



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587

www.canyonlakeca.gov

Mayor Jeremy Smith
Mayor Pro Tem Dale Welty
Council Member Kasey Castillo
Council Member Jennifer Dain
Council Member Mark Terry

City Manager Nicole Dailey
City Attorney Steven Graham
City Clerk Sheryl Garcia

AGENDA

Regular Meeting of the Canyon Lake City Council
Wednesday, December 13, 2023

Closed Session 5:30 P.M. – City Hall Administration Office – 31526 Railroad Canyon Road, Suite 5
Open Session 6:30 P.M. – City Hall Council Chamber – 31516 Railroad Canyon Road

CLOSED SESSION

CLOSED SESSION CALLED TO ORDER

ROLL CALL

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 – EXISTING LITIGATION - Pursuant to paragraph (1) of subdivision (d) of Section 54956.9: Richard Beck v. City of Canyon Lake, 4th DCA Case No. E082164
2. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code Section 54957.6
Agency Designated Representative: City Manager
Unrepresented Employees

OPEN SESSION

OPEN SESSION CALLED TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL

CLOSED SESSION REPORT

CITY COUNCIL REORGANIZATION

PRESENTATIONS

Citizen of the Month
Riverside County Transportation Commission – Traffic Relief Plan

COMMUNITY REPORTS

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

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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. 2023-42 Approving Claims and Demands of the City.

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

Recommendation: Approve the Minutes of the City Council meeting of November 8, 2023.

(4) **Second Reading and Adoption of Ordinance No. 237 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 10.16 of the Canyon Lake Municipal Code Relating to Dogs, Cats and Other Animals at Large**

Recommendation: Conduct second reading and adopt Ordinance No. 237 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 10.16 of the Canyon Lake Municipal Code Relating to Dogs, Cats and Other Animals at Large.

(5) **Second Reading and Adoption of Ordinance No. 238 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.13 to the Canyon Lake Municipal Code Related to Catalytic Converters**

Recommendation: Conduct second reading and adopt Ordinance No. 238 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.13 to the Canyon Lake Municipal Code Related to Catalytic Converters.

(6) **Second Reading and Adoption of Ordinance No. 239 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Related to Fire Lanes**

Recommendation: Conduct second reading and adopt Ordinance No. 239 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Related to Fire Lanes.

(7) **Second Reading and Adoption of Ordinance No. 240 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.12 to the Canyon Lake Municipal Code Related to Weed Abatement**

Recommendation: Conduct second reading and adopt Ordinance No. 240 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.12 to the Canyon Lake Municipal Code Related to Weed Abatement.

- (8) **Resolution Acknowledging Receipt of the Fire Chief’s Report Regarding Compliance with the Annual Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code**

Recommendation: Adopt Resolution No. 2023-43 Acknowledging Receipt of the Fire Chief’s Report Regarding Compliance with the Annual Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code.

- (9) **Resolution Extending the Special Event Permit Fee Waiver (excluding Special Event Permit – Minor) for Active and Exempt Nonprofit 501(c)(3) Charitable Organizations**

Recommendation: Adopt Resolution No. 2023-44 Extending the Special Event Permit Fee Waiver (excluding Special Event Permit – Minor) for Active and Exempt Nonprofit 501(c)(3) Charitable Organizations.

PULLED CONSENT CALENDAR ITEMS

PUBLIC HEARINGS

- (10) **Resolution Amending the Canyon Lake Citywide Fee Schedule in Relation to Assigning New Addresses and Introduction and First Reading of Ordinance No. 241 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 14.02 to the Canyon Lake Municipal Code Regarding New Addresses Assignment and Change of Addresses**

Recommendation: (1) Adopt Resolution No.2023-45 Amending the Canyon Lake Citywide Fee Schedule in Relation to Assigning New Addresses; and (2) introduce and read by title only waiving further reading of Ordinance No. 241 - An Ordinance of the City Council of the City of Canyon Lake, California, adding Chapter 14.02 to the Canyon Lake Municipal Code regarding new addresses assignment and change of addresses.

BUSINESS ITEMS

- (11) **Introduction and First Reading of Ordinance No. 242 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 8.03 to the Canyon Lake Municipal Code Related to Regulation of Docks**

Recommendation: Introduce and read by title only waiving further reading of Ordinance No. 242 - an Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 8.03 to the Canyon Lake Municipal Code Related to Regulation of Docks.

- (12) **Appointment of Delegates to Regional Agencies for 2024**

Recommendation: Review the regional agency assignment list and appoint council delegates to serve for 2024.

- (13) **Appointment of Council Members to Standing and Ad Hoc Committees**

Recommendation: Review the current list of standing and ad hoc committees and authorize the Mayor to dissolve, establish and make appointments as necessary.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The next regular City Council meeting will be held on Wednesday, January 10, 2024.

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.

STATE OF CALIFORNIA }
COUNTY OF RIVERSIDE } SS. AFFIDAVIT OF POSTING
CITY OF CANYON LAKE }

I, Sheryl L. Garcia, City Clerk of the City of Canyon Lake, California, do hereby declare that the foregoing agenda was posted on December 7, 2023, 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



ITEM NO. 2

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Elizabeth Luna, Executive Assistant and Accounting Technician I

DATE: December 13, 2023

SUBJECT: Approve Claims and Demands of the City

Recommendation

Adopt Resolution No. 2023-42 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 November 8, 2023.

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. 2023-42

ATTACHMENT 1

RESOLUTION NO. 2023-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AS SET FORTH IN EXHIBIT A

WHEREAS, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on December 13, 2023; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on December 13, 2023, 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 December 13th, in the amount of \$447,793.76 as follows:

Payroll Earnings (Gross)	\$ 146,639.45	(For Month of November)
Payroll Processing Fees	\$ 360.60	(For Month of November)
Payroll Taxes - Employer	3,156.86	(For Month of November)
On-line Retirement	16,571.44	(For Month of November)
On-line Health	19,455.40	(For Month of November)
Principal	353.16	(For Month of November)
Aflac	794.44	(For Month of October)
Nationwide Deferred Comp.	7,125.29	(For Month of November)
Citizens Business Bank Interest	1,949.05	(For the Month of October)
General	\$ 251,388.07	
TOTAL	<u>\$ 447,793.76</u>	

PASSED, APPROVED AND ADOPTED this 13th day of December, 2023.

Jeremy Smith, 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
ABILA	Accounting Software 12/1/23-12/31/23	205.69
All State Propane	Propane for Fire Station	250.99
Allstar Fire	Fire Station Helmet	375.24
Amazon	Fire Station Supplies-Printer Paper	50.04
	Fire Station Supplies-Paper Towels	50.06
ANIMAL FRIENDS	Animal Control Services Month of October 2023	3,500.00
Arendt, Anthony	2023 State of the City Invite Video	1,450.00
	Canyon Lake Photography Asset Project 2nd Half Payment	2,500.00
Bill Blankenship	Economic Development Consulting October 2023-Final Invoice	3,300.00
California PPE	Fire Station Annual Turnout Cleaning & Inspections	2,909.50
	Fire Station Turnout Repairs	349.00
CBSC	Permit Valuation July through September 2023	210.60
CL PEST	Bi-Monthly Pest Control for Admin	60.00
	Quarterly Pest Control for City Hall	105.00
	Monthly Rodent Bait for Fire Station October 2023	20.00
	Monthly Pest Control for Fire Station October 2023	45.00
CL PROPERTY OWNERS	2023 State of the City Lodge Rental & Catering Final Payment	6,123.85
Colantuono, Highsmith & Whatley	Attorney Fees for adv. Richard Beck Services thru 10/31/23	8,110.84
Cole Huber	Attorney Services/Beck v. City (UUT) August 2023	4,238.00
	Attorney Services/General August 2023	8,510.00
CPS	HR Consulting Services 7/30/23-9/30/23	1,485.00
CTAI	Landscape for Fire Station October 2023	250.00
	Landscape Maintenance Fee for Medians & Parkways October 23	4,775.00
Curtis	Fire Station Nozzles for E-201-Straight Tip/Shutoff Waterway	602.12
Dain	Auto Allowance November 2023-Dain	100.00
DEPT OF CONSER	Strong Motion Instrumentation & Seismic Hazard July-Sept 23	550.61
DSA	Disability & Education Fee Quarter Ended 9/30/2023	35.60
Fire Smart	Fire Station Swag -Fire Helmets & Fire Safety Coloring Books	756.96
Gordon	Reserve Stipend for October 2023	50.00
ICG	CL-001 General Eng Services May 2023- Invoice Underpaid	51.14
	24 Hr Turning Movement Counts w/Peds & Bikes	1,161.36
Jake Stouffer	Reserve Stipend for October 2023	150.00
Jeremy Smith	Auto Allowance November 2023-Smith	100.00
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 10/27/2023	3,944.48

Date: 11/8/23
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
	EE & ER Contributions for Semi-Monthly Check Date 10/31/2023	1,394.11
Kasey Castillo	Auto Allowance November 2023-Castillo	100.00
Koopman	Reserve Stipend for October 2023	50.00
LaTendresse	Reimbursement for Chamber Roundtable & Halloween Candy	48.52
LESJWA	LESJWA Strategic Plan Contributions	9,150.00
Longobardo	Reserve Stipend for October 2023	100.00
Luksch	Reserve Stipend for October 2023	100.00
Maitlund	Reserve Stipend for October 2023	100.00
Mark Terry	Auto Allowance November 2023-Terry	100.00
Michel	Reserve Stipend for October 2023	200.00
Mijares	Reserve Stipend for October 2023	100.00
Nate Volk	Video Broadcast Meeting October 11, 2023	500.00
PVM	Street & Facility Maintenance Services 10/1/23-10/31/23	1,477.17
PZL, Inc.	Planning Services for October 2023	4,560.00
SanchezJ	Reserve Stipend for October 2023	100.00
SDRMA	Dental & Vision Insurance December 2023	1,663.99
Sean Rivello	Reserve Stipend for October 2023	100.00
Stoddart	Reserve Stipend for October 2023	100.00
Syntech	Microsoft Subscriptions & Programs 10/1/23-10/31/23	1,471.00
The Gas Co	Gas Charges for 31520 Railroad Cyn Rd 9/28/23-10/27/23	14.86
Think Green Promos	2023 State of the City Swag	2,329.38
Time Warner	Digital Converter for City Hall 10/22/23-11/21/23	5.54
	Internet for Fire Station 10/10/23-11/9/2023	305.03
Welty	Auto Allowance November 2023-Welty	100.00
Willdan	Water Quality Services thru 9/29/23	8,484.75
Zach Michel	Reserve Stipend for October 2023	50.00
Report Total		89,080.43

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

Vendor ID	Invoice Description	Cash Required
AB Fence	Repairs to Fire Station Rolling Gate	7,050.00
Bankcard	See Credit Card Review 0041	2,929.09
	See Credit Card Review 0058	1,295.19
	See Credit Card Review 0776	178.96
	See Credit Card Review 7227	1,227.74
	See Credit Card Review 0066	1,830.72
	See Credit Card Review 3081	239.88
	See Credit Card Review 7235	1,524.01
Life-Assist	Fire Station Medical Supplies	679.42
	Fire Station Medical Supplies	616.24
	Fire Station Medical Supplies	291.09
PORAC	2023 Fourth (Oct-Dec) Quarter Membership Dues	101.25
PORAC RMT	ER Contribution for PORAC RM Trust for Check Date 11/9/23	225.00
	ER Contribution for PORAC RM Trust for Check Date 10/27/23	225.00
STAPLES	Office Supplies for City Hall and Admin	70.02
Syntech	Monthly IT Support 8/1/23-8/31/23	2,845.00
Report Total		21,328.61

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

Vendor ID	Invoice Description	Cash Required
Alliant	Special Event Liability Insurance 1/1/23 - 1/1/24	699.00
Amazon	Fire Station Fuel for Power Tools	118.17
AMP	Rent for December 2023-31526 Railroad Canyon Rd., Suite 5	2,834.00
	Rent for December 2023-31526 Railroad Canyon Rd., Suite 4	430.00
CL MERCHANTS	Mermaids of Canyon Lake, 2024 Calendar Fundraiser	140.00
CL PROPERTY OWNERS	Set-up and Clean-up for 2023 9/11 Event	225.00
Co of Riv EMD	Quarterly Emergency Services for July-September 2023	6,250.00
Control Pump	Landscape Booster Station for October 2023	375.00
Corelogic	Database for Code Enforcement October 2023	161.17
Cotter Construction Inc.	Fire Station Door Closure Repairs and Paint	4,800.00
CR&R	Trash Services for Rental Bldg. November 2023	201.12
DATA TICKET	Monthly Parking Fee October 2023	100.00
	Code Enforcement Citation Processing October 2023	100.00
	Monthly EMS Response Fee October 2023	100.00
Delgado	Janitorial Services for November 2023	1,180.50
	Janitorial Services for November 2023	59.00
DOJ	Fingerprints for October 2023	96.00
FRIDAY FLYER	Full Page Advertisement for Winter Wonderland	259.00
GREENHALGH	Retiree Health Insurance November 2023	148.68
ICG	CL-003 Railroad Canyon Road-HSIP Project 10/1/23-10/31/23	5,497.50
	CL-001 General Engineering Services 10/1/23-10/31/23	4,885.19
	CL-002 Railroad Canyon Road Project	748.28
In N Out Burger	In-N-Out Catering Truck for 2023 Winter Wonderland Event	4,611.25
Inland Menifee	New Employee Physical-Jessica Sanchez	90.00
Interpreters Unlimited	Professional Language Services	6.00
Jacob Green & Associates	Law Enforcement Services Study	32,270.00
John Hancock	EE & ER Contributions for Semi-Monthly Check Date 11/15/23	1,394.11
	EE & ER Contributions for Check Date 11/9/2023	3,944.48
Jolly Jumps	2023 Winter Wonderland Event Package-Final Payment	13,476.60
Lake Elsinore Chrysler	Service on C-1	77.63
MES	Fire Station SCBA Mask Repairs & Face Seal	315.03
Pitney Bowes	Lease Meter Sept 13, 2023 - Dec 12, 2023	147.94
Pitney Bowes - Purchase Power	Refill Meter, 10/25/2023	803.00
RCA	MSHCP Fees Collected for October 2023	16,944.00

Date: 11/21/23
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Page: 1

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

Vendor ID	Invoice Description	Cash Required
Round Up	City Vehicles Fuel (7/1/23-9/30/23)	1,166.65
Samuels	Reimbursement for Polo Shirts-Uniform	21.75
Showboss	2023 Veterans' Day Flyover	5,000.00
STAPLES	Office Supplies For Admin & City Hall (reissued check)	189.70
Syntech	Monthly IT Support 11/1/23-11/30/23	1,471.00
	Microsoft Subscriptions & Programs 8/1/23-8/31/23	1,498.00
The Code	Plan Check Services for October 1 to October 28, 2023	13,351.28
Toshiba	Monthly Copier Lease for Admin & City Hall December 2023	799.32
	Monthly Copier Lease for Fire Station December 2023	120.83
US Bank	See Credit Card Review	3,198.42
VectorSolutions	Check It Turnout Program with Software for Fire Station	1,800.00
Willdan	EMS User Fee Study thru October 27, 2023	1,890.00
	Water Quality Services thru 10/27/23	2,038.00
Report Total		136,032.60

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 11/1/2023 Through 11/30/2023

Check Number	Vendor Name	Effective Date	Check Amount
EFT 833	SOUTHERN CALIFORNIA EDISON	11/1/2023	1,047.76
EFT 834	SOUTHERN CALIFORNIA EDISON	11/1/2023	203.81
EFT 835	SOUTHERN CALIFORNIA EDISON	11/1/2023	617.43
EFT 836	SOUTHERN CALIFORNIA EDISON	11/1/2023	11.40
EFT 837	SOUTHERN CALIFORNIA EDISON	11/1/2023	8.13
EFT 838	SOUTHERN CALIFORNIA EDISON	11/1/2023	124.66
EFT 839	SOUTHERN CALIFORNIA EDISON	11/1/2023	219.54
EFT 840	Sparkletts	11/1/2023	163.37
EFT 841	SOUTHERN CALIFORNIA EDISON	11/16/2023	220.44
EFT 842	SOUTHERN CALIFORNIA EDISON	11/16/2023	387.25
EFT 843	ELSINORE VALLEY MUNI WATER DIS	11/16/2023	1,006.50
EFT 844	ELSINORE VALLEY MUNI WATER DIS	11/16/2023	90.28
EFT 845	ELSINORE VALLEY MUNI WATER DIS	11/16/2023	73.32
EFT 846	ELSINORE VALLEY MUNI WATER DIS	11/16/2023	106.99
EFT 847	ELSINORE VALLEY MUNI WATER DIS	11/16/2023	504.17
EFT 848	Sparkletts	11/27/2023	161.38
Report Total			<u>4,946.43</u>

Credit Card Review

California Bank & Trust Statement dated 10/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	State of Calif DMV	Registration Renewal	\$ 36.00	10-520-6220
2	CA DMV Fee	Elavon Service Fee (1.95%)	\$ 0.70	10-520-6220
3	In Hit Print, Inc.	2023 State of the City Printing Supplies	\$ 70.04	10-100-6831
4	Amazon	Supplies for Council	\$ 26.76	10-100-6220
5	Amazon	Supplies for Council	\$ 50.76	10-100-6220
6	A Better Party and Design	2023 State of the City Supplies	\$ 262.68	10-100-6831
7	Amazon Prime	Prime Membership Fee	\$ 16.15	10-310-6210
8	Sherwin Williams	Office Supplies	\$ 181.65	10-310-6210
9	Galls	Code Enforcement Supplies	\$ 107.18	10-520-6220
10	Staples	Frame Banners for 2023 State of the City	\$ 206.83	10-310-6210
11	Amazon	Office Supplies	\$ 318.92	10-550-8007
12	Crumbi Cookies	2023 State of the City Dessert	\$ 685.12	10-100-6831
13	O'Reilly	Office Supplies	\$ 4.98	10-520-6210
14	Verizon Wireless	Cell Phones -City Hall & Fire	\$ 366.31	A
15	Verizon Wireless	Ipads & Sim Card Devices	\$ 160.24	A
16	Amazon Prime	Office Supplies	\$ 30.15	10-310-6210
17	In Hit Print, Inc.	2023 State of the City Postcards	\$ 354.50	10-100-6831
18	Amazon	Office Supplies	\$ 28.00	10-310-6210
19	Amazon	Office Supplies	\$ 22.12	10-310-6210
			\$ 2,929.09	

Account Breakdown

City Council Dept. Expense	10-100-6220	\$ 77.52
City Council City Events	10-100-6831	\$ 1,579.17
City Manager Office Expense	10-310-6210	\$ 278.07
Building Dept Communications	10-360-6310	\$ 51.49
Fire Department Communications	10-421-6310	\$ 239.17
Code Enforcement Departmental Expense	10-520-6220	\$ 143.88
Code Enforcement Supplies	10-520-6210	\$ 4.98
Code Enforcement Communications	10-520-6310	\$ 202.27
Building & Facilities Utilities	10-550-6320	\$ 33.62
Building & Facilities Maint. Furniture & Equip.	10-550-8007	\$ 318.92
		\$ 2,929.09

Check Figure \$

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

California Bank & Trust Statement dated 10/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Lowe's	Diesel Exhaust Fluid	\$ 132.94	10-421-6410
2	TST Brandons Roadside	Networking Lunch w/Calimesa and Placentia	\$ 70.70	10-421-6220
3	Timberland ECOMM	Uniform Boots	\$ 220.89	10-421-6231
4	Linde Gas & Equipment	Fire Station Medical Supplies	\$ 411.34	10-421-6231
5	Apple.com	Montly iCloud Storage	\$ 2.99	10-421-6310
6	Tommys Express	Car Wash - C-1	\$ 17.00	10-421-6410
7	Positive Promotions	Fire Station Swag	\$ 345.95	10-421-6231
8	Chipotle Online	Fraud Credit Card Purchase	\$ 93.38	10-421-6210
			\$ 1,295.19	

Account Breakdown

Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 149.94
Fire Department Office Expense & Supplies	10-421-6210	\$ 93.38
Fire Department Departmental Expense	10-421-6220	\$ 70.70
Fire Department Communications	10-421-6310	\$ 2.99
Fire Department Emergency Response Equip	10-421-6231	\$ 978.18
		\$ 1,295.19

Check Figure \$ -

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

California Bank & Trust Statement dated 10/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Tommys-Express.com	Car Wash - B-1	\$ 18.00	10-421-6410
2	5, 11, Inc.	Paramount/Helios Uniform Polo	\$ 98.96	10-421-6231
3	Riverside County EMS	EMS Cert Fees	\$ 62.00	10-421-6710
			\$ 178.96	

Account Breakdown

Fire Station Emergency Response Equipment	10-421-6231	\$ 98.96
Fire Station Fleet & Equipment Maintenance	10-421-6410	\$ 18.00
Fire Station Training & Education	10-421-6710	\$ 62.00
		\$ 178.96

\$ -

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

California Bank & Trust Statement dated 10/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Fairmont Austin F & B	League City Manager Conference Travel	\$ 22.67	10-310-6510
2	Ontario Airport Parking Lot 4	League City Manager Conference Travel	\$ 120.00	10-310-6510
3	Fairmont Austin F & B	League City Manager Conference Travel	\$ 1,094.97	10-310-6510
4	Fairmont Austin F & B	League City Manager Conference Travel	\$ (10.39)	10-310-6510
5	Google Storage	Google Storage	\$ 0.49	10-310-6210
			\$ 1,227.74	

Account Breakdown

City Manager Office Expense	10-310-6210	\$ 0.49
Conference/Meeting/Travel Expense	10-310-6510	\$ 1,227.25
		\$ 1,227.74

Check Figure \$ -

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

California Bank & Trust Statement dated 10/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Tommy's Express	Car Wash October 2023	\$ 10.00	10-310-6415
2	CSMFO	CSMFO Conference-Kayla	\$ 535.00	10-330-6710
3	CSMFO	CSMFO Conference-Kayla	\$ 35.00	10-330-6710
4	DLR Resort	CSMFO Conference-Kayla	\$ 308.88	10-330-6710
5	CSMFO	CSMFO Conference-Liz	\$ 535.00	10-330-6710
7	DLR Resort	CSMFO Conference-Liz	\$ 308.88	10-330-6710
8	Tommy's Express	Car Wash October 2023	\$ 10.00	10-310-6415
9	Tommy's Express	Car Wash October 2023	\$ 87.96	A
			\$ 43.98	10-520-6415
			\$ 21.99	10-360-6415
			\$ 21.99	10-310-6415
			\$ 1,830.72	

Account Breakdown

City Manager Vehicle Maintenance	10-310-6415	\$ 41.99
Finance Training and Education	10-330-6710	\$ 1,722.76
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Vehicle Maintenance	10-520-6415	\$ 43.98
		\$ 1,830.72

Check Figure \$

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California Bank & Trust Statement dated 10/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Adobe	Acrobat Pro	\$ 239.88	10-320-6220
2				
3				
			<u>\$ 239.88</u>	

Account Breakdown

City Clerk Departmental Expense	10-320-6220	\$ 239.88
		<u>\$ 239.88</u>
		\$ -

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as directed by
the Finance Committee*

California Bank & Trust Statement dated 10/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Wristband. Com	2023 State of the City Supplies	\$ 153.79	10-100-6831
2	Amazon	City Council Supplies	\$ 37.58	10-100-6220
3	Amazon	City Council Supplies	\$ 34.47	10-100-6220
4	Amazon	City Council Supplies	\$ 77.52	10-100-6220
5	Amazon	2023 State of the City Supplies- Crowd Control Barrier	\$ 435.29	10-100-6831
6	Amazon	Office Supplies	\$ 27.33	10-320-6210
7	99 Cents	Office Supplies	\$ 10.98	10-310-6210
8	Amazon	Office Supplies	\$ 59.26	10-320-6210
9	united states flag	2023 State of the City Supplies	\$ 202.58	10-100-6831
10	Costco	Candy-Parade of Frights	\$ 79.96	10-100-6220
11	American Eagle Trophies	2023 State of the City-Jordan E Award	\$ 184.88	10-100-6831
12	Awthentick Design	Military Banner	\$ 103.31	10-320-6511
13	Crumb! Cookies	2023 State of the City Dessert	\$ 110.00	10-100-6831
14	CVS Pharmacy	2023 State of the City Supplies	\$ 7.06	10-100-6831
			\$ 1,524.01	

Account Breakdown

City Council Dept. Expense	10-100-6220	\$ 229.53
City Council City Events	10-100-6831	\$ 1,093.60
City Manager Office Expense	10-310-6210	\$ 10.98
City Clerk Office Supplies	10-320-6210	\$ 86.59
City Clerk Military Banner Expense	10-320-6511	\$ 103.31
		\$ 1,524.01

Check Figure \$

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

US BANK Statement dated 11/6/2023

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Downs Energy	Fuel for Fire 2	\$ 132.17	10-421-6425
2	Arlo Technologies Inc	City Hall Security Cameras	\$ 12.99	10-550-6610
3	Downs Energy	Fuel for Fire 1, 2, and 3	\$ 945.16	10-421-6425
4	Zoom.US	Zoom Subscription for Meetings	\$ 16.62	10-310-6210
5	Arlo Technologies Inc	Admin Office Security Cameras	\$ 17.99	10-550-6610
6	Downs Energy	Fuel for Fire 1 and 2	\$ 907.21	10-421-6425
7	Costco	Halloween Candy	\$ 35.98	10-421-6220
8	Adobe	Acrobat Pro Subscriptions	\$ 311.87	A
9	Graphics and Printing	Business Cards for Jessica M Sanchez	\$ 268.30	10-310-6210
10	Frontier	Internet for City Hall & Admin Office	\$ 205.14	10-550-6320
11	Adobe	Creative Cloud All Apps 100GB	\$ 29.99	10-310-6210
12	Olive Garden	Closed Session Meal, 10/11/2023	\$ 212.50	10-100-6225
13	A's Pizza	Southwest TNOW Meeting-Smith	\$ 102.50	10-100-6510
			\$ 3,198.42	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 212.50
Conference/Meeting/Travel Expense	10-100-6510	\$102.50
City Manager Office Expense and Supplies	10-310-6210	\$314.91
City Manager Dept. Expense	10-310-6220	\$47.98
City Clerk Departmental Expense	10-320-6220	\$47.98
Building Dept Expense	10-360-6220	\$47.98
Finance Office Expense and Supplies	10-330-6210	\$47.98
Fire Department Fuel & Lubricants	10-421-6425	\$ 1,984.54
Fire Department Expense	10-421-6220	\$107.95
Special Enforcement Misc. Expense	10-520-6220	\$47.98
Building & Facilities Utilities	10-550-6320	\$ 205.14
Building & Facilities Professional/Specialized Ser	10-550-6610	\$ 30.98
		\$ 3,198.42

Check Figure \$

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as directed by
the Finance Committee

ITEM NO. 3

**MINUTES
SPECIAL AND REGULAR MEETINGS OF THE
CANYON LAKE CITY COUNCIL
Wednesday, November 8, 2023**

**Special Meeting - Closed Session - 5:00 p.m.
City Hall Administration Building
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

CALL TO ORDER

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

ROLL CALL

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

Absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to paragraph (1) of subdivision (d) of Section 54956.9: Richard Beck v. City of Canyon Lake, 4th DCA Case No. E082164

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

ADJOURNMENT

At 5:54 p.m., Mayor Smith adjourned the meeting.

**Closed Session – 5:30 p.m.
City Hall Administration Building
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

CALL TO ORDER

Mayor Smith called the meeting to order at 5:55 p.m.

ROLL CALL

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

Absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Section 54956.8
Property: 28730 Vacation Drive, Canyon Lake, CA
Agency Negotiator: City Manager
Negotiating Parties: Canyon Lake Property Owner's Association
Under Negotiation: Price and Terms of Payment
2. CONFERENCE WITH LEGAL COUNSEL– INITIATION OF LITIGATION –
Pursuant to paragraph (4) of subdivision (d) of Section 54956.9 – (1 case)

The City Council entered Closed Session at 5:56 p.m.

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

CALL OPEN SESSION TO ORDER

Mayor Smith called the meeting to order at 6:34 p.m.

Mayor Smith called for a moment of silence in honor of the men and women who gave the ultimate sacrifice.

INVOCATION

The Invocation was led by Mayor Smith.

FLAG SALUTE

The Flag Salute was led by City Attorney Graham.

ROLL CALL

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

Absent: None.

CLOSED SESSION REPORT

City Attorney Graham stated he had nothing to report.

CEREMONIAL MATTERS

Mayor Smith recognized Perry Beggs as Citizen of the Month for October.

Council Member Terry recognized Zane Zander and Zack Zander as Citizens of the Month for November.

Council Member Dain acknowledged Students of the Month Jenna Hoffman, Summer Scott and Serafina Smith.

Council Member Castillo presented a Certificate of Recognition to Kaelyn Bloch.

COMMUNITY REPORTS

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

Board President Bill Van Vleet provided an update on behalf of the Canyon Lake Property Owners Association.

President John Grande provided an update on behalf of the Chamber of Commerce.

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

John Zaitz spoke about ongoing litigation.

Jeanette Vanderpool spoke about her first year on the school board, safety measures being put into place and new hires.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Mayor Pro Tem Welty provided an update on the SCAG meeting including grant funding to encourage resiliency and conserve energy, tax credits available for consumers and urban forests.

Council Member Dain reminded everyone about the upcoming Veterans Day event. She thanked those who attended the State of the City event and noted the Mayor did a great job. Council Member Dain thanked the fire association for the donation to the Susan G. Komen Foundation.

Council Member Castillo stated Halloween was great and she was excited for Veterans Day. She noted that she attended the articulation meeting with the Lake Elsinore School District and that the collaboration has been great.

Council Member Terry thanked staff for the State of the City event and noted it was beyond expectations. He stated he hoped to see everyone come out for Veterans Day. He announced the Blankets for Pets blanket drive with donations going to Animal Friends of the Valley. Lastly, he spoke about Senate Bill 741 related to vehicle trips and noted the WRCOG has put together a program that assists cities in developing programs to keep development going.

Mayor Smith thanked staff for the State of the City. He noted that the Public Safety Ad Hoc Committee would be working with neighboring cities to address issues with Railroad Canyon Road. He further provided a real estate update and thanked his colleagues for allowing him to be Mayor for the last two years.

CONSENT CALENDAR

Motion and second by Council Member Castillo/Mayor Smith to approve Consent Calendar Items 1-8.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith 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. 2023-38 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 October 11, 2023.

(4) Approval of an Agreement Between the City and Colantuono, Highsmith & Whatley, PC for Appellate Legal Services

Action taken: The City Council approved an agreement with Colantuono, Highsmith & Whatley, PC for appellate legal services on a form acceptable to the City Attorney and authorized the City Manager to execute the agreement.

(5) Acceptance of Notice of Completion for the Railroad Canyon Road Painting Improvement Project

Action taken: The City Council accepted the Railroad Canyon Road Painting Improvement Project as complete and authorized the City Clerk to execute and record the Notice of Completion.

(6) Second Reading and Adoption of Ordinance No. 236, Repealing and Readopting Chapter 5.01 Regarding Business License to Update Provisions and Address Mobile Vendors and Enforcement

Action taken: The City Council adopted Ordinance No. 236, Repealing and Readopting Chapter 5.01 of the Canyon Lake Municipal Code Regarding Business License to Update Provisions and Address Mobile Vendors and Enforcement.

(7) Adopt a Resolution Authorizing the City Manager to Enter into a Lease/Purchase Agreement with PNC Equipment Finance, LLC, for a New Type I Fire Engine in the Amount of \$1,176,148.24

Action taken: The City Council adopted Resolution No. 2023-39 authorizing the City Manager to enter into a Lease/Purchase Agreement with PNC Equipment Finance, LLC, for a new Type I structural fire engine in the amount of \$1,176,148.24.

(8) Adopt a Resolution for and Amendment to the Public Agency Retirement Services (PARS) plan to specify tiers for the employer and employee contributions for Canyon Lake Fire Department staff

Action taken: The City Council adopted Resolution No. 2023-40 Authorizing an Amendment to the City's Public Agency Retirement System (PARS) Defined Contribution Plan for Fire Safety Employees.

PULLED CONSENT CALENDAR ITEMS

None.

PUBLIC HEARINGS

(9) Award of a Professional Services Agreement to Animal Friends of the Valleys, Inc. for Animal Control Services, Amendments to Canyon Lake Municipal Code Chapter 10.16 and Animal Control Boarding Fees

Mayor Smith opened the public hearing at 7:47 p.m.

City Manager Dailey and Animal Friends of the Valley Chief Mo Middleton provided a presentation.

No members of the public spoke.

Mayor Smith closed the public hearing at 8:06 p.m.

Motion and second by Mayor Pro Tem Welty/Council Member Dain to: (1) approve and authorize the City Manager to execute a Professional Services Agreement with Animal Friends of the Valleys, Inc. (AFV) to provide animal control services through June 30, 2026, at cost of \$43,050 per year, in such final form as approved by the City Attorney; (2) adopt Resolution No. 2023-41 Amending the Canyon Lake Citywide Fee Schedule in Relation to Animal Control Fees; and (3) introduce and read by title only waiving further reading of Ordinance No. 237 - an Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 10.16.010(b) of the Canyon Lake Municipal Code (CLMC) to address dogs running at large.

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

Mayor Smith called for a recess at 8:15 p.m. The City Council reconvened at 8:19 p.m.

BUSINESS ITEMS

(10) Introduction and First Reading of Ordinance No. 238 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.13 to the Canyon Lake Municipal Code Related to Catalytic Converters

City Attorney Graham provided a presentation.

There were no public comments.

Motion and second by Council Member Terry/Mayor Pro Tem Welty to introduce and read by title only waiving further reading of Ordinance No. 238 - an Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.13 to the Canyon Lake Municipal Code Related to Catalytic Converters.

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

(11) Introduction and First Reading of Ordinance No. 239 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Related to Fire Lanes

City Attorney Graham provided a presentation.

There were no public comments.

Motion and second by Council Member Terry/Mayor Smith to introduce and read by title only waiving further reading of Ordinance No. 239 - an Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Related to Fire Lanes.

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

(12) Introduction and First Reading of Ordinance No. 240 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.12 to the Canyon Lake Municipal Code Related to Weed Abatement

City Attorney Graham provided a presentation.

There were no public comments.

Motion and second by Council Member Terry/Council Member Dain to introduce and read by title only waiving further reading of Ordinance No. 240 - an Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.12 to the Canyon Lake Municipal Code Related to Weed Abatement.

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

CITY MANAGER COMMENTS

City Manager Dailey thanked Staff for their work on the State of the City Event. She introduced the City's new management analyst, Jessica Sanchez.

ANNOUNCEMENTS

Mayor Smith announced the next regular City Council meeting would be held on Wednesday, December 13, 2023.

ADJOURNMENT

At 8:51 p.m., Mayor Smith adjourned the meeting in honor of our veterans.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

DATE: December 13, 2023

SUBJECT: Second Reading and Adoption of Ordinance No. 237 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 10.16 of the Canyon Lake Municipal Code Relating to Dogs, Cats and Other Animals at Large

Recommendation

Conduct second reading and adopt Ordinance No. 237 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 10.16 of the Canyon Lake Municipal Code Relating to Dogs, Cats and Other Animals at Large.

Background/Discussion

At the November 8, 2023, City Council meeting, the City Council approved a new, long-term agreement with Animal Friends of the Valley (“AFV”) for animal control services at a cost of \$42,525 per year for three years through June 30, 2026, with an option for two, 12-month extensions as approved by the City Manager with a proposed increase of up to 2.5 percent per year for inflation.

In addition, the City Council adopted Resolution No. 2023-41 amending the City’s Citywide Fee Schedule to increase boarding fees to better align with the overall cost of boarding animals at the shelter, when needed.

Lastly, the City Council approved the first reading of Ordinance No. 237 amending Section 10.16.010(b) of the Canyon Lake Municipal Code to address dogs running at large. Adoption of Ordinance No. 237 clarifies the intent of this municipal code section, which requires that any animal outside of the fenced premises of a property shall be restrained in some way to avoid such concerns in the community and to protect the overall health and safety of residents and their animals.

Fiscal Impact

None.

Attachments

1. Ordinance No. 237

ATTACHMENT 1

ORDINANCE NO. 237

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING CHAPTER 10.16 OF THE CANYON LAKE MUNICIPAL CODE RELATING TO DOGS, CATS AND OTHER ANIMALS AT LARGE

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

Section 1. Municipal Code Amendment – Chapter 10.16.010(b). Chapter 10.16.010 (b) of the Canyon Lake Municipal Code is hereby amended as provided below:

(b) Except as otherwise allowed by the Leash Law or other state laws, all dogs shall be kept under restraint anytime they are outside of the owner’s fenced premises by a leash or other device of a size and material appropriate to the dog, held by a person capable of restraining such dog with that leash; restraint does not include voice, eye or signal control.

Section 2. 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 3. 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 4. 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 5. 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 13th day of December, 2023.

_____, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney



ITEM NO. 5

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Steven Graham, City Attorney

DATE: December 13, 2023

SUBJECT: Second Reading and Adoption of Ordinance No. 238 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.13 to the Canyon Lake Municipal Code Related to Catalytic Converters

Recommendation

Conduct second reading and adopt Ordinance No. 238 - an Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.13 to the Canyon Lake Municipal Code Related to Catalytic Converters.

Background

Catalytic converter thefts have been a significant issue in many parts of California, including Riverside County and the City of Canyon Lake. The main reasons behind this trend, and the challenges local jurisdictions face, include:

Valuable Metals: Catalytic converters contain precious metals like platinum, palladium, and rhodium, which can fetch a high price when sold as scrap metal. As the prices of these metals have risen on global markets, so has the incentive to steal the devices.

Easy to Remove: With the right equipment, thieves can quickly remove a catalytic converter from the underside of a vehicle, often in under a few minutes. This speed makes it challenging for law enforcement or witnesses to catch thieves in the act.

Lack of Identification: Catalytic converters are not typically marked with a vehicle identification number (VIN) or another unique identifier, making them hard to trace back to a specific vehicle. This lack of traceability makes it difficult for law enforcement to prove a specific converter was stolen or to return recovered converters to their rightful owners.

Resale Market: There's a thriving resale market for stolen catalytic converters, both domestically and internationally. Unscrupulous scrap metal dealers might not ask questions about the origins of the converters, making it easier for thieves to sell them.

Limited Law Enforcement Ability: The rapid nature of the thefts and the challenges in tracking stolen converters further complicate enforcement efforts. Currently, law enforcement cannot seize a catalytic converter found to be removed from a vehicle and in someone's possession unless a victim can be identified.

Vehicle Vulnerability: Some vehicle models are more susceptible to catalytic converter theft due to their design. For instance, trucks and SUVs are often targeted because their higher clearance makes it easier for thieves to get underneath. Owners of these vehicles are, therefore, at a heightened risk.

Public Awareness: While the issue has received attention, many vehicle owners might not be aware of the risk or the preventative measures they can take to protect their vehicles such as etching their catalytic converters to aid in identification.

Discussion

In Riverside County, there were at least 200 reports of catalytic converter thefts in 2022 and, as of July 1, 2023, there were at least 316 reports by victims.

To combat this growing problem, the County of Riverside has adopted a new ordinance prohibiting the unlawful possession of catalytic converters. The purpose and intent of this ordinance is to curb the theft of catalytic converters throughout the County and to provide local law enforcement with reasonable means to address the impact on the community and the victims posed by increasing catalytic converter thefts.

At City Council meeting on November 8, 2023, the City Council approved the first reading of Ordinance No. 238, adding Chapter 11.13 to the Canyon Lake Municipal Code related to catalytic converters. Adopting this ordinance locally ensures that there is uniformity of enforcement across jurisdictions. Once adopted, any person who violates any provision of the municipal code will be subject to criminal and/or civil penalties.

Fiscal Impact

None.

Attachments

1. Ordinance No. 238

ATTACHMENT 1

ORDINANCE NO. 238

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADDING CHAPTER 11.13 TO THE CANYON LAKE MUNICIPAL CODE RELATED TO CATALYTIC CONVERTERS

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

Section 1. Municipal Code Amendment – Chapter 11.13. Chapter 11.13 of the Canyon Lake Municipal Code is hereby added to read as provided in the attached Exhibit “A”.

Section 2. 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 3. 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 4. 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 5. 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 13th day of December, 2023.

_____, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney

EXHIBIT “A”

**Chapter 11.13
Unlawful Possession of a Catalytic Converter**

- 11.13.010 Findings and Purpose.**
- 11.13.020 Definitions.**
- 11.13.030 Unlawful Possession of a Catalytic Converter.**
- 11.13.040 Violation and Enforcement.**

11.13.010 Findings and Purpose.

The City Council of Canyon Lake finds that the theft of catalytic converters has been an increasing problem in Canyon Lake in recent years. In Riverside County, there were at least 200 reports of catalytic converter thefts in 2022 and, as of July 1, 2023, there were at least 316 reports by victims. The external location of catalytic converters and the use of valuable precious metals, including rhodium, palladium and platinum, in catalytic converters makes these devices a target for thieves. Individuals in possession of stolen catalytic converters often recycle them for substantial profit, while victims of these thefts suffer the consequences of paying thousands of dollars in repairs, the inconvenience of repairing their vehicles, and feeling unsafe in the community. Finding the victim of these crimes is extremely difficult due to the manner in which the catalytic converter thefts occur and lack of identifying markers on catalytic converters to link a stolen catalytic converter to the victim. The inability to identify the victims of catalytic converter thefts can inhibit the ability to successfully prosecute individuals for the thefts. This ordinance is necessary to provide the City, in conjunction with the County of Riverside and other surrounding cities, a means to protect the public, deter this criminal activity and promote a more productive use of Canyon Lake resources. The purpose and intent of this ordinance is to curb the theft of catalytic converters throughout the City and to provide the City with reasonable means to address the impact on the community and the victims posed by increasing catalytic converter thefts.

11.13.020 Definitions.

As used in this ordinance, the following terms shall have the following meanings:

- (a) “Catalytic converter” means any exhaust emission control device, or portion thereof, that converts toxic gases and pollutants in exhaust gas from an internal combustion engine into less-toxic pollutants.
- (b) “City” means the City of Canyon Lake.
- (c) “Council” means the City Council of Canyon Lake.
- (d) “Documentation or other proof” means written document(s) clearly identifying the vehicle from which the catalytic converter originated based on the totality of the circumstances, which includes, but is not limited to, the following types of documents:

1. Bill of sale from the original owner with photographs.
 2. Verifiable documentation from an auto-body shop proving the owner relinquished the catalytic converter to the auto-body shop.
 3. Verifiable electronic communication from the previous owner to the possessor relinquishing ownership of the catalytic converter.
 4. Photographs of the vehicle from which the catalytic converter originated.
 5. Vehicle registration associated with the catalytic converter containing an etched associated license plate number or vehicle identification number or driver's license number of registered vehicle owner.
- (e) Lawful Possession. This term includes: (1) being the lawful owner of the catalytic converter or (2) being in possession of the catalytic converter with the lawful owner's verifiable written consent. It is not required to prove the catalytic converter was stolen to establish the possession is an Unlawful Possession.
- (f) Enforcement Officer. The Sheriff, the City Manager, Code Enforcement, or Building Official, and any of their designees.

11.13.030 Unlawful Possession of a Catalytic Converter.

Barring any provision of state law permitting the same, it is unlawful for any person to possess any catalytic converter which is not attached and an operable part of a vehicle unless the person has a verifiable valid proof of ownership of the catalytic converter.

- (a) This section does not apply to a detached catalytic converter that has been verifiably tested, certified, and labeled or otherwise approved for reuse, and is being bought or sold for purposes of reuse in accordance with the federal Clean Air Act (42 U.S.C. § 7401 et seq.) and regulations under the Clean Air Act, as they may be amended from time to time.
- (b) It is unlawful for any person to knowingly falsify or cause to be falsified any information in a record intended to show valid proof of ownership.
- (c) Evidence of unlawful possession may be presumed by the number of detached catalytic converters within one's possession and/or by the condition of the dismantled catalytic converter(s), including but not limited to, the manner a catalytic converter has been detached or cut from a vehicle.

11.13.040 Violation and Enforcement.

- (a) Misdemeanor Penalty. Any person who violates any provision of this ordinance is guilty of a misdemeanor, and upon conviction shall be punished by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in the county jail for a term not exceeding one year, or by both. Upon any second or subsequent conviction of the offense, the person shall be punished by the penalties of a fine of one thousand dollars (\$1,000) and by imprisonment in the County jail for one year. The City Attorney, in his or her sound discretion, may prosecute a violation of this Chapter as an infraction, rather than a misdemeanor, or reduce or agree to the reduction of a previously filed misdemeanor to an infraction. Any person convicted of an infraction under this Code shall be punished by a fine not exceeding \$100.00 for the first violation, a fine not exceeding \$200.00 for a second violation within one year, and a fine not exceeding \$500.00 for a third violation within one year. A fourth violation of this Code within one year shall be charged as a misdemeanor and may not be reduced to an infraction.
- (b) State Penalties Apply. Nothing in this ordinance shall be intended to limit any of the penalties provided for under California law, including but not limited to the Penal Code, with regard to the sale, use, possession, delivery, and/or receipt of catalytic converters.
- (c) Administrative Citations. In addition to any other penalties provided by law, whenever an Enforcement Officer determines a violation of this ordinance has occurred, the Enforcement Officer shall have the authority to issue an administrative citation in the manner described in Chapter 11.26 of this Code.



ITEM NO. 6

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Steven Graham, City Attorney

DATE: December 13, 2023

SUBJECT: Second Reading and Adoption of Ordinance No. 239 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Related to Fire Lanes

Recommendation

Conduct second reading and adopt Ordinance No. 239 - an Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 12 Related to Fire Lanes.

Background

Fire Chiefs, or their designees, in California have the authority to establish fire lanes as necessary to ensure access for firefighting equipment and personnel. Both the California Fire Code (CFC) and the California Vehicle Code provide provisions related to fire lanes.

California Fire Code (CFC): The CFC is a subset of the California Building Standards Code and has been adopted by the City of Canyon Lake with local amendments.

Under Section 503 of the CFC, Fire Chiefs can determine the need and location for fire apparatus access roads, which may include fire lanes in urban or built-up areas, specifically, Section 503.3 includes the provisions related to marking the fire apparatus access roads to ensure they're clear and recognizable. Section 503.3 states, "Where required by the fire code official, approved signs or other approved notices or markings that include the words "NO PARKING—FIRE LANE" shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility."

California Vehicle Code: The California Vehicle Code also has provisions related to fire lanes, particularly regarding the enforcement of parking and standing violations.

CVC Section 22500.1 provides that no person shall stop, park, or leave standing any vehicle, whether attended or unattended, in any fire lane (including on private property that has been designated as a fire lane).

Discussion

At the City Council meeting on November 8, 2023, the City Council approved the first reading of Ordinance No. 239, amending Title 12 of the Canyon Lake Municipal Code related to fire lanes. Adoption of Ordinance No. 239 grants authority to the Fire Chief to require areas be clear of obstructions and maintained as fire lanes at any location within the City of Canyon Lake. This includes, but is not limited to, public highways and streets, private roads, parking lots, or any other location where he or she has determined that the circumstances are such that without such fire lanes the entry by and use of fire apparatus for fire suppression, emergency medical or rescue purposes would be obstructed or otherwise rendered unduly difficult.

Fiscal Impact

None.

Attachments

1. Ordinance No. 239

ATTACHMENT 1

ORDINANCE NO. 239

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING TITLE 12 RELATED TO FIRE LANES

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

Section 1. Municipal Code Amendment – Chapter 12.01. Chapter 12.01 of the Canyon Lake Municipal Code is hereby added to read as provided in the attached Exhibit “A”.

Section 2. Municipal Code Amendment – Chapter 12.03. Chapter 12.03 of the Canyon Lake Municipal Code is hereby added to read as provided in the attached Exhibit “B”.

Section 3. 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 4. 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 5. 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 6. 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 13th day of December, 2023.

_____, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney

EXHIBIT “A”

**Chapter 12.01
Parking, Standing and Stopping Prohibition**

- 12.01.010** **Definitions.**
- 12.01.020** **Parking, standing or stopping prohibited.**
- 12.01.030** **Violation.**
- 12.01.040** **Signs or markings**
- 12.01.050** **Supersede conflicting provisions.**

12.01.010 **Definitions.**

The following words and phrases shall, for the purposes of this Chapter, be defined as follows, unless it is clearly apparent from the context that another meaning is intended.

- (a) “Parking” shall mean the standing of a vehicle, whether occupied or not, other than temporarily for the purpose of and while actually engaged in the loading or unloading of merchandise or passengers.
- (b) “Police Chief” shall mean the Riverside County Sheriff or his or her designee.
- (c) “Stop” or “Stopping” shall mean any cessation of movement of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or official traffic control device or signal.
- (d) “Vehicle” shall mean a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power and used exclusively upon stationary rails or tracks.

12.01.020 **Parking, Standing or Stopping Prohibited**

It shall be unlawful to and no operator of any vehicle shall stop, stand, park, or leave standing such vehicle on any side or any place along any public highway or street within the City limits at any time or any hour of the day or night or where curb markings or signs prohibit such parking, standing, or stopping.

12.01.030 **Violation.**

- (a) Any person who shall violate any of the provisions of this Chapter shall be guilty of an infraction. Any person convicted of an infraction under the provisions of this Chapter shall be punished upon a first conviction by a fine not exceeding one hundred dollars (\$100.00), and for a second conviction of a fine not exceeding two hundred dollars (\$200.00), and for a third or any subsequent conviction within a one-year period by a fine not exceeding five hundred dollars (\$500.00). Such infractions shall be processed in accordance with California Vehicle Code Sections 40200-40230.

(b) Each such person is guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Chapter is committed, continued or permitted by such person and shall be punished accordingly.

(c) When, in the opinion of the Police Chief, or his or her designee, any public highway or street is so obstructed by stopped, standing, or parked vehicle or other object or material, that it poses a risk to the traveling public, then such vehicle, object, or material shall be immediately removed upon order of the Police Chief or his or her designee. When such obstruction is a vehicle, it shall be immediately removed by the owner or the Police Chief or his or her designee may order it removed and impounded.

EXHIBIT “B”

**Chapter 12.03
Fire Lanes**

- 12.03.010 Authority of Fire Chief**
- 12.03.020 Markings and Signs**
- 12.03.030 Stopping or Parking Prohibited**
- 12.03.040 Violation**

12.03.010 Authority of Fire Chief

The Fire Chief is hereby authorized to require areas to be cleared of obstructions and maintained as fire lanes at any location within the City of Canyon Lake, including but not limited to public highways and streets, private roads, parking lots, or any other location where he or she has determined that the circumstances are such that without such fire lanes the entry by and use of fire apparatus for fire suppression, emergency medical or rescue purposes would be obstructed or otherwise rendered unduly difficult.

12.03.020 Markings and Signs

Appropriate markings or signs of a type specified by the Fire Chief, in accordance with the California Vehicle Code, shall be placed by the owner of the land in those locations approved by the Fire Chief.

12.03.030 Stopping or Parking Prohibited

No person shall obstruct a fire lane with any object, material, or vehicle.

12.03.040 Violation

- (a) Any person who shall violate any of the provisions of this Chapter shall be guilty of an infraction. Any person convicted of an infraction under the provisions of this Chapter shall be punished upon a first conviction by a fine not exceeding one hundred dollars (\$100.00), and for a second conviction of a fine not exceeding two hundred dollars (\$200.00), and for a third or any subsequent conviction within a one-year period by a fine not exceeding five hundred dollars (\$500.00). Such infractions shall be processed in accordance with California Vehicle Code Sections 40200-40230.
- (b) Each such person is guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Chapter is committed, continued or permitted by such person and shall be punished accordingly.
- (c) When, in the opinion of the Fire Chief, or his or her designee, any fire lane is so obstructed by any object, material or vehicle that it might delay or impede the ingress or egress of occupants or fire apparatus for fire suppression, emergency medical or rescue, then such object, material or vehicle shall be immediately removed upon order of the Fire Chief or his or her designee. When such obstruction is a vehicle, it shall be immediately removed by the owner or the Fire Chief or his or her designee may order it removed and impounded.



ITEM NO. 7

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Steven Graham, City Attorney

DATE: December 13, 2023

SUBJECT: Second Reading and Adoption of Ordinance No. 240 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.12 to the Canyon Lake Municipal Code Related to Weed Abatement

Recommendation

Conduct second reading and adopt Ordinance No. 240 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 11.12 to the Canyon Lake Municipal Code Related to Weed Abatement.

Background/Discussion

The City does not have a year-round weed abatement program and there are no well-established policies or procedures related to hazardous vegetation within the City. In July, the City Council directed staff to prepare a new municipal code related to establishing guidelines associated with weed abatement.

At the City Council meeting on November 8, 2023, the City Council approved the first reading of Ordinance No. 240, adding Chapter 11.12 to the Canyon Lake Municipal Code related to weed abatement, which sets forth the procedures for weed abatement in the City.

Once adopted, City staff will proceed with identifying contractors to assist with abatement, when needed, and establish the associated fees for this program for future consideration by the City Council.

Fiscal Impact

None.

Attachments

1. Ordinance No. 240

ATTACHMENT 1

ORDINANCE NO. 240

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADDING CHAPTER 11.12 TO THE CANYON LAKE MUNICIPAL CODE RELATED TO WEED ABATEMENT

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

Section 1. Municipal Code Amendment – Chapter 11.12. Chapter 11.12 of the Canyon Lake Municipal Code is hereby added to read as provided in the attached Exhibit “A”.

Section 2. 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 3. 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 4. 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 5. 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 13th day of December, 2023.

_____, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney

EXHIBIT “A”

Chapter 11.12

Abatement Of Weeds, Flammable Vegetation and Other Combustible Matter

- 11.12.010 Findings and declarations.**
- 11.12.020 Definitions.**
- 11.12.030 Duty to abate weeds, flammable vegetation, and other combustible matter.**
- 11.12.040 Exemptions.**
- 11.12.050 Notice to abate.**
- 11.12.060 Immediate fire hazard.**
- 11.12.070 Hearing procedures.**
- 11.12.080 Removal by city.**
- 11.12.090 Demand for payment and notice of special assessment.**

11.12.010 Findings and declarations.

The City Council hereby makes the following findings:

- (a) The City of Canyon Lake has an arid climate with local climatic conditions that require that the City regulate the existence of weeds, flammable vegetation and other combustible matter and establish a year-round weed abatement program.
- (b) Weeds, flammable vegetation, and other combustible matter constitute a fire hazard and are a danger to the public health, safety and welfare. The City Council declares that weeds, flammable vegetation, and other combustible matter are public nuisances and may be abated as provided in this Chapter.

11.12.020 Definitions.

“**Brush**” means shrubs and short scrubby trees that grow close to the ground.

“**Combustible matter**” means heavy fuels, slash, refuse piles, dead trees or tree limbs (either standing or downed), and any other highly flammable materials that may accumulate to cause a fire hazard to people or property.

“**Discing**” means to remove weeds and flammable vegetation with an implement such as a harrow or plow that turns and loosens the soil with a series of disks.

“**Firebreak**” means an area of property cleared of all flammable vegetation or other combustible matter that acts as a barrier to slow or stop the progress of fire.

“**Flammable vegetation**” includes brush, Russian thistle, weeds, dry grasses of over three inches in height, or other dry or noxious plants that constitute a fire hazard and endanger people or property.

“**Heavy fuels**” means materials of large diameter such as snag logs and large tree limbs that ignite and are consumed more slowly than flash fuels.

“**Refuse piles**” means accumulations of flammable vegetation, rubbish and/or scrap materials, including, but not limited to, wastepaper, wood, hay, straw, weeds, litter or other flammable waste.

“**Russian thistle**” means a large, bushy plant, commonly known as “tumbleweed.”

“**Slash**” means debris left after logging, pruning, thinning, or brush cutting, including, but not limited to, log chunks, bark, branches, stumps, and broken understory trees or brush.

“**Weeds**” means any of the following materials that are capable of being ignited and endangering persons or property: plants that bear seeds of a downy or wingy nature; annual grasses; sagebrush, chaparral, and any other brush that attains sufficiently large growth as to become a fire menace; and poison oak and poison ivy.

11.12.030 Duty to abate weeds, flammable vegetation, and other combustible matter.

It shall be the duty of every owner, occupant and person in control of any private land or interest in private real property within the City of Canyon Lake to abate therefrom, and from all sidewalks, trails, easements, and parkways on such property, all weeds, flammable vegetation, and other combustible matter. The procedures for abatement set forth herein are not exclusive but are in addition to other procedures set forth in this Code for the abatement of nuisances. The obligation to abate all weeds, flammable vegetation, and other combustible matter shall comply with the following:

- (a) Any parcel, or contiguous parcels under the same ownership, of five acres or less, shall be free of all weeds, flammable vegetation, and combustible matter. Removal of weeds, flammable vegetation, and combustible matter shall be provided by either of the following methods:
 1. The entire parcel or contiguous parcels shall be mowed so that the parcel is free of flammable vegetation and combustible matter and weeds are no higher than three inches above the soil; or
 2. Where fire hazard conditions, rocks or other physical obstructions make mowing impractical, the Fire Chief or his or her designee may authorize abatement by discing or any similar operation that cuts into and disturbs the soil. This type of abatement shall only occur after receipt of written authorization from the Fire Chief or his or her designee. Prior to any such abatement, the property must be watered in accordance with any Rule of the South Coast Air Quality Management District’s regarding the minimization of particulate matter in the ambient air and must be free of combustible matter.

- (b) Any parcel, or contiguous parcels under the same ownership, of more than five acres shall have a firebreak of not less than 100 feet wide at the outside boundaries of the parcel, or the outside boundaries of the whole of the contiguous parcels. The creation of the firebreak shall comply with the methods described in subsection (A) of this section. In addition, firebreaks shall be maintained such that no portion of the parcel or contiguous parcels shall be larger than two and one-half acres in area without a firebreak. For land that is used primarily for the grazing of livestock or planted for the harvesting of agricultural crops, firebreaks shall be not less than 10 feet wide (instead of 100 feet wide). The Fire Chief or his or her designee may require firebreaks exceeding 100 feet in width when he or she deems it necessary for the protection of the public safety and welfare.
- (c) The roof of every structure shall be free of leaves, pine needles, and flammable vegetation.
- (d) No portion of any tree shall be within 10 feet of the outlet of a chimney or stovepipe.
- (e) Any plant, tree, or shrub adjacent to or overhanging a building shall be free of dead or dying wood.
- (f) Where any parcel or contiguous parcels under the same ownership are improved in a manner that prevents abatement in accordance with the requirements of this section, the Fire Chief or his or her may authorize, or require, other means of abatement.

11.12.040 Exemptions.

The following land is exempt from the provisions of this chapter:

- (a) Habitat conservation areas and land conservancies controlled by any government agency or nonprofit entity whose purpose is to protect endangered plant species, animals, historical or archaeological sites;
- (b) Land owned by the federal government; and
- (c) Any land designated by the city for use as a wildlife corridor or for habitat conservation.

11.12.050 Notice to Abate.

- (a) Whenever it is necessary to enforce the abatement requirements set forth in this Chapter, the Fire Chief shall bring forward to the City Council a resolution identifying the properties where weeds, flammable vegetation, and combustible matter are a public nuisance and giving notice of a public hearing on the matter.
- (b) Following the passage of the resolution, the Fire Chief, or his or her designee, may issue a “notice to abate” to the owner or owners of the parcel or contiguous parcels identified in the resolution as shown on the Riverside County assessor’s latest equalized assessment roll (“owner of record”) informing them of the abatement hearing.

- (c) The notice to abate required by this section shall be sent by first class U.S. mail to the owner of record. In addition, a copy of the notice to abate shall be posted in a conspicuous place upon the property.
- (d) The failure of the owner or occupant to actually receive such notice to abate shall not affect the City's power to proceed as provided in this part, nor shall it invalidate any subsequent special assessment or lien against the subject property.
- (e) The notice to abate required by this section shall be in the form described in Sections 39563-39567.1 of the Government Code.

11.12.060 Immediate fire hazard.

When, in the opinion of the Fire Chief, or his designee, an extreme fire hazard exists that constitutes an immediate threat to the public health, safety, and welfare, the city may require the removal of such hazards within 72 hours after the posting of a notice to abate on the affected parcel without the need for a City Council resolution. Nothing herein shall authorize the entry upon private property without the owner's consent or possession of an abatement or inspection warrant, unless: (1) the Fire Chief, or his designee, determines that there is an immediate and imminent threat of injury to any person if immediate action is not taken, or (2) neither consent nor a warrant is otherwise required by law.

11.12.070 Hearing procedures.

The public hearing on objections shall be held in the manner described in Sections 39568-39570.

11.12.080 Removal by City.

If the occupant or owner of the property fails to abate the hazardous conditions before the deadline stated in the notice to abate or within the time allowed by the City Council, the Fire Chief or his or her designee, may cause to be removed by City staff or a private contractor selected by the City Manager all such weeds, flammable vegetation or other combustible matter. The cost of such abatement, plus a reasonable administrative charge, may be imposed as a special assessment upon the property. The cost so assessed shall be limited to the actual costs incurred by the City, including payment to the public employees or the contractor to remove combustible matter, costs of investigation, boundary determination, measurement, clerical and other personnel, consultants, plus an administrative cost to be determined by resolution of the City Council.

11.12.90.1 Demand for payment and notice of special assessment.

- (a) After the City has completed abatement, the Fire Chief, or his designee, shall file a report with the City Clerk stating the abatement costs, plus the reasonable administrative charge.
- (b) The City Clerk shall send, by certified U.S. mail, return receipt requested, a demand for payment and notice of special assessment to the owner of record that sets forth all abatement costs owed to the City. The demand for payment and notice of special assessment shall also be posted at a conspicuous place on the property.

- (c) The City Clerk shall set the report for public hearing before the City Council at the first regular meeting that will be held at least 30 days after the demand for payment and notice of special assessment has been sent.
- (d) The demand for payment and notice of special assessment shall require that the owner remit payment to the City within 30 days of the demand for payment.
- (e) At the hearing, the City Council shall hear any objections or protests by persons who may be liable for the costs of abatement. The Council shall add related administrative charges and make such revisions or corrections to the report as it deems justified. The Council shall confirm the report by resolution.
- (f) The City Clerk shall prepare and file with the County of Riverside a certified copy of the City Council resolution and the appropriate County officer or official shall enter each assessment in the county tax roll opposite the subject parcel of land. The assessment may be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedures and sale, in case of delinquency, as municipal taxes. In accordance with Section 38773.5 of the California Government Code, all laws applicable to the levy, collection, and enforcement of the municipal taxes shall be applicable to the special assessment.



ITEM NO. 8

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Jeff LaTendresse, Fire Chief

DATE: December 13, 2023

SUBJECT: Resolution Acknowledging Receipt of the Fire Chief's Report Regarding Compliance with the Annual Inspection of Certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code

Recommendation

Adopt Resolution No. 2023-43 Acknowledging Receipt of the Fire Chief's Report Regarding Compliance with the Annual Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code.

Background/Discussion

In 2018, California Health and Safety Code Section 13146.4 was added and became effective January 1, 2019. Section 13146.4 requires all fire departments that provide fire protection services to report annually to their administering authority on their compliance with Health and Safety Code Section 13146.2 and 13146.3. Section 13146.2 and 13146.3 require annual inspections of every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building and fire standards.

Fiscal Impact

None.

Attachments

1. Resolution No. 2023-43
2. 2023 Canyon Lake Fire Department State Mandated Inspection Report

ATTACHMENT 1

RESOLUTION NO. 2023-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE CANYON LAKE FIRE DEPARTMENT REGARDING COMPLIANCE WITH THE ANNUAL INSPECTION OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

WHEREAS, on September 27, 2018, the Governor signed into law Senate Bill No. 1205 (Chapter 854) adding Sections 14146.2 and 14146.3 to the California Health and Safety Code, which became effective on January 1, 2019; and

WHEREAS, California Health and Safety Code Safety Code Section 13146.4 requires all fire departments, including the Canyon Lake Fire Department, that provide fire protection services to report annually to its administering authority on its compliance with Health and Safety Code Sections 13146.2 and 13146.3; and

WHEREAS, California Health and Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Canyon Lake Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

WHEREAS, the City of Canyon Lake Fire Department has prepared an annual report titled “2023 Canyon Lake Fire Department State Mandated Inspection Report” and dated December 13, 2023, in compliance with the statutory requirement to perform certain annual inspections as required under California Health and Safety Code Sections 13146.2 and 13146.3; and

WHEREAS, Senate Bill No. 1205 requires administering authorities to acknowledge receipt of annual reports on the compliance with the requirement to perform annual inspections.

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. Educational Group E occupancies, for the purposes of this Resolution, are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. The Canyon Lake Fire Department completed 100% of the annual inspections of the identified Group E buildings, structures, and/or facilities in the City of Canyon Lake.

Section 3. Residential Group R occupancies, for the purposes of this Resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc., as well as other residential occupancies (including a number of residential area facilities). These residential care facilities have a

number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. The Canyon Lake Fire Department completed 100% of the annual inspections of the identified Group R occupancies, buildings, structures, and /or facilities in the City of Canyon Lake.

Section 4. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 13th day of December, 2023.

_____, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

ATTACHMENT 2



CANYON LAKE FIRE DEPARTMENT

MEMORANDUM

DATE: December 13, 2023

TO: City Council

THROUGH: Nicole Dailey, City Manager

FROM: Jeff LaTendresse

SUBJECT: 2023 Canyon Lake Fire Department State Mandated Inspections Report

Health and Safety Code Section 13146.4 was created by Senate Bill 1205 in 2018. The new section requires the Canyon Lake Fire Department to report the completion rates of state mandated annual inspections.

The state already required annual fire department inspections for all Educational (E), Residential (R-1 and R-2) transient multi-family and non-transient multifamily occupancies in compliance with Health and Safety Code Section 13146.2 and 13146.3. This includes all public and private schools, apartments, condominiums, hotels, and motels. Last year nine properties were identified and inspected by the Canyon Lake Fire Department that meet the State mandate and the same nine were inspected this year. All have received their initial inspections and staff is working on any remaining follow-up items.

The new code section requires that the completion report be presented to the City Council annually by the Canyon Lake Fire Department.

Canyon Lake Fire Department 2023 State Mandated Inspection Report

December 13, 2023

Total Occupancy Inspections Required: 9

Occupancy Type	Total # of Occupancies	Inspected in 2023
Group E (Schools)	1	1
Group R-1 (Hotels)	1	1
Group R-2 (Apts./Condos)	7	7
Total E, R-1, and R-3	9	9



ITEM NO. 9

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

DATE: December 13, 2023

SUBJECT: Resolution Extending the Special Event Permit Fee Waiver (excluding Special Event Permit – Minor) for Active and Exempt Nonprofit 501(c)(3) Charitable Organizations

Recommendation

Adopt Resolution No. 2023-44 Extending the Special Event Permit Fee Waiver (excluding Special Event Permit – Minor) for Active and Exempt Nonprofit 501(c)(3) Charitable Organizations.

Background

According to Canyon Lake Municipal Code (CLMC), Chapter 11.25, all special events in the City including those on Canyon Lake Property Owners Association property are required to have a special event permit. These provisions define special events as any assembly, congregation, attraction, display, parade, race, entertainment, demonstration, carnival, bazaar, circus, rodeo, or other traveling show, fair, “party house,” festival, food fair, cookoff, dance, concert, party, or performance, block party or any other planned occurrence that may attract a large number of people, such as 50 or more, or which may become a hazard to the public peace, health, safety or general welfare or may become a public nuisance.

On April 27, 2023, the Community Engagement Ad Hoc Committee (“Ad Hoc Committee”) discussed changes to the special events permit tiers / fees and the impacts these changes were having on events hosted by local community groups. After further discussion with the Ad Hoc Committee, a recommendation was made to request the City Council to waive the special event permit fees for active and exempt nonprofit 501(c)(3) charitable organizations.

Under section 11.25.100 of the CLMC, the City Council has the authority to waive provisions of Chapter 11.25 of the Municipal Code for nonprofit corporations that are engaged in charitable or public benefit purposes whenever those purposes benefit the City or its citizens. On June 14, 2023, the City Council adopted Resolution No. 2023-28 authorizing a special event fee waiver for active and exempt non-profit 501(c)(3) charitable organizations. This waiver was approved to be in effect for applications received from eligible organizations for the remainder of the 2023 calendar year, excluding those applications received for the special event permit - minor.

Discussion

Since adopting the fee waiver, the City has processed six special event permit applications for eligible non-profit organizations resulting in a total of \$1,344 in fees waived.

Staff is recommending the City Council extend the existing fee waiver at a date uncertain. Staff has been directed to work with the Ad Hoc Committee to review Chapter 11.25 of CLMC to recommend changes that meet today's standards and the needs of the community. That review is still underway. Once staff and the Ad Hoc Committee have reviewed and discussed necessary changes to the ordinance this item will be brought to the full City Council for consideration.

Fiscal Impact

The fiscal impact is unknown at this time as it will depend on the number of applications received by the City.

Attachments

1. Resolution No. 2023-44

ATTACHMENT 1

RESOLUTION NO. 2023-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, EXTENDING THE SPECIAL EVENT PERMIT FEE WAIVER (EXCLUDING SPECIAL EVENT PERMIT – MINOR) FOR ACTIVE AND EXEMPT NONPROFIT 501(C)(3) CHARITABLE ORGANIZATIONS FOR THE REMAINING 2023 CALENDAR YEAR

WHEREAS, on April 27, 2023, the Community Engagement Ad Hoc Committee met and discussed recent changes to special event permit fees and tiers and their impacts on events hosted by local community groups; and

WHEREAS, Canyon Lake Municipal Code Chapter 11.25.100 enables City Council to waive any provisions of the Chapter for nonprofit corporations that are engaged in charitable or public benefit purposes whenever those purposes benefit the City or its citizens; and

WHEREAS, on June 14, 2023, the City Council adopted Resolution No. 2023-28 authorizing a special event fee waiver for active and exempt non-profit 501(c)(3) charitable organizations in effect for applications received from eligible organizations for the remainder of the 2023 calendar year, excluding those applications received for the special event permit – minor; and

WHEREAS, to allow a comprehensive review of Canyon Lake Municipal Code Section 11.25 to recommend changes to the Code which will meet today’s standards and the needs of the community, Staff is recommending the City Council extend the existing fee waiver to a date uncertain.

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

Section 1. The foregoing recitals are true and correct.

Section 2. The special event permit fee waiver for nonprofit charitable organizations is extended to a date uncertain.

Section 3. That the City Clerk shall certify to 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 on this 13th day of December, 2023.

ATTEST:

_____, Mayor

Sheryl L. Garcia, MMC, CPM
City Clerk



ITEM NO. 10

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: David Harnden, Deputy Building Official

DATE: December 13, 2023

SUBJECT: Resolution Amending the Canyon Lake Citywide Fee Schedule in Relation to Assigning New Addresses and Introduction and First Reading of Ordinance No. 241 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 14.02 to the Canyon Lake Municipal Code Regarding New Addresses Assignment and Change of Addresses

Recommendation

(1) Adopt Resolution No. 2023-45 Amending the Canyon Lake Citywide Fee Schedule in Relation to Assigning New Addresses; and (2) Introduce and read by title only waiving further reading of Ordinance No. 241 - An Ordinance of the City Council of the City of Canyon Lake, California, adding Chapter 14.02 to the Canyon Lake Municipal Code regarding new addresses assignment and change of addresses.

Background

The City of Canyon Lake currently has no processes or fees in place for assigning new addresses. In recent months, the Building Department has been approached by Southern California Edison (SCE) to provide addresses for commercial pedestal type panels located at cell tower locations in the city and by property owners interested in assigning addresses to proposed accessory dwelling unit (ADU) structures.

As the City has no existing procedure and the existing addresses pre-assigned during the development of the community are under the control of the Canyon Lake Property Owners Association (POA), the Deputy Building Official contacted the POA to inquire about their process for adding new addresses. The response from the POA indicated that they had no process in place.

It is the City's goal to have a well-documented user fee structure that is based on a legally defensible methodology for calculating and establishing the City's development processing fees and other City rates, charges, and user fees, which will incorporate all direct and indirect costs of providing the services and will be compliant with applicable law. Therefore, in

December 2022, the City adopted a Comprehensive Citywide User Fee and Rate Study adjusting the City's user fees for various governmental services. At this time, the new address process and fee was not foreseen and was not included.

Discussion

Staff worked with the City Attorney to draft a new municipal code, Chapter 14.02, to be added to the Canyon Lake Municipal Code regarding new address assignments and change of address attached as Ordinance No. 241. Chapter 14.02 grants authority to the Building Department to assign new addresses or to change existing addresses and to provide a consistent system for addressing which is easily recognizable by emergency response personnel and the public.

As part of implementing this new process, the City must establish fees based on cost recovery to provide this service. Staff estimated this process would require one hour of processing time by the permit technician and one hour of research and assignment time by the Deputy Building Official at a total cost of \$242 as shown in the attached resolution.

In addition, staff has developed a recommended request form to assist in processing such requests. As part of these discussions, the Deputy Building Official received input from all city departments affected by this ordinance including the Fire Department and implemented the necessary changes.

On November 27, 2023, a public hearing notice was submitted to the Friday Flyer for a publication date of December 1, 2023. Fee changes if approved will become effective February 9, 2024, and ordinance revisions will take effect 30 days after the final reading on January 10, 2024.

Fiscal Impact

The fiscal impact is unknown at this time as it will depend on the number of applications received by the City.

Attachments

1. Resolution No. 2023-45
2. Ordinance No. 241
3. New Address Assignment or Address Change Request Form

ATTACHMENT 1

RESOLUTION NO. 2023-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING AND ADOPTING A NEW FEE FOR ASSIGNING NEW ADDRESSES

WHEREAS, California general law cities impose fees for services and activities they provide through provisions of the state Constitution as well as applicable law; and

WHEREAS, cities may perform broad activities related to their local police power and other service authority as defined in California Constitution, Article XI, Section 7 and 9, and cities also may establish fees for service through the framework defined in Article XIIC, Section 1; and

WHEREAS, the City presently does not charge a fee for assigning a new address; and

WHEREAS, the City wishes to establish a fee in connection with assigning a new address; and

WHEREAS, on December 13, 2023, the City Council conducted a duly noticed public hearing and collected, examined, and analyzed written evidence regarding the proposed new fee; and

WHEREAS, the City has reviewed a Justification Document that determined that the City could justify and levy a fee of \$242.00 for assigning a new address; and

WHEREAS, the City has in all respects complied with legal requirements concerning establishing and imposing the proposed new fee.

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 fee to be adopted is set forth in Exhibit “A” hereto.

Section 3. That the City Clerk shall certify to 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 13th day of December, 2023.

_____, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT "A"

Fee Calculation for Assigning a New Address

Deputy Building Official / Sr. Building Inspector cost per hour (\$158.00)

Building Permit Technician II cost per hour (\$84.00)

Required Hours: (1) hour, Deputy Building Official and (1) hour, Building Permit Technician II

\$158.00 + \$84.00 =

Total Cost: \$242.00

ATTACHMENT 2

ORDINANCE NO. 241

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADDING CHAPTER 14.02 TO THE CANYON LAKE MUNICIPAL CODE REGARDING NEW ADDRESSES ASSIGNMENT AND CHANGE OF ADDRESSES

WHEREAS, the City of Canyon Lake recognizes the importance of maintaining an efficient and logical addressing system to enhance public safety, emergency response, and the overall function of the City; and

WHEREAS, the City Council of Canyon Lake seeks to authorize the Building Department to manage and regulate address assignments and changes within the City to ensure consistency with the City's block numbering system.

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

Section 1. Municipal Code Amendment – Chapter 14.02. Chapter 14.02 of the Canyon Lake Municipal Code is hereby added to read as provided in the attached Exhibit “A”.

Section 2. 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 3. 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 4. 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 5. 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 ____ day of _____, 2024.

_____, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM

Steven Graham, City Attorney

EXHIBIT “A”

**Chapter 14.02
New Addresses Assignment and Change of Addresses**

- 14.02.010 Purpose and Intent.**
- 14.02.020 Administration.**
- 14.02.030 New Address Assignment.**
- 14.02.040 Change of Address.**
- 14.02.050 Display of Address Numbers.**

14.02.010 Purpose and Intent.

The purpose of this regulation is to authorize the Building Department to assign new address(es) or change existing address(es) and to provide a consistent system for addressing which is easily recognizable by emergency response personnel and the public.

14.02.020 Administration.

The Building Department has sole authority to administer, interpret, and enforce these regulations. All street names and numbers must be approved or determined by the Building Department.

14.02.030 New Address Assignment.

When a new meter, structure, building, or unit is proposed, a request for a New Address Assignment or Change of Address application should be submitted to the Building Department to establish the new address(es). The address(es) must be approved by the Building Official, who may assign an address different than that proposed.

The request for a New Address Assignment form should be submitted concurrent with the building permit process for new construction or any other building improvements.

14.02.040 Change of Address.

1. The Building Department may change an address when it is out of sequence, does not conform to the City’s block numbering system, or might delay emergency response. If an address is changed, the Building Department must notify the owner and tenant in charge of the structure in writing at least ten (10) days before the effective date and must post a public notice on the property at least five (5) days before the effective date.

2. A property owner may apply for an address change by:

- a. Submitting an Address Assignment or Address Change Request application;
- b. Paying a set fee to be determined by the City Council and adjusted annually on

July 1st of each year by the annual percentage change in the U.S. Consumer Price Index.

The Building Department must decide whether the proposed address meets City requirements. If it does not, the application must be denied, and/or adjusted, and the Building Official shall assign an address different than proposed if applicable.

14.02.050 Display of Address Numbers.

Property owners shall comply with all instructions and requirements issued by the Building Department regarding the display of new addresses on their respective properties. Within thirty days (30) after receiving written notification of an address change, the owner of an existing structure must display the new numbers following the City's Building Code and remove all obsolete numbers.

It shall be unlawful for any person, whether the owner or occupant of the structure, building, unit, or any apartment therein, to place, maintain, or allow to remain thereon any number other than the one (1) assigned by the Building Department. Failure to comply with the provisions outlined in this ordinance may result in penalties as established by applicable laws or regulations.

ATTACHMENT 3

City of Canyon Lake
New Address Assignment or Address Change Request Form

Instructions: Please complete this form, attach Attachment A (if needed for multiple parcels and address requests), and submit the completed form to the Building Department for processing. Note that addresses will only be assigned when new development or alteration work is proposed. A change of address will ONLY be granted for the following reasons:

- It is logical and consistent with the City’s block numbering system; and
- It will not cause any potential confusion for emergency services.

SUBMITTAL PACKAGE

Submit your request package or questions to [newpermits@canyonlakeca.gov] or to:

Building & Safety Department
31516 Railroad Canyon Road
Canyon Lake, CA 92587
951-746-7970

Required Documents:

- Completed New Address Assignment or Address Change Request Form.
- \$242 Fee Payment.
- SITE PLANS - Drawn to scale showing property lines, all structure footprints, and structure entrances.
- Floor Plans (if this request is for a suite or unit numbering).
- Other documents required by the project.

Application Information

Address Type: [] New Address Assignment [] Address Change

Existing Address (*if applicable*): _____

Reason for Request:

- New Construction
- Unit Addition/Division (Accessory Dwelling Units, apartment units, etc.)
- Other: _____

Section 1: Property Information

Parcel/Property ID:

Assessor's Parcel Number:	Tract #:	Lot #:
Plan Review #/ Plan Review Approval # (If Any):		

Applicant Information

Property Owner Architect Engineer Contractor Developer Other: _____

Applicant's Name: _____

Firm Name (if any): _____

Applicant's Contact Information:

Phone: _____

Email: _____

Section 2: Property Owner or Authorized Legal Representative

Name: _____

Firm Name (if any): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

I, the undersigned property owner or authorized agent, hereby certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in delays or other actions as determined by the City of Canyon Lake.

Signature: _____

Date: _____

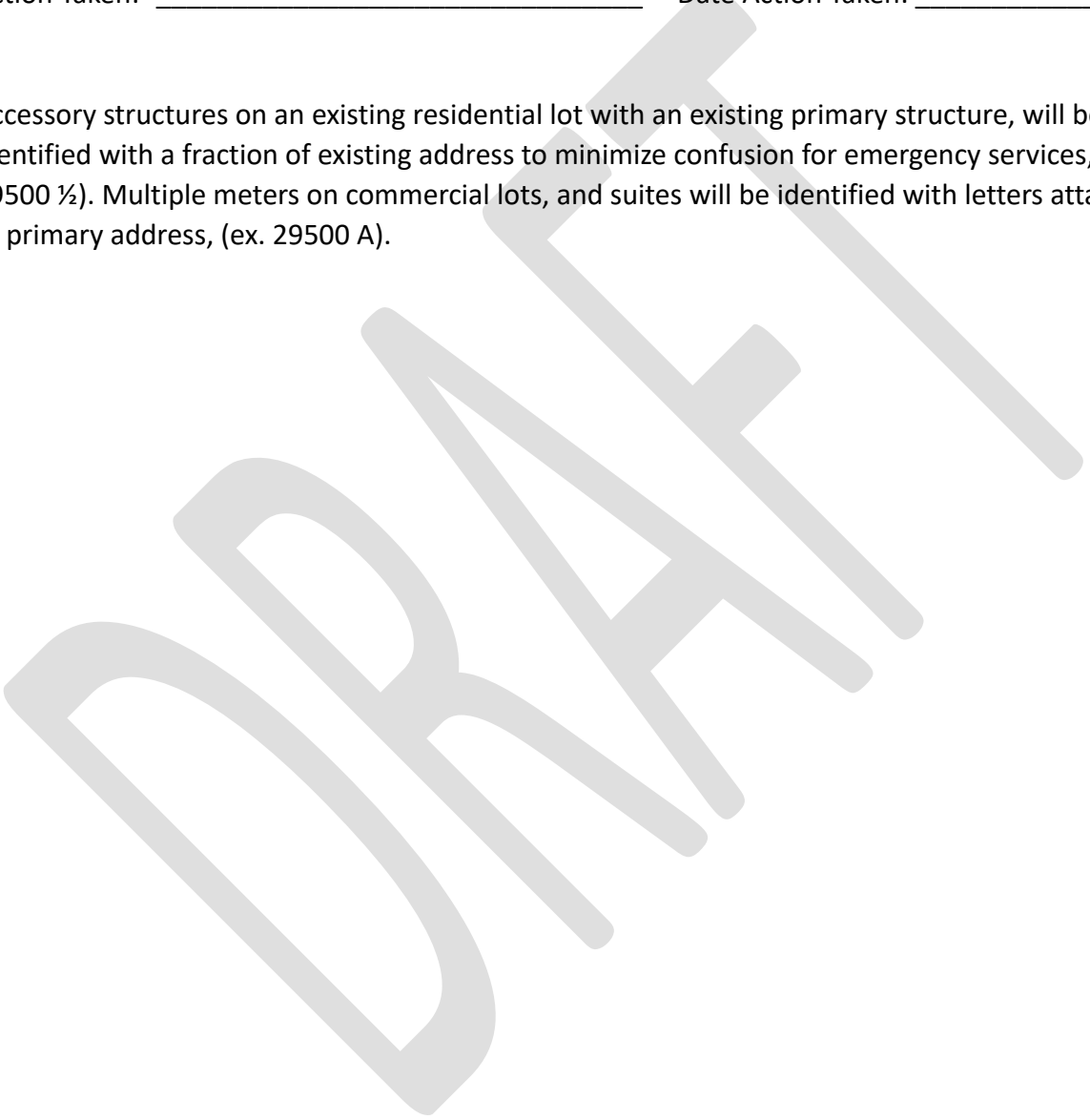
Section 3: Office Use Only

Received By: _____ Date Received: _____

Review Status: _____ Date Reviewed: _____

Action Taken: _____ Date Action Taken: _____

Accessory structures on an existing residential lot with an existing primary structure, will be identified with a fraction of existing address to minimize confusion for emergency services, (ex. 29500 ½). Multiple meters on commercial lots, and suites will be identified with letters attached to primary address, (ex. 29500 A).



Attachment A: Multiple Parcel Address Request or Change

Please provide information for each parcel/address requesting a new assignment or change.

Parcel/Address 1:

Street Name: [Insert Street Name]

Requested Address Number: [Insert Requested Address Number]

Parcel/Address 2:

Street Name: [Insert Street Name]

Requested Address Number: [Insert Requested Address Number]

Parcel/Address 3:

Street Name: [Insert Street Name]

Requested Address Number: [Insert Requested Address Number]

Parcel/Address 4:

Street Name: [Insert Street Name]

Requested Address Number: [Insert Requested Address Number]

Brief Description/Justification for the multiple request:



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Steven Graham, City Attorney

DATE: December 13, 2023

SUBJECT: Introduction and First Reading of Ordinance No. 242 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 8.03 to the Canyon Lake Municipal Code Related to Regulation of Docks

Recommendation

Introduce and read by title only waiving further reading of Ordinance No. 242 - An Ordinance of the City Council of the City of Canyon Lake, California, Adding Chapter 8.03 to the Canyon Lake Municipal Code (CLMC) Related to Regulation of Docks.

Background

The Lake is a focal point for the community's recreational activities, with numerous residents who own and/or utilize boats and docks. Currently, the City does not have specific language within the CLMC related to dock regulation.

After concerns were raised about potential structures (i.e., two-story hybrid dock/deck structures) posing threats to adjacent landowners' enjoyment, creating disruptive noise, and creating risks of injuries due to poorly designed structures, on April 6, 2022, the City Council adopted Urgency Ordinance No. 219 which took immediate effect for forty-five (45) days and prohibited the construction and use of structures upon the water of Canyon Lake. Exceptions were allowed for structures/facilities owned and operated by the Elsinore Valley Municipal Water District (EVMWD), and boat docks (with certain height/use restrictions) while the City studied their operation and prepared a recommendation.

On May 11, 2022, the City Council adopted Urgency Ordinance No. 220, which extended the moratorium for a total moratorium length of one year. On March 8, 2023, the City Council approved a one-year extension to the moratorium on the use, construction, establishment, and operation of structures upon water in the City (Ordinance No. 234) to engage further with stakeholders, including EVMWD and Canyon Lake Property Owners Association (CLPOA) to create a potential regulatory ordinance. The one-year extension is in place until April 5, 2024, or until the City Council adopts an ordinance regulating the docks, whichever comes first.

To assist in these efforts, at this meeting Mayor Smith appointed Mayor Pro Tem Dale Welty and Councilmember Mark Terry to serve on an ad hoc committee to work with staff, the CLPOA and EVMWD on drafting a new ordinance.

Discussion

Staff worked with the Ad Hoc Committee to identify key areas of consideration in terms of regulating docks in Canyon Lake. Staff also met with EVMWD and the CLPOA to identify their concerns and responsibilities related to docks.

Currently, all new or modified docks and seawalls are required to get approval from the CLPOA. However, this approval process is limited and does not prohibit any structures and/or require any permits for electrical components.

Based on input from the Ad Hoc Committee, EVMWD and the CLPOA, the proposed ordinance establishes standards for safe and responsible dock use and maintenance to mitigate these issues, aligning with the City's commitment to public safety. It outlines key regulations related to general standards for the maintenance of docks, prohibition of super structures, electrical system requirements, and guidelines for violations.

Staff believes the attached ordinance adequately addresses recent concerns related to docks and intends to work with the CLPOA to monitor any additional areas of concern for future consideration. If adopted, any person violating any municipal code provision will be subject to criminal and/or civil penalties.

Fiscal Impact

None.

Attachments

1. Ordinance No. 242

ATTACHMENT 1

ORDINANCE NO. 242

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADDING CHAPTER 8.03 TO THE CANYON LAKE MUNICIPAL CODE RELATED TO REGULATION OF DOCKS

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

Section 1. Municipal Code Amendment – Chapter 8.03. Chapter 8.03 of the Canyon Lake Municipal Code is hereby added to read as provided in the attached Exhibit “A”.

Section 2. 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 3. 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 4. 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 5. 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 ____ day of _____, 2024.

_____, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney

EXHIBIT “A”

**Chapter 8.03
Docks and Structures**

- 8.03.010 Purpose and Intent**
- 8.03.020 Definitions**
- 8.03.030 Permits and Fees**
- 8.03.040 Application**
- 8.03.050 Standards**

8.03.010 Purpose and Intent

The purpose of this Ordinance is to protect the health and safety of the general public. The City recognizes that docks are located on Canyon Lake, which is a reservoir owned and operated by Elsinore Valley Municipal Water District and subject to that certain lease of Canyon Lake and the shoreline by the Canyon Lake Property Owner’s Association.

8.03.020 Definitions

“Canopy” shall mean an overhead shade structure built upon dock’s platform.

“Dock” shall mean a structure extending from the shoreline or a fixed platform into the water of Canyon Lake for the purpose of providing access to the water for recreational or other purposes.

“Shoreline” shall mean the line at which the water of Canyon Lake comes into contact with dry land. The shoreline will move as water levels change.

“Super Structures” shall mean an overhead structure built upon dock’s lower platform, canopy excluded.

8.03.30 Dock Standards

(a) General Standards.

1. All docks shall be maintained in good repair and free of debris.
2. No dock shall pose a hazard to the public welfare, navigation, or water quality.
3. The use of docks will be limited to the docking of watercraft and the storage of gear essential to the operation of watercraft. Storage of flammable and other hazardous substances is prohibited.

(b) Super Structures Prohibited. Super Structures are prohibited on all docks.

(c) **Electrical Systems.**

1. Any dock with new electrical components, appliances, equipment and systems shall be required to comply with the relevant provisions of the California Building Code, California Fire Code, National Electric Code (NFPA 70) including any requirement to obtain a permit and inspection from the City of Canyon Lake.
2. Dock with electricity shall have a sign warning of potential shock hazards related to electrical currents that may be present in the water that is affixed to the shoreline side of the dock that is plainly visible to a person within 20 feet of the dock and be of sufficient durability to withstand the environment.
3. Any dock classified “Not Electrically Wired” will not have any permanent electrical supply installed without first applying for a classification change as per City’s Safety and Construction Standards. There will be no temporary electrical supply (extension cords, etc.) used and left unattended while it is on the dock or dock walkway. Any temporary electrical supply will be an approved UL Listed Supply Cord and be in good condition with all electrical connectors attached and in use. Any temporary electrical supply will use GFCI receptacles that meet current minimum code requirements.

8.03.040 Violations

- (a) **Violations Declared a Public Nuisance.** Each and every violation of the provisions of this Chapter is hereby deemed unlawful and a public nuisance and may be summarily abated by the City Manager or designee. The City may recover any nuisance abatement costs and/or administrative fines relating to such violations in accordance with Government Code Sections 38773.1 and 38773.5.
- (b) **Each Violation a Separate Offense.** Each and every violation of this Chapter shall constitute a separate violation and shall be subject to all remedies and enforcement measures authorized by this Code. Additionally, as a nuisance per se, any violation of this Chapter shall be subject to injunctive relief, any permit issued pursuant to this Chapter being deemed null and void, disgorgement and payment to the City for any monies unlawfully obtained, costs of abatement, costs of investigation, attorney fees, and any other relief or remedy available at law or in equity. The City may also pursue any and all remedies and actions available and applicable under state and local laws for any violations.
- (c) **Criminal Penalties.** Any person causing, permitting, aiding, abetting, suffering or concealing a violation of this Chapter shall be guilty of a misdemeanor, and may, in the discretion of the City Attorney, be prosecuted as a misdemeanor and upon conviction be subject to a fine not to exceed \$1,000 or imprisonment in the City or County jail for a period of not more than six months, or by both such fine and imprisonment. The City Attorney, in his or her sound discretion, may prosecute a violation of this Chapter as an infraction, rather than a misdemeanor, or reduce or agree to the reduction of a previously

filed misdemeanor to an infraction. A fourth violation of this Chapter within one year shall be charged as a misdemeanor and may not be reduced to an infraction. Each day a violation is committed or permitted to continue shall constitute a separate offense. The City Manager may grant a hardship waiver to reduce the amount of the fine upon a showing by the responsible party that the responsible party has made a bona fide effort to comply after the first violation and that payment of the full amount of the fine would impose an undue financial burden on the responsible party.

- (d) Remedies Cumulative and Not Exclusive. The remedies provided herein are not to be construed as exclusive remedies. The City is authorized to pursue any proceedings or remedies provided by law.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Sheryl Garcia, City Clerk

DATE: December 13, 2023

SUBJECT: Appointment of Delegates to Regional Agencies for 2024

Recommendation

Review the regional agency assignment list and appoint council delegates to serve for 2024.

Background

Each year following the reorganization of the City Council, the incoming Mayor and Council Members review the list of regional agency assignments to determine if any changes or additions are appropriate and to make appointments for the upcoming calendar year. Current and proposed appointments are shown below.

ORGANIZATION	REPRESENTATIVES
Lake Elsinore San Jacinto Watersheds Authority (LESJWA)	Welty (Delegate) Castillo (Alternate)
Northwest Mosquito & Vector Control District (NWMVCD)	Welty (Delegate) Smith (Alternate)
Riverside County Transportation Commission (RCTC)	Smith (Delegate) Dain (Alternate)
Riverside Transit Agency (RTA)	Smith (Delegate) Welty (Alternate)
Southern California Association of Governments Transportation Committee (SCAG)	Smith (Delegate)
Southwest Communities Finance Authority (SCFA) JPA (Animal Friends of the Valleys)	Dain (Delegate) Terry (Alternate)
Southwest Riverside Elected Leaders Collaborative	Castillo (Member) Dain (Member)

ORGANIZATION	REPRESENTATIVES
Western Riverside Council of Governments (WRCOG) Executive Committee	Terry (Delegate) Welty (Alternate)
Western Riverside County Regional Conservation Authority (RCA)	Dain (Delegate) Terry (Delegate) Welty (Alternate)

Following the City Council’s selection of representatives, the City Clerk will notify the various agencies of any changes and update the Fair Political Practices Commission (FPPC) Form 806 (Agency Report of Public Official Appointments), which is available on the City’s website.

Fiscal Impact

None.

Attachments

None.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Nicole Dailey, City Manager
BY: Sheryl Garcia, City Clerk
DATE: December 13, 2023
SUBJECT: Appointment of Council Members to Standing and Ad Hoc Committees

Recommendation

Review the current list of standing and ad hoc committees and authorize the Mayor to dissolve, establish and make appointments as necessary.

Background/Discussion

Each year following the reorganization of the City Council, the incoming Mayor and Council Members review the list of standing and ad hoc committees to ensure the existing committees align with City Council priorities. The Mayor and City Council may dissolve existing committees and establish new committees, as necessary. The list of current and proposed committees and members is shown below:

COMMITTEE NAME	TYPE	CURRENT MEMBERS
Canyon Lake Emergency Preparedness	Standing	Smith, Welty
Finance and Planning	Standing	Castillo, Dain
Deck Ordinance Review	Ad Hoc	Terry, Welty
Public Safety	Ad Hoc	Smith, Terry
LEUSD Articulation	Ad Hoc	Castillo, Dain
Canyon Lake POA Articulation	Ad Hoc	Smith, Welty
Economic Development	Ad Hoc	Terry, Welty
Community Engagement	Ad Hoc	Castillo, Dain

Fiscal Impact

None.

Attachments

None.