EMS Program fees for Fiscal Year 2025/2026; and set a public hearing on the proposed EMS Program fees for June 11, 2025.

Background

On November 6, 2019, the City Council adopted Ordinance No. 187, establishing the Emergency Medical Services (EMS) Subscription Program. The EMS program is voluntary and consists of:

1. **EMS Subscription Fee:** A flat annual fee collected via the property tax roll for subscribers.
2. **EMS Response Fee:** A per-call fee charged to non-subscribers receiving emergency medical services.

The EMS program's initial fees, adopted on June 3, 2020, were set at \$192 annually for the EMS Subscription Fee and \$1,483 per call (full cost recovery) for the EMS Response Fee.

On December 14, 2022, the City Council adopted a Comprehensive Citywide User Fee and Rate Study which updated fees for various City services. The fee study recommended that the EMS Response Fee increase from \$192 per year to \$247 per year and the EMS Response Fee be reduced from \$1,483 per call to \$1,356 per call. The City Council deferred the discussion on EMS program fees to a later date.

On March 8, 2023, the City Council considered the EMS program fees and chose to decrease the EMS Response Fee to \$1,356 while maintaining the EMS Subscription Fee at \$192.

On June 12, 2024, the City Council adopted an increased EMS Subscription Fee of \$309 to account for added program costs, including the fire station purchase, equipment reserves, and cost-of-living adjustments, while keeping the EMS Response Fee at \$1,356.

Discussion

The City Council annually reviews the EMS program fees and sets a public hearing date to revise or confirm them. A 90-day public notice period allows subscribers to opt-in or opt-out, with existing subscribers remaining enrolled unless they opt out.

The current EMS program fees are set as follows:

- **EMS Subscription Fee:** \$309 annually.
- **EMS Response Fee:** \$1,356 per call.

Staff are not recommending a change in the current fees as it is anticipated that the current fees will adequately cover ongoing costs of the EMS Program.

The following timeline is proposed to comply with the Municipal Code and update fees for the EMS Program:

1. **March 5, 2025:** Mailing of public hearing notice to inform residents of the proposed Fiscal Year 2025/26 EMS program fees, public hearing date and opt-in/opt-out procedures.
2. **June 11, 2025:** Conduct public hearing.
3. **August 10, 2025:** File final report on EMS program fees with the County of Riverside.

Upon City Council direction of the proposed EMS program fees for Fiscal Year 2025/26, Staff will mail the public hearing notice in accordance with Municipal Code section 3.44.030(c)(4).

Fiscal Impact

None.

Attachments

1. Draft Notice of Public Hearing

ATTACHMENT 1

CITY OF CANYON LAKE
NOTICE OF PUBLIC HEARING

PUBLIC HEARING ON
EMERGENCY MEDICAL SERVICES SUBSCRIPTION PROGRAM

NOTICE IS HEREBY GIVEN THAT pursuant to Chapter 3.44 of the Canyon Lake Municipal Code the City Council will conduct a public hearing at its regularly scheduled meeting on June 11, 2025, at 6:30 p.m. or as soon thereafter as it may be heard. The meeting will take place in City Council Chambers at City Hall, located at 31516 Railroad Canyon Road, Canyon Lake, CA 92587.

The City Council will consider the adoption of a resolution establishing the EMS Subscription Fee and EMS Response Fee pursuant to Canyon Lake Municipal Code Chapter 3.44 for the upcoming fiscal year (July 1, 2025, through June 30, 2026). A written report describing the EMS Program Fees is on file in the Office of the City Clerk. The report describes the real property for each person who has declined to participate in the EMS Subscription Program and for which delinquent EMS Response Fees existed after April 1. The report contains prospective EMS Subscription Fees and charges which may be placed on the tax rolls for residential and nonresidential property.

For residential households, the subscription to the EMS Subscription Program covers all members, guests, and invitees of the subscriber's household, or in the case of businesses, the business owner, employees, customers, guests, and invitees of the subscribing business ("Covered Persons"), regardless of the location where the Emergency Medical Services are rendered within the City. The EMS Program Fees to be considered by the City Council at the above-noticed public hearing are set forth in Exhibit "A" to this notice.

THE EMS SUBSCRIPTION PROGRAM FEES HAVE
(INCREASED/DECREASED/REMAIN UNCHANGED)
FOR THIS FISCAL YEAR

At the public hearing described above, the City Council will receive any objections to the EMS Program Fees and will make such revisions or corrections to the report as the City Council determines appropriate.

PARTICIPATION IN THE EMS SUBSCRIPTION PROGRAM IS VOLUNTARY

All persons currently subscribed will continue to be subscribed for the upcoming fiscal year (July 1, 2025, through June 30, 2026) unless the subscriber terminates their subscription by providing written notice to the City Clerk. For those subscribed, the EMS Subscription Fee will be collected on the property tax roll in the same manner as other City services, such as residential solid waste collection charges. All persons who have declined to participate or have previously terminated their subscriptions will not be subscribed unless they provide written notice to the City Clerk of their desire to participate, or Opt-In, to the EMS Subscription Program.

**EXHIBIT A
EMERGENCY MEDICAL SERVICES SUBSCRIPTION PROGRAM FEES
EFFECTIVE JULY 1, 2025**

EMS Subscription Fee and EMS Response Fee have (increased, decreased or remain unchanged) from the previous year.

For residents who are currently **ENROLLED** in the program, the fee will continue to be collected on the property tax roll in the same manner as other City services, such as residential solid waste collection charges, at the following rate:

EMS Subscription Fee	
Annual Fee:	\$TBD

For residents who have **OPTED-OUT** of the program, the annual fee listed above will not be charged. However, if emergency medical services are then provided by the Canyon Lake Fire Department or by any other first responder agency, you will receive an invoice from the City at the following rate each time services are provided:

EMS Response Fee	
Per Call Rate:	\$TBD

* To avoid receiving an invoice in the amount of \$TBD each time you call 9-1-1 for emergency medical services, make sure that you are enrolled in the EMS Subscription Program by reaching out to the City Clerk's office prior to June 11, 2025. Contact the City Clerk at (951) 244-2955 or sgarcia@canyonlakeca.gov. You may also use the searchable Final Fee Roll available on the City's website (canyonlakeca.gov/emsprogram) to determine your subscription status. Those who have previously Opted-Out may also Opt-In at this time.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Terry Shea, Finance Director

DATE: February 12, 2025

SUBJECT: Consideration of Proposed Budget Adjustments for the Fiscal Year 2024-2025 Mid-Year Budget and Related Actions

Recommendation

(1) Approve the recommended budget adjustments for the Fiscal Year 2024-25 Mid-Year Budget; (2) adopt Resolution No. 2025-06 adopting a Cell Phone and Internet Allowance Policy; (3) adopt Resolution No. 2025-07 and Resolution No. 2025-08 approving Updated Salary and Wage Schedules for Non-Safety and Safety Employees; and (4) approve job descriptions for the Administrative Services Director/City Clerk and Community Development Director positions.

Background

In June 2024, the City Council adopted Resolution 2024-26, approving the Fiscal Year 2024-25 Budget and Appropriations Limit. The adopted general fund budget included \$8,420,861 in revenues and \$8,266,348 in expenditures for budgeted revenues over expenditures of \$154,513. Through January, the City Council has approved additional appropriations of \$215,718 for various items including grant expenditures of \$48,718, which are offset by corresponding grant revenues in the same amount, a transfer out to the Rental Fund for \$60,000 for building improvements, \$57,000 for various technology updates, and \$50,000 for the fire station kitchen remodel.

Discussion

Actual revenues through December 2024 with projections for the remainder of the fiscal year are higher than anticipated by \$283,902. The largest projected increase are in UUT \$149,625 as the result of an audit of a UUT provider, insurance claim payments of \$45,000 and strike team reimbursements of \$150,000 responding to wildland fires. These increases are offset by projected decreases in construction and building fees of \$55,000 and commercial cannabis of \$37,750. The proposed adjustment for revenues is as follows:

10-000-4791	Insurance Reimbursements	\$45,000
10-000-4130	Utility Users Tax	\$149,625
10-421-4792	Strike Team Reimbursements	\$150,000
Total	General Fund	\$344,625

Actual expenditures through December 2024 with projections for the remainder of the fiscal year are in line with the original budget, with projected savings in law enforcement with the use of the remaining ARPA funds of \$142,000 and in Planning for the sphere of influence study budgeted for \$180,000. However, certain line items are over and some items need to be added to the budget. For the increases, decreases and proposed budget adjustments see Attachment 2 hereto.

In addition to approving the mid-year budget changes, Staff are requesting that the City Council take the following actions:

- Cell Phone and Internet Allowance Policy: Adopt a cell phone and internet reimbursement policy to ensure Staff are fairly compensated for work-related use of personal devices, enhancing accessibility, responsiveness, and efficiency while recognizing the essential role of mobile connectivity in performing City duties.
- Salary Schedules: Adopt salary schedules that establish a salary range for Department Heads. This will align the City’s compensation structure with surrounding jurisdictions and provide the City Manager with greater flexibility to attract, retain, and competitively compensate top talent. There is no fiscal impact for this item.
- Job Descriptions: Approve job descriptions for the Administrative Services Director/City Clerk and Community Development Director. This will ensure alignment with the actual duties performed and provide clarity in roles, expectations, and responsibilities while supporting effective management and organizational efficiency. There is no fiscal impact for this item.

Fiscal Year 2025/2026 Budget Adoption Timeline

As Staff continue to monitor the City’s financial position, preparations for the Fiscal Year 2025/2026 budget are underway. The schedule below outlines key dates in the budget adoption process:

- *March 6, Budget Kickoff Meeting*. Internal staff meeting to initiate the budget process.
- *March 17, Draft Budget Presented to City Manager*. Finance Director to present the draft budget to the City Manager.
- *April 9, Preliminary Budget Presentation*. Staff presentation of the draft budget to City Council.

- *May 14, Budget Adoption.* Final approval of the budget by City Council incorporating any changes directed by City Council on the April 9, 2025, draft budget business item.

Fiscal Impact

If the proposed budget adjustments are approved, the planned budgeted revenues over expenditures for Fiscal Year 2024-2025 goes from \$154,513 to \$236,493.

Attachments

1. Revenues and Expenditures
2. Budget Adjustment Discussion for Expenditures
3. Mid-Year Proposed Budget Adjustments
4. Resolution No. 2025-06, Cell Phone and Internet Allowance Policy
5. Resolution No. 2025-07, Salary and Wage Schedule – Non-Safety
6. Resolution No. 2025-08, Salary and Wage Schedule – Safety
7. Job Descriptions

ATTACHMENT 1

**CITY OF CANYON LAKE
MID-YEAR REVIEW - REVENUES AND EXPENDITURES
10 - GENERAL FUND
FISCAL YEAR 2024-25**

	Year-to-Date Actual 31-Dec-24	Projected January to June	Projected FY 2024/25	Amended Budget	% Total of Budget Used Mid-Year	% Total of Budget Used Yearend	Variance
REVENUES							
PROPERTY TAXES	\$ 898,906	\$ 3,142,069	\$ 4,040,975	\$ 4,015,261	22.39	100.64	\$ 25,714
SALES TAXES	128,914	267,000	395,914	400,000	32.23	98.98	(4,086)
UTILITY USERS	363,590	674,625	1,038,215	888,500	40.92	116.85	149,715
TRANSIENT LODGING TAX	18,409	60,000	78,409	86,000	21.41	91.17	(7,591)
BUSINESS LICENSE FEES	33,219	36,000	69,219	69,000	48.14	100.32	219
COURT, VEHICLE, PARKING	6,957	7,200	14,157	15,000	46.38	94.38	(843)
FRANCHISE FEES	126,218	564,600	690,818	680,100	18.56	101.58	10,718
INTEREST INCOME	103,431	98,000	201,431	200,000	51.72	100.72	1,431
PERMITS AND FEES	273,374	322,070	595,444	696,900	39.23	85.44	(101,456)
EMS SUBSCRIPTION FEE	5,586	1,285,136	1,290,722	1,294,100	0.43	99.74	(3,378)
STRIKE TEAM REIMBURSEMENT	-	150,000	150,000	-	-	-	150,000
MOTOR VEHICLE FEE	-	17,438	17,438	14,000	-	124.56	3,438
GRANTS	3,249	75,468	78,717	78,718	4.13	100.00	(1)
MISCELLANEOUS	74,023	18,000	92,023	32,000	231.32	287.57	60,023
TOTAL REVENUES	\$ 2,035,875	\$ 6,717,606	\$ 8,753,481	\$ 8,469,579	24.04	103.35	\$ 283,902
EXPENDITURES							
	Year-to-Date Actual 31-Dec-24	Projected January to June	Projected FY 2024/25	Amended Budget	% Total of Budget Used Mid-Year	% Total of Budget Used Yearend	Variance
CITY COUNCIL							
SALARIES AND BENEFITS	9,374	9,390	18,764	19,340	48.47	97.02	577
OPERATIONS AND MATERIALS	151,624	38,845	190,469	163,525	92.72	116.48	(26,944)
	160,998	48,235	209,233	182,865	88.04	114.42	(26,368)
CITY ATTORNEY							
CONTRACT SERVICES	44,344	104,640	148,984	156,560	28.32	95.16	7,576
	44,344	104,640	148,984	156,560	28.32	95.16	7,576

	Year-to-Date Actual 31-Dec-24	Projected January to June	Projected FY 2024/25	Amended Budget	% Total of Budget Used Mid-Year	% Total of Budget Used Yearend	Variance
CITY MANAGER							
SALARIES AND BENEFITS	\$ 404,394	\$ 354,500	\$ 758,894	\$ 752,087	53.77	100.91	\$ (6,807)
OPERATIONS AND MATERIALS	103,372	50,040	153,412	124,550	83.00	123.17	(28,862)
	507,766	404,540	912,306	876,637	57.92	104.07	(35,669)
CITY CLERK							
SALARIES AND BENEFITS	104,615	96,400	201,015	200,363	52.21	100.33	(652)
OPERATIONS AND MATERIALS	12,590	94,600	107,190	127,100	9.91	84.33	19,910
	117,204	191,000	308,204	327,463	35.79	94.12	19,259
FINANCE							
SALARIES AND BENEFITS	96,358	114,500	210,858	235,678	40.89	89.47	24,820
CONTRACT SERVICES	68,529	70,932	139,461	114,560	59.82	121.74	(24,901)
OPERATIONS AND MATERIALS	66,819	11,960	78,779	84,100	79.45	93.67	5,321
	231,706	197,392	429,098	434,338	53.35	98.79	5,240
PLANNING							
CONTRACT SERVICES	22,910	116,500	139,410	335,200	6.83	41.59	195,790
	22,910	116,500	139,410	335,200	6.83	41.59	195,790
BUILDING & SAFETY							
SALARIES AND BENEFITS	134,906	128,000	262,906	265,584	50.80	98.99	2,678
CONTRACT SERVICES	65,812	63,000	128,812	150,950	43.60	85.33	22,138
OPERATIONS AND MATERIALS	2,364	4,798	7,161	15,000	15.76	47.74	7,839
	203,081	195,798	398,879	431,534	47.06	92.43	32,655
LAW ENFORCEMENT							
CONTRACT SERVICES	339,201	1,360,000	1,699,201	1,799,770	18.85	94.41	100,569
OPERATIONS AND MATERIALS	13,103	41,100	54,203	58,400	22.44	92.81	4,197
CAPITAL OUTLAY	-	-	-	5,000	-	-	5,000
	352,304	1,401,100	1,753,404	1,863,170	18.91	94.11	109,766
CITY FIRE DEPARTMENT							
SALARIES AND BENEFITS	\$ 865,765	\$ 823,480	\$ 1,689,245	\$ 1,683,949	51.41	100.31	\$ (5,296)
DEBT SERVICE	-	125,214	125,214	125,214	-	100.00	-
OPERATIONS AND MATERIALS	67,643	139,604	207,247	261,559	25.86	79.24	54,312
CONTRACT SERVICES	6,319	144,000	150,319	167,760	3.77	89.60	17,441
CAPITAL EXPENDITURES	3,527	47,285	50,812	51,035	6.91	99.56	223
	943,254	1,279,583	2,222,837	2,289,517	41.20	97.09	66,680

	Year-to-Date Actual 31-Dec-24	Projected January to June	Projected FY 2024/25	Amended Budget	% Total of Budget Used Mid-Year	% Total of Budget Used Yearend	Variance
EMERGENCY PREPAREDNESS							
OPERATIONS AND MATERIALS	6,604	21,039	27,643	28,600	23.09	96.65	957
	6,604	21,039	27,643	28,600	23.09	96.65	957
ANIMAL CONTROL							
CONTRACT SERVICES	71,626	53,817	125,443	121,434	58.98	103.30	(4,009)
	71,626	53,817	125,443	121,434	58.98	103.30	(4,009)
PUBLIC WORKS ADMINISTRATION							
CONTRACT SERVICES	68,021	11,400	79,421	20,000	340.11	397.11	(59,421)
	68,021	11,400	79,421	20,000	340.11	397.11	(59,421)
NPDES							
OPERATIONS AND MATERIALS	103,737	47,756	151,493	153,500	67.58	98.69	2,007
	103,737	47,756	151,493	153,500	67.58	98.69	2,007
CODE ENFORCEMENT							
SALARIES AND BENEFITS	200,765	187,800	388,565	392,798	51.11	98.92	4,233
OPERATIONS AND MATERIALS	41,623	11,004	52,627	50,500	82.42	104.21	(2,127)
	242,387	198,804	441,191	443,298	54.68	99.52	2,107
BUILDING & FACILITY							
OPERATIONS AND MATERIALS	378,260	103,154	481,414	505,635	74.81	95.21	24,221
DEBT SERVICE	56,157	56,160	112,317	112,315	50.00	100.00	(2)
CAPITAL IMPROVEMENTS	5,483	133,500	138,983	140,000	3.92	99.27	1,017
	439,900	292,814	732,714	757,950	58.04	96.67	25,236
TRANSFERS TO OTHER FUNDS	31,000	26,000	57,000	60,000	51.67	95.00	3,000
TOTAL EXPENDITURES	\$ 3,546,843	\$ 4,590,417	\$ 8,137,260	\$ 8,482,066	41.82	95.93	344,806
EXCESS (DEFICIT) REVENUES OVER EXP.	\$ (1,510,968)	\$ 2,127,189	\$ 616,221	\$ (12,487)			

ATTACHMENT 2

City of Canyon lake
Budget Adjustment Discussion for Expenditures

<u>Account No.</u>	<u>Account Description</u>	<u>Description</u>	<u>Amount</u>
<u>General Fund</u>			
10-100-6830	Promotion & Advertising	Decrease in video production costs	\$ (13,000)
10-100-6831	City Events	Increase for new events and event activities, offset by higher sponsoship revenues for events	\$ 13,000
10-100-6831	City Events	Increase for new events and event activities, offset by higher sponsoship revenues for events	\$ 8,100
10-100-6831	City Events	Increase for Donuts with Santa	\$ 1,000
10-310-6080	Benefits	Increase for cell phone allowance	\$ 1,000
10-310-6415	Fleet Maintenance	Increase for repairs to the Ford Explorer	\$ 23,100
10-310-6610	Professional/Specialized Services	Increase for law enforcement study	\$ 24,000
10-320-6080	Benefits	Increase for cell phone allowance	\$ 750
10-330-6080	Benefits	Increase for cell phone allowance	\$ 250
10-350-6619	General Plan Services	Decrease for the sphere of influence study	\$ (180,000)
10-360-6010	Salaries & Wages	Increase for potential merit increases	\$ 870
10-360-6425	Fuels & Lubricants	Increased fuel costs	\$ 500
10-421-6020	Salaries FD Mgmt	Increase for part-time Battalion Chief in transition	\$ 10,000
10-421-6023	Salaries FD FF	Increase for potential merit increases	\$ 7,700
10-421-6024	Salaries FD FF OT	Increase for participation in wildland fires. Which will be reimbursed by FEMA	\$ 85,540
10-421-6024	Salaries FD FF OT	Increase for potential merit increases	\$ 1,300
10-421-6081	Benefits	Cell phone allowance	\$ 250
10-421-6086	Benefits FD	Increase for potential merit increases	\$ 200
10-421-6088	Benefits PARS FF	Increase for potential merit increases	\$ 600
10-421-6610	Professional & Specialized Serv.	Increase for cellular service & Software for new Tablet Command program	\$ 1,255
10-421-6841	Claim Payments WC	Increase for Worker's Comp claims paid	\$ 6,700
10-421-8017	Fire Life Saving Equipment	Increase for IPADs for new Tablet Command program	\$ 4,500
10-510-6456	Calrecycle SB1383 LAGP OWR1	Increase for costs incurred in the program, grant funds were received in prior fiscal year	\$ 21,600
10-510-6457	Calrecycle SB1383 LAGP OWR4	Increase for costs incurred in the program, grant funds were received in prior fiscal year	\$ 39,500
10-520-6015	Salaries & Wages	Increase for potential merit increases	\$ 1,400
10-520-6080	Benefits	Increase for cell phone allowance	\$ 250
10-520-6842	Claim Payments	Increase for actual claim payments	\$ 20,000
10-550-6610	Professional & Specialized Serv.	Increase in janitorial due to construction	\$ 3,000
10-550-6610	Professional & Specialized Serv.	Increase for Cintas	\$ 1,780
10-550-6610	Professional & Specialized Serv.	Increase for temporary generator at Fire Station during the Santa Ana winds event	\$ 10,500
<u>Rental Fund</u>			
60-560-6610	Professional & Specialized Serv.	Commissions on new rental agreements.	\$ 4,700
60-570-6610	Professional & Specialized Serv.	Commissions on new rental agreements.	\$ 1,620
60-560-6325	Repairs & Maintenance	Increase for facility repair costs	\$ 3,500

ATTACHMENT 3

**CITY OF CANYON LAKE
MID-YEAR PROPOSED BUDGET ADJUSTMENTS
FISCAL YEAR 2024-25 BUDGET ADJUSTMENTS**

<u>Account#</u>	<u>Account Name</u>	<u>Reason for Adjustment</u>	<u>Mid-Year Adj.</u>	<u>Amended Budget FY 2024/25</u>	<u>Mid-Year Adjustment</u>	<u>Adjusted Budget FY 2024/25</u>
GENERAL FUND REVENUES						
10-000-4130	Utility Users Tax	Increase of revenues as the result of an audit, less fees	\$ 149,625	\$ 888,500	\$ 149,625	\$ 1,038,125
10-000-4791	Insurance Reimbursements	Increase for actual insurance reimbursements	\$ 45,000	\$ -	\$ 45,000	\$ 45,000
10-000-	Strike Team Reimbursments	Increase for FEMA reimbursement for Strike Team	\$ 150,000	\$ -	\$ 150,000	\$ 150,000
		Increase in Revenues			\$ 344,625	
		Original General Fund Budget (as amended) - Revenues			\$ 8,469,579	
		Adjusted General Fund Budget - Revenues			\$ 8,814,204	
GENERAL FUND EXPENDITURES						
<u>City Council</u>						
10-100-6830	Promotion & Advertising	Decrease in video production costs	\$ (13,000)	\$ 32,075	\$ (13,000)	\$ 19,075
10-100-6831	City Events	Increase for new events and event activities, offset by higher sponsoship revenues for events	\$ 13,000	\$ 79,500	\$ 22,100	\$ 101,600
10-100-6831	City Events	Increase for new events and event activities, offset by higher sponsoship revenues for events	\$ 8,100			
10-100-6831	City Events	Increase for Donuts with Santa	\$ 1,000			
<u>City Manager</u>						
10-310-6080	Benefits	Increase for cell phone allowances	\$ 1,000	\$ 175,832	\$ 1,000	\$ 176,832
10-310-6415	Fleet Maintenance	Increase for repairs to the Ford Explorer	\$ 23,100	\$ 1,000	\$ 23,100	\$ 24,100
10-310-6610	Professional/Specialized Services	Increase for law enforcement study	\$ 24,000	\$ 44,200	\$ 24,000	\$ 68,200
<u>City Clerk</u>						
10-320-6080	Benefits	Increase for cell phone allowances	\$ 750	\$ 26,047	\$ 750	\$ 26,797
<u>Finance</u>						
10-330-6080	Benefits	Increase for cell phone allowances	\$ 250	\$ 58,657	\$ 250	\$ 58,907
<u>Planning</u>						
10-350-6619	General Plan Services	Decrease for the sphere of influence study	\$ (180,000)	\$ 265,000	\$ (180,000)	\$ 85,000

<u>Account#</u>	<u>Account Name</u>	<u>Reason for Adjustment</u>	<u>Mid-Year Adj.</u>	<u>Amended Budget FY 2024/25</u>	<u>Mid-Year Adjustment</u>	<u>Adjusted Budget FY 2024/25</u>
<u>Building & Safety</u>						
10-360-6010	Salaries & Wages	Increase for potential merit increases	\$ 870	\$ 215,586	\$ 870	\$ 216,456
10-360-6425	Fuels & Lubricants	Increased costs	\$ 500	\$ 1,500	\$ 500	\$ 2,000
<u>City Fire Department</u>						
10-421-6020	Salaries FD Mgmt	Increase for part-time Battalion Chief in transition	\$ 10,000	\$ 326,811	\$ 10,000	\$ 336,811
10-421-6023	Salaries FD FF	Increase for potential merit increases	\$ 7,700	\$ 793,174	\$ 7,700	\$ 800,874
10-421-6024	Salaries FD FF OT	Increase for participation in wildland fires	\$ 85,540	\$ 176,300	\$ 86,840	\$ 263,140
10-421-6024	Salaries FD FF OT	Increase for potential merit increases	\$ 1,300			
10-421-6081	Benefits	Cell phone allowance	\$ 250	\$ 26,801	\$ 250	\$ 27,051
10-421-6086	Benefits FD	Increase for potential merit increases	\$ 200	\$ 28,665	\$ 200	\$ 28,865
10-421-6088	Benefits PARS FF	Increase for potential merit increases	\$ 600	\$ 100,043	\$ 600	\$ 100,643
10-421-6610	Professional & Specialized Serv.	Increase for cellular service & Software for new program	\$ 1,255	\$ 167,760	\$ 1,255	\$ 169,015
10-421-6841	Claim Payments WC	Increase for Worker's Comp claims paid	\$ 6,700	\$ -	\$ 6,700	\$ 6,700
10-421-8017	Fire Life Saving Equipment	Increase for IPADs for new Tablet Command program	\$ 4,500	\$ 51,035	\$ 4,500	\$ 55,535
<u>Public Works Administration</u>						
10-510-6456	Calrecycle SB1383 LAGP OWR1	Increase for costs incurred in the program, grant funds were received in prior fiscal year	\$ 21,600	\$ -	\$ 21,600	\$ 21,600
10-510-6457	Calrecycle SB1383 LAGP OWR4	Increase for costs incurred in the program, grant funds were received in prior fiscal year	\$ 39,500	\$ -	\$ 39,500	\$ 39,500
<u>Code Enforcement</u>						
10-520-6015	Salaries & Wages	Increase for potential merit increases	\$ 1,400	\$ 310,221	\$ 1,400	\$ 311,621
10-520-6080	Benefits	Increase for cell phone allowance	\$ 250	\$ 82,577	\$ 250	\$ 82,827
10-520-6842	Claim Payments	Increase for actual claim payments	\$ 20,000	\$ -	\$ 20,000	\$ 20,000
<u>Building & Facilities Maint</u>						
10-550-6610	Professional & Specialized Serv.	Increase in janitorial due to construction	\$ 3,000	\$ 69,980	\$ 15,280	\$ 85,260
		Increase for Cintas	\$ 1,780			
		Increase for temporary generator at Fire Station during the Santa Ana winds event	\$ 10,500			
		Total Budget Adjustments - Expenditures	\$ 95,645		\$ 95,645	
		Amended General Fund Budget - Expenditures			\$ 8,482,066	
		Adjusted General Fund Budget - Expenditures			\$ 8,577,711	
		Amended General Fund Budget - Surplus			\$ (12,487)	
		Adjusted General Fund Budget - Surplus			\$ 236,493	

<u>Account#</u>	<u>Account Name</u>	<u>Reason for Adjustment</u>	<u>Mid-Year Adj.</u>	<u>Amended Budget FY 2024/25</u>	<u>Mid-Year Adjustment</u>	<u>Adjusted Budget FY 2024/25</u>
RENTAL FUND EXPENDITURES						
60-560-6610	Professional & Specialized Serv.	Increase for commisions on rental leases	\$ 4,700	\$ -	\$ 4,700	\$ 4,700
60-560-6325	Repairs & Maintenance	Increase for facilty repair costs	\$ 3,500	\$ 2,000	\$ 3,500	\$ 5,500
60-570-6610	Professional & Specialized Serv.	Increase for commisions on rental leases	\$ 1,620	\$ 1,800	\$ 1,620	\$ 3,420

ATTACHMENT 4

RESOLUTION NO. 2025-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A CELL PHONE AND INTERNET ALLOWANCE POLICY

WHEREAS, the purpose of this Cell Phone and Internet Allowance Policy (“Policy”) is to offset Staff’s cell phone and internet usage costs incurred when performing job duties; and

WHEREAS, the Policy may be updated from time-to-time as deemed necessary by the City Manager; and

WHEREAS, the City Council has determined that adopting the Policy serves a municipal and public purpose.

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 adopts the Cell Phone and Internet Allowance Policy, attached hereto as Exhibit “A”. The City Manager is authorized to amend the Policy from time to time with changes approved as to form by the City Attorney.

Section 3. In the event of a conflict between the Policy and the City’s Employee Handbook and Personnel Policy Manual, the provisions of the Policy shall apply.

Section 4. That the City Clerk shall certify 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 12th day of February 2025.

Mark Terry, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT "A"

Cell Phone and Internet Allowance Policy

[to be attached]



Cell Phone and Internet Allowance Policy

Date of Adoption: February 12, 2025

Resolution No. 2025-06

City of Canyon Lake Cell Phone and Internet Allowance Policy

Intent and Purpose

The City of Canyon Lake (“City”) supports its team members and prioritizes the optimization of staff and operations. The purpose of this policy is to establish the protocols, requirements, and allowance benefits to offset the team member’s related cell phone and internet usage costs incurred when performing job duties. This policy applies to all City departments, offices, and team members. The allowance will be available in two distinct groups (Group 1 and Group 2) based on the team member’s role within the organization (see **Classification of Allowance** below).

This policy may be amended by the City Manager at any time to reflect changes in technology, regulations, organizational needs, or unforeseen circumstances.

In the event of a conflict between this Cell Phone and Internet Allowance policy and the City’s Employee Handbook and Personnel Policy Manual, the provisions of this Cell Phone and Internet Allowance policy shall apply.

This policy does not apply to team members with employment agreements that specifically address cell phone and internet allowances.

This allowance is not eligible to go towards CalPERS and shall not be included in the calculation for retirement benefits.

Definitions

- a. **Department Head** shall mean an individual who holds a senior management position overseeing and leading a specific department.
- b. **Staff** shall mean all team members not classified as department heads.
- c. **Designee** shall mean an individual selected or appointed by the City Manager to carry out specific duties.
- d. **Necessary Expenditure** shall mean the expenses incurred as a result of a team member working from a location other than the agency worksite, limited to cellphone and internet usage.
- e. **Devices and Connectivity** shall mean the cell phone and internet usage by a team member performing assigned job duties.
- f. **Allowance** shall mean an agreement with the City in which team members receive a benefit for necessary expenditures incurred.

Classification of Allowance

The allowance is established in separate groups.

- **Group 1:** designated for Department Heads.
- **Group 2:** designated for Staff.

Department Heads are classified for allowance purposes based on the significant communication requirements and demands inherent to their role. Staff is classified for allowance purposes based on the communication requirements and demands inherent to their role.

The City Manager reserves the right to alter team member classifications to meet operational needs, scheduling concerns, customer service demands, or other unforeseen circumstances.

Amount of Allowance

The allowance amounts distinctly identified in separate groups are allotted for Necessary Expenditures of covered devices and connectivity. The established benefit shall be paid by the City via its payroll system each month, split between bi-weekly payroll, except for the payroll that falls on the third payroll of the month.

The City has established the following standardized allowance:

- **Group 1:** The City will provide Department Heads with a monthly benefit of \$150 for costs associated with the use of personal devices and connectivity for City business purposes.
- **Group 2:** All other Staff may be eligible for a benefit of \$50 as determined by the City Manager for costs associated with the use of personal devices and connectivity for City business purposes. The City Manager retains discretion to assign team members to the appropriate group.

All team members receiving an allowance for devices and connectivity for City business in accordance with this regulation will be expected to maintain their devices in working order and be available for City business calls as needed and as reasonably expected. Department Heads are expected to be available unless specific accommodation has been made.

Policies and Guidelines

All obligations, responsibilities, codes of conduct, laws, policies, and terms and conditions of employment apply in the same manner as if the team members were working at the primary worksite unless specifically addressed in this policy.

Team members are responsible for operating City-owned and personal vehicles and potentially hazardous equipment in a safe and prudent manner, free from any distraction; therefore, team members should refrain from texting and from using cell phones while operating such vehicles.

Team Members Responsibilities

Team members who use their personal cell phones or internet services for work-related purposes are expected to maintain their devices, ensuring they are functional and capable of meeting the requirements of their job. Team members accept financial responsibility for any physical damage, theft, loss, and all other related personal costs in excess of the City allowance.

Information Security

Team members are responsible for abiding by City policies and procedures covering information security, internet access, and data privacy. Therefore, team members are required to take reasonable and prudent measures to ensure the security of confidential City information and prevent its loss and unauthorized disclosure.

Any breach of confidential information by the team member shall be reported immediately to their supervisor or City Manager if their supervisor is unavailable and may result in modification or withdrawal of the allowance benefit, termination of the allowance benefit, and/or disciplinary action, up to and including termination.

All work products are the property of the City regardless of whether the work product is created or modified on a City-owned or personal device. As such, this work product is subject to the Public Records Act. Work product includes, but is not limited to notes, data, reference materials, sketches, drawings, memoranda, reports, and records.

Technology Support

The City's technology support is available to assist team members during business hours. If team members require assistance, the Help Desk is available. A team member's access and connection of the City's network(s) may be monitored.

Administration of This Policy

The City Manager or his/her Designee are responsible for administering this policy. If you have any questions regarding this policy or if you have questions about cell phone and internet usage or any of the terms in this policy, please contact the City Manager's Office.

Team Members Covered Under a Collective Bargaining Agreement

The employment terms set out in this policy work in conjunction with and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the City. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with the City, team members should refer to the specific terms of the collective bargaining agreement, which is the controlling document.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

ATTACHMENT 5

RESOLUTION NO. 2025-07

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

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

WHEREAS, the City wishes to establish salary ranges for Department Heads to align the City's compensation structure with surrounding jurisdictions and provide greater flexibility to attract, retain, and competitively compensate top talent.

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 authorizes salary ranges for Department Heads as set forth on Exhibit "A" hereto.

Section 3. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 12th day of February 2025.

Mark Terry, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk



NON-SAFETY SALARY SCHEDULE

Proposed - Effective February 12, 2025

City Manager and Department Heads		
Job Title	Allocated	
City Manager	1	Per Contract - \$265,000
Administrative Services Director / City Clerk	1	Department Head Range: \$133,903.13 - \$162,760.09
Community Development Director	1	

Exempt Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Management Analyst I	1	\$85,698.00	\$89,982.90	\$94,482.05	\$99,206.15	\$104,166.45
Accountant / HR Specialist	1	\$91,054.13	\$95,606.83	\$100,387.17	\$105,406.53	\$110,676.86
Deputy Building Official / Sr. Building Inspector	1	\$91,054.13	\$95,606.83	\$100,387.17	\$105,406.53	\$110,676.86
Code Enforcement Supervisor	1	\$80,341.88	\$84,358.97	\$88,576.92	\$93,005.76	\$97,656.05
Executive Assistant / Analyst	1	\$69,629.63	\$73,111.11	\$76,766.66	\$80,604.99	\$84,635.24

Hourly/Non-Exempt Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Code Enforcement Officer	2.5	\$33.07/hr.	\$34.72/hr.	\$36.46/hr.	\$38.28/hr.	\$40.20/hr.
Building Permit Technician II	1	\$35.24/hr.	\$37.00/hr.	\$38.85/hr.	\$40.79/hr.	\$42.83/hr.
Building Permit Technician I	.5	\$31.44/hr.	\$33.01/hr.	\$34.67/hr.	\$36.40/hr.	\$38.22/hr.
Executive Assistant / Accounting Technician	1	\$29.82/hr.	\$31.31/hr.	\$32.87/hr.	\$34.52/hr.	\$36.24/hr.
Senior Administrative Assistant	2	\$24.10/hr.	\$25.31/hr.	\$26.57/hr.	\$27.90/hr.	\$29.30/hr.

Non-Safety Allocated Positions

Full Time: 13

Part Time: 4

ATTACHMENT 6

RESOLUTION NO. 2025-08

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

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

WHEREAS, the City wishes to establish salary ranges for Department Heads positions to align the City’s compensation structure with surrounding jurisdictions and provide greater flexibility to attract, retain, and competitively compensate top talent.

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 authorizes salary ranges for Department Heads as set forth on Exhibit “A” hereto.

Section 3. That the City Clerk shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 12th day of February 2025.

Mark Terry, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk



SAFETY SALARY SCHEDULE
Proposed - Effective February 12, 2025

Fire Chief and Department Heads		
Job Title	Allocated	
Fire Chief	1	Per Contract Department Head Range: \$133,903.13 - \$162,760.09
Battalion Chief	1.5	Per Contract

Hourly/Non-Exempt Full Time Employees						
Job Title	Allocated	Step A	Step B	Step C	Step D	Step E
Captain	0	\$26.17/hr.	\$27.48/hr.	\$28.85/hr.	\$30.29/hr.	\$31.81/hr.
Captain/Paramedic	3	\$27.47/hr.	\$28.84/hr.	\$30.28/hr.	\$31.80/hr.	\$33.39/hr.
Engineer	0	\$23.79/hr.	\$24.98/hr.	\$26.23/hr.	\$27.54/hr.	\$28.92/hr.
Engineer/Paramedic	3.5	\$24.98/hr.	\$26.23/hr.	\$27.54/hr.	\$28.92/hr.	\$30.36/hr.
Firefighter/Paramedic	3	\$21.64/hr.	\$22.72/hr.	\$23.85/hr.	\$25.05/hr.	\$26.30/hr.

Volunteer Positions		
Job Title	Allocated	Stipend
Reserve Firefighter		\$50.00 per 24-hour shift

Safety Allocated Positions

Full Time: 11

Part Time: 2

ATTACHMENT 7



City of Canyon Lake Classification Specification

ADMINISTRATIVE SERVICES DIRECTOR / CITY CLERK

THE POSITION

Under general administrative direction of the City Manager, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Administrative Services Department including Finance, Human Resources and Risk Management; formulates departmental budget, policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; provides highly responsible and complex assistance to the City Manager in areas of expertise; and performs related work as required. Administers the statutory responsibility of City Clerk including serving as the City elections official; oversees, directs, and manages the comprehensive range of services and programs of City Clerk's Office; performs other duties as assigned.

REPRESENTATIVE DUTIES

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

- Maintains custody of official records (e.g., ordinances, resolutions, contracts, meeting minutes), manages the Municipal Code's codification, oversees the public records program, records retention program and claims administration process.
- Oversees the preparation and distribution of City Council agendas and materials, attends meetings to record proceedings and prepare minutes, executes and certifies City documents, manages the City seal, and administers oaths.
- Serves as the City elections official, managing municipal elections, ballot measures, petitions, and candidate information while certifying election results; acts as FPPC filing officer for campaign and financial disclosures.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- In the absence of the City Manager, may serve as the Acting City Manager, assuming full authority and responsibility for the administration of city operations.

OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

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

ABILITIES

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

EDUCATION AND EXPERIENCE

Education

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

Experience

- Five (5) years of broad and extensive experience in municipal administrative services management or related management experience.

License and Certifications

- Possession of a valid State of California Driver's License, Class C.
- Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC)
- Ability to obtain Notary Certification within 90 days.

WORKING CONDITIONS

Environment

- Indoor, office environment.

Physical Demands

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

Equal Opportunity Employer:

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



City of Canyon Lake Classification Specification

COMMUNITY DEVELOPMENT DIRECTOR

THE POSITION

Under administrative direction, the Community Development Director manages and oversees all functions of the Community Development Department, including planning services, building and safety, facility maintenance and code enforcement. This role includes leading activities in current, advance, and environmental planning, fostering collaboration with other departments and external agencies, and providing professional assistance to the City Manager. The Director also ensures the department's goals align with the City's objectives, develops policies, supervises staff, and ensures effective service delivery; performs other duties as assigned.

REPRESENTATIVE DUTIES

- Assumes full management responsibility for all Community Development Department programs, services, and activities, including City planning, building and safety, facility maintenance, code enforcement activities and the development, administration, and implementation of the City's general plan.
- Overseeing the management and coordination of IT services, waste management contracts, business licensing, facility leases and maintenance, capital improvement initiatives, the city's hazard mitigation program, and serving as the ADA program coordinator.
- Develop and implement departmental goals, policies, and procedures, ensuring alignment within City policy, appropriate budget, service, and staffing levels.
- Direct and evaluate the performance of department personnel, including hiring, training, and addressing performance issues.
- Oversee the development and administration of the department's budget, including forecasting, monitoring expenditures, and making necessary adjustments.
- Ensure efficient use of department resources, including staffing, equipment, and materials.
- Coordinate activities with other City departments, external agencies, and public/private stakeholders to ensure the successful completion of development projects.
- Represent the City and department at meetings with government agencies, contractors, vendors, and other organizations.
- Act as a liaison between the City and community groups, business leaders, and regulatory agencies.
- Review, propose, and implement policies and procedures to improve service delivery, ensure legal compliance, and address community development needs.
- Evaluate and interpret land use laws, zoning regulations, and environmental policies as they relate to department projects.
- Address public concerns, complaints, and inquiries regarding community development issues, proposing resolutions when necessary.

- Facilitate public meetings, workshops, and hearings, ensuring transparency in decision-making processes.
- Lead the creation of long-term planning strategies for the development of the City's infrastructure, neighborhoods, and environment.
- Direct and coordinate amendments to the General Plan and other key planning documents to ensure they meet current and future City needs.
- Coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Oversee the development and execution of contracts for consultant services, including the preparation of requests for proposals and evaluations of bids.
- Manage the administration of contracted services, ensuring compliance with all terms and conditions.
- Stay informed of legislative changes that may impact community development and recommend necessary adjustments to City policies.
- Advocate for City interests in meetings with legislators, regulatory bodies, and other influential entities.
- Organize and implement training programs to ensure staff stays current on new trends, regulations, and technologies related to community development.
- Participates in and makes presentations at City Council meetings; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development and other services as they relate to the area of assignment.
- Foster a culture of continuous improvement within the department through leadership and staff development initiatives.
- Prepare detailed reports, presentations, and recommendations for the City Manager, City Council, and other stakeholders regarding planning activities, department performance, and ongoing projects.
- Ensure all reports are clear, accurate, and delivered in a timely manner to support informed decision-making.
- In the absence of the City Manager, may serve as the Acting City Manager, assuming full authority and responsibility for the administration of city operations.

OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

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

KNOWLEDGE AND ABILITIES

Knowledge:

- Organizational leadership principles, including goal-setting, program design, implementation, assessment, and staff supervision, either directly or through subordinate levels of oversight.
- Development of public agency budgets, management of contracts, City-wide governance practices, and general risk management related to the responsibilities of the assigned department.
- Organizational and management techniques used to assess and evaluate projects, programs, policies, procedures, and operational needs, including municipal government administration principles.

- Concepts and standards related to General Plans, land use, zoning, subdivisions, urban planning regulations, natural resource protection, and environmental law.
- Supervisory techniques, including work planning, task delegation, review and evaluation, and training staff on work procedures.
- Knowledge of relevant Federal, State, and local laws, regulatory codes, ordinances, and procedures for the assigned area of responsibility.
- Addressing technical, legal, financial, and public relations challenges in the management of community development initiatives.
- Techniques for developing presentations, engaging in contract negotiations, drafting business correspondence, and distributing information, along with research and reporting methods.
- Principles of maintaining records, writing technical reports, and preparing correspondence and presentations.
- Current office practices, including the use of modern office equipment, methods, and computer software related to the work.
- Proficiency in English grammar, spelling, vocabulary, and punctuation.
- Skills for effectively representing the City in dealings with government agencies, community groups, and business, professional, educational, regulatory, and legislative organizations.
- Approaches to providing exceptional customer service by effectively interacting with the public, vendors, contractors, and City staff.

Abilities:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community development programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education

- Possession of a degree comparable to a Bachelor's from an accredited college or university, with a focus on urban planning, community development, public or business administration, engineering or a related discipline. A Master's degree is strongly preferred.

Experience

- Seven years of increasing responsibility in administrative and supervisory management roles within community development, economic development, urban planning, or a closely related field.

License and Certifications

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

WORKING CONDITIONS

Environment

- Indoor, primarily office environment.

Physical Demands

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

Equal Opportunity Employer:

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